

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(s):

1. **JOB TITLE** **REGIONAL ENVIRONMENTAL HEALTH ANALYST**

2. **JOB PURPOSE**

To provide strategic and administrative leadership for the management of policies and implementation of programmes relating to Environmental Health.

3. **JOB SUMMARY**

- Provide technical advice for the formulation and review of policies and programmes on Environmental Health.
- Develop technical standards and specification for Environmental Health service delivery.
- Coordinate, monitor and evaluate Environmental Health policies and programmes.
- Manage the day-to-day administration and control all activities for the smooth functioning of the division.
- Liaise with agencies in addressing complex Environmental Health problems requiring inter-sectoral collaboration.
- Lead the quality assurance process for Environmental Health.
- Initiate and coordinate research and lead the dissemination of results in the Environmental Health field.
- Vet building plans and specifications of various types of licensed establishments, for compliance with Environmental Health rules and regulations.
- Ensure the development of the capabilities, skills and knowledge of staff.
- Appraise direct reports; and
- Undertake any other duties that may be assigned.

4. **QUALIFICATION AND EXPERIENCE**

- Masters degree in Environmental Science or relevant discipline from any recognized University;
- Must be a Chief Environmental Health Analyst;

- Minimum of 15 years progressive working experience in the Local Government Service or a comparable Public Sector organization 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, 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 Friday, 9th September, 2016, to:

The Head of Service

Local Government Service Secretariat

Post Office Box MB 396

Ministries-Accra