

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



Republic of Ghana

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

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Our Ref: OHLGS-10/400/023

Date: 29/07/2026

Your Ref:

INVITATION TO APPLY INTO THE TRANSPORT DEPARTMENT

The Office of the Head of the Local Government Service (OHLGS), in fulfilment of its mandate to ensure the efficient day-to-day administration of the Service in accordance with the Local Governance Act, 2016 (Act 936), is undertaking an exercise to strengthen the Transport Department of the Metropolitan and Municipal Assemblies (MMAs) across the Country.

2. It will be recalled that the Transport Department was established and made functional in 2017 within Nine (9) selected Metropolitan and Municipal Assemblies. However, its activities slowed down over time because of many challenges. There is now an urgent need to reactivate and operationalize the Transport Department to enhance service delivery.

3. Accordingly, the OHLGS invites applications from interested officers who hold at least a Bachelor's degree in any of the following disciplines from a recognized institution:

- Planning (Transport, Development, Urban, Spatial)
- Civil Engineering
- Transportation Engineering
- Transport Management
- Or any other relevant discipline

4. Qualified officers are encouraged to declare interest by applying to be part of the transport Department.

5. 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) by Friday, 31st August, 2026.

All applications must be presented with copies of:

- Educational/ Academic certificates
- Appointment letter
- Assumption of duty letter

- Most current pay-slip
- Last promotion letter
- Upgrading/Conversion letter (if any)

6. We count on your maximum co-operation in this regard.



FELICIA DAPAAH A. BOAKYE (MRS)
CHIEF DIRECTOR

for: HEAD OF SERVICE

ALL HON. REGIONAL MINISTERS

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