

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, PUBLIC WORKS DEPARTMENT

2. JOB PURPOSE

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

3. JOB SUMMARY

- Provide technical advice for the formulation and review of policies and programmes of Works Department within the national policies;
- Facilitate the implementation of policies on works and report to the Regional Coordinating Council;
- Coordinate and monitor activities, projects and provide backstopping to the Metropolitan, Municipal and District Assemblies (MMDAs);
- Advise on the construction, repair, maintenance and diversion or alteration of public buildings in the region;
- Provide technical and engineering assistance on works undertaken by the MMDAs within the region;
- 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 Engineering or relevant discipline from any recognized University;
- Must be a Principal Engineer or above.
- 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 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;
Excellent analytical skills; and
Literacy in Information & Communications Technology.

Applicants should:

- a) 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.

- b) Submit the application before close of work on Friday 4th November, 2016 to:

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