



REPUBLIC OF GHANA

LOCAL GOVERNMENT SERVICE SECRETARIAT

INTERNAL VACANCY ANNOUNCEMENT

The Local Government Service Secretariat (LGSS) in fulfilment of its mandate of ensuring the effective and efficient day-to-day administration of the Local Government Service (LGS) and in accordance with the Local Government Service Act 2003, Act 656 is seeking highly successful and result-oriented persons to fill the following positions:

A. JOB TITLE: REGIONAL BUDGET ANALYST

JOB PURPOSE

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

JOB SUMMARY

- Advises on cost implications and financial decisions in the LGS;
- Coordinates budget preparation in the region;
- Participates in the preparation of 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
- Undertakes any other tasks that may be assigned.

QUALIFICATION AND EXPERIENCE

- Masters Degree in Administration (Finance), Social Sciences, Economics or Statistics or relevant discipline;
- Must be a Chief Budget Analyst in the Local Government Service with a minimum of 15 years progressive working experience of which at least 6 years must be in a Senior Management level; and
- Member of a recognized professional body.

The ideal candidate must have:

- Leadership and Managerial skills;
- Excellent Verbal and written communication skills;
- Excellent facilitation and presentation skills;
- Good negotiation and interpersonal skills;
- Good monitoring and evaluation skills;
- Substantial expertise in Public Sector Management and Local Government Policy Administration;
- Excellent analytical skills; and
- Literacy in information & Communication Technology (ICT)

B. JOB TITLE: REGIONAL INTERNAL AUDITOR

JOB PURPOSE

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

JOB SUMMARY

- Provides reliable assurance and consulting services to management on the effectiveness of the control system in place to mitigate risk and promote the control culture of the institution;
- Reviews and updates audit programs;
- Provides technical leadership in setting up of a functional Audit Report Implementation Committee (ARIC);
- Reviews and ensures the execution of annual risk based audit plan;
- Reviews 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;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

QUALIFICATION AND EXPERIENCE

- Masters degree in Finance, Accounting, or relevant discipline;
- Must be a Chief Internal Auditor in the Local Government Service with a minimum of 15 years progressive working experience of which at least 6 years must be in a Senior Management level; and
- Member of a relevant professional body

The ideal candidate must have:

- Excellent analytical skills;
- Excellent Verbal and written communication skills;
- Good interpersonal skills;
- Substantial expertise in Public Sector Management and Local Government Policy Administration;
- Leadership and Managerial skills; and
- Literacy in information & Communication Technology (ICT)

Applicants shall:

- Indicate the position being applied for in the application and at the back of the envelope
- Attach copies of
 1. Educational certificates;
 2. Professional certificates;
 3. Curriculum vitae indicating the addresses of three (3) referees of which one must be professionally related
- Submit the application before close of work on Thursday 17th December, 2015 to:

**THE HEAD OF SERVICE
LOCAL GOVERNMENT SERVICE SECRETARIAT
POST OFFICE BOX MB 396
MINISTRIES-ACCRA, GHANA**