

## **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 position:

#### **A. JOB TITLE: REGIONAL COMMUNITY DEVELOPMENT OFFICER**

**JOB PURPOSE:** To provide strategic and administrative leadership for the management of policies and implementation of programmes relating to Community Development.

#### **JOB SUMMARY:**

- Coordinates the preparation and implementation of Medium Term Development Plan (MTDP) and Annual Action Plan (AAP) of Community Development;
- Provide leadership and advise the Regional Coordinating Council on Community Development issues;
- Provides technical backstopping to the RCC and MMDAs;
- Lead the quality assurance processes for Community Development;
- Provide quarterly and annual composite reports of MMDAs to the Regional Coordinating Council;
- Ensures proper and functional collaboration with Development Partners, NGOs and other MDAs in programme implementation;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraise direct reports;
- Undertake any other duties that may be assigned.

#### **COMPETENCY REQUIREMENTS**

- Good knowledge of Social and Public Administration.
- Excellent human and public relation skills.
- Computer Literacy Skills
- Leadership and organizational skills
- Staff development skill
- Team player
- Dispute resolution skills
- Fluency in more than one languages including English

## **QUALIFICATION AND EXPERIENCE**

- Master Degree in Social Sciences or a Post Graduate Diploma in Social Administration or its equivalent from a recognized Institution;
- Chief Social Development Officer or its equivalence;
- A minimum of 15 years relevant experience in the field of Community Development;
- Membership 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, 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, 9<sup>th</sup> September, 2016, to:

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