

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 - 55 / 200 / 03 / 08N

Date: 13 / 07 / 2026

Your Ref:

CONVERSION INTO THE BIRTH AND DEATH REGISTRY CLASS

The Office of the Head of the Local Government Service, in fulfilment of its mandate to ensure efficient administration of the Service and in accordance with the Local Governance Act, 2016 (Act 936), is undertaking an exercise to strengthen the Birth and Death Registry within the Metropolitan, Municipal, and District Assemblies (MMDAs).

2. It will be recalled that the Birth and Death Department was established a couple of years ago but has not been properly integrated into the MMDAs. There is now an urgent need to reactivate and operationalize these functions to enhance service delivery and ensure accurate demographic records across all districts.

3. Accordingly, the Office invites applications from officers who are not only **qualified** but also **enthusiastic and results-oriented**, and who hold a **Bachelor's degree** in any of the following disciplines from a recognized tertiary institution:

- Mathematics
- Statistics
- Sociology
- Demography
- Population Studies
- Information Management
- Or any other relevant discipline

4. Qualified and motivated officers are encouraged to apply for **conversion into the Birth and Death Class**. Applications should be submitted through the respective Assemblies and Regional Coordinating Councils (RCCs) to the Office of the Head of the Local Government Service (OHLGS).

5. Applicants are requested to submit the following documents along with their applications:

- Original certificates and **four photocopies** of each
- Copy of their **first appointment letter**

- Copy of their **last promotion letter** (if applicable)
 - Copy of their **most recent pay slip**
6. Regional HR Officers are to verify the authenticity of the original certificates with the respective institutions of study. Photocopies of the verified originals must then be forwarded to the OHLGS for our records and further processing.
7. This exercise is critical to strengthening national data systems and supporting effective planning.
8. We count on your maximum co-operation in this regard.


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

ALL REGIONAL MINISTERS

Attn: All Chief Directors / Reg. Co-ordinating Directors