

**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: 04/02/2026

Your Ref:

**INTERVIEWS FOR QUALIFIED OFFICERS DUE FOR PROMOTION TO THE
GRADE OF DEPUTY DIRECTOR AND ITS ANALOGOUS IN THE LOCAL
GOVERNMENT SERVICE**


I refer to letter no. OHLGS.20/100/07 dated 29th October, 2025 on the above-mentioned subject.

2. In accordance with the decision of the 5th Local Government Service Council (LGSC) at its Second Meeting held on 10th December, 2021, it was resolved that, with effect from March 2022, the promotion of officers from the grade of Assistant Director I and its analogous grades to Deputy Director and its analogous grades shall be centrally coordinated by the Office of the Head of the Local Government Service (OHLGS).
3. This measure is intended to ensure quality assurance, standardization and uniformity in promotion processes across the Local Government Service.
4. In this regard, I wish to inform you that approval has been granted to the OHLGS to conduct promotion interviews for eligible officers who have duly satisfied all the applicable promotion guidelines across the various classes within the sixteen (16) Regional Coordinating Councils (RCCs).
5. The interviews are to commence from Tuesday, 17th February, 2026, and will be conducted based on the underlisted zonal arrangements.
6. It is important to give adequate notice of the date, time, and venue of the promotion interview to ensure the participation of representative (s) from the Office of the Head of the Local Government Service (OHLGS).
7. Attached are the details of the shortlisted candidates and Promotion Interview Guidelines.

encl.

S/N.	ZONES/CENTRE	REGIONS IN ZONES
1.	ZONE ONE (GREATER ACCRA)	GREATER ACCRA AND OHLGS
2.	ZONE TWO (ASHANTI)	ASHANTI AND WESTERN NORTH REGIONS
3.	ZONE THREE (WESTERN)	WESTERN AND CENTRAL REGIONS
4.	ZONE FOUR (VOLTA)	VOLTA AND OTI REGIONS
5.	ZONE FIVE (EASTERN)	EASTERN REGION
6.	ZONE SIX (BONO)	BONO, BONO EAST AND AHAFO REGIONS
7.	ZONE SEVEN (NORTHERN)	NORTHERN, NORTH EAST AND UPPER EAST REGIONS
8.	ZONE EIGHT (UPPER WEST)	UPPER WEST AND SAVANNAH REGIONS

7. I count on your usual co-operation.


FELICIA DAPAAH A. BOAKYE (MRS)
CHIEF DIRECTOR
 for: **HEAD OF SERVICE**

**ALL HON. MINISTERS
ALL REGIONAL CO-ORDINATING COUNCIL**

ATTN: ALL CHIEF DIRECTORS/RCDs

cc: Director, Admin. & Gen. Services
Directorate
OHLGS

IMPORTANT INFORMATION FOR SHORTLISTED CANDIDATES

All shortlisted candidates are requested to take note of the following important details:

1. Candidates are expected to submit four (4) complete sets of the relevant documents for the interview on or before the interview date.
2. Ensure copies of all relevant documents are made available (e.g. appointment letters, assumption of duty letters, upgrading/conversion letters, first degree certificate, Master's degree certificates, **2023 and 2024 Performance Appraisal Reports** etc).
3. The RCCs are to note that officers whose current duty stations have changed due to recent postings are kindly requested to report to their new Regional Coordinating Council (RCC) with copies of their posting letters, release letters, and assumption of duty letters.
4. This is to facilitate the inclusion of their names on the appropriate regional list and ensure they are duly processed for the interviews.