

Company Profile

Recruitment and workforce solutions



Helping employers build and manage effective teams

JobHouse Services Limited supports local and international organisations with recruitment, executive search, outsourced staffing, payroll and practical HR support. We combine Ghanaian labour-market experience with the capacity to deliver both specialist hires and large project workforces.

ESTABLISHED 2010 • GHANA AND TOGO

2026 edition | jobhouse.com.gh

An established local partner

Founded in January 2010 and incorporated in February 2015, JobHouse Services Limited is a Ghanaian human capital and workforce services company headquartered in Accra. We help employers make hiring decisions, mobilise staff and manage the employment responsibilities that support day-to-day business operations.

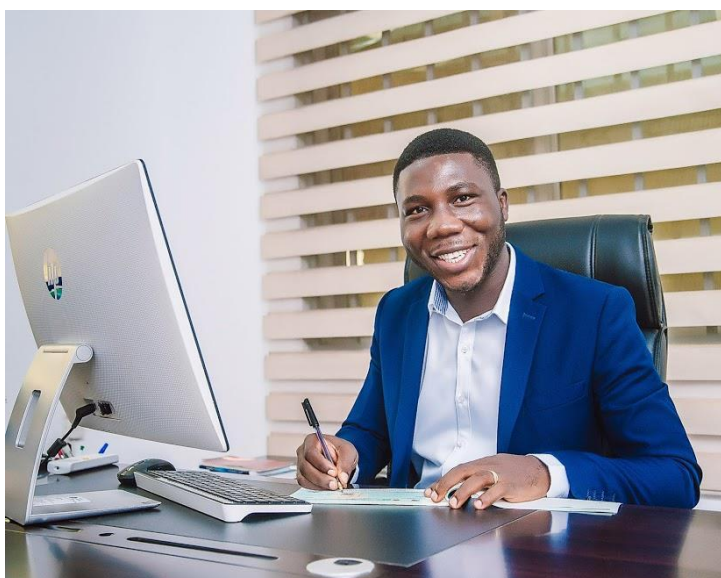
Our clients range from growing local companies to international contractors and multinational businesses. Assignments span individual professional appointments, leadership searches, recurring payroll administration and the supply and management of project personnel.

Company snapshot	September 2026
Legal entity	JobHouse Services Limited
Leadership	Richard Dogbe, Founder and CEO / Managing Director
Operating base	233 Spintex Road, Accra, Ghana
Regional presence	JobHouse Consulting SARL, Togo
Employment agency licence	PEA/208 Renewed for 2026–2028
Operating scale	8 direct employees and 140 outsourced staff

Leadership and accountability

Richard Dogbe founded JobHouse while studying at the University of Ghana and has led the business through more than 16 years of recruitment and workforce assignments. He holds an MBA in Marketing from the University of Ghana Business School, a degree in Information Studies and a diploma in HR Management.

We connect employers with the right talent and handle the administrative heavy lifting. Our team focuses on practical advice, direct communication, responsible recruitment and respect for the people who deliver our clients' work.



Recruitment and executive search

We translate business requirements into a focused search, assess candidates against the role and present a shortlist that helps management make an informed decision. Employers can engage us for a single appointment, several related vacancies or a continuing recruitment programme.

Permanent and specialist recruitment

Recruitment across finance, sales, operations, engineering, HR, technology, administration and customer service. We clarify the brief, develop the job description, source candidates, screen applications and coordinate client interviews, offers and post-placement follow-up.

Executive search and headhunting

Targeted, confidential searches for executives, senior managers (c-suite) and scarce specialists. Our work includes candidate mapping, direct approaches, assessment of relevant experience, salary-expectation checks and support with offer discussions.

Bulk recruitment and project hiring

Coordinated campaigns for sales teams, factory workers, skilled trades, operators and support staff. Candidate pools can be organised by role, location and availability, with phased shortlisting and mobilisation to suit the client's schedule.

Recruitment process outsourcing

Dedicated support for selected stages or a wider recruitment programme, including vacancy administration, sourcing, screening, candidate communication, interview scheduling and progress reporting. The scope is agreed around hiring volume and the client's internal capacity.

Our sourcing advantage

JobHouse combines its candidate database and recruiter networks with direct headhunting, LinkedIn, partner channels such as JobsInGhana and its own digital recruitment platform, Jobs.com.gh. This gives us direct access to active job seekers as well as passive, experienced professionals who aren't actively looking at public job boards.

Jobs.com.gh, launched in 2026 following the transition from GhanaCareers, extends our job advertising and candidate acquisition capability

What clients receive

A clear search brief, screened candidate profiles, concise shortlist commentary and coordinated next steps. Reference checks, additional assessments and replacement provisions are defined in the agreed engagement scope.

Staffing and payroll services

We help businesses maintain operational flexibility without getting bogged down by employment administration. The engagement can cover recruitment, employment, payroll and ongoing staff management, or focus on selected administrative responsibilities.



Project workforce photograph from JobHouse's company archive.

Managed manpower and contract staffing

Supply and administration of skilled, semi-skilled and general workers for construction, infrastructure, manufacturing and other project environments. Support can include contracts, onboarding, attendance coordination, leave records, employee relations, replacements and reporting. Day-to-day work direction remains with the client under the agreed operating model.

Payroll outsourcing

Payroll preparation and administration using approved employee and timesheet data, including earnings, deductions, payslips, payment schedules and statutory administration within the agreed scope. The client retains its employer role where JobHouse is engaged only to administer payroll.

Employer of Record services

Local employment and HR administration for agreed Ghana-based roles through JobHouse as the employing entity. The service combines employment documentation, onboarding, payroll and ongoing employee administration, with responsibilities and funding arrangements set out in the service agreement.

Workforce planning and mobilisation

We align the proposed staffing structure with the project's phases, work locations and reporting lines. Clear payroll cut-offs, approval responsibilities and escalation channels help clients manage their workforce as operational needs change.

Practical support for employers

HR advisory and employee administration

Support with job design, employment documentation, workplace policies, onboarding, performance processes, employee relations and exit administration. Clients can engage JobHouse for a defined assignment or continuing HR support.

Employee vetting and background checks

Reference and employment verification, academic checks and coordination of police background checks, depending on the role and agreed scope. Findings help employers assess relevant recruitment risks before making or confirming an appointment.

Immigration and expatriate support

Assistance with work and residence permit processes, visa-related documentation and expatriate onboarding. Support can extend to payroll and practical settling-in arrangements. Application scope, third-party charges and authority decisions are handled separately in the engagement.

How an engagement works

Stage	Client experience
1 Intake & Scoping	Agree the business need, service scope, location, reporting responsibilities and budget.
2 Planning	Set the search or mobilisation approach, commercial terms, milestones and required documentation.
3 Deployment & Onboarding	Recruit, onboard or administer the workforce, with agreed approvals and progress updates.
4 Review and Feedback	Follow up on delivery, resolve issues and adjust support as business requirements change.

Responsible delivery

Our employment agency licence was renewed for 2026–2028. We place emphasis on confidentiality, fair candidate treatment, accurate records and clear employer–service provider responsibilities. Recruitment fees are charged to the employer.

Experience across business sectors

Our client base reflects the range of employers operating in Ghana: international project contractors, industrial businesses, technology companies and growing local enterprises. The selection below includes current and historical client relationships; services and engagement periods vary.

Sector	Selected clients
Construction and infrastructure	Munck Civil Engineering • China Harbour Engineering • AVIC International • Engimais Engineering • Castle Steel Structures • Arraj Contracting
Manufacturing and industrial	Nordic Carbon • Dercom Plastics • Furnart Ghana • Wood Kingdom • Busch Vacuum Pumps and Systems Africa • Austeel Ghana
Mobility and logistics	Uber Ghana • Kobo360
Financial services and fintech	The Blu Penguin (Blu Pay) • Fido Money Lending • PaySwitch • Vanguard Assurance
Energy and engineering	Signal Oil • Hexing Electrical Company • G and J Technical Services
Healthcare and health technology	MinoHealth • Yeboah Hospital • Premier Aesthetic Clinic
Retail and consumer businesses	Kitea • Haano Ghana • Anker MEA FZE
Agribusiness and mining services	Farming in Africa • Africert Ghana • SEMS Exploration

Recent assignment examples (September 2026)

The Blu Penguin (Blu Pay): Executive and specialist recruitment covering finance leadership (CFO), compliance, accounting and technical product support.

Signal Oil: Recruitment support for general manager, lubricants commercial manager, and retail and distribution manager.

Furnart (Furniture) Ghana: recruitment across production, HR, sales, project coordination, quality assurance and operational support.

Nordic Carbon: Managed full-cycle recruitment for their manufacturing facility, successfully placing over 15 technical, operational, and finance personnel. More roles are ongoing.

Selected mandates include ongoing recruitment activity as at September 2026.

Scale and continuity in practice

Munck Civil Engineering

Danida Bridges in Northern Ghana

JobHouse supplied upwards of 1,100 construction staff and labour during the project's construction period. The work demonstrates our ability to combine workforce mobilisation with sustained employment administration on a major infrastructure assignment.

Project evidence	Documented experience
Workforce supplied	More than 1,100 construction staff and labour over the construction period
Service duration	More than two-and-a-half years
Administration	Recruitment, timesheets, payroll, invoicing, salary and statutory payments
Workforce support	Safety and training support, dispute administration and union interaction

Source: Munck Civil Engineering client testimonial dated 11 June 2021. Historical assignment; the workforce total is not JobHouse's current headcount.

Munck confirmed that the staff and labour supplied met its expectations and the project's requirements, and recommended JobHouse as a supplier of construction staff and labour.

See [testimonial here](#) or visit www.jobhouse.com.gh/recruitment.

Uber Ghana

A relationship spanning a decade

JobHouse's service relationship with Uber Ghana dates to 2016 and includes payroll and petty-cash administration. The relationship illustrates our capacity to sustain recurring business support alongside changing operational requirements.

Industrial and specialist recruitment

Our work for Nordic Carbon, The Blu Penguin and Furnart shows the breadth of our recruitment capability: production and engineering personnel, finance leaders, compliance professionals, managers and operational staff. Each search is shaped around the employer's sector, location and required level of experience.

These assignments give clients a practical combination of recruitment capability, payroll discipline and hands-on experience with both office-based teams and field workforces.

JobHouse in 2026

Continued regulatory standing

The renewal of JobHouse's Private Employment Agency licence for 2026–2028 reinforces an established operating foundation. Clients can verify the agency's listing through the Ghana Labour Market Information System. See [our listing on the regulator's website here](#) or visit <https://www.glmis.gov.gh/employmentagencies?type=Pea>

A stronger digital recruitment platform

The launch of Jobs.com.gh marks a new phase in JobHouse's recruitment reach. The platform brings together job listings, employer registration, candidate profiles and recruitment content, supported by improved candidate communication and growing media visibility.

Broader specialist and management mandates

Recent recruitment activity includes fintech leadership and compliance, petroleum management, manufacturing, furniture production, engineering, HR and finance. These assignments strengthen the business's ability to support both corporate head offices and operational sites.

Investment in delivery processes

JobHouse has been strengthening recruiter onboarding, screening workflows, shortlist reporting and recruitment tracking. The focus is on clearer ownership, more consistent client follow-up and better coordination from the initial brief through to placement.

BPO development

JobHouse is exploring business process outsourcing partnerships that build on its recruitment capability, local employment and payroll administration, digital talent channels and Accra premises. Initial planning is centred on a potential 25-seat to 50-seat operation, with phased expansion subject to client demand, technology provision and operating agreements. This initiative remains under development.

Where we work

Ghana is our core market. From Accra, we support recruitment and workforce requirements across commercial and project locations, including Tema, Kumasi and northern Ghana. Candidate sourcing and deployment plans are tailored to each assignment's location and scale.

Our regional presence includes JobHouse Consulting SARL in Togo. International employers can engage us for Ghana-based recruitment and employment support, while wider cross-border assignments are assessed individually.

A service model to fit the brief

We agree fees around the role, workforce size, service scope, location and urgency. The figures below summarise JobHouse’s [published general pricing guide](#); a written proposal confirms the applicable salary basis, taxes, payment milestones, deliverables and replacement terms.

Service	Indicative commercial basis
Permanent recruitment	Entry to mid-level roles: 50%–100% of one month’s salary. Senior management: 70%–100%. Executive leadership: negotiated.
Bulk recruitment	Published bands: GHS 400–3,000 per hire for 5–10 employees; GHS 300–3,000 for 11–50. Larger campaigns: negotiated.
Managed manpower	Published guide for 11–100 employees: management fee of 5%–10% of monthly salary. Smaller or larger teams: negotiated.
Employer of Record	Percentage of monthly salary: 10%–20% for one employee; 5%–10% for small teams; 5%–7.5% for medium teams. Enterprise: negotiated.
Payroll and other HR services	Tailored quotation based on scope, volume and complexity.

Indicative guidance only. Management fees are separate from wages and other employment costs. Replacement guarantees, where included, are subject to the agreed conditions.

Full guide: jobhouse.com.gh/recruitment/service-prices-ghana/

Let’s discuss your requirements

Tell us the roles or headcount required, work location, expected start date and the support you need. We will propose an appropriate recruitment or workforce service and commercial structure.

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Digital recruitment platform: jobs.com.gh

Manpower services: manpower.com.gh

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