

**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: 03-03-2026

Your Ref:

LOCAL GOVERNMENT SERVICE INTERNAL VACANCY ANNOUNCEMENT

**RE: OPENING OF APPLICATIONS FOR THE POSITION OF REGIONAL
CO-ORDINATING DIRECTOR/CHIEF DIRECTOR**

1.0 INTRODUCTION:

Reference is made to internal vacancy announcement letter No. OHLGS.20/100/07 dated 28th November 2025 which invited applicants for the position of Regional Co-ordinating Director.

Management has reviewed the initial application pool and in order to ensure a wider field of highly experienced candidates has decided to reopen the application process.

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 a 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 Seven (7) years must have been at the level of Director as at 31st December, 2025
- A confirmed Member of a relevant Professional Body

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:

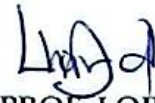
- First Appointment letter
- Assumption of Duty Letters since joining the Public Service or the Local Government Service.
- Two years completed 2023 and 2024 LGS Staff Performance Planning, Review and Appraisal Reports or Performance Contract
- All promotion letters (promotion letters must be consistent)
- 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, 9th March, 2026** 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.



**PROF. LORD MENSAH
HEAD OF SERVICE**

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

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

**ALL HON. MMDCEs
ATTN: ALL MMDCDs**