



**LOCAL GOVERNMENT SERVICE
INTERNAL VACANCY ANNOUNCEMENT
APPOINTMENT OF HEADS OF DEPARTMENTS**



The Office of the Head of Local Government Service (OHLGS) is inviting applications from its qualified staff (**including officers recently upgraded**) to be considered for appointment as **Head of Department (HoD)** in the following **Departments** of the Metropolitan, Municipal and District Assemblies (MMDAs):

A: HEAD OF WORKS DEPARTMENT OF MMDAs

I. JOB PURPOSE:

The Head of Department shall provide strategic leadership and technical advice in promoting works and infrastructure related programmes and policies of people and communities of the Assembly's jurisdiction.

II. ACCOUNTABILITY:

The Head of Department shall report to the Chief Executive through the Coordinating Director of the Assembly.

III. KEY RESPONSIBILITIES /JOB SUMMARY:

- Participate in the preparation of Composite Budget and Annual Action Plan for the MMDA;
- Coordinate the activities of Building, Water and Roads sections in such a way as to bring about efficient and effective utilization of resources;
- Collaborate with all regional heads (roads, water and sanitation, public works and housing) for their technical backstopping and monitoring;
- Advise on procurement of infrastructure projects (works, goods and services) for the MMDA;
- Participate in the administration and management of contracts of infrastructure projects;
- Participate in the planning, design and implementation of projects in the MMDA;
- Lead in the preparation of reports on all infrastructural activities undertaken in the MMDA;
- Provide technical advice on infrastructure management to the MMDA;
- Facilitate the repairs and maintenance of equipment, vehicles and infrastructural facilities;
- Ensure the development of the capabilities, skills and knowledge of staff; and

- Prepare composite and comprehensive progress and annual reports on the Works Department activities in the Assembly;

IV. REQUIRED SKILLS/ COMPETENCIES:

- Must be self-disciplined and self-motivated;
- Ability to facilitate collaboration across teams to achieve a common goal;
- Ability to initiate, define and address high-level challenges and opportunities;
- Ability to use variety of communication strategies/ modes to promote dialogue and develop shared understanding and consensus;
- Be able to analyze and synthesize information to understand issues, identify options and support sound decision making; and
- Must be computer literate.

V. MINIMUM QUALIFICATION AND EXPERIENCE:

- A Bachelor's Degree in Civil Engineering, Building Technology, Architecture, Quantity Surveying or equivalent relevant discipline;
- A minimum of Eight (8) years working experience in the Public Service with two (2) years in a managerial position;
- Must be in the Professional Cadre of the Engineering Group;
- Must be a staff of the Local Government Service, and
- Must be a member of a recognized professional body.

B: HEAD OF URBAN ROADS DEPARTMENT OF METROPOLITAN AND MUNICIPAL ASSEMBLIES (MMAs)

I. JOB PURPOSE:

The Head of Department shall provide strategic leadership and technical advice in promoting the formulation and implementation of Urban Roads policies and programmes to improve the urban roads network in the Assembly's jurisdiction.

II. ACCOUNTABILITY:

The Head of Department shall report to the Chief Executive through the Coordinating Director of the Assembly.

III. KEY RESPONSIBILITIES / JOB SUMMARY:

- Participate in the preparation of Composite Budget and Annual Action Plan for the MMA;
- Supervise the collection of data for planning, development and maintenance of urban roads infrastructure of the MMAs;
- Establish and maintains a database on urban roads infrastructure in the MMAs;
- Maintain records of classified contractors and consultants in the urban roads construction industry;
- Facilitate the prioritization of works for the preparation of annual plans;
- Prepare progress and annual reports on urban roads works;
- Assist the evaluation of road designs by consultants;
- Collaborate with Regional Departments (Urban Road & National Road Safety Commission) for their monitoring and technical backstopping;
- Ensure the development of the capabilities, skills and knowledge of staff;
- Facilitate capacity building of contractors and stakeholders; and
- Prepare composite and comprehensive progress and annual reports on urban roads projects and activities in the Assembly.

IV. REQUIRED SKILLS/COMPETENCIES:

- Must be self-disciplined and self-motivated;
- Ability to facilitate collaboration across teams to achieve a common goal;
- Ability to initiate, define and address high-level challenges and opportunities;
- Ability to use variety of communication strategies/ modes to promote dialogue and develop shared understanding and consensus;
- Be able to analyze and synthesize information to understand issues, identify options and support sound decision making; and
- Must be computer literate.

V. MINIMUM QUALIFICATION AND EXPERIENCE:

- A Bachelor's Degree in Civil Engineering, Building Technology or equivalent relevant discipline;
- A minimum of Eight (8) years working experience in the Public Service with two (2) years in a managerial position;
- Must be in the Professional Cadre of the Engineering Group;
- Must be a staff of the Local Government Service; and
- Must be a member of a recognized professional body.

C. MODE OF APPLICATION (FOR A, B & C, ABOVE):

- ✓ Interested applicants should submit their applications together with photocopies of their certificates and Curricula Vitae (CV) to the respective Regional Coordinating Directors of their respective Regional Coordinating Councils (RCCs). LGS-CV format for the application can be downloaded from LGS website www.lgs.gov.gh ;
- ✓ Officers who have already been appointed and posted as a Head of Department of any MMDAs are not allowed to apply for any of these posts;
- ✓ Women are encouraged to apply;
- ✓ Deadline for the submission of applications shall be 12:00 noon, Friday, 17th February, 2017; and
- ✓ Only shortlisted candidates will be contacted for interview.