

INTERNAL VACANCY ANNOUNCEMENT

INTRODUCTION

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 following position(s):

1. JOB TITLE REGIONAL HEAD, DEPARTMENT OF RURAL HOUSING

2. JOB PURPOSE

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

3. JOB SUMMARY

- Provide technical advice for the formulation and review of policies and programmes on Rural Housing.
- Develop technical standards and specification for Rural Housing.
- Design and manage a viable and affordable rural housing scheme.
- Manage the day-to-day administration and control of all activities for the smooth functioning of the division.
- Liaise with agencies in addressing complex rural housing needs requiring inter-sectoral collaboration.
- Lead the quality assurance process for rural housing.
- Initiate and coordinate research and lead the dissemination of results in the field of rural housing.
- Develop effective mechanisms to ensure sustainable rural housing scheme.
- 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

- Master's degree in Building Technology, Estate Management or relevant discipline from any recognized University;
- Must be a Senior Rural Housing Officer; Senior Planning Officer, Senior Engineer or above.

- Minimum of 8 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 should:

- 1. Attach copies of
 - i Educational certificates;
 - ii Professional certificates;
 - iii Curriculum vitae indicating the addresses of three (3) referees of which one must be professionally related.
- 2. Submit the application before close of work on Friday, 6th October, 2016, to:

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