

INTERNAL VACANCY ANNOUNCEMENT

INTRODUCTION

The Local Government Service Secretariat (LGSS) in fulfillment 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 DEVELOPMENT PLANNING OFFICER

JOB PURPOSE

To lead in the strategic planning and implementation of public policies and programmes to achieve sustainable economic growth and development of the Region.

JOB SUMMARY

- Coordinates the preparation of Medium Term Development Plan, Action Plan and Annual Reports;
- Acts as Secretary to the Regional Planning Coordinating Unit (RPCU);
- Contributes to the development of policies that can facilitate public service delivery;
- Coordinates and monitors the implementation of development projects in the Region;
- Responsible for the efficient administration of departmental resources;
- 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

- Master's Degree in Public Policy, Planning, Development Economics, Economics, Statistics or any other relevant discipline;
- Must be a Chief Development Planning Officer 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
- Membership of a recognized professional body will be an added advantage.

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, Project Management and Local Government Administration;
- Excellent analytical skills; and
- Literacy in Information & Communications Technology.

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 Tuesday, 16th February, 2016, to:

**The Head of Service
Local Government Service Secretariat
Post Office Box MB 396
Ministries-Accra**