

# 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 person to fill the following position:

### A. JOB TITLE: REGIONAL SOCIAL WELFARE OFFICER

## JOB PURPOSE

To lead in the development and implementation of social policies and projects to improve living standards of people

## JOB SUMMARY

- Assists in formulation policy guidelines and procedures;
- Assists in the planning and implementation of social welfare programmes in the Service;
- Sets standards and guidelines for vocational guidance and prevocational preparation of the physically-challenged
- Ensures that community – based rehabilitation programmes are properly functioning;
- 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 Social Sciences, Administration, Community Development, Development Studies, Social Work or relevant discipline;
- Minimum of 10 years progressive working experience in the Local Government Service or a comparable Public Sector organization of which at least 4 years must be at senior management level; and
- An officer in Local Government Service on the grade of Principal Social Development Officer or its analogous

### **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 Thursday, 14<sup>th</sup> July, 2016 to:

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