

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



Republic of Ghana

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

Our Ref: OHLGS.20/100/07

Date: 11/12/2025

Your Ref:

LOCAL GOVERNMENT SERVICE

INTERNAL VACANCY ANNOUNCEMENT

REQUEST FOR LIST AND DOCUMENTS OF QUALIFIED APPLICANTS FOR PROMOTION INTERVIEW TO THE GRADE OF DIRECTOR AND ITS ANALOGOUS

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 who are on the grade of Deputy Director and its Analogous and have served on their current grade for a minimum of five (5) years and above *as at 30th June, 2025* to fill vacant position on the grade of Director and its Analogous in the Local Government Service.

Please note that officers who had already served the mandatory minimum of five (5) years as at **30th June, 2024** and have previously applied and been shortlisted are not required to reapply.

Applications submitted by officers who have not attained the minimum requirement of five (5) years on their current grade as at 30th June, 2025, notwithstanding their fulfilment of other relevant criteria, shall be deemed ineligible and consequently rejected.

QUALIFICATION AND EXPERIENCE

- Master's Degree in a relevant discipline
- A minimum of 15 years relevant working experience in the Professional Class in the Public Service.
- Member of a recognized professional body.

MODE OF APPLICATION

Applicants (Deputy Director and Analogous) shall do so online by attaching and submitting copies of their:

- First Appointment letter
- Assumption of Duty Letters
- Two years completed 2023 and 2024 LGS Staff Performance Planning, Review and Appraisal Reports
- All promotion letters (promotion letters must be consistent)
- Current Payslip
- Posting Letters
- Upgrading/Conversion letters (if any)
- 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. **NB:** Applicants are requested to use the **LGS CV Template** and
- Any other relevant documents

Accordingly, qualified candidates are enjoined to apply for the position before close of work on **Tuesday, 30th December, 2025** via the link below (only) by logging in with their official emails and passwords:

[Lgs.gov.gh/pirp](https://lgs.gov.gh/pirp)

Applicants who do not have, or are unable to access, their official emails 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.

Please note that applicants who do not meet the above-mentioned requirements will not be shortlisted and will accordingly be disqualified.

Your compliance in this regard is highly anticipated.

PROF. LORD MENSAH
HEAD OF SERVICE

Head of Local Government Service
Office of the Head
of the Local Government Service

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

ALL HON. MMDCEs
ATTN: ALL MMDCDs