

## **INTERNAL VACANCY ANNOUNCEMENT**

### **INTRODUCTION**

The Office of the Head of the Local Government Service (OHLGS) is seeking successful and result-oriented officers within the Local Government Service (LGS) to fill the vacant positions indicated below. This is in fulfilment of the mandate to “Secure the effective administration and management of the decentralized Local Government Service” as shown in Section 51 of the Local Governance Act 2016 (Act 936).

### **POSITIONS:**

- 1. REGIONAL HEAD, BUDGET UNIT**
- 2. REGIONAL HEAD, INTERNAL AUDIT**
- 3. REGIONAL HEAD, DEVELOPMENT PLANNING UNIT**
- 4. REGIONAL HEAD, ENVIRONMENTAL HEALTH UNIT**
- 5. REGIONAL DIRECTOR, SOCIAL WELFARE**
- 6. REGIONAL DIRECTOR, COMMUNITY DEVELOPMENT**
- 7. REGIONAL DIRECTOR, AGRICULTURE**

## **1. JOB TITLE: REGIONAL HEAD, BUDGET UNIT**

### **JOB PURPOSE:**

To provide technical leadership in the preparation and management of the budget in the Region.

### **KEY DUTIES AND RESPONSIBILITIES**

- Advise on cost implications and financial decisions in the Region;
- Coordinates the budget preparations;
- Participate in the preparation of the Procurement Plan;
- Assist in fee-fixing resolutions;
- Participates in the work of the Regional and District Planning Coordinating Units;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertake any other tasks that may be assigned.

### **Qualification and Experience**

- Minimum of Fifteen (15) years of progressive working experience in the professional cadre of the Local Government Service with at least Six (6) years in management level and not below the grade of Principal Budget Analyst.
- Minimum of a bachelor's degree in Administration (Finance), Social Sciences, Economics or Statistics or a relevant discipline.
- A Master's Degree in a relevant field will be an added advantage.
- Membership of a recognized professional body will be an added advantage.

### **The Ideal candidates must also have the following knowledge and skills mix:**

- Leadership and Managerial skills.
- Project management
- Public Financial Management
- Course in Local Government Administration.
- Very good facilitation and presentation abilities.
- Strong negotiation and interpersonal skills.
- Good monitoring and evaluation skills.
- Excellent analytical skills; and
- Literacy in Information & Communications Technology.

## **2. JOB TITLE; REGIONAL HEAD, INTERNAL AUDIT UNIT**

### **JOB PURPOSE:**

To advise Management on the effectiveness of risk management controls and governance processes designed to add value to the Service.

### **KEY DUTIES AND RESPONSIBILITIES**

- Provide reliable assurance and consulting services to management on the effectiveness of the control system in place to mitigate risk and provide the control culture of the Service;
- Review and update audit programs;
- Provides technical leadership in setting up a functional Audit Report Implementation Committee (ARIC);
- Review and ensure the execution of the annual risk-based audit plan;
- Review audit assignments conducted;
- Leads, controls and directs activities of the IAU;
- Oversees the performance of internal audit review;
- Reviews and submits internal audit reports for the consideration of management;
- Designs and implements an effective internal audit system;
- Submits annual reports on the performance of the IAU;
- Ensure the development of staff capabilities, skills and knowledge through training, mentoring and coaching;
- Appraises direct reports; and
- Undertakes any other duties that may be assigned by management.

### **Qualification and Experience**

- Minimum of Fifteen (15) years progressive working experience in the professional cadre of the Local Government Service with at least six (6) years in management level and not below the grade of Principal Internal Auditor.
- Minimum of a Bachelor's Degree in Administration(Finance), Accounting, or a relevant discipline.
- A Master's Degree in a relevant field will be an added advantage.
- Membership of a recognized professional body will be an added advantage.

### **The Ideal candidates must also have the following knowledge and skills mix:**

- Project management
- Course in Local Government Administration.
- Strategic and General Management skills.
- Consulting Techniques
- Continuous Professional Development in Auditing
- ICT Training (Computer Assisted Audit Techniques), and
- Public Procurement and Contract Management

### **3. JOB TITLE: REGIONAL HEAD, DEVELOPMENT PLANNING UNIT**

#### **JOB PURPOSE:**

Coordinate and ensure efficient preparation, implementation, monitoring and evaluation of development plans, policies, programmes and projects to enhance sustainable socio-economic growth and sustainable development within the Region.

#### **KEY DUTIES AND RESPONSIBILITIES**

- Prepare, review and update the Medium-Term Development Plans and Annual Action Plan of the Region;
- Serve as Secretary to the Development Planning Coordinating Unit (DPCU);
- Formulate development policies, programmes and projects to enhance effective service delivery and implementation of economic development projects;
- Design and implement monitoring and evaluation systems for tracking the implementation of Regional/district development programmes;
- Prepare progress reports on the implementation of development plans and submit them to the NDPC and other stakeholders;
- Prepare and submit periodic reports on the performance of the Development Policy unit to management;
- Prepare technical advice to the RCC on development planning, policy issues and resource allocation;
- Advise the Minister and the RCC on development priorities, strategies and policy interventions;
- Ensure that district development plans align with regional and national development frameworks;
- Ensure the development of staff capabilities, skills and knowledge through training, mentoring and coaching;
- Appraises direct reports; and
- Undertakes any other duties that may be assigned by management.

#### **Qualification and Experience**

- Minimum of Fifteen (15) years progressive working experience in the professional cadre of the Local Government Service with at least two years in management level and not below the grade of Senior Development Planning Officer.
- Minimum of a Bachelor's Degree in Public Policy, Development Planning, Development Economics, Economics, or a related discipline.
- A Master's Degree in a relevant field will be an added advantage.
- Membership of a recognized professional body will be an added advantage.

#### **The Ideal candidates must also have the following knowledge and skills mix:**

- Advance Economic Development Policy
- Strong leadership and Managerial skills.
- Excellent Project Management Skills.

- Organizational Development.
- Excellent facilitation and presentation skills.
- Strong negotiation and interpersonal skills.
- Good monitoring and evaluation skills.
- Strategic Asset and Maintenance Planning Skills.
- High-level analytical and problem-solving skills.
- Ability to work under pressure and meet deadlines.
- Literacy in Information & Communications Technology.

#### **4. REGIONAL HEAD, ENVIRONMENTAL HEALTH UNIT**

##### **JOB PURPOSE:**

To provide technical leadership in the development, implementation and enforcement of Environmental Health and Sanitation policies, guidelines and programmes. The role also involves offering expert advice on environmental health issues, promoting public education on sanitation and ensuring sustainable environmental health practices within the Region.

##### **KEY DUTIES AND RESPONSIBILITIES**

- Develop and issue technical guidelines on sanitation and management services.
- Initiate and apply social techniques and concepts in the solution of environmental Health challenges.
- Provide technical advice for the formulation and implementation of environmental health policies.
- Promote and coordinate public education programmes on environmental health and sanitation.
- Monitor and evaluate solid and liquid waste management services, and provide recommendations for improvement and sustainability.
- Monitor and assess the performance and utilization of water and sanitation facilities and advise accordingly.
- Advise on all aspects of Environmental Health, Occupational and personal hygiene as well as environmental protection.
- Enforce compliance with standards for public health and environmental sanitation in all premises and facilities.
- Initiate and implement vector-control programmes and strategies for preventing and controlling environmentally related diseases.
- Promote food hygiene and water safety programmes to safeguard public health.
- Conduct research, collect data and document activities and emerging issues related to Environmental Health management.
- Collaborate with Stakeholders, NGOs and community groups to enhance Sustainable development.
- Ensure the development of staff capabilities, skills and knowledge within the unit.
- Provide technical backstopping to District/Municipal Environmental Health Officers.

##### **Qualification and Experience**

- Minimum of Twelve (12) years progressive working experience in the professional cadre of the Local Government Service with at least Four (4) years at Management level.
- Minimum of a Bachelor's Degree in Environmental Health and Sanitation Education, or a related discipline.
- A Master's Degree in a relevant field will be an added advantage.
- Membership of a recognized professional body will be an added advantage.

## **Knowledge, Skills and Competencies;**

The ideal candidate must also have the following knowledge and skills mix:

- Strong Leadership and Managerial skills.
- Excellent Project Management Skills.
- High proficiency in oral and written communication.
- Very good facilitation and presentation skills.
- Strong negotiation and interpersonal skills.
- Good monitoring and evaluation skills.
- Strategic Asset and Maintenance Planning Skills.
- Strong analytical, problem-solving and decision-making skills.
- Ability to build partnerships and engage effectively with Stakeholders.
- Demonstrate commitment to professional ethics, integrity and continuous learning.
- Literacy in Information & Communications Technology.

## **5. JOB TITLE; REGIONAL DIRECTOR, SOCIAL WELFARE**

### **JOB PURPOSE:**

To provide strategic leadership in coordinating and promoting social development programmes and policies aimed at improving the welfare of individuals, families and communities within the Service.

### **JOB SUMMARY:**

- The Regional Director of Social Welfare serves as the lead officer responsible for the effective planning, coordination, monitoring and evaluation of Social Welfare programmes across the region. The role ensures the implementation of statutory legal instruments, promotes social protection programmes and fosters collaboration among stakeholders for sustainable social development.
- Represents the region on all issues relating to Social Welfare at district, regional and national levels.
- Plans, initiates, and coordinates projects in relation to day care centers and the rehabilitation of persons with disabilities.
- Oversees the efficient administration of juvenile justice and ensures compliance with statutory legal instruments and related regulations.
- Monitors and evaluates programmes, policies and emerging social issues such as HIV/AIDS, domestic violence and child abuse, trafficking, teenage pregnancies, and makes recommendations for policy and decision-making.
- Develops and promotes Social Protection Programmes including LEAP and complementary Services.
- Coordinates community mobilization and participatory development activities at the regional level.
- Harmonizes the activities of all community development actors, CSOs and development partners in the region to avoid duplication and maximize impact.
- Ensures the development, training and capacity-building of staff.
- Appraises direct reports.
- Provides leadership in the preparation of annual work plans, budgets and performance reports for the region.
- Represent the Service in regional and inter-sectorial collaborations to advance social development
- Undertakes any other duties that may be assigned by the Chief Director and the Regional Minister.

### **Qualification and Experience**

- Master's Degree in Social Sciences, Public Administration, Development Studies, Social Work or a related discipline.
- Minimum of fifteen (15) years of progressive working experience in the Local Government Service with at least six (6) years at a Senior Management level.
- Must be at the grade of Chief Social Welfare and Community Development Officer; and
- Member of a recognized professional body.

**The Ideal candidates must also have the following knowledge and skills mix:**

- Strong leadership and managerial skills.
- Expertise in social mobilization for development skills.
- Proficiency in public financial management.
- Very good oral and written communication skills.
- Strong facilitation, negotiation and presentation abilities.
- Proven monitoring, evaluation and analytical skills.
- Ability to foster inter-agency collaboration and partnership.
- Literacy in Information & Communications Technology.
- Demonstrate commitment to integrity, accountability and ethical standards in public service

## **6. JOB TITLE: REGIONAL DIRECTOR, COMMUNITY DEVELOPMENT**

### **JOB PURPOSE:**

To provide strategic leadership in the coordination, implementation and promotion of community development programmes and policies aimed at improving the socio-economic well-being of communities in the region.

### **JOB SUMMARY:**

- The Regional Director of Community Development shall provide technical advice on community development issues at the regional level.
- Plan, initiate and coordinate community-based projects and programmes.
- Work collaboratively with other urban planning and Service delivery departments including water, sewer, utilities, maintenance and construction engineers, to harmonize development in the Region.
- Facilitate the formation, growth, and strengthening of local groups, community-based organizations, and networks to ensure sustainable and economic development.
- Lead in identifying community development problems and needs, development strategies, frameworks, and mechanisms for addressing them.
- Facilitate the presence and accessibility of public service providers in communities across the Region.
- Develops approaches to emphasize self-help, mutual support, the building up of community integration, development of capacities for problem solving and self-representation, and the promotion of collective action to bring the region's preferences to the attention of decision makers.
- Ensures the development of the capabilities, skills and knowledge of staff.
- Appraises the performance of direct reports; and
- Undertakes any other tasks that may be assigned by the Chief Director or Regional Minister.

### **Qualification and Experience**

- Master's Degree in Social Sciences, Public Administration, Community Development, Development Studies or relevant discipline from an accredited institution.
- Minimum of fifteen (15) years of progressive working experience in the Local Government Service with at least six (6) years in a Senior Management level.
- Must be at the grade of Chief Social Welfare and Community Development Officer; and
- Member of a recognized professional body.

### **The Ideal candidates must also have:**

- Proficiency in Public Financial Management
- Strong Leadership and Managerial skills and the ability to inspire, motivate, and build high-performing teams.
- Excellent oral and written communication skills.
- Strong negotiation, networking, and interpersonal skills.

- Good monitoring, evaluation and reporting skills.
- Substantial expertise in Public Sector Management, Project Management and Local Government Administration.
- Ability to promote participatory development, inclusiveness and citizen engagement.
- Excellent analytical skills; and
- Literacy in Information & Communications Technology.

## **7. JOB TITLE: REGIONAL DIRECTOR, DEPARTMENT OF AGRICULTURE**

**JOB PURPOSE:** To provide leadership for the growth and development of agriculture and sustainability of the agro-environment in the Region.

### **JOB SUMMARY**

- Promote policies, strategies and appropriate agricultural technologies necessary to improve agribusiness, agro-processing and crops and animal production.
- Reports on agricultural conditions, seasons, and activities within a stipulated time frame.
- Represents the Regional Coordinating Council (RCC) on Food and Agriculture Committees of the Region.
- Responsible for efficient and efficient management of human, financial and material resources for the implementation of agricultural programmes within the decentralization policy framework of the government.
- Organizes agricultural field schools, workshops and seminars to assess farmers' participation and the level of adoption of new farming technologies and practices.
- Liaises with major stakeholders to improve agricultural services delivery.
- Ensures the development of the capabilities, skills and knowledge of staff.
- Appraises direct reports; and
- Undertake any other tasks that may be assigned.

### **Qualification and Experience**

- Master's degree in Agriculture or a relevant discipline from an accredited institution.
- Minimum of fifteen (15) years of progressive working experience in the Local Government Service with at least six (6) years in a Senior Management level.
- Must be on the grade of Director of Agriculture.
- Member of a recognized professional body will be an advantage

### **The Ideal candidates must also have the following knowledge and skills mix:**

- Leadership and Managerial skills.
- Very good oral and written communication skills.
- Very good facilitation and presentation abilities.
- Strong negotiation and interpersonal skills.
- Good monitoring and evaluation skills.
- Excellent analytical skills; and

Literacy in Information & Communications Technology.

## **MODE OF APPLICATION**

**Candidates are to apply together with the following:**

- 1. Appointment letter**
- 2. Educational Certificates.**
- 3. Last Promotion Letter**
- 4. Assumption of Duty letter**
- 5. Upgrading/Conversion letter if any**
- 6. Continuous Professional Development Certificates.**
- 7. Curriculum vitae indicating the addresses of three (3) referees, of which one must be professionally related.**

**All applications shall be made to the Head of Service through the MMDAs and RCCs as appropriate before the closing of work on Friday, 31<sup>st</sup> July, 2026.**