



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 Thursday 1<sup>st</sup> December, 2016 to:

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