



## INTEGRATED BUSINESS ESTABLISHMENT SURVEY

# Job Creation Report



Ministry of Trade &  
Industry (MoTI)



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Netherlands

Ghana Statistical Service  
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## **PREFACE AND ACKNOWLEDGEMENTS**

The Integrated Business Establishment Survey (IBES) is an economic census that cuts across all the three major sectors of the Ghanaian economy. The 2014 IBES is the first non-household economic census covering all sectors, compared to the previous establishment censuses conducted in 1962, 1978, 1987 and 2003, which focused only on the industrial sector. It is structured in two Phases. Phase I is the listing of all non-household establishments in Ghana with the primary aim of producing a business register and developing a sampling frame from which establishments were to be sampled for the second Phase. In addition to providing information for the publication of the business register, Phase I collected relevant data that enabled the production of the Employment Report, Job Creation Report and the Summary Report.

The Job Creation Report is one of the first four national publications to be released from IBES. It focuses on employment generation by non-household actors in the Ghanaian economy. This report gives a comprehensive analysis of persons engaged in non-household activities by economic sectors and sub-sectors, region, size, age, formal and informal activities, and ownership of establishments. Aside from the public and private policy-makers who will find this report valuable in policy formulation and implementation, researchers, students and the international community may also find this Job Creation Report useful as it provides information about the type and distribution of new jobs created in non-household establishments in Ghana in 2014.

The Ghana Statistical Service (GSS) expresses great appreciation to the Government of Ghana, the Dutch Government, UK-DFID and the World Bank for providing the financial assistance for this economic census. We also wish to thank the Ministry of Trade and Industry which assisted in their capacity as a major stakeholder and provided both technical and financial support for the IBES. We appreciate the technical assistance of the following organizations during the execution of the project: they are the National Board for Small Scale Industries; United Nations Development Programme (UNDP); United Nations Industrial Development Organization (UNIDO); Ministry of Roads and Transport; Ghana Employers Association (GEA); Association of Ghana Industries (AGI); Ghana National Chamber of Commerce and Industry; National Insurance Commission (NIC); Private Enterprise Federation (PEF); Minerals Commission; Ghana Tourist Board (GTB); National Communications Authority (NCA); Ministry of Employment and Labour Relations (MELR); and the Institute of Statistical, Social and Economic Research (ISSER).

Furthermore, we would like to express our sincere gratitude to all the establishments which provided the required data and made it possible to complete the first phase of the 2014 economic census. Finally, the GSS acknowledges the efforts of the office and field staff who worked tirelessly to ensure that the Phase I of IBES was successful.



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## **EXECUTIVE SUMMARY**

### **Introduction**

This report provides information on the number of jobs created in the country in 2014 within non-household establishments across the three main sectors of the economy (agriculture, industry and services). Job losses and stagnant employment remain pressing challenges in nearly every community across the country. Across the regions of the country, policy-makers are grappling with the critical question of how to create jobs for the growing number of people in the labour market. Job creation is the process of providing new jobs, especially for people who are unemployed. It is essentially a measure of net hiring of full and part-time adult workers. It is the provision of new opportunities for paid employment, particularly for those who are unemployed

### **Number of jobs created**

In 2014, a total of 207,492 jobs were created in the country. This excludes jobs created under household agriculture and other household activities, and includes only jobs created within non-household establishments in Ghana. The agricultural sector recorded the least number of jobs created (1,756) in 2014. Nearly nine out of every ten new jobs created took place in the services sector. A total of 24,095 new jobs were recorded in the industrial sector during the period.

### **Job creation by sub-sector**

The manufacturing sub-sector created the largest number of jobs (19,113) in the industrial sector followed by the mining and quarrying sub-sector, which created 1,766 new jobs. The electricity and gas sub-sector accounted for the least number of jobs recorded in the industrial sector. The number of jobs created in the crop and animal production sub-sector alone represented 82.4 percent of all new jobs created in the agricultural sector. Most of the new jobs recorded in the services sector emanated from the wholesale and retail trade sub-sector (84,479).

### **Regional distribution of new jobs**

Ashanti Region recorded the highest number of net new jobs of 384 in the agricultural sector followed by Volta (264) and Greater Accra (241) regions. The Greater Accra Region recorded four job losses in agriculture. All the other regions, with the exception of the Upper East Region, recorded high numbers of net new skilled rather than unskilled jobs in the institutional agricultural sector.

The least number of skilled jobs created (333) in the industrial sector was recorded in the Upper West Region. The Greater Accra Region added 422 new unskilled industrial jobs. There were no job losses recorded in the services sector during the period, i.e. the number of existing skilled and unskilled jobs increased in the services sector. The Upper West Region recorded the lowest (2,171) number of net new services jobs in 2014.

The number of jobs created by informal establishments in the services sector was very high, accounting for more than three-quarters (79.6%) of the number of jobs created in the services sector. Similarly, jobs created by informal establishments in the industrial sector was higher than formal establishments in the sector. In contrast, job creation by formal establishments (57.1%) was higher than jobs created by informal establishments (42.9%) in the agricultural sector.

Job creation by formal establishments was highest in the Greater Accra Region both in the industrial (5,969) and services (19,701) sectors. However, Volta Region recorded the highest number of formal agricultural jobs of 250 followed by Greater Accra (218). Net job losses were recorded mainly in the formal establishments of the industrial sector in the Brong Ahafo (258), Central (606), Northern (829) and Upper West (955) regions for unskilled jobs.

### **Job creation by size of establishment**

Micro-sized establishments in the services sector created the highest number of jobs (111,144) while medium-sized establishments in the sector created the least number of jobs (11,118) comprising 8,919 skilled jobs and 2,199 unskilled jobs. In the agricultural sector, medium-sized establishments recorded the lowest number of new jobs (203) in 2014. Net job creation in the industrial sector emanated mainly from micro-sized establishments (11,715). While micro-sized industrial establishments recorded 14,829 new skilled jobs; a total of 3,114 unskilled jobs were also lost by the sector in 2014. A significant number of jobs in the accommodation and food services (15,312) and manufacturing (11,273) sub-sectors were created by micro-establishments.

In the agricultural sector, establishments which engaged less than 10 persons created a total of 428 jobs during the period, while establishments with 200 or more persons engaged created a total of 506 new jobs. In the industrial sector, establishments with 1-4 persons engaged created 46.7 percent of the net new jobs in the sector; establishments with 10-14 persons engaged created the least number of jobs (140).

### **Job creation and age of the establishment**

Younger establishments dominated in the net creation of jobs. In the Upper East Region, establishments that commenced operations before 1975 and those that started operations between 1985 and 1994 lost 617 jobs while those that were created between 2005 and 2014 created 78.9 percent of all new jobs. The high proportion of jobs created by sole proprietorships, which normally operate informally, indicates how important informal businesses are in terms of job creation in the country.

### **Job creation and ownership of establishments**

The private sector, including public-private partnerships, created 182,856 jobs in 2014, accounting for the highest number of jobs created under the various types of ownership. State-owned enterprises created 24,636 jobs, most of which (93.6%) were in the services sector. Net job losses were recorded among privately owned establishments in the industrial sector for unskilled workers. State-owned agricultural establishments recorded the least number of new jobs across the three sectors of the economy. While job creation was quite strong in the services and industrial sectors for all ownership types, the agricultural sector continues to lag behind in its ability to create new jobs.

In the Central region, privately owned establishments, including public-private partnerships, created the highest number of agricultural jobs (83). On the other hand, the Greater Accra, Volta, Ashanti and Brong Ahafo regions recorded net job losses in the agricultural sector. The Upper West Region recorded 652 net job losses in the industrial sector and it is the only region that recorded net job losses for privately owned establishments in the industrial sector.

# **CHAPTER ONE**

## **INTRODUCTION**

### **1.1 Background**

Conducting economic censuses is one of the important activities which the Ghana Statistical Service is statutorily mandated to undertake. In 2014, the Service carried out an Economic Census, known as the Integrated Business Establishment Survey (IBES). The IBES was structured in two phases. Phase I involved the listing of all non-household establishments or businesses in Ghana. These establishments either operate for profit or are non-profit institutions, and cut across all the sectors of the economy. The results from Phase I were to be used to produce a Business Register and other reports such as the national Job Creation Report, an output which has been made possible in the IBES because of the wider focus on all the three major sectors compared to the 2003 National Industrial Census (NIC), which focused mainly on the industrial sector. Phase II, on the other hand, was expected to provide detailed information on the operations of establishments in the country.

The need for an in-depth knowledge of job creation by establishments in all sectors of the economy has often emerged at all levels of national discourse. Regular requests from policymakers, researchers and managers in the private sector about the number of jobs created in response to strong growth performance of the country make regular conduct of the IBES for non-household establishments imperative. A job creation report is one of the major outputs of IBES required to inform policy at all levels. Invariably, this output is intended to assist policy-makers to develop policy frameworks for establishments that could be classified as Micro, Small, Medium, and Large (MSML). The growth of these establishments inevitably leads to the growth and development of businesses, and, by extension, the entire economy.

### **1.2 Economic Censuses in Ghana**

The Central Bureau of Statistics (CBS), now the Ghana Statistical Service (GSS), conducted the first industrial census (a sub-component of an economic census – focusing solely on the industrial sector) in Ghana in 1962. Specifically, the 1962 industrial census was an enumeration of all mining quarrying, manufacturing, construction, electricity and distributive trade establishments. After the 1962 industrial census, annual and quarterly surveys of establishments engaging thirty or more persons were introduced in 1964. The GSS intended to conduct decennial industrial censuses but due to a number of reasons, including lack of funds, industrial censuses could not be conducted decennially as envisaged.

The second industrial census conducted in 1987 was in two phases: the first phase took place in November-December 1987 and the second in October-December 1988, with 1987 as the reference year. The first phase of the 1987 census aimed at obtaining basic data on the establishments engaged in mining, quarrying and manufacturing production and the distribution of electricity and water. The second phase of the census covered all in-scope establishments engaging ten or more persons.

The third industrial census, which was conducted in 2003, was also in two phases: the first phase took place in October - November 2003 and the second in November 2004-March 2005, with 2003 as the reference year. The current IBES is the first time Ghana has conducted an economic census on the full set of economic units across all sectors of the country's economy.



### **1.3 Job creation**

It has been argued that employment numbers are improving, but only marginally. According to the Ghana Statistical Service (GSS, 2012/13), Ghana's unemployment rate is 5.2 percent with 68.6 percent of jobs estimated to be vulnerable based on the Ghana Living Standards Survey Round Six report. Job creation essentially is a measure of net hiring of full and part-time adult workers. It is the provision of new opportunities for paid employment, especially for those who are unemployed. Employment creation remains a major priority in the country's development agenda and this is clearly stated in the National Youth Policy Document (NYP, 2015).

Job creation in essence is the "net new job" - the job that is created without displacing any jobs in the economy. How to stimulate growth and support job creation are two critical challenges that confront policy-makers in the country. Phase I of the IBES provides firm-level and worker-level data for labour market analysis which should aid the policy-making process and ensure the support of productive employment which will in turn reduce poverty.

Job creation has become a major concern for successive governments in the Fourth Republic. Programmes such as National Youth Employment (NYEP), Local Enterprises and Skill Development Programme (LESDEP), Ghana Youth Employment and Entrepreneurial Development Authority (GYEEDA), and Youth Employment Authority have all been designed to help create jobs for the youth. It is clear therefore that the issue of job creation is a critical particularly for young people. The inadequacy of employment creation vis-à-vis the growth of the labour force has been identified as an obstacle facing the young people of this country.

### **1.4 Objectives of the Census**

The overall objective of the IBES is to provide reliable, timely and relevant economic statistics to support the formulation and implementation of policies and strategies that can stimulate the growth of all sectors of the economy. The project also aims to improve the production and dissemination of statistics on production and employment for all sectors of the economy to meet the data requirements for monitoring the National Development Plan and the Sustainable Development Goals (SDGs).

#### **1.4.1 Phase I objectives**

The specific objectives of Phase I of the IBES are to:

- Provide background information to validate and update the records of the compiled list of establishments/businesses.
- Cover businesses that can be considered establishments across all sectors of the economy.
- Ensure that basic details of all businesses within the borders of Ghana are included in the register.
- Ensure that businesses engaged in the informal sector, which hitherto were not covered in most databases of institutions, are covered so that businesses that are mostly informal are well covered.
- Provide a sampling frame necessary for the conduct of frequent economic surveys and for the conduct of the second phase of the IBES.
- Provide a register of businesses in Ghana that will meet the needs of policy makers, private sector users and researchers.
- Provide a business register for Ghana that is comparable to any business register worldwide.

- Obtain benchmark data on the structure of businesses in Ghana.

## **1.5 Scope and Coverage**

### **1.5.1 Scope**

The first phase of the IBES, which covered all non-household establishments, was a census. These establishments are either engaged in economic activities or are non-profit institutions and; they cut across all sectors of the economy. Each unit of production was captured as a distinct entity, given that it is a legal unit.

A legal unit is a unit that has legal personality, i.e. the law attributes rights and obligations to it, in the sense that it has:

- right of ownership, permitting it to hold assets in its own name;
- right to engage in activities in its own name on its own behalf;
- right to conclude contracts with third parties;
- right to institute legal proceedings, i.e. to defend its interests;
- right to dispose of its assets and resources.

#### ***The non-household IBES establishments include:***

- All units of production whose physical locations are fixed and can be described and traced;
- All stores/containers not used primarily as residences for households;
- All fitting shops, fabrication shops, carpentry shops, block making factories, etc., whether housed in a complete structure or not;
- All churches/temples/mosques located in a permanent structure;
- All public sector institutions;
- All institutions (housed in a structure) engaged in agriculture-related activities, usually called institutional agriculture;
- All shops/stores/units of production which are visible outside the residential premise/attached to the residential premise, but that have access for entry or exit by customers/public;
- All businesses with signposts/boards/indications of business activities;
- All shops in a complete structure (popularly called a store) in the market place;
- All stalls in the market place with occupants operating permanently (i.e. 5 to 6 days a week) in these stalls. These stalls could either be hired/rented or purchased (those usually owned by the Metropolitan, Municipal and District Assemblies (MMDAs) are rented);
- Educational institutions (both public and private);
- Health facilities, e.g. hospitals/clinics/maternity homes, etc., in a fixed location.

#### ***But they exclude:***

- All mobile businesses, e.g. hawkers;
- Traders in open spaces;
- Traders in homes where shops are NOT visible;
- All trading units, which are mainly retail shops selling on small tables under sheds, e.g. market sheds, stalls without permanent (i.e. 5 to 6 days a week) occupants;
- Shrines;
- Brothels; and
- Churches in school buildings/churches without a permanent structure

### **1.5.2 Coverage**

All non-household establishments were included, irrespective of the size or sector of the business.

### **1.6 Reference Year**

The reference year was the calendar year 2014.

### **1.7 Legislation and Confidentiality**

The 2014 economic census was conducted under the Statistical Service Law, 1985 (PNDC Law 135). This empowers the Government Statistician to conduct economic censuses and allows entry into premises of businesses to ask questions. Also, all enumerators took an oath of secrecy in order to ensure confidentiality.

### **1.8 Funding**

The funding for the IBES I and II was drawn from the Government of Ghana Subvention Account and the Ghana Statistical Development Programme (GSDP) funds provided to the Government of Ghana in the form of a loan as well as a grant, which is managed by the World Bank, with support from the UK Department for International Development (DFID) and the Dutch Government. The entire funding for the IBES Phase I activities, including the preparatory activities, training, fieldwork, data processing, report writing and publication of reports, came from the GSDP funds.

### **1.9 Institutional Arrangement**

The following national committees were put in place to facilitate the smooth implementation of the 2014-2017 IBES. These are the National Steering Committee (NSC), the Technical Advisory Committee (TAC) and the Project Implementation Team (PIT). Also, a Project Secretariat based in GSS was set up and was responsible for the technical direction, execution of the census and provision of logistical support to the three national committees.

The NSC is chaired by the Minister of Trade and Industry and comprises ten members. Other members of the committee include the Government Statistician and other representatives from the GSS, the Minister for Finance, the Minister for Food and Agriculture, representatives of the National Board for Small Scale Industries, the Association of Ghana Industries, representatives from the Ministry of Finance, Institute of Statistical, Social and Economic Research and the National Development Planning Commission, as well as representatives from Development Partner organizations.

The chairperson of the TAC is the Government Statistician. Other members come from the Ministry of Trade and Industry, the Ministry of Water Resources, Works and Housing, the Ministry of Road Transport, the Ministry of Food and Agriculture, Ghana Employers Association, Ghana National Chamber of Commerce and Industry, the Association of Ghana Industries (AGI), the National Insurance Commission (NIC), the Private Enterprise Federation (PEF), the Minerals Commission, Ghana Tourist Board (GTB), representatives of Development Partner organizations and the National Communications Authority (NCA).

The Project Implementation Team consists of twenty-four members. The chairperson of the Committee is the Government Statistician. This committee managed the planning and implementation of the survey.

## **CHAPTER TWO**

### **METHODOLOGY**

#### **2.1 Phase I Methodology**

##### **2.1.1 Planning and preparation**

Given that this is the first time an economic census of this magnitude has been conducted in Ghana, the preparatory and planning activities started with a conceptualization of the process, and the undertaking of advocacy among the stakeholders to solicit ideas and to build support for the project. The conceptualization of the IBES started in 2011, while preparatory activities for the implementation of IBES Phase I started in 2013. At the conceptualization stage, an interim register of establishments was compiled from existing registers of relevant Ministries, Departments and Agencies (MDAs), as well as business associations. The interim register was reviewed and its limitations highlighted the need to build a new register from a census.

The preparatory activities started with the setting up of three major committees to oversee the implementation of the project. These committees are: the National Steering Committee (NSC), the Technical Advisory Committee (TAC) and the Project Implementation Team. Survey instruments were drafted and a review workshop organized to finalize the survey instruments to pave the way for the Training of Trainers workshop.

In addition, two stakeholder workshops were organized in Accra and Kumasi in August, 2014 to sensitize the stakeholders and the business community on the data collection requirements. This was necessary so that respondents would give enumerators the required cooperation during fieldwork. This cooperation was critical to the success of the IBES.

##### **2.1.2 Principal Census Document**

###### ***Census Questionnaire***

The preparation for the questionnaire design began in 2011. It was based on the 2003 Industrial Census questionnaire, with some modifications to cater for establishments in sectors other than Industry. The data items covered in the final questionnaire were as follows:

- Name of the establishment;
- Physical location;
- Contact information (postal address, email address, website address, phone number);
- Form of organization;
- Type of legal organization;
- Type of ownership;
- Sex of ownership;
- Sub-sector of establishment;
- Principal activity;
- Number of persons engaged;
- Level of skill of persons engaged;
- Employment creation;
- Type of accounting records kept; and
- Year of commencement of establishment.

### ***Enumerator's manual***

A field instruction manual for field personnel was prepared alongside the questionnaire. The manual provides instructions on the questionnaire and aims to ensure an unchanging application of concepts and procedures throughout the census.

### ***Tabulation plan***

Table summaries of data needs were prepared alongside the questionnaire design. Computer outputs were generated, as indicated in the plan.

#### **2.1.2 Review of project document**

The Project Implementation Team (PIT) reviewed the project documents, including the questionnaire, the interviewer's manual and the publicity materials, to ensure that all the data needs were captured based on the objectives of the survey.

#### **2.1.3 Pre-test and training of trainers**

The questionnaire and other documents were pretested in the Central and Greater Accra regions in July 2014. Based on the results of the pre-test, amendments were made to the census questionnaire. In addition, the completed questionnaires were edited, coded and sent to the data processing unit of the Ghana Statistical Service (GSS) to test the data processing procedure.

The Training of Trainers workshop was combined with the pre-test of the IBES questionnaire and the review of the pre-test results. A core group of trainers consisting of officers from the ten regional offices of GSS and PIT members were trained at Winneba in July 2014. The trainers were used to undertake the pre-test exercise during the fourth, fifth and sixth days of the training. This served as field practice for the trainers. At the end of the pre-test/field practice, the trainers assisted with the review of the pre-test results on the seventh day and ensured the inclusion of the recommendations from the discussions in the IBES questionnaire.

#### **2.1.4 Field preparation**

##### ***Recruitment***

Advertisements were placed in both the print and electronic media for interested applicants to apply to be recruited for the fieldwork. An application form was also posted on the GSS website for interested applicants to download and complete. Recruitment interviews were conducted in the regions and about 8,000 field personnel were engaged for the fieldwork.

##### ***Training***

For the purpose of training, the country was divided into two zones: Northern and Southern. The Northern zone consisted of six regions, i.e. Eastern, Ashanti, Brong Ahafo, Northern, Upper East and Upper West, while the Southern zone consisted of four regions, i.e. Greater Accra, Central, Western and Volta. Field personnel were trained on the survey instruments and briefed on the purpose and background of the IBES to aid effective data collection. These survey instruments included the questionnaire, interviewer's manual and training guide. A 4-day non-residential training workshop was conducted in the Northern and Southern zones at different times. Training was done at the regional level in each zone. Training in the Northern zone took place from 25th to 29th August, 2014, while training in the Southern zone was from 1st to 5th September, 2014.

Lectures were supplemented with practical sessions, demonstrations and participants' involvement in mock interviews. Trainees who passed the written exams and who also performed satisfactorily during observations were selected to take part in the field data collection. PIT members and other GSS staff carried out the training of enumerators and supervisors.

### ***Mapping and zoning***

The country was divided into approximately 6,000 zones. Except for a few zones in the central business districts within the metropolitan assemblies, each IBES zone was assigned to one enumerator. In the central business districts of metropolitan assemblies where zones were identified as being too large, more than one enumerator was assigned to cover such areas. In the non-central business districts, the IBES zones were made up of a combination of supervisory areas (SAs). In the central business districts of metropolitan areas, enumeration area (EA) maps were used to create the IBES zones. This was done bearing in mind that SAs are unique within districts; therefore, implicitly the IBES zones were unique within districts. Enumerators were responsible for ensuring that all establishments within their assigned zones were enumerated. Detailed zonal maps were given to supervisors and enumerators to enable them to easily identify their areas of operation and ensure complete coverage. It also prevented establishments from being enumerated more than once.

### ***Publicity***

In order to inform the general public and owners of establishments about the IBES, a publicity programme was drawn up. This included the launch of the 2014 IBES in August 2014. A 90-second video produced in five Ghanaian languages (Akan, Ga, Ewe, Dagbani, and Hausa) was shown on selected television stations in the country and a 60-second audio clip, also produced in the five Ghanaian languages, was played on radio stations. Furthermore, information vans from the Information Services Department were used in the central business districts to publicize the census prior to the commencement of fieldwork. In addition to the use of radio and TV, T-shirts with the IBES logo and inscriptions were provided to field personnel. They served a two-fold purpose: first to publicize the IBES and second as a form of identification for the field staff.

## **2.1.5 Field Operations**

### ***Field data collection***

The fieldwork for the IBES started on 1<sup>st</sup> September, 2014 in the Northern zone and 8<sup>th</sup> September, 2014 in the Southern zone. About 8,000 enumerators were deployed to collect information from all the establishments in the country. Establishments with fixed locations were covered at their place of operation. Field supervisors and zonal coordinators supervised the work of the enumerators. The reference period for data collection was 31<sup>st</sup> August, 2014.

As part of the effort to achieve the desired objectives of the IBES, a nationwide monitoring of the data collection was carried out in the field. The objective of the monitoring was to gather first-hand information on the fieldwork, including challenges of non-response, logistics, etc.

The monitoring was also intended to allow the PIT to visit some of the districts to ascertain the quality of the data being collected and also to find out whether the field personnel were completing the questions correctly. Regional Statisticians (RSs) accompanied field monitors during such visits. The field monitors also used the opportunity of the visits to interact with the field teams and the RSs to correct any misunderstanding they had regarding the use of any of the survey instruments. Problems that were peculiar to a region were addressed during the monitoring exercise and where necessary, the information was passed on to the other regions.

### ***Field editing***

Editing is an essential feature of fieldwork. Supervisors edited the completed questionnaires and where errors were detected, they were corrected. Supervisors also checked the completed questionnaires for completeness, consistency and accuracy before they were sent to the regional offices.

### **2.1.6 Data processing**

Data processing involved data capture, verification, editing and coding of completed questionnaires as well as generation of tables.

### ***Office editing and coding***

The purpose of the office editing was to check the questionnaires for completeness, accuracy and consistency before the data was captured. Editors checked the spelling of each establishment's principal activity and ensured that the data on persons engaged was accurate. Problems that the editors were unable to resolve were passed on to senior project officers for a decision to be taken.

### ***Data capturing verification***

Data was captured by data entry personnel in the regions. This was to allow for easy call-back and clarification. The software application, CSPro version 5.0, was used to capture the data. Editing teams were set up to check the consistency of the data in the submitted questionnaires thoroughly before capturing them. An error-checking program was run throughout the data capturing period to correct data entry errors. Following the data capture, regional level data were merged to obtain national level data.

### ***Validation***

Data validation involved identification of inconsistencies and also detection of omission of data. In order to ensure that all formal establishments were included in the IBES Register, an establishment database was obtained from the Social Security and National Insurance Trust (SSNIT) and used to validate the IBES Register. This was done to ensure that all establishments in the SSNIT database, which are usually formal establishments, were captured.

### ***Tabulation publication***

The final stage in preparing the Phase I data for publication was the review of the IBES establishment list and output tables. The review process took longer than planned due to the late responses received from some establishments. The tables were reviewed to check for coherence and consistency. After the data processing was completed and queries and inconsistencies resolved, the data were released for further analysis and publication.

### **2.1.7 Statistical definitions and concepts**

#### ***The statistical unit***

An establishment or an enterprise is the statistical unit recommended by the United Nations Statistical Division for economic enquiries. It is defined as a unit of production engaged in a single kind of activity under a single ownership at a single location. In practice, it was difficult to apply this definition to some enterprises, hence the concept of a reporting unit was adopted.

The reporting unit was the smallest unit that could provide the information required by the census. With the exception of the cases below, the reporting unit was the same for all establishments:

1. A unit, though under single ownership and carrying out a single activity, may operate at different locations but keep consolidated accounts which do not readily yield data on separate locations. This occurs in some large establishments.
2. A number of establishments engaged in two or more economic activities. Where possible, a completed questionnaire was obtained in respect of each activity; otherwise a combined return for all activities was accepted.

#### ***Classification of industry***

The International Standard Industrial Classification for all economic activities (ISIC) Revision 4 was adopted for classifying economic activities. The Industry group (four-digit) level was sufficiently detailed for Ghana's needs.

When an establishment was engaged in two or more economic activities, an attempt was made to obtain a questionnaire on each activity. When it was not possible to obtain information on the separate activities, the unit was assigned to the establishment that generated the greater value of output.

#### ***Institutional agriculture***

Institutional agriculture covers all agricultural establishments owned by the state, privately owned or in public-private partnership other than household agriculture. Non-household agriculture includes all institutions (housed in a structure) engaged in agriculture-related activities. It is usually called institutional agriculture.

#### ***LMSM enterprises***

LMSM is an abbreviation for large, medium, small and micro establishments. Large-sized establishments are those engaging more than 100 persons. Medium-sized establishments are those with 31-100 employees, while small-sized establishments engage 6-30 persons. Micro-sized establishments are those with a total of 1-5 persons engaged.

#### ***Skilled labour***

These are workers who have special skills, knowledge or (usually acquired) ability in their work. For example, car mechanics who repair faulty cars, software developers, electricians who attend to activities related to electrical works, and a chemical engineer directly involved in petroleum refinery. It also includes human resource managers, accountants, auditors and so on.



### ***Unskilled labour***

These are persons who are directly involved in the actual activity of the establishment but lack the required technical skills to deliver on the job. Such persons may become skilled through acquiring knowledge on the job. These may include cleaners, security personnel, etc.

### ***Formal and informal enterprises***

In this report, an establishment is considered to be formal if it has professionals managing the accounting records. If the establishment does not have professionals keeping the accounting records then it is considered to be informal.

### ***Type of legal organization***

Businesses acquire legal status through registration at the Registrar General's Department (RGD). It may take the form of private limited company, sole proprietorship or partnership, among others. However, if a business is not registered with the RGD and considers itself to be operating within the confines of any of the above statuses, this is recorded as the legal status of the establishment.

**Sole Proprietorship:** This is a business owned and run by a single person where there is no legal distinction between the owner and the business. The individual proprietor has the right to all the profit from the business and is also responsible for all the establishment's liabilities.

**Partnership:** A partnership is a business association of two or more persons who have formally agreed to work together, each contributing skills, labour and capital to the venture in return for an agreed share of the profits/loss as specified in the partnership agreement. The formal partnership agreement usually covers all the partners' rights, responsibilities and obligations, the circumstances in which their partnership may be dissolved and a specific length of time during which the partnership is in effect. Unless a Limited Partnership has been established, all parties share the burden of losses and debts.

**Private Limited Company:** This is a type of company that offers limited liability or legal protection for its shareholders but places certain restrictions on its ownership. Its shares may not be offered to the general public.

**Public Limited Company:** This is a listed company, which is limited by shares, has share capital and may offer its shares for purchase by the general public.

**Statutory Body:** This is a body established by legislation to carry out a specific function. Examples include the Electoral Commission, the Energy Commission, the National Petroleum Authority, the National Communications Authority (NCA), etc.

**Other Government Institutions (MDAs, etc.):** These institutions are fully funded and controlled by the government. Examples include the Information Service Department, the Ministry of Trade and Industry, etc.

**Quasi-Governmental Institutions:** A quasi-governmental agency is an agency of the government but acts independently from the government. These agencies receive their funding support from the government although they may also have their own means of collecting money. They include public universities, polytechnics, government hospitals, etc.

**Parastatal Organization:** This is a legal entity created by a government to undertake commercial activities on behalf of its owner, the government. Graphic Corporation, the *Ghanaian Times*, the Volta River Authority and the Electricity Company of Ghana are all examples of parastatal organizations.

**Non-Governmental Organization (NGO):** This is an organization that is neither a part of a government nor a conventional “for profit” business. Usually set up by ordinary citizens, NGOs may be funded by governments, foundations, businesses or private persons. Some avoid formal funding altogether and are run primarily by volunteers. NGOs are highly diverse groups of organizations engaged in a wide range of activities, and they take different forms in different parts of the world. Some may have charitable status, while others may be registered for tax exemption based on recognition of social purposes. Others may be established for political, religious or other interests. Examples are Action Aid, churches, Health Alliance, the African Student Union and the Christian Council of Ghana.

**Cooperative:** This is a business or an activity operated by the people that it serves and that has been registered with a cooperative association. People join cooperatives to carry on an activity that is of mutual benefit. All establishments that are run by cooperatives fall under this category. Membership can be made up of employees of the establishment or consumers of the product/service or both. Examples include the Ghana Private Road Transport Union (GPRTU) and the Credit Union, among others.

**Associations/Groups:** These comprise groups of individuals who voluntarily enter into an agreement to accomplish a purpose. They include alumni associations, professional associations such as the Ghana Bar Association, trade and sports associations, etc.

#### ***State-owned establishments***

State-owned enterprises (SOEs) are legal entities created by the government in order to partake in commercial activities on the government's behalf. An SOE is typically earmarked to participate in commercial activities.

#### ***Privately owned establishments***

A privately owned enterprise refers to a commercial enterprise that is owned by private investors, shareholders or owners (usually collectively but they can be owned by a single individual), and is in contrast to state institutions. Private enterprises make up the private sector of the economy.

#### ***Public-private partnership establishments***

A public-private partnership (PPP) is a government service or private business venture which is funded and operated through a partnership of government and one or more private sector companies. In 2004, the Government of Ghana published PPP policy guidelines which attempted to officially integrate the two sectors in the development process. The private sector was described as Ghana’s “engine of growth”, indicating its importance. The PPP law gives government the legal backing to join hands with private firms to carry out projects in the country.

## CHAPTER THREE

### PRESENTATION OF FINDINGS

#### 3.1 Introduction

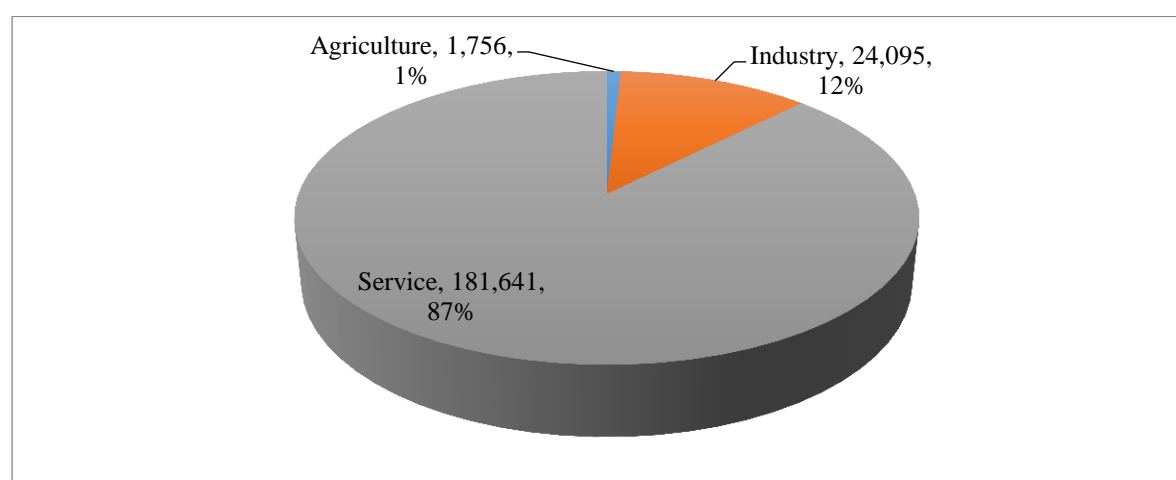
Job creation is the process of providing new jobs, especially for people who are unemployed. Creating jobs can either lead to immediate short-term opportunities that yield a quick impact, or develop more enduring livelihoods. Employment generation has two important dimensions - the demand - and supply-side of job creation. The demand-side of job creation refers to the ability of the economy to create jobs for various skill categories as per the requirement of the economy. Conversely, the supply-side of job creation deals with whether or not the skill levels of the available pool of persons match with the type of skills that the economy requires. This part of the report discusses the demand-side of employment generation.

The contribution of micro-, small-, medium- and large-scale enterprises (MSMLs) to the economic growth of the nation is dealt with in this chapter. According to findings from a study by Frimpong (2013), micro-, small- and medium-sized enterprises (MSMEs) create about 50 percent of jobs in many African countries. It was also revealed from the findings that a third of Tanzania's Gross Domestic Product (GDP) is derived from the MSME sector, while in South Africa, it was estimated that majority of formal businesses are MSMEs and contribute significantly to employment. In addition, a large number of people rely on small- and medium-scale enterprises directly or indirectly for their livelihood. The classification of establishments by size describes how total employment is distributed among establishments. This chapter also provides important information on the ability of establishments of various sizes to foster employment.

#### 3.2 Jobs created in major sectors of Ghana

Overall, a total of 207,492 jobs were created in 2014 (Figure 3.1). The agricultural sector recorded the least (1,756) number of new jobs representing 1 percent during the period. Nearly nine out of every ten (87%) new jobs created were in the services sector while the industrial sector of the economy created 24,095 (or 12% of ) new jobs in 2014.

**Figure 3.1: Distribution of jobs created by sector**



Source: Ghana Statistical Service, IBES Phase I

Thus, for every 10 persons that were newly engaged in 2014, nearly nine of them were engaged in establishments in the services sector, while just about one out of every ten was in the industrial sector.

A very negligible proportion of jobs were created in the agricultural sector. The distribution of jobs created among the major sectors follows a similar pattern as the growth among sectors as published in the GDP series by GSS (on the GSS website: [www.statsghana.gov.gh](http://www.statsghana.gov.gh)).

### 3.3 Job Creation by Sub-sector

In the period under review, some jobs were created predominantly among skilled workers, while in some other sub-sectors of the economy job losses were also recorded; these were mostly unskilled jobs. Most of the job losses occurred in the industrial sector and other services activities, with agriculture recording no job losses (Table 3.1). The jobs created under the crop and animal production sub-sectors alone constitute 82.4 percent of all new jobs created in the agricultural sector (Table 3.1). More than six of every ten jobs (1,185) created in agriculture was accounted for by skilled labour. This indicates that agricultural activities are becoming increasingly modern and is gradually shifting away from engaging unskilled labour.

**Table 3.1: Distribution of net total jobs created by sub-sectors and skill level**

Sub Sector	Total	Skilled	Unskilled
<b>All Total</b>	<b>207,492</b>	<b>179,561</b>	<b>27,931</b>
<b>Industry</b>			
<b>Total</b>	<b>24,095</b>	<b>27,335</b>	<b>(3,240)</b>
Manufacturing	19,113	21,776	(2,663)
Mining and Quarrying	1,766	1,830	(64)
Electricity and Gas	681	1,049	(368)
Water Supply, Sewerage, Waste Management	988	1,190	(202)
Construction	1,547	1,490	57
<b>Services</b>			
<b>Total</b>	<b>181,641</b>	<b>151,041</b>	<b>30,848</b>
Wholesale and Retail Trade	84,479	64,280	20,199
Transportation and Storage	1,948	1,670	278
Accommodation and Food	20,963	15,346	5,617
Information and Communication	1,941	1,694	247
Financial and Insurance	8,629	7,341	1,288
Real Estate	833	481	352
Professional, Scientific and Technical	2,199	1,825	374
Administrative and Support Service Activity	3,403	3,214	189
Public Administration and Defence	9,383	8,390	993
Education	15,304	12,987	2,317
Human Health and Social Work	10,336	9,120	1,216
Arts, Entertainment and Recreation	2,560	2,079	481
Other Services	19,663	22,614	(2,703)
<b>Agriculture</b>			
<b>Total</b>	<b>1756</b>	<b>1185</b>	<b>571</b>
Crops	943	686	257
Livestock and Poultry	504	418	86
Forestry and Logging	125	26	99
Fishing and Aquaculture	184	55	129

Source: Ghana Statistical Service, IBES Phase I

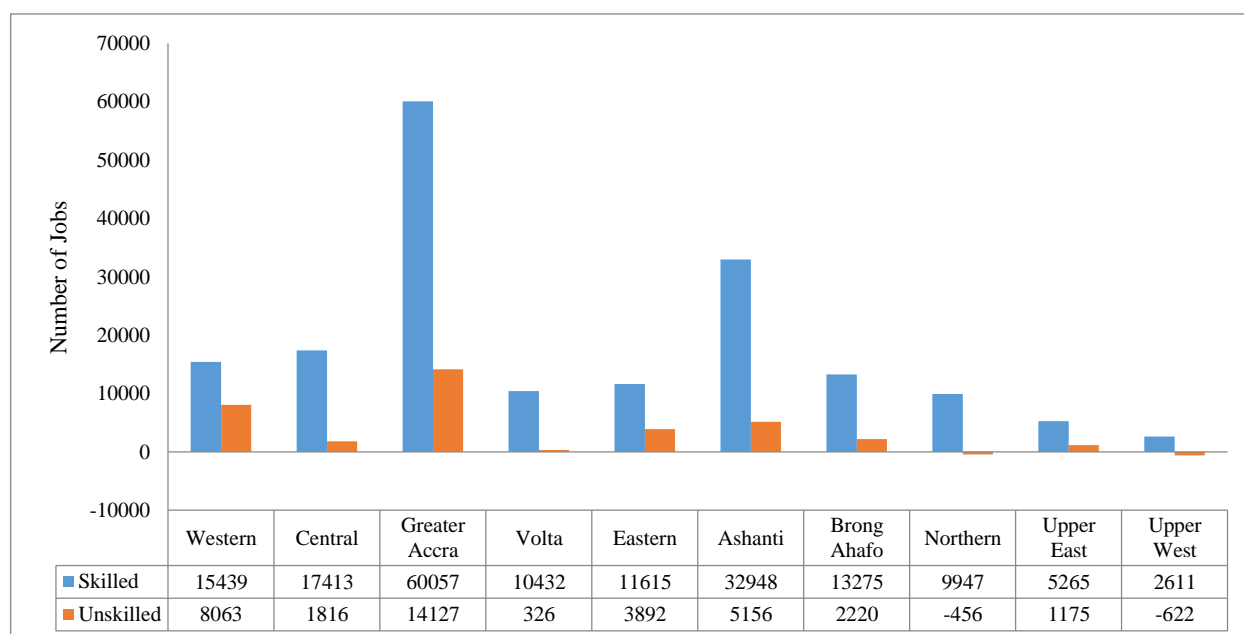
The manufacturing sub-sector created the largest number of jobs (19,113) in the industrial sector, followed by the mining and quarrying sub-sector with 1,766 jobs. The electricity and gas sub-sector created the least number of jobs in the sector. In the Industrial sector, all the sub-sectors, with the exception of the construction, recorded unskilled job losses. The unskilled job losses recorded in the manufacturing sub-sector follows the dismal growth performance of the sub-sector in recent years, culminating in a declining contribution of the sub-sector to GDP. One major source of this development is the energy crisis which may have compelled managers of manufacturing enterprises to trade-off unskilled personnel for their skilled counterparts since their production costs are likely to go up with this category of personnel.

The wholesale and retail trade sub-sector accounted for majority (84,479) of jobs in the services sector. The other services (19,663), accommodation and food (20,963), and education (15,304) sub-sectors also expanded their labour absorption capacities appreciably. Even though there appears to be an increase in demand for housing units (GSS 2010), the real estate sub-sector created only 833 new jobs.

### 3.4 Regional Distribution of Jobs Created

Figure 3.2 shows the distribution of jobs created and lost by regions during the period. Greater Accra region recorded the highest number of new jobs of 74,184 representing 35.8% of total net jobs created nationwide while the lowest net jobs of 1,989 (1% of net total jobs) occurred in the Upper West Region. Upper East (6,440), Northern (9,491) and Volta (10,756) regions also performed relatively poorly in the creation of both skilled and unskilled jobs. Two regions from the northern savannah belt (Northern and Upper West) were the only regions that recorded job losses. Figure 3.2 further shows that more skilled jobs were created than unskilled jobs in all regions.

**Figure 3.2: Distribution of jobs created in the regions**



Source: Ghana Statistical Service, IBES Phase I

Table 3.2 presents the new jobs created across the regions in the three main sectors by type of skill. A total of 1,756 new jobs were created in the agricultural sector, of which 1,185 representing 67.5 percent were skilled agricultural jobs. Most of the jobs created in the sector were recorded in the Ashanti (384), Volta (264) and Greater Accra (241) regions. The Upper West region recorded a net job loss indicating that virtually no new person was employed in the agricultural sector in the Upper West region during the period. The existing jobs rather reduced by one. The Greater Accra region also recorded four job losses in agriculture. All the other regions, with the exception of the Upper East region, recorded high numbers of skilled jobs created in the agricultural sector compared to unskilled jobs.

In the industrial sector, a total of 3,240 unskilled jobs were lost during the period, with the Upper West (962) and Northern (907) regions recording the highest number of job losses. The least number of skilled jobs of 333 created in the sector was recorded in the Upper West region. The Greater Accra region recorded the highest number of new unskilled jobs (422) that were added to the existing jobs in the industrial sector.

**Table 3.2: Distribution of jobs created by sector and region**

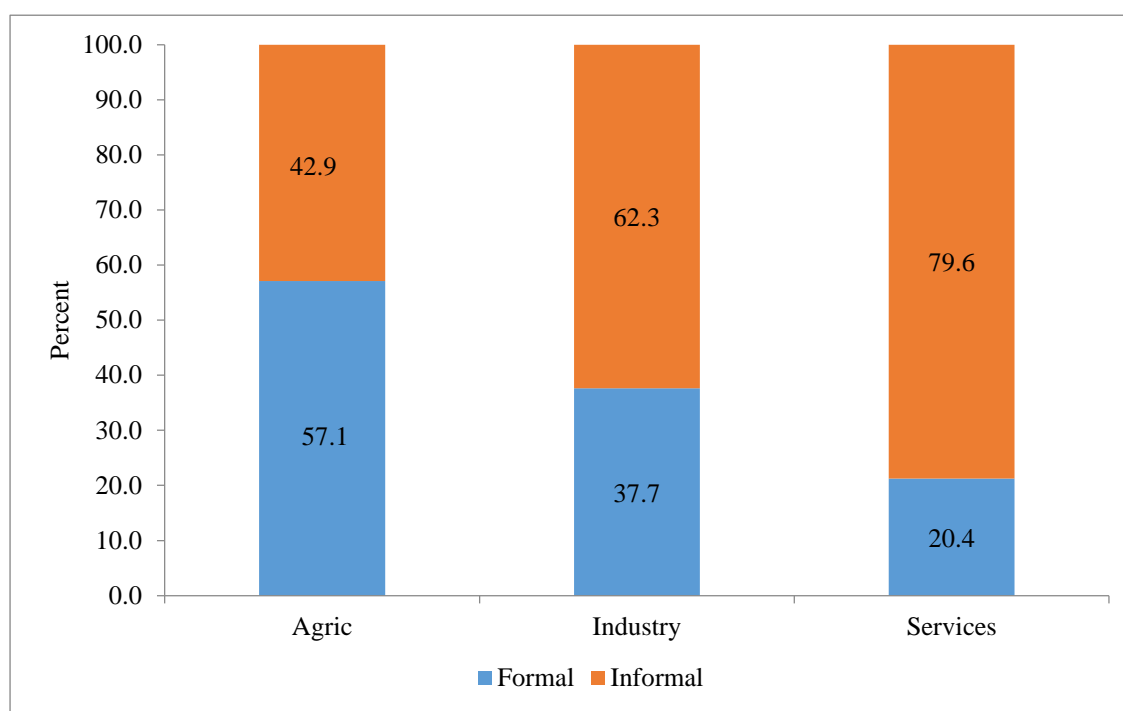
Region	Agriculture			Industry			Services		
	Total	Skilled	Unskilled	Total	Skilled	Unskilled	Total	Skilled	Unskilled
<b>All Regions</b>	<b>1,756</b>	<b>1,185</b>	<b>571</b>	<b>24,095</b>	<b>27,335</b>	<b>(3,240)</b>	<b>181,641</b>	<b>151,041</b>	<b>30,600</b>
Western	203	106	97	4,325	4,207	118	16,985	11,236	5,749
Central	158	104	54	864	1,778	(914)	18,196	15,635	2,561
Greater Accra	241	245	(4)	9,365	8,943	422	62,871	50,899	11,972
Volta	264	164	100	1,623	1,721	(98)	8,876	8,552	324
Eastern	192	175	17	1,535	1,714	(179)	13,573	9,741	3,832
Ashanti	384	185	199	4,650	4,738	(88)	31,990	28,035	3,955
Brong Ahafo	161	128	33	663	1,432	(769)	13,339	11,725	1,614
Northern	94	46	48	706	1,613	(907)	8,546	8,288	258
Upper East	60	34	26	993	856	137	5,094	4,410	684
Upper West	(1)	(2)	1	(629)	333	(962)	2,171	2,520	-349

Source: Ghana Statistical Service, IBES Phase I

No job losses were recorded in the services sector during the period. The number of existing jobs in the services sector increased for both skilled and unskilled labour. More than one-third (34.2%) of the new jobs created in the services sector were recorded in the Greater Accra region while the Upper West region recorded the lowest (2,171) number of jobs created in the services sector.

The level of jobs created by formal and informal establishments in an economy, to a very large extent, gives an indication of how the activities of the various sectors can be measured and monitored for policy interventions. Figure 3.3 shows that a higher proportion of agricultural jobs were created by formal establishments while the reverse is the case for jobs created in the industrial and services sector. Thus, while 57.1 percent of agricultural jobs were created by formal establishments as against 42.9 percent by informal establishments, about 6 of every 10 jobs in the industrial sector and 8 of 10 services jobs were created by informal establishments.

**Figure 3.3: Jobs created in formal and informal establishments by sector**



Source: Ghana Statistical Service, IBES Phase I

### 3.5 Job creation in the regions by formal and informal establishments

Table 3.3 presents the regional distribution of job creation by institutional and economic sectors. The highest number of new jobs was created in the services sector followed by the industrial sector, with agriculture recording the lowest number of new jobs. Out of a total of 47,186 jobs created by formal establishments across the ten regions of Ghana, 38,474 were skilled jobs compared to 8,712 unskilled jobs. The informal establishments, on the other hand, created a total of 160,306 jobs, of which 141,087 (88%) were skilled jobs while the remaining 19,219 (12%) were unskilled jobs.

The regional analysis of job creation shows that the Greater Accra region recorded the highest number (19,701) of jobs created by formal establishments in the services sector, of which 17,304 (87.8%) were skilled jobs. Similarly, the region recorded 33,595 new skilled jobs by informal establishments in the services sector as against 9,575 unskilled jobs (Table 3.3). This could be attributed to the fact that the Greater Accra Region, where the country's capital is located, has the highest concentration of business activities in the country.

It is also worth noting that the services sector has been growing very rapidly and in 2013 accounted for 41.0 percent of total employment, which is 4 percentage points lower than the size of employment in agriculture for the same year. The contribution of the services sector to the largest pool of jobs is reflected across all the regions in both formal and informal establishments. The Upper West Region, on the other hand, recorded the least number of jobs created by formal establishments in the services sector (313), while the informal establishments created 1,858 jobs in the same sector.

**Table 3.3: Distribution of jobs created by region, sector, formal and informal status**

Region/Sector	Formal			Informal		
	Total	Skilled	Unskilled	Total	Skilled	Unskilled
<b>Total</b>	<b>47,186</b>	<b>38,474</b>	<b>8,712</b>	<b>160,306</b>	<b>141,087</b>	<b>19,219</b>
<b>Western</b>						
<b>Total</b>	<b>1,792</b>	<b>793</b>	<b>999</b>	<b>19,721</b>	<b>14,756</b>	<b>4,965</b>
Industry	280	122	158	4,045	4,085	(40)
Services	1,397	664	733	15,588	10,572	5,016
Agriculture	115	7	108	88	99	(11)
<b>Central</b>						
<b>Total</b>	<b>3,629</b>	<b>2,857</b>	<b>772</b>	<b>15,589</b>	<b>14,660</b>	<b>929</b>
Industry	(151)	157	(308)	1,015	1,621	(606)
Services	3,692	2,649	1,043	14,504	12,986	1,518
Agriculture	88	51	37	70	53	17
<b>Greater Accra</b>						
<b>Total</b>	<b>25,888</b>	<b>22,107</b>	<b>3,781</b>	<b>46,589</b>	<b>37,980</b>	<b>8,609</b>
Industry	5,969	4,571	1,398	3,396	4,372	(976)
Services	19,701	17,304	2,397	43,170	33,595	9,575
Agriculture	218	232	(14)	23	13	10
<b>Volta</b>						
<b>Total</b>	<b>1,421</b>	<b>1,214</b>	<b>207</b>	<b>9,342</b>	<b>9,223</b>	<b>119</b>
Industry	95	48	47	1,528	1,673	(145)
Services	1,076	1,028	48	7,800	7,524	276
Agriculture	250	138	112	14	26	(12)
<b>Eastern</b>						
<b>Total</b>	<b>2,191</b>	<b>1,640</b>	<b>551</b>	<b>13,109</b>	<b>9,990</b>	<b>3,119</b>
Industry	305	165	140	1,230	1,549	(319)
Services	1,809	1,398	411	11,764	8,343	3,421
Agriculture	77	77	0	115	98	17
<b>Ashanti</b>						
<b>Total</b>	<b>7,784</b>	<b>6,346</b>	<b>1,438</b>	<b>29,240</b>	<b>26,612</b>	<b>2,628</b>
Industry	2,492	1,486	1,006	2,158	3,252	(1,094)
Services	5,128	4,838	290	26,862	23,197	3,665
Agriculture	164	22	142	220	163	57
<b>Brong Ahafo</b>						
<b>Total</b>	<b>2,127</b>	<b>2,227</b>	<b>(100)</b>	<b>12,036</b>	<b>11,058</b>	<b>978</b>
Industry	(258)	163	(421)	921	1,269	(348)
Services	2,354	2,057	297	10,985	9,668	1,317
Agriculture	31	7	24	130	121	9
<b>Northern</b>						
<b>Total</b>	<b>724</b>	<b>648</b>	<b>76</b>	<b>8,622</b>	<b>9,299</b>	<b>(677)</b>
Industry	(53)	25	(78)	759	1,588	(829)
Services	732	609	123	7,814	7,679	135
Agriculture	45	14	31	49	32	17
<b>Upper East</b>						
<b>Total</b>	<b>1,350</b>	<b>363</b>	<b>987</b>	<b>4,797</b>	<b>4,937</b>	<b>(140)</b>
Industry	433	98	335	560	758	(198)
Services	908	256	652	4,186	4,154	32
Agriculture	9	9	0	51	25	26
<b>Upper West</b>						
<b>Total</b>	<b>280</b>	<b>279</b>	<b>1</b>	<b>1,261</b>	<b>2,572</b>	<b>(1,311)</b>
Industry	(39)	(32)	(7)	(590)	365	(955)
Services	313	305	8	1,858	2,215	(357)
Agriculture	6	6	0	(7)	(8)	1

Source: Ghana Statistical Service, IBES Phase I



Job losses (both skilled and unskilled jobs) were also recorded in some sectors in all the ten regions by both formal and informal establishments. These job losses are more pronounced in the informal establishments of the industrial sector for unskilled jobs across regions, and could be attributed to the protracted power crisis. The highest informal job losses in the industrial sector were found amongst the unskilled workforce in the Ashanti Region (1,094) while the Western region recorded the least (40) job losses amongst its unskilled workforce.

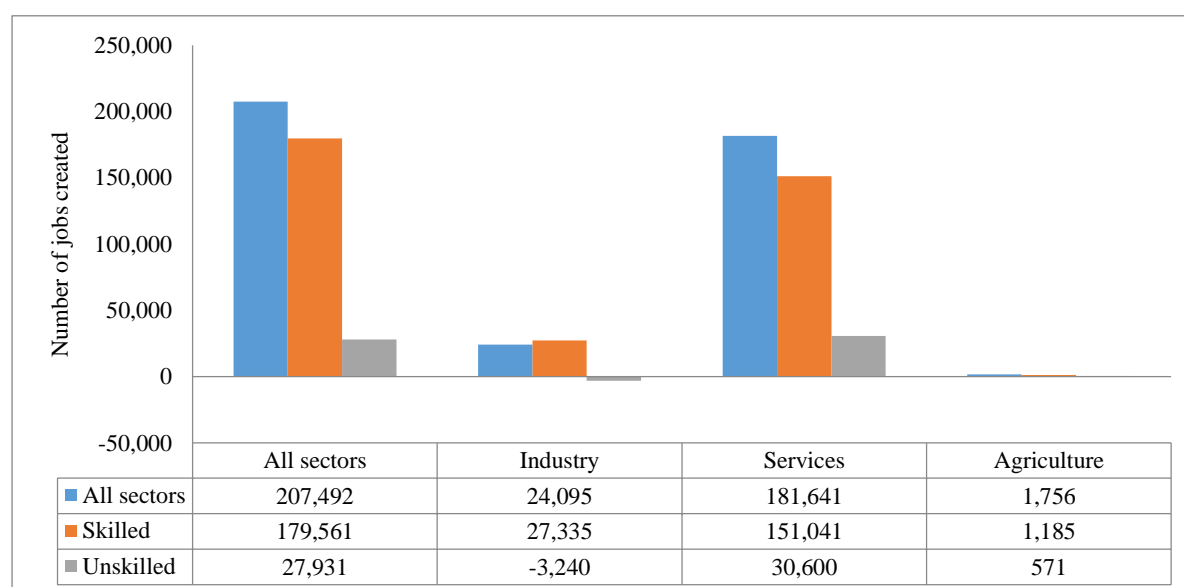
There were also unskilled job losses in the informal agricultural establishments in the Western (11) and Volta (12) regions. The Western Region appears to be losing unskilled personnel in the informal establishments in the agricultural sector probably due to the commercial extraction and export of oil since 2011 which has the tendency to attract workers from other sectors due the high remuneration associated with the oil industry. Furthermore, apart from the Greater Accra Region where the highest number of unskilled jobs was created in the services sector by informal establishments (9,575), the Western Region created the most unskilled jobs by informal establishments in the services sector (5,016) compared to the rest of the regions.

In contrast, the Volta Region lost unskilled jobs in the informal establishments of the agricultural sector; this could be due to rural-urban migration. Indeed, findings from the Volta Regional Analytical Report of the 2010 Population and Housing Census suggest that an appreciable number of people have migrated from the region to other regions, especially the Greater Accra and Eastern regions (GSS, 2010), which may have in turn affected job creation in the agricultural sector in the region.

### 3.6 Job Creation and Skill Levels

A total of 207,492 jobs were created in the three economic sectors out of which 179,561 (86.5%) are skilled and 27,931 (13.5%) unskilled (Figure 3.4). The services sector recorded the highest number of jobs (181,641) created during the period, and comprised 151,041 skilled jobs and 30,600 unskilled jobs. The industrial sector recorded a total of 24,095 new skilled jobs and lost 3,240 unskilled jobs. The agricultural sector recorded the least number of new jobs (1,756); this made up 0.8 percent of the total jobs created during the period.

**Figure 3.4: Distribution of jobs created by sector and skill**



Source: Ghana Statistical Service, IBES Phase I

### 3.7 Skilled and Unskilled Job Creation by Size of Establishment

Table 3.4 shows the distribution of skilled and unskilled jobs by establishment size. The table indicates that 86.5 percent of jobs created across the three sectors are skilled (179,561) compared with only 13.0 percent of unskilled (27,931) jobs. In terms of establishment size, the micro-services sector recorded the highest number (111,144) of new jobs. This is made up of 89,877 skilled and 21,267 unskilled jobs. However, the least number of jobs (11,118) was created in the medium-sized services sector comprising 8,919 skilled jobs and 2,199 unskilled jobs.

**Table 3.4: Distribution of jobs created by sector, MSML and skill-level**

Sector/MSML	Total	Skilled	Unskilled
<b>Total</b>	<b>207,492</b>	<b>179,561</b>	<b>27,931</b>
Large	39,367	33,191	6,176
Medium	12,373	10,113	2,260
Small	32,581	31,276	1,305
Micro	123,171	104,981	18,190
<b>Industry</b>			
Large	9,945	7,956	1,989
Medium	1,052	1,071	(19)
Small	1,383	3,479	(2,096)
Micro	11,715	14,829	(3,114)
<b>Service</b>			
Large	28,536	24,712	3,824
Medium	11,118	8,919	2,199
Small	30,843	27,533	3,310
Micro	111,144	89,877	21,267
<b>Agriculture</b>			
Large	886	523	363
Medium	203	123	80
Small	355	264	91
Micro	312	275	37

Source: Ghana Statistical Service, IBES Phase I

In the agricultural sector, the medium-sized establishments recorded the least number of jobs created in the country (203), distributed into 123 skilled jobs and 80 unskilled jobs. The micro-industry sector leads in terms of the net jobs created (11,715). While 14,829 skilled jobs were created by this sector, a total of 3,114 unskilled jobs were also lost by the sector.

Generally, in the industrial sector, micro-, small- and medium-sized establishments recorded some unskilled job losses unlike the agricultural and services sectors where neither skilled nor unskilled job losses were recorded over the period..

### 3.8 Sub-sector and size classification of establishments

The number of jobs created by sub-sector and size is reported in Table 3.5. The highest number of jobs (123,171) were created by micro-establishments while medium-sized establishments recorded the lowest (12,373) number of new jobs. The majority of jobs created (84,479) in the micro-sized establishments were in the wholesale and retail trade sub-sector. The micro-sized establishments within the accommodation and food services sub-sector and the manufacturing sub-sector also created significant number of jobs (15,312 and 11,273 respectively) over the period.

Job losses occurred in micro (3) and medium-sized (15) establishments in the forestry and logging sub-sector while medium-sized establishments in the real estate sub-sector recorded 15 job losses (Table 3.5).

**Table 3.5: Distribution of jobs created by sub-sector and micro, small, medium and large establishments (MSML)**

Sub sector	Total	Large	Medium	Small	Micro
<b>Total</b>	<b>207,492</b>	<b>39,367</b>	<b>12,373</b>	<b>32,581</b>	<b>123,171</b>
Manufacturing	19,113	6,506	576	758	11,273
Mining and quarrying	1,766	1,504	121	93	48
Electricity and gas	681	375	58	137	111
Water supply, sewerage, waste management	988	475	148	208	157
Construction	1,547	1,085	149	187	126
Wholesale and retail trade	84,479	2,198	807	6,915	74,559
Transportation and storage	1,948	639	618	570	121
Accommodation and food	20,963	353	923	4,375	15,312
Information and communication	1,941	60	404	505	972
Financial and Insurance	8,629	2,032	1,307	3,761	1,529
Real Estate	833	417	(15)	288	143
Professional, scientific and technical	2,199	239	471	533	956
Administrative and support service activity	3,403	1,084	74	573	1,672
Public administration and defence	9,383	8,199	571	557	56
Education	15,304	4,174	2,498	7,382	1,250
Human health and social work	10,336	6,152	1,156	2,226	802
Arts, entertainment and recreation	2,560	254	178	671	1,457
Other services	19,663	2,735	2,126	2,487	12,315
Crops	943	664	113	165	1
Livestock and poultry	504	0	83	125	296
Forestry and logging	125	98	(13)	43	(3)
Fishing and aquaculture	184	124	20	22	18

Source: Ghana Statistical Service, IBES Phase I

### 3.9 Ownership and size classification of establishments

Table 3.6 shows the number of jobs created by economic sector, size, skill and ownership of establishment. Overall, the private sector (which includes public-private partnerships) created the highest number (182,856) of jobs during the period and accounts for nine times the number of jobs created by state-owned enterprises (24,636). The majority of the jobs (93.6%) created by the state-owned institutions were in the services sector.

The role of the private sector as the ‘engine room’ in the country’s economic growth process cannot be overlooked. In light of this expectation, it is important for policy-makers and researchers to know whether the private sector is expanding and creating the required number of jobs to combat the increasing unemployment.

Table 3.6 shows that privately owned establishments in the services sector recorded the highest number of new jobs (158,566) most of which were skilled jobs. The liberalisation of the financial sector in Ghana has resulted in a significant increase in the number of microfinance institutions operating in the country with the aim of providing credit to small businesses and individuals. This may partly account for the high number of jobs created by privately owned establishments in the services sector.

**Table 3.6: Jobs created by sector, MSML, and ownership of establishment**

Sector/MSML	State-Owned			Privately Owned (Including PPP)		
	Total	Skilled	Unskilled	Total	Skilled	Unskilled
<b>Total</b>	<b>24,636</b>	<b>21,121</b>	<b>3,515</b>	<b>182,856</b>	<b>158,440</b>	<b>24,416</b>
Large	18,248	15,431	2,817	21,119	17,760	3,359
Medium	2,878	2,429	449	9,495	7,684	1,811
Small	3,128	2,760	368	29,453	28,516	937
Micro	382	501	(119)	122,789	104,480	18,309
<b>Industry</b>						
Total	1,406	1,245	161	22,689	26,090	(3,401)
Large	1,171	989	182	8,774	6,967	1,807
Medium	63	99	(36)	989	972	17
Small	119	100	19	1,264	3,379	(2,115)
Micro	53	57	(4)	11,662	14,772	(3,110)
<b>Services</b>						
Total	23,075	19,780	3,295	158,566	131,261	27,305
Large	16,941	14,357	2,584	11,595	10,355	1,240
Medium	2,789	2,289	500	8,329	6,630	1,699
Small	3,020	2,692	328	27,823	24,841	2,982
Micro	325	442	(117)	110,819	89,435	21,384
<b>Agriculture</b>						
Total	155	96	59	1,601	1,089	512
Large	136	85	51	750	438	312
Medium	26	41	(15)	177	82	95
Small	(11)	(32)	21	366	296	70
Micro	4	2	2	308	273	35

Source: Ghana Statistical Service, IBES Phase I

The privately owned micro-sized establishments in the services sector recorded the highest number of new jobs (110,819). Out of this number, 89,435 are skilled jobs while 21,384 are unskilled jobs. There were also substantial numbers of skilled and unskilled jobs created by medium (8,329) and large-scale (11,595) privately owned establishments within the services sector. The state-owned agricultural sector (155) recorded the least number of new jobs among the three sectors of the economy.

Table 3.6 further shows that significant job losses were recorded among the privately owned establishments in the industrial sector (micro, small and medium) for unskilled jobs compared to the other two sectors. A total of 2,115 jobs were lost by small-sized establishments, while micro-sized establishments lost 3110 jobs during the period. In the industrial sector, a net total of 22,689 jobs were created by privately owned establishments (i.e. 26,090 skilled jobs were created while 3,401 unskilled jobs were lost).

Essentially, while more jobs were created in the services and industrial sectors for all establishment ownership types, the agricultural sector continues to lag behind in job creation. Table 3.6 shows that a total of 47 unskilled jobs were lost by state-owned establishments in the agricultural sector during the period.

In sum, the sectoral distribution of jobs created in 2014 puts the services sector at the top in terms of job creation followed by the industrial sector. Job creation was lowest in the agricultural sector. This observation could be a reflection of the changing structure of the Ghanaian economy from agriculture to services.

### 3.10 Job creation and ownership of establishments

Table 3.7 presents the regional distribution of jobs created by ownership of establishments. Establishments owned by the state created the highest number of jobs (149) in agriculture in the Western region compared to privately owned enterprises (54) while the reverse was the case in the Central, Eastern, Ashanti, Northern and Upper East regions, with privately owned establishments creating the highest number of jobs relative to state-owned enterprises. State-owned agricultural enterprises in the Greater Accra, Volta and Brong Ahafo regions recorded net job losses as against net job gains by privately-owned agricultural enterprises.

Privately owned enterprises in the industrial sector performed better in all regions than state-owned establishments except in the Upper West region where 652 net job losses were recorded by privately owned enterprises as against 23 new jobs by state-owned enterprises. Privately owned establishments in three regions, Greater Accra (8,532), Ashanti (4,510) and Western (4,350), recorded appreciable number of new jobs in the industrial sector.

The highest number of jobs created by state-owned industrial establishments was recorded in the Greater Accra region (833) followed by the Upper East region (219) while in the Western Region, 25 net job losses were recorded by these establishments.

**Table 3.7: Regional distribution of jobs created by sector, skills, and ownership of establishment**

Region	State - Owned			Privately Owned (Including PPP)		
	Total	Skilled	Unskilled	Total	Skilled	Unskilled
<b>Total</b>	<b>24,636</b>	<b>21,121</b>	<b>3,515</b>	<b>182,856</b>	<b>158,440</b>	<b>24,416</b>
Industry	1,406	1,245	161	22,689	26,090	(3,401)
Services	23,075	19,780	3,295	158,566	131,261	27,305
Agriculture	155	96	59	1,601	1,089	512
<b>Western</b>						
Total	208	41	167	21,305	15,508	5,797
Industry	(25)	(1)	(24)	4,350	4,208	142
Services	84	(35)	119	16,901	11,271	5,630
Agriculture	149	77	72	54	29	25
<b>Central</b>						
Total	4,614	3,706	908	14,604	13,811	793
Industry	79	66	13	785	1,712	(927)
Services	4,460	3,593	867	13,736	12,042	1,694
Agriculture	75	47	28	83	57	26
<b>Greater Accra</b>						
Total	9,696	9,407	289	62,781	50,680	12,101
Industry	833	873	(40)	8,532	8,070	462
Services	8,898	8,566	332	53,973	42,333	11,640
Agriculture	(35)	(32)	(3)	276	277	(1)
<b>Volta</b>						
Total	770	807	(37)	9,993	9,630	363
Industry	(6)	4	(10)	1,629	1,717	(88)
Services	805	822	(17)	8,071	7,730	341
Agriculture	(29)	(19)	(10)	293	183	110
<b>Eastern</b>						
Total	1,498	850	648	13,802	10,780	3,022
Industry	47	32	15	1,488	1,682	(194)
Services	1,439	711	728	12,134	9,030	3,104
Agriculture	12	107	(95)	180	68	112

Source: Ghana Statistical Service, IBES Phase I

**Table 3.7: Regional distribution of jobs created by sector, skills, and ownership of establishment (cont'd):**

Region	State - Owned			Privately Owned (Including PPP)		
	Total	Skilled	Unskilled	Total	Skilled	Unskilled
<b>Ashanti</b>						
Total	3,034	2,842	192	33,990	30,116	3,874
Industry	140	141	(1)	4,510	4,597	(87)
Services	2,864	2,729	135	29,126	25,306	3,820
Agriculture	30	(28)	58	354	213	141
<b>Brong Ahafo</b>						
Total	1,652	1,576	76	12,511	11,709	802
Industry	43	36	7	620	1,396	(776)
Services	1,669	1,601	68	11,670	10,124	1,546
Agriculture	(60)	(61)	1	221	189	32
<b>Northern</b>						
Total	857	792	65	8,489	9,155	(666)
Industry	53	58	(5)	653	1,555	(902)
Services	795	732	63	7,751	7,556	195
Agriculture	9	2	7	85	44	41
<b>Upper East</b>						
Total	1,908	651	1,257	4,239	4,649	(410)
Industry	219	15	204	774	841	(67)
Services	1,686	634	1,052	3,408	3,776	(368)
Agriculture	3	2	1	57	32	25
<b>Upper West</b>						
Total	399	449	(50)	1,142	2,402	(1,260)
Industry	23	21	2	(652)	312	(964)
Services	375	427	(52)	1,796	2,093	(297)
Agriculture	1	1	0	(2)	(3)	1

Source: Ghana Statistical Service, IBES Phase I.

In the services sector, job creation by privately owned establishment was significantly higher in all regions than state-owned enterprises. The highest number of jobs created by privately owned (including PPP) establishments in the sector occurred in the Greater Accra region (53,973) followed by Ashanti (29,126). The Upper West region recorded the lowest number of new jobs by both privately owned establishments (1,796) and state-owned establishments (375). The highest number of new jobs created by state-owned establishments was also recorded in the Greater Accra region (8,898) followed by Central (4,460), Ashanti (2,864) and Upper East (1,686) regions in that order.

### 3.11 Job creation and type of legal organisation

Establishments acquire legal status through registration with the Registrar General's Department (RGD). The status may take the form of private limited company, sole proprietorship, partnerships and so on. However, if an establishment was not registered with the RGD but considered itself to be operating within the confines of any of the above statuses, this was recorded as the legal status of the establishment.

Table 3.8 shows that establishments which operated as sole proprietorships created the majority of jobs (126,772) during the period. Out of these, 110,567 (87.2%) were skilled jobs. The number of jobs created by state institutions such as public limited companies (1,887) and parastatal institutions (1,592) are quite low compared to private institutions.

Similar to the observation for establishments operated as sole proprietorships, most of the jobs created by state institutions are skilled. In a developing country like Ghana, the labour force often outstrips its absorption capacity and considering the fact that there has been a shift from state dominance to private sector led economic activity, it is normal to find most jobs created by the private sector when the business environment is conducive for businesses to thrive.

**Table 3.8: Distribution of jobs created by type of legal organization and skill**

Type of legal organization	Total	Skilled	Unskilled
<b>Total</b>	<b>207,492</b>	<b>179,561</b>	<b>27,931</b>
Sole Proprietorship	126,722	110,567	16,155
Partnership	24,986	20,826	4,160
Private Limited Company by Guarantee	20,394	17,004	3,390
Public Limited Company	1,887	1,374	513
Statutory	3,430	2,687	743
Other Governmental Institutions(MDAs)	16,104	14,490	1,614
Quasi Government	2,507	1,744	763
Parastatal (Gov't/private)	1,592	1,502	90
Non-Governmental Organization (NGO)	4,100	4,194	(94)
Cooperative	719	595	124
Association/Groups	5,051	4,578	473

Source: Ghana Statistical Service, IBES Phase I

Skills are critical in the economic development process of every country. As economies move from relative dependence on agricultural production to manufacturing and provision of services, workers and enterprises must be able to learn new technical, entrepreneurial, and social skills. The inability to learn new skills because of inadequate basic education or lack of opportunity slows the transfer of all factors of production from lower to higher value added activities (ILO 2008).

Table 3.8, shows a total of 4,194 new skilled jobs created by NGOs while 94 unskilled jobs were lost during the period, resulting in net job creation of 4,100 representing 1.98 percent of the total net jobs created during the period. This unskilled job loss could be as a result of dismissal or resignation.

### 3.12 Sector and size

The size of an establishment, to a very large extent, determines its ability to absorb additional labour. Large establishments are able to expand their scale of operations and create room for additional labour. Table 3.9 reports that agricultural establishments with less than 10 persons engaged created a total of 428 jobs during the period, while agricultural establishments engaging 200 or more persons recorded a total of 506 new jobs.

Establishments engaging 1-4 persons created 46.7 percent (11,253) of net jobs in the industrial sector while larger industrial establishments with 200 or more workers recorded 8,419 new jobs (34.9%) in the sector. In all, 3,240 unskilled jobs were lost in the industrial sector while those establishments with 10-14 persons engaged created the least number of jobs (140).

In the services sector, establishments engaging 1-4 persons created the highest number of jobs of 104,516, representing 57.5 percent of total net new jobs in the sector. Small establishments created most of the unskilled jobs, with 20,210 (66%) new unskilled jobs recorded by establishments engaging 1-4 persons in the services sector (see Table 3.9).

**Table 3.9: Distribution of jobs created by sector, skill and size**

Size	Sector								
	Industry			Services			Agriculture		
	Total	Skilled	Unskilled	Total	Skilled	Unskilled	Total	Skilled	Unskilled
<b>Total</b>	<b>24,095</b>	<b>27,335</b>	<b>(3,240)</b>	<b>181,641</b>	<b>151,041</b>	<b>30,600</b>	<b>1,756</b>	<b>1,185</b>	<b>571</b>
1 - 4	11,253	13,762	(2,509)	104,516	84,306	20,210	256	238	18
5 - 9	684	2,592	(1,908)	17,655	16,162	1,493	172	123	49
10 - 14	140	832	(692)	7,774	6,907	867	113	74	39
15 - 19	267	320	(53)	5,344	4,489	855	71	54	17
20 - 24	497	519	(22)	3,416	3,003	413	101	91	10
25 - 29	227	216	11	2,340	1,978	362	(55)	(51)	(4)
30 - 49	568	436	132	5,700	4,525	1,175	193	115	78
50 - 99	392	677	(285)	5,929	4,757	1,172	66	41	25
100-199	1,648	1,043	605	6,874	4,867	2,007	333	261	72
200+	8,419	6,938	1,481	22,093	20,047	2,046	506	239	267

Source: Ghana Statistical Service, IBES Phase I

### 3.13 Year of commencement of establishment and job creation

Business survival is influenced by many factors, including geographic location, type of industry, firm size and age. There are also several market factors that can greatly impact a firms' survival, such as the number of competitors and new entrants, as well as general market and economic conditions. The year of commencement of an establishment is important in understanding net job creation. It is also considered an important characteristic for predicting its job creation opportunities.

The distribution of net jobs created by establishments by year of commencement is illustrated in Table 3.10. The table shows that establishments that commenced operations before 1975 created a total of 8,167 new jobs. Establishments that commenced operations from 2005 to 2014 accounted for the largest number of jobs created (166,316), representing 80.2 percent of net job creation. . Establishments that started business between 1995 and 2004 also created 11,872 net jobs representing 3.9 percent of total net jobs. It is important to note that these establishments that commenced business between 1995 and 2004 lost 1,717 jobs. This could be as a result of expansion of production capacities of newer firms that have to strive to remain in business in order to create more jobs.

**Table 3.10: Distribution of jobs created by year of commencement of establishment and skill-level**

Year of establishment	Total	Skilled	Unskilled
<b>Total</b>	<b>207,492</b>	<b>179,561</b>	<b>27,931</b>
Before 1975	8,167	6,478	1,689
1975-1984	1,789	2,092	(303)
1985-1994	6,794	5,225	1,569
1995-2004	11,872	13,589	(1,717)
2005-2014	166,316	139,650	26,666
*Not stated	12,554	12,527	27

*\*Exact year of commencement of business not stated*

Source: Ghana Statistical Service, IBES Phase I



Birch (1987) observed that growth in employment is negatively related to the firm size. To this end, most new jobs are thought to have emanated from small establishments. However, Haltiwanger *et al.* (2010) observed that there is no systematic relationship between firm size and growth in employment. Table 3.11 presents the number of jobs created by the various establishments by year of commencement and size across the regions of Ghana.

The youngest establishments (i.e., those that commenced operations between 2005 and 2014) created a net total of 166,316 jobs or 80.2 percent of total net new jobs. The findings from IBES Phase 1 empirically support the dominance of small-sized establishments in net job creation. Table 3.11 further shows that apart from establishments that commenced operations before 1975, the younger the firm, the more jobs it created. Among the micro, small and medium sized establishments, the youngest (i.e., those that commenced operations from 2005 to 2014) created more than 50 percent of all new jobs.

**Table 3.11: Regional distribution of number of jobs created by age of firm and micro, small, medium, and large establishments (MSML)**

MSML/year of establishment	Western	Central	Greater Accra	Volta	Eastern	Ashanti	Brong Ahafo	Northern	Upper East	Upper West	Total
<b>Total</b>	<b>21,513</b>	<b>19,218</b>	<b>72,477</b>	<b>10,763</b>	<b>15,300</b>	<b>37,024</b>	<b>14,163</b>	<b>9,346</b>	<b>6,147</b>	<b>1,541</b>	<b>207,492</b>
Before 1975	32	516	2,354	417	707	2,258	550	271	1,063	(1)	8,167
1975-1984	426	476	684	94	55	269	159	272	(617)	(29)	1,789
1985-1994	575	356	3,099	385	198	979	361	245	537	59	6,794
1995-2004	1,775	2,351	3,277	463	740	1,812	865	571	316	(298)	11,872
2005- 2014	16,303	14,009	55,416	9,353	13,287	31,800	11,584	7,985	4,851	1,728	166,316
*Not stated	2,402	1,510	7,647	51	313	-94	644	2	(3)	82	12,554
<b>Large</b>											
Total	3,327	4,439	18,985	678	2,013	6,323	1,543	719	1,258	82	39,367
Before 1975	(93)	275	1,858	160	355	1,899	297	227	651	(74)	5,555
1975-1984	28	222	446	(4)	(22)	21	52	200	52		995
1985-1994	289	322	2,357	3	27	903	110	50	114	24	4,199
1995-2004	677	1,839	1,439	46	677	1,143	516	164	189	0	6,690
2005- 2014	72	294	6,959	473	681	2,370	(46)	78	252	132	11,265
*Not stated	2,354	1,487	5,926	0	295	(13)	614	0	0	0	10,663
<b>Medium</b>											
Total	1,318	903	5,305	263	553	1,970	707	468	635	251	12,373
Before 1975	31	39	326	88	98	205	55	112	225	19	1,198
1975-1984	168	114	29	13	(44)	144	30	(9)	60	9	514
1985-1994	91	44	560	121	81	(128)	100	44	237	32	1,182
1995-2004	323	409	512	12	158	346	50	155	57	(31)	1,991
2005- 2014	706	297	2,818	25	264	1,470	476	166	51	157	6,430
*Not stated	(1)	0	1,060	4	(4)	(67)	(4)	0	5	65	1,058
<b>Small</b>											
Total	3,768	2,774	12,175	2,188	2,432	5,187	2,628	1,179	648	(398)	32,581
Before 1975	63	204	137	155	304	141	180	(85)	174	49	1,322
1975-1984	218	109	194	62	104	101	90	73	(733)	(35)	183
1985-1994	141	(40)	282	196	82	226	141	89	155	21	1,293
1995-2004	479	73	1,042	174	-158	270	288	51	(39)	(229)	1,951
2005- 2014	2,836	2,411	9,940	1,563	2,079	4,468	1,906	1,048	1,099	(224)	27,126
*Not stated	31	17	580	38	21	(19)	23	3	(8)	20	706
<b>Micro</b>											
Total	13,100	11,102	36,012	7,634	10,302	23,544	9,285	6,980	3,606	1,606	123,171
Before 1975	31	(2)	33	14	(50)	13	18	17	13	5	92
1975-1984	12	31	15	23	17	3	(13)	8	4	(3)	97
1985-1994	54	30	(100)	65	8	(22)	10	62	31	(18)	120
1995-2004	296	30	284	231	63	53	11	201	109	(38)	1,240
2005- 2014	12,689	11,007	35,699	7,292	10,263	23,492	9,248	6,693	3,449	1,663	121,495
*Not stated	18	6	81	9	1	5	11	(1)	0	(3)	127

*\*Exact year of commencement of business not stated*

Source: Ghana Statistical Service, IBES Phase I

The negative relationship between year of commencement of an establishment and its job creation abilities holds steady across regions. In the Upper East Region, establishments that commenced operations between 1975 and 1984 lost 617 jobs while those that were established in the period 2005-2014 created 4,851 new jobs. About one out of every ten establishments in Greater Accra could not specify the year of commencement.

Usually, it is expected that among surviving firms, young firms would grow very fast in absolute terms relative to their more mature counterparts. However, the employment-weighted exit rate, which is equivalent to the job loss rate from firm exit, is also expected to be much higher for young firms. The implication is that young firms either grow fast on average or they exit. This dynamic pattern for young firms is an indication of their volatility.

Table 3.12 shows that job creation by sole proprietorships largely declines with the firm's age. The highest number of jobs (119,923) created by sole proprietorships came from establishments that commenced operations in the last ten years (2005-2014) followed by establishments born within the period 1995-2004 with 2,254 total net new jobs. Apart from parastatal, quasi-governmental or statutory institutions, MDAs, partnerships and NGOs which saw fluctuations in the number of new jobs created by establishments that commenced operations from 1975 to 2014, the other types of legal organizations realized increases. Co-operatives and private limited companies by guarantee which commenced operations in the last ten years also made quite significant improvements in job creation.

**Table 3.12: Distribution of jobs created by age of firm and type of legal organization**

Type of legal organization	Total	Before 1975	1975-1984	1985-1994	1995-2004	2005-2014	*Not stated
<b>Total</b>	<b>207,492</b>	<b>8,167</b>	<b>1,789</b>	<b>6,794</b>	<b>11,872</b>	<b>166,316</b>	<b>12,554</b>
Sole Proprietorship	126,722	2,205	248	1,221	2,254	119,923	871
Partnership	24,986	434	643	177	1,509	22,041	182
Private Limited Company by Guarantee	20,394	104	307	2,070	2,658	12,411	2,844
Public Limited Company	1,887	(6)	132	168	456	1,128	9
Statutory	3,430	1,410	(21)	1,056	81	915	(11)
Other Governmental Institutions(MDAs)	16,104	1,404	427	669	3,453	2,284	7,867
Quasi Government	2,507	1,083	142	160	611	501	10
Parastatal (Gov't/private)	1,592	596	1	132	57	127	679
Non-Governmental Organization (NGO)	4,100	736	(390)	527	130	3,049	48
Cooperative	719	4	24	52	162	478	(1)
Association/ Groups	5,051	197	276	562	501	3,459	56

*\*Exact year of commencement of business not stated*

Source: Ghana Statistical Service, IBES Phase

The high proportion of jobs created by sole proprietorship establishments indicates the critical role informal businesses play in job creation. Indeed, sole proprietorships account for a large proportion of informal establishments in Ghana. The establishment of loan schemes and other sources of financing for small-scale business activities by government is also a possible reason for the creation of these new jobs by younger firms. It has been observed that financial sector liberalisation has the ability to promote financial development and hence growth in all areas of the economy (McKinnon and Shaw, 1973).

## **CHAPTER FOUR**

### **CONCLUSIONS AND POLICY IMPLICATIONS**

#### **4.1 Introduction**

In Ghana, the lack of regular labour market data and statistics tends to impede efficient analysis of labour market issues to facilitate proper design and implementation of employment-related policies in the country. In this regard, having good data on the number of jobs created and the skill levels of these jobs is critical for policy-making. In addition, information on the type of ownership and legal organisations that provide these jobs is of great importance. This information will allow policy-makers to gain understanding of where most jobs are created in the economy such that appropriate policy interventions can be put in place to address shortfalls in other areas. This chapter, therefore, presents conclusions of the study with a summary of the main findings and outlines some policy implications.

#### **4.2 Conclusion**

##### ***Number of jobs created***

In 2014, a total of 207,492 jobs were created in Ghana with the least number of jobs created in the agricultural sector. About 87.5 percent of total net jobs created were in the services sector while 11.6 percent were in the industrial sector.

##### ***Jobs creation by sub-sectors***

The crop and animal production sub-sector accounted for 82.4 percent of the total net jobs created in the agricultural sector. The manufacturing sub-sector created the highest number of jobs of 19,113 (or 79.3%) in the industrial sector followed by the mining and quarrying sub-sector (7.3%). The electricity and gas sub-sector created the least number of industrial jobs. All the sub-sectors, with the exception of the construction sub-sector, had a reduction in the number of available unskilled jobs during the period. In the services sector, the wholesale and retail trade sub-sector was the main source of job creation, accounting for 46.5 percent of the jobs created in the services sector.

##### ***Regional distribution of jobs created***

The Greater Accra Region recorded the highest number of both skilled and unskilled jobs created in the country, with the Upper West, Upper East, Northern and Volta regions performing poorly in the creation of these jobs. The highest number of jobs recorded in the agricultural sector was created in the Ashanti region (384) followed by the Volta (264) and Greater Accra (241) regions. The industrial sector recorded a total of 3,240 new unskilled jobs, while the Upper West (962) and Northern regions (907) recorded the highest numbers of job losses in the sector. The least number of skilled jobs created in the industrial sector was recorded in the Upper West Region (333) while Greater Accra Region added 422 new unskilled jobs in the industrial sector.

The level of informal jobs in the services sector is very high, accounting for about four-fifth of the number of jobs created. Agriculture, on other hand, created more formal jobs (57.1%) than informal jobs (42.9%). The Greater Accra Region recorded the highest number of new jobs in the formal sector both in industry (5,969) and services (19,701).

### ***Job creation in formal and informal establishments by region***

Out of a total of 47,186 formal jobs created across the ten regions of Ghana in 2014, 38,474 were skilled jobs while the remaining 8,712 were unskilled jobs. The informal sector, on the other hand, created 160,306 jobs of which 141,087 were skilled and 19,219 were unskilled.

A regional analysis of the jobs created shows that the Greater Accra Region accounted for the highest number of new jobs (19,701) in formal establishments in the services sector out of which 87.8 percent were skilled jobs. Similarly, the region recorded 33,595 new skilled jobs in the informal services sector compared to 9,575 unskilled jobs.

### ***Job creation by sector***

The agricultural sector created the least number of jobs while the services sector created the highest number of jobs across all size classifications. The medium-sized agricultural establishments recorded the least number of new jobs in the country (203), comprising 123 skilled jobs and 80 unskilled jobs. Furthermore, the micro-sized establishments in the industrial sector created the highest number of 11,715 jobs (14,829 skilled jobs and 3,114 unskilled jobs).

### ***Sub-sector and size classification of establishments***

Job creation during the period occurred mostly in micro-sized establishments, with 6 out of 10 new jobs accounted for by micro enterprises while medium-sized establishments created the least number of jobs. Most jobs created by micro-sized establishments were found in the wholesale and retail trade; repair of motor vehicles and motor cycles sub-sectors. Significant job creation activities also took place in the accommodation and food services (15,312) and manufacturing (11,273) sub-sectors. Some job losses occurred in micro (3 jobs) and medium-sized (15 jobs) establishments in the forestry and logging sub-sector while medium-sized establishments in the real estate sub-sector recorded 15 job losses.

### ***Ownership and sectors***

The private sector created 182,856 jobs representing 88 percent of the total number of jobs created during the period; the remaining 12 percent was created by state-owned enterprises. Job losses (mostly unskilled jobs) were recorded among the privately owned establishments in the industrial sector (micro, small and medium) while in the other two sectors of the economy, no jobs were lost. The state-owned establishments in the agricultural sector recorded the least number of jobs. Privately owned establishments in the industrial sector recorded a net total of 22,689 new jobs, comprising 26,090 new skilled jobs and the loss of 3,401 unskilled jobs.

### ***Ownership and skill levels***

Most skilled jobs were created by the privately owned establishments (154,719) compared to the state-owned (20,848) and public private partnership (3,994) establishments.

### ***Job creation and type of legal organization***

Job creation was highest in sole proprietorship (61.1%) during the period. The number of jobs created by the legal organizations are mostly skilled jobs rather than unskilled. The provision of jobs by state institutions such as public limited companies (1,887), parastatal institutions (1,592), among others, are quite low compared to other private institutions.

### ***Year of commencement of establishment and job creation***

Establishments that commenced operations from 2005 to 2014 accounted for the bulk of net job creation while older establishments shed jobs. Overall, establishments that commenced operations from 2005 to 2014 accounted for nearly 80 percent of net job creation. This negative relationship between age of establishment and job creation holds across all regions of the country. In the Upper East region, establishments that commenced operations between 1975 and 1984 lost 617 jobs while those that were established between 2004 and 2015 created 78.9 percent of the total jobs.

The younger the sole proprietorship, the higher the total number of jobs created. Apart from parastatal, quasi-government or statutory institutions, MDAs, partnerships and NGOs that saw fluctuations in the number of new jobs created by establishments that commenced operations from 1975 to 2014, the other types of legal organizations realized increases.

### **4.3 Policy Implications**

- All the sub-sectors, with the exception of the construction sub-sector, experienced reductions in the number of unskilled jobs available during the period. The unskilled job losses recorded by the manufacturing sub-sector should urgently engage the attention of policy-makers since its contribution to GDP has been decreasing over time. Is it the case that these unskilled labourers are resigning or are being fired by their employers? In the meantime government should consider resolving the problem of unstable power supply, which has been the bane of many businesses in recent years; this is also likely to be the reason behind the loss of unskilled labour in these sub-sectors..
- The analysis shows that job creation was highest in the Greater Accra Region while job creation performance in the Upper West, Upper East, Northern and Volta regions was weak. In the light of this, effort must be made to enhance the job creation capacities of these regions to help prevent labour migration from these regions to the other regions, especially to Greater Accra.
- The agricultural sector continues to lag behind in the creation of new jobs and calls for urgent policy attention to reverse the trend, particularly if the development is not a consequence of agriculture mechanization which has a short-run job loss implication.
- The majority of new jobs were created by sole proprietorships that commenced operations in the last ten years compared to those that commenced activities over forty years ago. This is an indication that the private sector is growing in strength and is driving the growth of the economy. Whether this growth is sustainable, however, is a matter of concern since the majority of sole proprietorship activities are informal. There is the need for rigorous research to investigate the reasons why job creation performance is poorer in older establishments than younger establishments and why sole proprietorships are better job creators than partnership and limited liability establishments.

## APPENDICES

**Table A1: Distribution of jobs created by skill levels**

Sector/skills	Total	Western	Central	Greater Accra	Volta	Eastern	Ashanti	Brong Ahafo	Northern	Upper East	Upper West
<b>Total</b>	<b>207,492</b>	<b>21,513</b>	<b>19,218</b>	<b>72,477</b>	<b>10,763</b>	<b>15,300</b>	<b>37,024</b>	<b>14,163</b>	<b>9,346</b>	<b>6,147</b>	<b>1,541</b>
Skilled	179,561	15,549	17,517	60,087	10,437	11,630	32,958	13,285	9,947	5,300	2,851
Unskilled	27,931	5,964	1,701	12,390	326	3,670	4,066	878	(601)	847	(1,310)
<b>Industry</b>											
Total	24,095	4,325	864	9,365	1,623	1,535	4,650	663	706	993	(629)
Skilled	27,335	4,207	1,778	8,943	1,721	1,714	4,738	1,432	1,613	856	333
Unskilled	(3,240)	118	(914)	422	(98)	(179)	(88)	(769)	(907)	137	(962)
<b>Service</b>											
Total	181,641	16,985	18,196	62,871	8,876	13,573	31,990	13,339	8,546	5,094	2,171
Skilled	151,041	11,236	15,635	50,899	8,552	9,741	28,035	11,725	8,288	4,410	2,520
Unskilled	30,600	5,749	2,561	11,972	324	3,832	3,955	1,614	258	684	(349)
<b>Agriculture</b>											
Total	1,756	203	158	241	264	192	384	161	94	60	(1)
Skilled	1,185	106	104	245	164	175	185	128	46	34	(2)
Unskilled	571	97	54	(4)	100	17	199	33	48	26	1

Source: Ghana Statistical Service, IBES Phase I

**Table A2: Number of jobs created by sub sector, MSML and ownership of establishment**

Sub Sector	Total			Large			Medium			Small			Micro		
	State-Owned	Private Owned	Public Private Partnership (PPP)	State-Owned	Private Owned	Public Private Partnership (PPP)	State-Owned	Private Owned	Public Private Partnership (PPP)	State-Owned	Private Owned	Public Private Partnership (PPP)	State-Owned	Private Owned	Public Private Partnership (PPP)
<b>Total</b>	<b>24,180</b>	<b>179,632</b>	<b>3,680</b>	<b>17,924</b>	<b>18,254</b>	<b>598</b>	<b>2,842</b>	<b>8,933</b>		<b>3,046</b>	<b>29,837</b>	<b>-302</b>	<b>368</b>	<b>122,608</b>	<b>195</b>
Manufacturing	137	18,874	102	141	6,303	(7)	7	576	9	(5)	747	16	(6)	11,248	31
Mining and quarrying	(6)	1,880	(108)	(3)	1,617	(3)		124	0	(3)	96		0	43	5
Electricity and gas	979	(318)	20	825	(450)	(1)	33	26	0	84	39	14	37	67	7
Water supply, sewerage , waste Management	273	329	386	177	(71)	2	42	104	.	29	166	13	25	130	2
Construction	(10)	1,419	138	1	1,084	133	(18)	34	16	13	174	0	(6)	127	5
Wholesale and retail; repair of motor vehicles and cycles	289	84,009	181	0	2,207	99	8	700	14	205	6,668	42	76	74,434	49
Transportation and storage	-66	1,648	366	(222)	620	28	124	466	13	28	442	100	4	120	(3)
Accommodation and food service	18	20,891	54	(78)	419	34	82	807	0	-6	4,381	0	20	15,284	8
Information and communication	136	1,799	6	(18)	78	6	115	283	42	27	485	(7)	12	953	7
Financial and Insurance	307	7,666	656	70	1,629	116	95	1,096	100	131	3,445	185	11	1,496	22
Real Estate	(20)	849	4	0	417		0	(15)	0	(20)	304	4	0	143	0
Professional, scientific and technical	297	1,868	34	61	178	31	235	205	(7)	(4)	534	3	5	951	0
Administrative and support service activity	(26)	3,423	6	0	1,084	0	(19)	93	185	4	567	2	(11)	1,679	4
Public admin and defence	9,126	258	(1)	8,057	142	0	518	53	4	517	34	6	34	29	-7
Education	6,326	8,931	47	4,153	25	6	990	1,502	3	1,282	6,064	36	-99	1,340	9
Human health and social work	6,271	3,431	634	4,751	895	91	556	509	2	749	1,450	27	215	577	10
Arts, entertainment and recreation	99	2,443	18	4	250		47	131	6	14	657	0	34	1,405	18
Other services	25	18,625	975	2	1,077	58	6	2,065	364	4	3,206	(761)	13	12,277	22
Household employers	0	1	0	0	0	0	0	0	27	0	1	0	0	0	0
Extraterritorial organisations	8	20	9	0	0	0	0	(3)	0	8	20	9	0	3	0
Crops	12	783	148	3	528	5	13	95	(507)	(6)	162	9	2	(2)	1
Livestock and poultry	3	501	0	0	0	0	0	83	0	0	125	0	3	293	0
Forestry and logging	3	122	0	0	98	0	8	(21)	0	(5)	48	0	0	(3)	0
Fishing and aquaculture	(1)	180	5	0	124	0	0	20	0	0	22	0	(1)	14	5

Source: Ghana Statistical Service, IBES Phase I

**Table A3: Number of jobs created by sub sector, skill and MSML**

Sub Sector	Large			Medium			Small			Micro		
	Total	Skilled	Unskilled	Total	Skilled	Unskilled	Total	Skilled	Unskilled	Total	skilled	unskilled
<b>Total</b>	<b>39,367</b>	<b>33,191</b>	<b>6,176</b>	<b>12,373</b>	<b>10,113</b>	<b>2,260</b>	<b>32,581</b>	<b>31,276</b>	<b>1,305</b>	<b>123,171</b>	<b>104,981</b>	<b>18,190</b>
Manufacturing	6,506	4,017	2,489	576	555	21	758	2,832	(2,074)	11,273	14,372	(3,099)
Mining and quarrying	1,504	1,615	(111)	121	115	6	93	72	21	48	28	20
Electricity and gas	375	798	(423)	58	64	(6)	137	91	46	111	96	15
Water supply, sewerage , waste management	475	719	(244)	148	167	(19)	208	171	37	157	133	24
Construction	1,085	807	278	149	170	(21)	187	313	(126)	126	200	(74)
Wholesale and retail; repair of motor vehicles and cycles	2,198	1,811	387	807	566	241	6,915	6,375	540	74,559	55,528	19,031
Transportation and storage	639	585	54	618	524	94	570	454	116	121	107	14
Accommodation and food service	353	227	126	923	765	158	4,375	2,877	1,498	15,312	11,477	3,835
Information and communication	60	43	17	404	395	9	505	423	82	972	833	139
Financial and insurance	2,032	1,779	253	1,307	1,024	283	3,761	3,146	615	1,529	1,392	137
Real estate	417	120	297	-15	24	(39)	288	209	79	143	128	15
Professional, scientific & technical	239	46	193	471	326	145	533	455	78	956	998	(42)
Administrative and support service activity	1,084	1,085	(1)	74	204	(130)	573	483	90	1,672	1,442	230
Public admin and defence	8,199	7,528	671	571	375	196	557	408	149	56	79	(23)
education	4,174	3,729	445	2,498	1,990	508	7,382	6,102	1,280	1,250	1,166	84
Human health and social work	6,152	5,319	833	1,156	1,114	42	2,226	1,903	323	802	784	18
Arts, entertainment and recreation	254	187	67	178	177	1	671	482	189	1,457	1,233	224
Other services	2,735	2,253	482	2,129	1,438	691	2,449	4,184	(1,735)	12,312	14,709	(2,397)
Household employers	0	0	0	0	0	0	1	2	(1)	0	0	0
Extraterritorial organisations	0	0	0	-3	-3	0	37	30	7	3	1	2
Crops	664	483	181	113	93	20	165	117	48	1	(7)	8
Livestock and poultry	0	0	0	83	57	26	125	96	29	296	265	31
Forestry and logging	98	6	92	(13)	(13)	0	43	34	9	(3)	(1)	(2)
Fishing and aquaculture	124	34	90	20	(14)	34	22	17	5	18	18	0

Source: Ghana Statistical Service, IBES Phase I



**Table A4: Distribution of jobs created by region and MSML**

Region/MSML	Total	Skilled	Unskilled
<b>Total</b>	<b>207,492</b>	<b>179,561</b>	<b>27,931</b>
Large	39,367	33,191	6,176
Medium	12,373	10,113	2,260
Small	32,581	31,276	1,305
Micro	123,171	104,981	18,190
<b>Western</b>			
Total	21,513	15,549	5,964
Large	3,327	2,514	813
Medium	1,318	785	533
Small	3,768	2,337	1,431
Micro	13,100	9,913	3,187
<b>Central</b>			
Total	19,218	17,517	1,701
Large	4,439	3,761	678
Medium	903	740	163
Small	2,774	2,878	(104)
Micro	11,102	10,138	964
<b>Greater Accra</b>			
Total	72,477	60,087	12,390
Large	18,985	16,995	1,990
Medium	5,305	4,776	529
Small	12,175	10,452	1,723
Micro	36,012	27,864	8,148
<b>Volta</b>			
Total	10,763	10,437	326
Large	678	607	71
Medium	263	241	22
Small	2,188	2,006	182
Micro	7,634	7,583	51
<b>Eastern</b>			
Total	15,300	11,630	3,670
Large	2,013	1,333	680
Medium	553	291	262
Small	2,432	2,203	229
Micro	10,302	7,803	2,499
<b>Ashanti</b>			
Total	37,024	32,958	4,066
Large	6,323	4,941	1,382
Medium	1,970	1,867	103
Small	5,187	5,200	(13)
Micro	23,544	20,950	2,594

Source: Ghana Statistical Service, IBES Phase I

**Table A4: Distribution of jobs created by region and MSML(cont'd)**

Region/MSML	Total	Skilled	Unskilled
<b>Brong Ahafo</b>			
<b>Total</b>			
Large	14,163	13,285	878
Medium	1,543	1,811	(268)
Small	707	487	220
Micro	2,628	2,310	318
Large	9,285	8,677	608
<b>Northern</b>			
<b>Total</b>	<b>9,346</b>	<b>9,947</b>	<b>(601)</b>
Large	719	554	165
Medium	468	344	124
Small	1,179	2,070	(891)
Micro	6,980	6,979	1
<b>Upper East</b>			
<b>Total</b>	<b>6,147</b>	<b>5,300</b>	<b>847</b>
Large	1,258	602	656
Medium	635	325	310
Small	648	1,254	(606)
Micro	3,606	3,119	487
<b>Upper West</b>			
<b>Total</b>	<b>1,541</b>	<b>2,851</b>	<b>(1,310)</b>
Large	82	73	9
Medium	251	257	(6)
Small	(398)	566	(964)
Micro	1,606	1,955	(349)

Source: Ghana Statistical Service, IBES Phase I

**Table A5: Distribution of jobs created by sector, size and ownership of establishment**

Sector/size	State - Owned			Private Owned			Public Private Partnership (PPP)		
	Total	Skilled	Unskilled	Total	Skilled	Unskilled	Total	Skilled	Unskilled
<b>Total</b>	<b>24,180</b>	<b>20,848</b>	<b>3,332</b>	<b>179,632</b>	<b>154,719</b>	<b>24,913</b>	<b>3,680</b>	<b>3,994</b>	<b>(314)</b>
1-4	244	375	-131	115,634	97,838	17,796	147	93	54
5-9	789	762	27	18,423	17,994	429	(701)	121	(822)
10-14	838	742	96	7,053	6,952	101	136	119	17
15-19	607	539	68	4,966	4,258	708	109	66	43
20-24	653	529	124	3,297	3,054	243	64	30	34
25-29	142	162	-20	2,323	1,936	387	(8)	(6)	(2)
30-49	991	754	237	5,137	4,075	1,062	333	247	86
50-99	2,041	1,786	255	4,095	3,456	639	251	233	18
100-199	2,903	2,296	607	5,680	3,711	1,969	272	164	108
200+	14,972	12,903	2,069	13,024	11,445	1,579	3,022	2,876	146
<b>Industry</b>									
Total	1,373	1,220	153	22,184	25,679	(3,495)	538	436	102
1-4	22	34	-12	11,195	13,714	(2,519)	36	14	22
5-9	46	35	11	623	2,547	(1,924)	15	10	5
10-14	40	34	6	95	802	(707)	5	(4)	9
15-19	(8)	(16)	8	257	318	(61)	18	18	0
20-24	34	19	15	446	488	(42)	17	12	5
25-29	4	19	(15)	221	195	26	2	2	0
30-49	29	25	4	540	412	128	(1)	(1)	0
50-99	65	104	(39)	300	545	(245)	27	28	(1)
100-199	231	26	205	1,326	1,003	323	91	14	77
200+	910	940	(30)	7,181	5,655	1,526	328	343	(15)
<b>Services</b>									
Total	22,790	19,538	3,252	155,862	127,968	27,894	2,989	3,535	(546)
1-4	223	343	(120)	104,183	83,885	20,298	110	78	32
5-9	729	721	8	17,646	15,336	2,310	(720)	105	(825)
10-14	799	709	90	6,850	6,081	769	125	117	8
15-19	580	536	44	4,677	3,909	768	87	44	43
20-24	609	499	110	2,760	2,486	274	47	18	29
25-29	201	206	(5)	2,094	1,729	365	45	43	2
30-49	948	713	235	4,418	3,564	854	334	248	86
50-99	1,923	1,639	284	3,787	2,918	869	219	200	19
100-199	2,682	2,177	505	4,044	2,548	1,496	148	142	6
200+	14,096	11,995	2,101	5,403	5,512	(109)	2,594	2,540	54
<b>Agriculture</b>									
Total	17	90	(73)	1,586	1,072	514	153	23	130
1-4	(1)	(2)	1	256	239	17	1	1	0
5-9	14	6	8	154	111	43	4	6	(2)
10-14	(1)	(1)	0	108	69	39	6	6	0
15-19	35	19	16	32	31	1	4	4	0
20-24	10	11	(1)	91	80	11	0	0	0
25-29	(63)	(63)	0	8	12	(4)	(55)	(51)	(4)
30-49	14	16	(2)	179	99	80	0	0	0
50-99	53	43	10	8	(7)	15	5	5	0
100-199	(10)	93	(103)	310	160	150	33	8	25
200+	(34)	(32)	(2)	440	278	162	100	(7)	107




Source: Ghana Statistical Service, IBES Phase I

**Table A6: Number of jobs created by sector and size**

Sector/Size	Total	Skilled	Unskilled
<b>Total</b>	<b>207,492</b>	<b>179,561</b>	<b>27,931</b>
1-4	116,025	98,306	17,719
5-9	18,511	18,877	(366)
10-14	8,027	7,813	214
15-19	5,682	4,863	819
20-24	4,014	3,613	401
25-29	2,512	2,143	369
30-49	6,461	5,076	1,385
50-99	6,387	5,475	912
100-199	8,855	6,171	2,684
200+	31,018	27,224	3,794
<b>Industry</b>			
Total	24,095	27,335	(3,240)
1-4	11,253	13,762	(2,509)
5-9	684	2,592	(1,908)
10-14	140	832	(692)
15-19	267	320	(53)
20-24	497	519	(22)
25-29	227	216	11
30-49	568	436	132
50-99	392	677	(285)
100-199	1,648	1,043	605
200+	8,419	6,938	1,481
<b>Services</b>			
Total	181,641	151,041	30,600
1-4	104,516	84,306	20,210
5-9	17,655	16,162	1,493
10-14	7,774	6,907	867
15-19	5,344	4,489	855
20-24	3,416	3,003	413
25-29	2,340	1,978	362
30-49	5,700	4,525	1,175
50-99	5,929	4,757	1,172
100-199	6,874	4,867	2,007
200+	22,093	20,047	2,046
<b>Agriculture</b>			
Total	1,756	1,185	571
1-4	256	238	18
5-9	172	123	49
10-14	113	74	39
15-19	71	54	17
20-24	101	91	10
25-29	(55)	(51)	(4)
30-49	193	115	78
50-99	66	41	25
100-199	333	261	72
200+	506	239	267

Source: Ghana Statistical Service, IBES Phase I

**Table A7: IBES - Business register questionnaire**

## GHANA STATISTICAL SERVICE BUSINESS REGISTER QUESTIONNAIRE

**MARKING INSTRUCTIONS**  
 PLEASE PRINT IN BLOCK LETTERS ONLY  
 WITHIN THE BOX. SEE EXAMPLE ON THE RIGHT →  
 PLEASE USE **BALL PEN** ONLY

A	B	C	D	E
5	4	7	9	8

TICK BOX LIKE THIS / WRITE CODE IN BOX (WHERE APPROPRIATE)  
☒

2

Reference Number

-

-

**SECTION A: IDENTIFICATION OF ESTABLISHMENT**

**A1: Establishment Name**

**A2: Region Name**

**A3: District Name**

**A4: Region Code**

**A5: District Code**

**A6: EZ Code**

**A7: Est Code**

**A8: Town Name**

**A9: Town Code**

**A10: Suburb / Estate / Residential Area (E.G. FREE PIPE, ABEKA)**

**A11: Street Address (E.G. 121 FANOFA ROAD)**

**A12: Exact Location of Establishment (E.G. NII LANTEY'S HOUSE BEHIND L/A PRIMARY SCHOOL)**

**A13: Type of Structure (WRITE CODE)**

1. Movable  
2. Non-Movable

**SECTION B: CONTACT INFORMATION OF ESTABLISHMENT**

**B1: Post Office Box Number**

**B2: Town of Post Office**

**B3: Telephone Number**

**B4: Mobile Number**

**B5: Fax Number**

**B6: Email**

**B7: Website**

**SECTION C: HEAD OFFICE INFORMATION**

**C1: FORM OF ORGANIZATION (WRITE CODE)**

1. Head Office (Owns and controls other estab.)

3. Subsidiary (Owned and controlled by another estab.)

2. Single Estab. (Neither controls nor is controlled by another establishment)

**GO TO C11 IF RESPONSE IS 1 OR 2**

**C2: Name of Head Office**

**C3: District Name of Head Office**

**C4: District Code**

<p><b>C11: Type of Ownership (WRITE CODE)</b> <span style="border: 1px solid black; display: inline-block; width: 40px; height: 20px; vertical-align: middle;"></span></p> <p>1. State-Owned</p> <p>2. Private Owned</p> <p>3. Public Private Partnership (PPP) (IF OPTION 1, SKIP TO C15)</p> <p><b>C12: Which of the following Institutions have you registered with? (MULTIPLE RESPONSES ARE ALLOWED, PLEASE TICK)</b></p> <table style="width: 100%;"> <tr><td>1. Ghana Revenue Authority</td><td><input type="checkbox"/></td></tr> <tr><td>2. Registrar General's Department</td><td><input type="checkbox"/></td></tr> <tr><td>3. District Assembly</td><td><input type="checkbox"/></td></tr> <tr><td>4. Environmental Protection Agency</td><td><input type="checkbox"/></td></tr> <tr><td>5. Other (Specify).....</td><td><input type="checkbox"/></td></tr> <tr><td>6. Yet to Register</td><td><input type="checkbox"/></td></tr> </table>	1. Ghana Revenue Authority	<input type="checkbox"/>	2. Registrar General's Department	<input type="checkbox"/>	3. District Assembly	<input type="checkbox"/>	4. Environmental Protection Agency	<input type="checkbox"/>	5. Other (Specify).....	<input type="checkbox"/>	6. Yet to Register	<input type="checkbox"/>	<p><b>C13: Owner's Nationality (WRITE CODE)</b> <span style="border: 1px solid black; display: inline-block; width: 40px; height: 20px; vertical-align: middle;"></span></p> <p>1. Ghanaian                      2. Non-Ghanaian</p> <p>3. Ghanaian &amp; Non-Ghanaian</p> <p><b>IF NON-GHANAIAN, STATE NATIONALITY (IES):</b></p> <table style="width: 100%;"> <tr><td>1:.....</td><td rowspan="5" style="border: 1px solid black; padding: 5px; text-align: center;"> <div style="background-color: #cccccc; border: 1px solid black; padding: 2px; font-size: 0.8em; margin-bottom: 5px;">FOR OFFICE USE</div> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="border: 1px solid black; width: 30px; height: 30px;"></td><td style="border: 1px solid black; width: 30px; height: 30px;"></td></tr> <tr><td style="border: 1px solid black; width: 30px; height: 30px;"></td><td style="border: 1px solid black; width: 30px; height: 30px;"></td></tr> <tr><td style="border: 1px solid black; width: 30px; height: 30px;"></td><td style="border: 1px solid black; width: 30px; height: 30px;"></td></tr> <tr><td style="border: 1px solid black; width: 30px; height: 30px;"></td><td style="border: 1px solid black; width: 30px; height: 30px;"></td></tr> <tr><td style="border: 1px solid black; width: 30px; height: 30px;"></td><td style="border: 1px solid black; width: 30px; height: 30px;"></td></tr> </table> </td></tr> <tr><td>2:.....</td></tr> <tr><td>3:.....</td></tr> <tr><td>4:.....</td></tr> <tr><td>5:.....</td></tr> </table> <p><b>C14: How many people own this establishment?</b></p> <table style="width: 100%;"> <tr><td>1. Total</td><td style="border: 1px solid black; width: 30px; height: 30px;"></td><td style="border: 1px solid black; width: 30px; height: 30px;"></td><td style="border: 1px solid black; width: 30px; height: 30px;"></td></tr> <tr><td>2. Male</td><td style="border: 1px solid black; width: 30px; height: 30px;"></td><td style="border: 1px solid black; width: 30px; height: 30px;"></td><td style="border: 1px solid black; width: 30px; height: 30px;"></td></tr> <tr><td>3. Female</td><td style="border: 1px solid black; width: 30px; height: 30px;"></td><td style="border: 1px solid black; width: 30px; height: 30px;"></td><td style="border: 1px solid black; width: 30px; height: 30px;"></td></tr> </table>	1:.....	<div style="background-color: #cccccc; border: 1px solid black; padding: 2px; font-size: 0.8em; margin-bottom: 5px;">FOR OFFICE USE</div> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="border: 1px solid black; width: 30px; height: 30px;"></td><td style="border: 1px solid black; width: 30px; height: 30px;"></td></tr> <tr><td style="border: 1px solid black; width: 30px; height: 30px;"></td><td style="border: 1px solid black; width: 30px; height: 30px;"></td></tr> <tr><td style="border: 1px solid black; width: 30px; height: 30px;"></td><td style="border: 1px solid black; width: 30px; height: 30px;"></td></tr> <tr><td style="border: 1px solid black; width: 30px; height: 30px;"></td><td style="border: 1px solid black; width: 30px; height: 30px;"></td></tr> <tr><td style="border: 1px solid black; width: 30px; height: 30px;"></td><td style="border: 1px solid black; width: 30px; height: 30px;"></td></tr> </table>											2:.....	3:.....	4:.....	5:.....	1. Total				2. Male				3. Female				<p><b>C15: Type of Legal Organisation (WRITE CODE)</b> <span style="border: 1px solid black; display: inline-block; width: 40px; height: 20px; vertical-align: middle;"></span></p> <p>1. Sole Proprietorship</p> <p>2. Partnership</p> <p>3. Private Limited Company</p> <p>4. Public Limited Company</p> <p>5. Statutory body</p> <p>6. Other Government Institutions (MDA's etc)</p> <p>7. Quasi Government</p> <p>8. Parastatal Government</p> <p>9. Non Government Organization (NGO)</p> <p>10. Cooperative</p> <p>11. Association / Groups</p>
1. Ghana Revenue Authority	<input type="checkbox"/>																																									
2. Registrar General's Department	<input type="checkbox"/>																																									
3. District Assembly	<input type="checkbox"/>																																									
4. Environmental Protection Agency	<input type="checkbox"/>																																									
5. Other (Specify).....	<input type="checkbox"/>																																									
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2:.....																																										
3:.....																																										
4:.....																																										
5:.....																																										
1. Total																																										
2. Male																																										
3. Female																																										

FOR OFFICE USE					
<b>D1: State clearly the Principal Activity of the Establishment</b> <b>(THE ACTIVITY THAT ACCOUNTS FOR THE LARGEST SHARE OF THE VALUE OF OUTPUT /</b> <b>MAIN PURPOSE FOR WHICH THE ESTABLISHMENT EXISTS)</b>	<b>D2: ACTIVITY CODE</b>				
	<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>				
<b>D3: State clearly the Second Important Activity of the Establishment</b> <b>(THE ACTIVITY THAT ACCOUNTS FOR THE 2ND LARGEST SHARE OF THE VALUE OF OUTPUT</b>	<b>D4: ACTIVITY CODE</b>				
	<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>				
<b>D5: State clearly the Third Important Activity of the Establishment</b> <b>(THE ACTIVITY THAT ACCOUNTS FOR THE 3RD LARGEST SHARE OF THE VALUE OF OUTPUT</b>	<b>D6: ACTIVITY CODE</b>				
	<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>				

Reference Number      Reg. Code      District Code      EZ Code      Est. Code

Indicate Sub-Sector of Principal Activity (WRITE APPROPRIATE CODE IN THE BOX)

<b>D7: Sub-Sector in Industry</b> <input type="text"/>  1. Manufacturing 2. Mining & Quarrying 3. Electricity & Gas 4. Water Supply, Sewerage, Waste Management 5. Construction	<b>D8: Sub-Sector in Services</b> <input type="text"/>  1. Wholesale & Retail Trade 2. Transportation & Storage 3. Accommodation & Food storage 4. Information & Communication 5. Financial & Insurance 6. Real Estate 7. Professional, Scientific & Technical 8. Administrative & Support Service Activities 9. Public Administration & Defence 10. Education 11. Human Health & Social Work 12. Arts, Entertainment & Recreation 13. Other Services 14. Household Employers 15. Extraterritorial Organizations	<b>D9: Sub-Sector in Agriculture</b> <input type="text"/>  1. Crops 2. Livestock 3. Forestry & Logging 4. Fishing & Aquaculture
---	--	--

#### EMPLOYMENT DATA

REPORT EMPLOYMENT ONLY FOR YOUR ESTABLISHMENT (LOCATION). IF IN A HEAD OFFICE, REPORT EMPLOYMENT ONLY FOR THE HEAD OFFICE.

NUMBER OF PERSONS ENGAGED INCLUDES WORKING PROPRIETORS, UNPAID FAMILY WORKERS, PERMANENT, CASUAL AND TEMPORARY STAFF AND PART-TIME WORKERS. EXCLUDE WORKERS PAID BY EXTERNAL CONTRACTORS EVEN THOUGH THEIR WORK TAKE PLACE IN YOUR ESTABLISHMENT. FOR EXAMPLE, EMPLOYEES OF A CONTRACTED SECURITY AGENCY.

#### SECTION E: PERSONS ENGAGED

E1: How many persons were engaged in the activities of the Establishment as at 31st August, 2014

TOTAL	PERMANENT	TEMPORARY
<input type="text"/>	<input type="text"/>	<input type="text"/>

CLASSIFY THE NUMBER OF PERSONS ENGAGED AS FOLLOWS:

	PERMANENT		TEMPORARY	
	MALE	FEMALE	MALE	FEMALE
E2: Total	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
E3: Ghanaian	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
E4: Non-Ghanaian	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

#### SECTION F: SKILL LEVELS OF PERSONS ENGAGED

STATE FOR EACH SKILL LEVEL, THE NUMBER OF PERSONS ENGAGED IN THE ACTIVITIES OF THE ESTABLISHMENT DURING THE LAST PAY PERIOD NEAREST TO 31ST AUGUST, 2014

#### WORKERS DIRECTLY INVOLVED IN PRODUCTION OF GOODS AND SERVICES

F1: Skilled Workers	<input type="text"/>
F2: Unskilled Workers	<input type="text"/>
F3: Apprentices (Learners)	<input type="text"/>

#### WORKERS NOT DIRECTLY INVOLVED IN PRODUCTION OF GOODS AND SERVICES

F4: Managerial, Professional and Administrative	<input type="text"/>
F5: Other Workers	<input type="text"/>

**SECTION G: NUMBER OF PERSONS ENGAGED OVER THE LAST 12 MONTHS (EXCLUDE APPRENTICES)**

## SECTION H: ESTABLISHMENT RECORDS

SECTION I: CONTACT PERSON'S DETAILS

## SECTION J: IDENTIFICATION OF FIELD PERSONNEL

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## REFERENCES

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