



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 position below:

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;
- 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, 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)

Applicants shall:

- 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 Friday 2nd September, 2016 to:

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