

OFFICE OF THE HEAD OF THE LOCAL GOVERNMENT SERVICE (OHLGS)

*In case of reply, the number
and the date of **this letter**
should be quoted*



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Our Ref: OHLGS.20/100/07

Date: 28/11/2025

Your Ref:

LOCAL GOVERNMENT SERVICE

INTERNAL VACANCY ANNOUNCEMENT FOR THE POSITION OF REGIONAL CO-ORDINATING DIRECTOR/CHIEF DIRECTOR

1.0 INTRODUCTION:

The Office of the Head of the Local Government Service (OHLGS) in fulfillment of its mandate of ensuring the effective and efficient day-to-day administration of the Local Government Service (LGS) in accordance with the Local Governance Act of 2016, Act 936 is internally inviting applications from suitably qualified officers for appointment as Regional Co-ordinating Director/Chief Director.

2.0 JOB TITLE: REGIONAL CO-ORDINATING DIRECTOR/CHIEF DIRECTOR

3.0 JOB PURPOSE:

To provide leadership and guidance in the implementation of Government Programmes, Policies and Plans in the Region.

4.0 JOB SUMMARY:

- Ensures effective technical, administrative and financial management of LGS
- Promotes effective coordination and institutional relationships between the LGS and other organizations
- Assesses project proposals and contract agreements to ensure compliance with prescribed laws and regulations
- Assists in the formulation and implementation of new national policies;
- Acts as Advisor to the Regional Minister, Head of Service and Development Partners
- Ensures the development of the capabilities, skills and knowledge of staff
- Appraises direct reports
- Ensures the effective functioning of the Sub-District structures
- Undertakes any other assigned tasks incidental or conducive to the achievement of the object of the Service.

5.0 QUALIFICATION AND EXPERIENCE:

- A minimum of Master's Degree from a recognized University in Public Administration, Public Policy, Development Economics, Finance, Human Resource Management, Organizational Development or an equivalent discipline
- A minimum of 18 years relevant working experience in Public Service of which 10 years must have been at the level of Director or Senior Management level
- A confirmed member of a relevant Professional Body
- An acting RCD or a Substantive District Co-ordinating Director would be an added advantage
- The applicant shall not be more than 57 years of age at the time of application and must be able to serve a minimum of two (2) full years in the position prior to retirement.
- Applicant must have undertaken a minimum of three (3) regional tour/postings during his or her career in the Service.

6.0 THE IDEAL CANDIDATES MUST HAVE EXCELLENT UNDERSTANDING AND SKILLS MIX OF:

- Public Financial Management
- Leadership and Managerial Skills
- Extensive knowledge in ICT
- Excellent oral and written communication skills
- Good negotiation and interpersonal skills
- Good monitoring and evaluation skills
- Substantial expertise in Public Sector Management, Project Management and Local Government Administration with a proven ability to implement policies and procedures that directly support national development objectives and plans
- Excellent analytical and problem-solving skills
- Strong commitment to the values of professionalism, integrity, selflessness, impartiality, neutrality and transparency
- Ability to build partnerships with key stakeholders for productive engagement
- Ability to make strategic decisions and judgment based on well defined risks

7.0 MODE OF APPLICATION:

Eligible candidates shall submit applications through lgs.gov.gh/pirp (the only designated online portal) which will enable applicants to attach the following documents:

- First Appointment letter
- Assumption of Duty Letters since joining the Public Service or the Local Government Service.
- Two years completed 2023 and 2024 LGS Staff Performance Planning, Review and Appraisal Reports or Performance Contract
- All promotion letters (promotion letters must be consistent)
- Current Payslip
- All Posting Letters

- All Educational Certificates
- Professional Certificates
- Continuous Professional Development Certificates
- Certificates of Training, Workshops, Conference and Seminars attended (if any)
- Curriculum Vitae (CV) indicating the addresses of three (3) referees of which one must be professionally related
- Police Report
- Medical Report
- Any other relevant documents

Accordingly, qualified candidates are enjoined to apply for the position before the close of work on **Monday, 8th December, 2025** via the link provided by logging in with their official emails and passwords.

Applicants who do not have, or are unable to access, their official e-mails are kindly advised to contact the IT Officers at their respective RCCs and MMDAs, or **Mr. Bernard Akita Agyei** of the OHLGS on **0504971213** for assistance. Applicants who require further clarification on the promotion requirements may also contact **Mr. Godfred Boye**, on **0244130038** for the necessary support.

Only shortlisted applicants would be contacted.

ALL HON. REG. MINISTERS
ATTN: ALL CHIEF DIRECTORS/RCDs

ALL HON. MMDCEs
ATTN: ALL MMDCDs


PROF. LORD MENSAH
HEAD OF SERVICE
Head of Local Government Service
Office of the Head
of the Local Government Service