



# Local Government Service

## Scheme of Service

---

## Supplementary

---

This document has been developed and approved by Local Government Service Council and Ministry of Local Government and Rural Development. It is a legal document binding on persons serving in the Local Government Service.

We are grateful to all stakeholders who contributed in diverse ways towards the development of this Scheme of Service.

# **SCHEME OF SERVICE FOR THE LOCAL GOVERNMENT SERVICE**

## **INTRODUCTION**

The Scheme of Service is a management tool crafted to provide a coherent framework to facilitate the recruitment, development and career progression of the staff of the Local Government Service. The relevance of such a document is so critical in the evolution of the Local Government Service, as a distinct public service organization in Ghana, in compliance with the provisions of the Local Government Service Act, 2003 (Act 656). The purpose of the Scheme of Service is to provide the Service with a policy guideline which will ensure that all staff are highly motivated, disciplined, equipped and loyal with the relevant knowledge skills and attitude.

## **PURPOSE OF THE SCHEME OF SERVICE**

The Scheme of Service defines or contains:

- the objectives of the job position and responsibilities;
- grade levels and corresponding salary ranges;
- summary of the degree of responsibility and the duties of the job for each level; and
- conditions for entry and progression through each grade within the relevant cadre.

This includes:

- qualifications;
- minimum periods of service required for each grade;
- detailed job training and required experience;
- procedure for promotion and class transfers; and
- framework for career development, management and succession planning.

## **SCHEME OF SERVICE - CLASSES**

1. Administrative Group Classes
  - 1.1 Administrative Class
  - 1.2 Human Resource Class
  - 1.3 Secretarial And Receptionist Class
  - 1.4 Security Class
  - 1.5 Transport Class
  - 1.6 Auxiliary Class
  - 1.7 Supply And Materials Class
2. Agricultural Class
3. Births & Deaths Registry Class
4. Cooperative Class
5. Development Planning Class
6. Engineering Group Classes
  - 6.1. Engineering Class
  - 6.2. Architects Class
  - 6.3. Quantity Surveyor Class

- 6.4. Technical Class
- 6.5. Environmental Health Engineering Class
- 7. Environmental Health Class
- 8. Finance Group Classes
  - 8.1. Accounting Class
  - 8.2. Budget Class
  - 8.3. Revenue Class
- 9. Management Information System (MIS) Class
- 10. Physical Planning Class
- 11. Rural Housing Loan Officers Class
- 12. Social Welfare & Community Development Class
- 13. Internal Audit Class
- 14. Procurement Class
- 15. Statistics Class
- 15. **Legal Class**
- 16. **Catering Class**
- 17 **Records Class**

## TABLE OF CONTENTS

<b>LEGAL CLASS .....</b>	<b>1</b>
CHIEF SOLICITOR .....	2
PRINCIPAL SOLICITOR.....	4
SENIOR SOLICITOR .....	6
SOLICITOR .....	8
ASSISTANT SOLICITOR.....	10
<b>CATERING CLASS .....</b>	<b>12</b>
CHIEF CATERING OFFICER .....	13
PRINCIPAL CATERING OFFICER.....	15
SENIOR CATERING OFFICER .....	17
CATERING OFFICER .....	19
ASSISTANT CATERING OFFICER.....	21
CHIEF COOK.....	22
COOK I .....	24
STAFF COOK/COOK II .....	26
HEAD COOK/COOK III.....	28
ASSISTANT COOK .....	29
COOK (UNCERTIFIED).....	30
<b>STEWARD CLASS .....</b>	<b>31</b>
CHIEF SUPERVISING STEWARD .....	32
SENIOR SUPERVISING STEWARD.....	34
SUPERVISING STEWARD.....	36
SENIOR SUPERVISING CARETAKER.....	37
SENIOR CARETAKER .....	39
CARETAKER .....	40
<b>CLEANERS.....</b>	<b>41</b>
SENIOR HEAD CLEANER.....	42
HEAD CLEANER.....	44
CLEANER.....	45
<b>RECORDS CLASS .....</b>	<b>46</b>
<b>PROFESSIONAL GRADES.....</b>	<b>47</b>
CHIEF RECORDS OFFICER .....	47

PRINCIPAL RECORDS OFFICER.....	49
SENIOR REORDS OFFICER.....	51
RECORDS OFFICER.....	53
ASSISTANT RECORDS OFFICER .....	54
<b>SUB-PROFESSIONAL CLASS.....</b>	<b>55</b>
CHIEF RECORDS SUPERVISOR .....	55
PRINCIPAL RECORDS SUPERVISOR.....	56
SENIOR RECORDS SUPERVISOR.....	57
RECORDS SUPERVISOR.....	59
SENIOR RECORDS ASSISTANT.....	60

## **LEGAL CLASS**

### **Objective of the Legal Class**

The objective of the Legal Class is to provide first-class legal services for the Local Government Service to enhance local governance, due process, social responsibility and accountability.

### **STAFFING STRUCTURE**

- Chief Solicitor
- Principal Solicitor
- Senior Solicitor
- Solicitor
- Assistant Solicitor

## **CHIEF SOLICITOR**

### **1.0 JOB TITLE: CHIEF SOLICITOR**

### **2.0 GRADE LEVEL:**

### **3.0 JOB PURPOSE**

To provide strategic and administrative leadership for the management of policies and programmes relating to legal matters.

### **4.0 JOB SUMMARY**

- Provides legal advice to the Assembly and all its Sub-structures;
- Represents the Assembly in all legal proceedings;
- Facilitates the preparation of bye-laws and regulations;
- Facilitates the preparation of agreements;
- Assists in the initiation and implementation of contracts and agreements;
- Interprets rules, laws and regulations to enhance the conduct of the Assembly's business;
- Assists in the building of capacity of Members and Staff of the Assembly in areas related to the law;
- Undertakes daily routine functions relevant to the Legal Department of the Assembly;
- Serves on the Tender Committee and Public Relations & Complaints Committee.
- Registrar of Marriages;
- Ensures the development of the capabilities, skills and knowledge of staff of the Department;
- Responsible for the efficient administration of departmental resources and supervision of staff;
- Performs any other functions that Management of the Assembly may determine;
- Appraises direct report.

### **5.0 QUALIFICATION AND EXPERIENCE**

- Bachelor's Degree in Law (LLB, BA(Law), etc.) plus postgraduate professional law qualification (Barrister-at Law/BL)
- Master's Degree in any relevant discipline would be an added advantage;
- Minimum of 15 years progressive working experience in the Local Government Service or a comparable Public Sector organisation of which at least 6 years must be in a Senior Management level;
- Minimum of 10 years standing as a lawyer; and
- Member of a relevant professional body.

## **6.0 MODE OF ENTRY**

### **6.1 IN-SERVICE**

A Principal Solicitor who has served a minimum of 5 years is eligible for promotion to the grade of Chief Solicitor; and must pass a promotion interview.

### **6.2 DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

## **7.0 CAREER PROGRESSION**

This is a terminal grade.

## **8.0 TRAINING**

- Senior Management Course in Local Government Administration
- Labour Relations
- Strategic Project Management
- Public Sector Procurement
- Public Sector Budget and Financial Management
- Public Policy Analysis
- Total Quality Management
- Conflict Resolution/ Alternative Dispute Resolution
- Contract Management
- Land Administration and Management
- Continuing Legal Education
- Legislative Drafting
- Family Life Education
- ICT

## **PRINCIPAL SOLICITOR**

### **1.0 JOB TITLE: PRINCIPAL SOLICITOR**

### **2.0 GRADE LEVEL:**

### **3.0 JOB PURPOSE**

To provide technical and operational leadership in legal matters.

### **4.0 JOB SUMMARY**

- Supervises and directs work of the Legal Department's support staff and Solicitors
- Prosecutes the Bye-laws and regulations of the Assembly in the Courts either directly or by directing the work of other Solicitors;
- Prosecutes and defends legal actions on behalf of the Assembly;
- Represents the Assembly in mediation, arbitration and administrative proceedings;
- Advises in managing claims on behalf of, and against, the Assembly;
- Attends general meetings and other Board and Committee meetings, and offers advice as necessary;
- Provides legal advice to department heads, unit heads, and other Assembly employees with regard to their official duties and responsibilities;
- Prepares and reviews Bye-laws, resolutions, deeds, agreements and other legal documents for the Assembly;
- Acts in place of, and assumes the duties of, Chief Solicitor in the absence of the Chief Solicitor;
- Appraises direct report.

### **5.0 QUALIFICATION AND EXPERIENCE**

- Bachelor's Degree in Law (LLB, BA(Law), etc.) plus postgraduate professional law qualification (Barrister-at Law/BL);
- Minimum of 10 years progressive working experience in the Local Government Service or a comparable Public Sector organisation of which at least 4 years must be in a Senior Management level;
- Minimum of 5 years standing as a lawyer; and
- Member of a relevant professional body.

### **6.0 MODE OF ENTRY**

#### **6.1 IN-SERVICE**

A Senior Solicitor who has served a minimum of 4 years is eligible for promotion to the grade of Principal Solicitor; and must pass a promotion interview.

#### **6.2 DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview

## **7.0 CAREER PROGRESSION**

A Principal Solicitor is eligible for promotion to the grade of Chief Solicitor after 5 years satisfactory service and must pass a promotion interview.

## **8.0 TRAINING**

- Diploma in Local Government Administration
- Labour Relations
- Strategic Project Management
- Public Sector Procurement
- Public Sector Budget and Financial Management
- Public Policy Analysis
- Total Quality Management
- Conflict Resolution/ Alternative Dispute Resolution
- Contract Management
- Land Administration and Management
- Continuing Legal Education
- Legislative Drafting
- Family Life Education
- ICT

## **SENIOR SOLICITOR**

### **1.0 JOB TITLE: SENIOR SOLICITOR**

### **2.0 GRADE LEVEL:**

### **3.0 JOB PURPOSE**

To provide technical and operational support in legal matters.

### **4.0 JOB SUMMARY**

- Assists in the prosecution and defence of legal actions on behalf of the Assembly;
- Undertakes case analysis, evaluation, research, and the preparation and/or review of necessary legal documentation, legislation, opinions, pleadings, and/or administrative responses;
- Prepares for and represents the Assembly, its officers, and agents at meetings, negotiations, administrative hearings, and judicial proceedings;
- Assigns tasks, reviews work and approves documents prepared by junior solicitors and legal support staff, as required;
- Undertakes other functions as assigned; and
- Appraises direct report.

### **5.0 QUALIFICATION AND EXPERIENCE**

- Bachelor's Degree in Law (LLB, BA(Law), etc.) plus postgraduate professional law qualification (Barrister-at Law/BL);
- Minimum of 8 years of progressive working experience in the Local Government Service or a comparable Public Sector organisation;
- Minimum of 5 years standing as a lawyer; and
- Member of a relevant professional body.

### **6.0 MODE OF ENTRY**

#### **6.1 IN-SERVICE**

A Solicitor who has served a minimum of 4 years is eligible for promotion to the grade of Senior Solicitor; and must pass a promotion interview.

#### **6.2 DIRECT**

By external advertisement based on qualifications and experience stated above (5.0) and must pass a selection interview.

### **7.0 CAREER PROGRESSION**

A Senior Solicitor is eligible for promotion to the grade of Principal Solicitor after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

## 8.0 TRAINING

- Diploma in Local Government Administration
- Labour Relations
- Public Sector Procurement
- Public Sector Budget and Financial Management
- Conflict Resolution/ Alternative Dispute Resolution
- Contract Management
- Land Administration and Management
- Legislative Drafting
- Continuing Legal Education
- Family Life Education
- ICT

## **SOLICITOR**

**1.0 JOB TITLE: SOLICITOR**

**2.0 GRADE LEVEL:**

**3.0 JOB PURPOSE**

To assist in the provision of technical and operational support in legal matters

**4.0 JOB SUMMARY**

- Performs professional legal work within the Legal Department;
- Supports the prosecution and defence of legal actions on behalf of the Assembly, as assigned;
- Undertakes legal research and drafts bye-laws, regulations, resolutions, contracts, agreements and leases;
- Investigates claims and complaints by or against the Assembly regarding the violation of bye-laws and regulations;
- Interviews witnesses, prepares pleadings, motions and other processes, and presents cases in Courts and other fora;
- Assists other departments and units in legal matters;
- Provides legal advice to Committees, Sub-Committees and Sub-Structures, as assigned;
- Undertakes any other tasks that may be assigned; and
- Appraises direct report.

**5.0 QUALIFICATION AND EXPERIENCE**

- Bachelor's Degree in Law (LLB, BA(Law), etc.) plus postgraduate professional law qualification (Barrister-at Law/BL);
- Minimum of 4 years of progressive working experience in the Local Government Service, a comparable Public Sector organisation or relevant private sector experience;
- Minimum of 3 years standing as a lawyer; and
- Member of a relevant professional body.

**6.0 MODE OF ENTRY**

**6.1 IN-SERVICE**

An Assistant Solicitor who has served a minimum of 4 years is eligible for promotion to the grade of Solicitor; and must pass a promotion interview.

**6.2 DIRECT**

By external advertisement based on qualifications and experience stated above (5.0) and must pass a selection interview.

## **7.0 CAREER PROGRESSION**

A Solicitor is eligible for promotion to Senior Solicitor after having completed a minimum of 4 years satisfactory service; and must pass a promotion interview.

## **8.0 TRAINING**

- Certificate in Local Government Administration
- Labour Relations
- Public Sector Procurement
- Public Sector Budget and Financial Management
- Conflict Resolution/ Alternative Dispute Resolution
- Contract Management
- Land Administration and Management
- Continuing Legal Education
- Legislative Drafting
- Family Life Education
- ICT

## **ASSISTANT SOLICITOR**

### **1.0 JOB TITLE: ASSISTANT SOLICITOR**

### **2.0 GRADE LEVEL**

### **3.0 JOB PURPOSE**

To assist in the provision of technical and operational support in legal matters

### **4.0 JOB SUMMARY**

- Assists in the performance of professional legal work within the Legal Department;
- Assists in the prosecution and defence of legal actions on behalf of the Assembly;
- Assists in undertaking legal research and drafts bye-laws, regulations, resolutions, contracts, agreements and leases;
- Assists in investigating claims and complaints by or against the Assembly regarding the violation of bye-laws and regulations;
- Assists in interviewing witnesses, preparation of pleadings, motions and other processes, and presentation of cases in Courts and other for a;
- Assists other departments and units in legal matters;
- Assist in providing legal advice to Committees, Sub-Committees and Sub-Structures; and
- Undertakes any other tasks that may be assigned.

### **5.0 QUALIFICATION AND EXPERIENCE**

- Bachelor's Degree in Law (LLB, BA(Law), etc.) plus postgraduate professional law qualification (Barrister-at Law/BL);
- Member of a relevant professional body.

### **6.0 MODE OF ENTRY**

#### **6.1 IN-SERVICE**

Not promotional

#### **6.2 DIRECT**

By external advertisement based on qualifications stated above (5.0) and must pass a selection interview.

### **7.0 CAREER PROGRESSION**

An Assistant Solicitor is eligible for promotion to Solicitor after having completed a minimum of 4 years satisfactory service; and must pass a promotion interview.

### **8.0 TRAINING**

- Certificate in Local Government Administration

- Public Sector Procurement
- Public Sector Budget and Financial Management
- Conflict Resolution/ Alternative Dispute Resolution
- Contract Management
- Land Administration and Management
- Continuing Legal Education
- Legislative Drafting
- Family Life Education
- ICT

## **CATERING CLASS**

### **Objective of the class**

The objective of the catering Class is to provide first-class catering services for the Local Government Service through promotion, enforcement of standard and application of catering standards.

### **Staffing Structure**

- Chief Catering Officer
  - Principal Catering Officer
  - Senior Catering Officer
  - Catering Officer
  - Assistant Catering Officer
- 
- Chief Cook
  - Cook I
  - Staff Cook / Cook Ii
  - Head Cook / Cook Iii
  - Assistant Cook
  - Cook Uncertified

## **CHIEF CATERING OFFICER**

**1.0 JOB TITLE: CHIEF CATERING OFFICER**

**2.0 GRADE LEVEL: 19**

**3.0 JOB PURPOSE:** To provide on-field leadership for promoting standard catering services and enforcement of standards.

### **4.0 JOB SUMMARY**

- Plan, Organize and Develop catering services;
- Budget and establishing financial targets and forecasts on catering operations for the organization;
- Lead in negotiating contracts on catering activities;
- Ensuring legal compliance in catering activities;
- Ensure that Health and Safety regulations are strictly observed, recorded and achieved;
- Assist in Hiring, Training, Supervising and motivation of staff;
- Ensure the development of the capabilities, skills and knowledge of staff;
- Appraise direct reports; and.
- Undertake any other duties that may be assigned.

### **5.0 QUALIFICATION AND EXPERIENCE**

- HND/Diploma in Catering or relevant discipline ;
- Minimum of 4 years of progressive working experience as Senior Catering Officer in the Local Government Service or a comparable Public Sector Organization.

### **6.0 MODE OF ENTRY**

#### **6.1 IN-SERVICE**

A Principal Catering Officer who has served a minimum of 4 years is eligible for promotion to the grade of Chief Catering Officer; and must pass a promotion interview.

#### **6.2 DIRECT**

By external advertisement based on the qualification and experience stated above and must pass a selection interview.

### **7.0 CAREER PROGRESSION**

This is a Terminal Grade.

### **8.0 TRAINING**

- Hospitality Management
- Communication and interpersonal relationship
- Institutional Management
- Local Government Administration

## **PRINCIPAL CATERING OFFICER**

**1.0 JOB TITLE: PRINCIPAL CATERING OFFICER**

**2.0 GRADE LEVEL: 18**

**3.0 JOB PURPOSE:** To provide on-field leadership in the implementation of Catering plans, policies and programmes.

**4.0 JOB SUMMARY:**

- Supervise staff and provide technical support for catering operations
- Monitor the quality of products and service provided.
- Determine and maintain stock levels and manage the supply of materials for catering operations;
- Oversee the management of facilities and allocation of resources and staff.
- Monitor and report on the operations of catering operations;
- Ensure the development of the capabilities, skills and knowledge of staff;
- Appraise direct reports; and
- Undertake any other duties that may be assigned.

**5.0 QUALIFICATION AND EXPERIENCE**

- HND/Diploma in Catering or relevant discipline ;
- Minimum of 4 years of progressive working experience and /or a Senior Catering Officer in the Local Government Service or a Comparable Public Sector Organization.

**5.0 MODE OF ENTRY**

**6.1 IN-SERVICE**

A Senior Catering Officer who has served a minimum of 4 years is eligible for promotion to the grade of Principal Catering Officer and must pass a promotion interview.

**6.2 DIRECT**

By external advertisement based on the qualification and experience stated above (5.0) and must pass a selection interview.

**7.0 CAREER PROGRESSION**

A Principal Catering Officer is eligible for promotion to the grade of Chief Catering Officer after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

## 8.0 TRAINING

- Monitoring and evaluation;
- Project management
- Institutional Management
- Course in Local Government Administration

## **SENIOR CATERING OFFICER**

### **1.0 JOB TITLE: SENIOR CATERING OFFICER**

### **2.0 GRADE LEVEL: 16**

### **3.0 JOB PURPOSE:** to conduct on-field activities and to ensure the delivery of catering services

### **4.0 JOB SUMMARY:**

- Collect data for catering services in residences;
- Prepare menu in consultation with key staff;
- Submit requirements for preparing food periodically for procurement;
- Ensure the arrangement of kitchen and other facilities for cooking;
- Advise on the procurement of cooking utensils and appliances;
- Supervise the implementation of the menu;
- Ensure the development of the capabilities, skills and knowledge of staff;
- Appraise direct reports; and
- Undertake any other duties that may be assigned.

### **5.0 QUALIFICATION AND EXPERIENCE**

- HND/Diploma in Catering or relevant discipline ;
- Minimum of 4 years of progressive working experience as a Catering Officer in the Local Government Service or a comparable public sector organization.

### **6.0 MODE OF ENTRY:**

#### **6.1 IN-SERVICE**

A Catering Officer who has served a minimum of 4 years is eligible for promotion to the grade of Senior Catering Officer; and must pass a promotion interview.

#### **6.2 DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

### **7.0 CAREER PROGRESSION**

A Senior Catering Officer is eligible for promotion to the grade of Principal Catering Officer after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

### **8.0 TRAINING**

- Monitoring and evaluation;

- Project management
- Institutional Management
- Course in Local Government Administration

## **CATERING OFFICER**

### **1.0 JOB TITLE: CATERING OFFICER**

### **2.0 GRADE LEVEL: 15**

### **3.0 JOB PURPOSE:** To conduct on-field activities to support the delivery of catering services

### **4.0 JOB SUMMARY**

- Support in data collection for catering services in residences;
- Support in the menu preparation in consultation with key staff;
- Support in the preparation and submission of requirements for preparing periodically for procurement;
- Support the arrangement of kitchen and other facilities for cooking;
- Provide information to facilitate the procurement of cooking utensils and appliances;
- Participate the implementation of the menu;
- Ensure the development of the capabilities, skills and knowledge of staff;
- Appraise direct reports; and
- Undertake any other duties that may be assigned.

### **5.0 QUALIFICATION AND EXPERIENCE**

- Certificate/diploma in catering or relevant discipline;
- Minimum of 4 years of progressive working experience as an Assistant Catering Officer in the Local Government Service or a comparable public sector organization.

### **6.0 MODE OF ENTRY:**

#### **6.1 IN-SERVICE**

An Assistant Catering Officer who has served a minimum of 4 years is eligible for promotion to the grade of Catering Officer; and must pass a promotion interview.

#### **6.2 DIRECT**

By external advertisement based on the qualification stated above (5.0) and must pass a selection interview.

### **7.0 CAREER PROGRESSION**

A Senior Catering Officer is eligible for promotion to the grade of Principal Catering Officer after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

## **8.0 TRAINING**

- A Course in Local Government Administration
- Hospitality management
- Project Management

## **ASSISTANT CATERING OFFICER**

**1.0 JOB TITLE: ASSISTANT CATERING OFFICER**

**2.0 GRADE LEVEL: 14**

**3.0 JOB PURPOSE:** To provide frontline services on catering service delivery

**4.0 JOB SUMMARY**

- Assist in the collection of data for catering services in residences;
- Assist in preparing menu;
- Collect data on food requirements periodically for procurement;
- Assist in ensuring the arrangement of kitchen and other facilities for cooking;
- Assist in the procurement of cooking utensils and appliances;
- Assist in implementing the menu; and
- Undertake any other duties that may be assigned.

**5.0 QUALIFICATION AND EXPERIENCE**

- Certificate in Catering

**6.0 MODE OF ENTRY:**

**6.1 IN-SERVICE**

Not promotional

**6.2 DIRECT**

By external advertisement based on the qualification stated above (5.0) and must pass a selection interview.

**7.0 CAREER PROGRESSION**

An Assistant Catering Officer is eligible for promotion to the grade of a Catering Officer after having served a minimum of 4 years satisfactory service; and must pass a promotion.

**8.0 TRAINING**

- Induction training
- Food and Meat hygiene training
- Course in Local Government

## **CHIEF COOK**

**1.0 JOB TITLE: CHIEF COOK**

**2.0 GRADE LEVEL: 11**

**3.0 JOB PURPOSE:**

To lead in cooking activities in the organization

**4.0 JOB SUMMARY**

- Assists in the procurement of ingredients and food items;
- Leads in the administration of the technical unit
- Heads in the preparation and serving of meals at residences and during functions;
- Distributes Food items to cooks;
- Reports on shortage of cooking materials;
- Ensure the development of the capabilities, skills and knowledge of staff;
- Appraise direct reports; and
- Undertake any other duties that may be assigned.

**6.0 QUALIFICATION AND EXPERIENCE**

- NVTI GD I, City and Guilds 706/2, 812/2 or its equivalence
- Minimum of 4 years working experience as Cook I.

**6.0 MODE OF ENTRY**

**6.1 IN-SERVICE**

A Cook I who has served a minimum of 4 years is eligible for promotion to the grade of Chief Cook; and must pass a promotion interview.

**6.2 DIRECT**

By external advertisement based on the qualification and experience stated above (5.0) and must pass a selection interview

**7.0 CAREER PROGRESSION**

This is a terminal Grade.

**7.0 TRAINING**

- Hospitality Management
- Basic Food safety and hygiene
- Interpersonal relations skills
- Contemporary cooking skills

- Local Government Service Rules and Regulations

## **COOK I**

### **1.0 JOB TITLE: COOK I**

### **2.0 GRADE LEVEL: 10**

### **3.0 JOB PURPOSE**

To Support in cooking activities in the organization

### **4.0 JOB SUMMARY**

- Assists in the preparation of menu for residences and for functions
- Assists in the preparation of estimates for food preparation;
- Assist in the procurement of food items, fuels and food stuffs;
- Assists in the preparation and serving of meals at residences and during functions;
- Reports on shortage of cooking materials, food stuffs and cooking fuels;
- Ensure the development of the capabilities, skills and knowledge of staff;
- Appraise direct reports; and
- Undertake any other duties that may be assigned.

### **5.0 QUALIFICATION AND EXPERIENCE**

- NVTI GD I, City and Guilds 706/2, 812/2 or its equivalence
- Minimum of 4 years working experience as a Staff Cook/Cook II

### **6.0 MODE OF ENTRY**

#### **6.1 IN-SERVICE**

A Staff Cook/Cook II who has served a minimum of 4 years is eligible for promotion to the grade of Cook I; and must pass a promotion interview.

#### **6.2 DIRECT**

By external advertisement based on the qualification and experience stated above (5.0) and must pass a selection interview

### **7.0 CAREER PROGRESSION**

A Cook/Cook I is eligible for promotion to the grade of a Chief Cook after having served a minimum of 4 years satisfactory service and must pass a promotion interview.

### **8.0 TRAINING**

- Hospitality Management
- Basic Food safety and hygiene
- Interpersonal relations skills

- Reporting skills
- Contemporary cooking skills
- Local Government Service Rules and Regulations

## **STAFF COOK/COOK II**

### **1.0 JOB TITLE: STAFF COOK OR COOK II**

### **2.0 GRADE LEVEL: 9**

### **3.0 JOB PURPOSE**

To assist in cooking activities in the organization

### **4.0 JOB SUMMARY**

- Assists in the preparation of menu for residences and for functions
- Assists in the preparation and serving of meals at residences and during functions
- Assists in setting up banquet tables
- Ensure the development of the capabilities, skills and knowledge of staff;
- Appraise direct reports; and
- Undertake any other duties that may be assigned

### **5.0 QUALIFICATION AND EXPERIENCE**

- NVTI GD I, City and Guilds 706/2, 812/2 or its equivalence
- Minimum of 4 years working experience as a Head Cook/Cook III

### **6.0 MODE OF ENTRY**

#### **6.1 IN-SERVICE**

A Head Cook/Cook III who has served a minimum of 4 years is eligible for promotion to the grade of Staff Cook/Cook II; and must pass a promotion interview.

#### **6.2 DIRECT**

By external advertisement based on the qualification and experience stated above (5.0) and must pass a selection interview

### **7.0 CAREER PROGRESSION**

A Staff Cook/Cook II is eligible for promotion to the grade of a Cook/Cook I after having served a minimum of 4 years satisfactory service and must pass a promotion interview.

### **9.0 TRAINING**

- Hospitality Management
- Basic Food safety and hygiene
- Interpersonal relations skills
- Communication and Reporting skills
- Contemporary cooking methods and skills

- Local Government Service Rules and Regulations

## **HEAD COOK/COOK III**

### **1.0 JOB TITLE: HEAD COOK OR COOK III**

### **2.0 GRADE LEVEL: 8**

### **3.0 JOB PURPOSE**

To assist in cooking activities in the organization

### **4.0 JOB SUMMARY**

- Assists in the preparation of menu for residences and for functions;
- Assists in organizing the eating area;
- Clears table and do dishes;
- Appraise direct reports; and
- Undertake any other duties that may be assigned

### **10.0 QUALIFICATION AND EXPERIENCE**

- NVTI GD I, City and Guilds 706/2, 812/2 or its equivalence
- Minimum of 4 years working experience as an Assistant Cook

### **11.0 MODE OF ENTRY**

#### **6.1 IN-SERVICE**

An Assistant Cook who has served a minimum of 4 years is eligible for promotion to the grade of Head Cook/Cook III; and must pass a promotion interview.

#### **6.2 DIRECT**

By external advertisement based on the qualification and experience stated above (5.0) and must pass a selection interview.

### **7.0 CAREER PROGRESSION**

A Cook/Head Cook/Cook III is eligible for promotion to the grade of a Staff Cook/Cook II after having served a minimum of 4 years satisfactory service and must pass a promotion interview.

### **8.0 TRAINING**

- Hospitality Management
- Basic Food safety and hygiene
- Interpersonal relations skills
- Reporting skills
- Contemporary cooking skills
- Local Government Service Rules and Regulations

## **ASSISTANT COOK**

**1.0 JOB TITLE: ASSISTANT COOK**

**2.0 GRADE LEVEL: 7**

**3.0 JOB PURPOSE**

To assist in cooking activities in the organization

**4.0 JOB SUMMARY**

- Assists in the preparation of menu for residences and for functions
- Assists in organizing the eating area and the kitchen
- Clears table and do dishes
- Runs errands
- Assists in the preparation and serving of meals at residences and during functions; and
- Undertake any other duties that may be assigned

**5.0 QUALIFICATION AND EXPERIENCE**

- SSSCE/WASSCE in home economics (Cooking)
- Minimum of 4 years working experience as a Cook (Uncertified)

**6.0 MODE OF ENTRY**

**6.1 IN-SERVICE**

A Cook (Uncertified) who has served a minimum of 4 years is eligible for promotion to the grade of Assistant Cook; and must pass a promotion interview.

**6.2 DIRECT**

By external advertisement based on the qualification and experience stated above (5.0) and must pass a selection interview.

**7.0 CAREER PROGRESSION**

An Assistant Cook is eligible for promotion to the grade of a Cook/Head Cook/Cook III after having served a minimum of 4 years satisfactory service and must pass a promotion interview.

**8.0 TRAINING**

- Hospitality Management
- Interpersonal relations skills
- Reporting skills
- Contemporary cooking skills
- Local Government Service Rules and Regulations

## **COOK (UNCERTIFIED)**

**JOB TITLE: COOK (UNCERTIFIED)**

**GRADE LEVEL: 6**

### **3.0 JOB PURPOSE**

To assist in cooking activities in the organization

### **4.0 JOB SUMMARY**

- Assists in the preparation of menu for residences and during functions
- Assists in organizing the eating area and the kitchen
- Clears table and do dishes;
- Runs errand; and
- Undertake any other duties that may be assigned

### **5.0 QUALIFICATION AND EXPERIENCE**

- BECE

### **6.0 MODE OF ENTRY**

#### **6.1 IN-SERVICE**

Not Promotional

#### **6.2 DIRECT**

By external advertisement based on the qualification and experience stated above (5.0) and must pass a selection interview.

### **7.0 CAREER PROGRESSION**

A Cook (Uncertified) is eligible for promotion to the grade of an Assistant Cook after having served a minimum of 4 years satisfactory service and must pass a promotion interview.

### **8.0 TRAINING**

- Hospitality Management
- Interpersonal relations skills
- Reporting skills
- Contemporary cooking skills
- Local Government Service Rules and Regulations

## **STEWARD CLASS**

### **Objective of the class**

The objective of the Steward Class is to provide stewards services for the Local Government Service to enhance hospitality management.

### **STAFFING STRUCTURE**

- Chief Supervision Steward
- Senior Supervision Steward
- Supervision Steward
  
- Senior supervision Caretaker
- Senior Caretaker
- Caretaker

## **CHIEF SUPERVISING STEWARD**

### **1.0 JOB TITLE: CHIEF SUPERVISING STEWARD**

### **2.0 GRADE LEVEL:**

### **3.0 JOB PURPOSE:**

To lead in the execution of routine duties

### **4.0 JOB SUMMARY**

- Coordinates standards setting and targets for domestic services
- Leads in ensuring that residencies are in the right shape at all times
- Organizes staff at the residencies during functions
- Ensures the proper maintenance of residencies
- Supervises security personnel and apparatus at the residencies
- Supervises the rendering of domestic services to visiting dignitaries in 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.

### **5.0 QUALIFICATION AND EXPERIENCE**

- HND in Hospitality management or its equivalence
- Minimum of 4 years working experience as a Senior Supervision Steward in the Local Government Service or comparable Public Service organization

### **6.0 MODE OF ENTRY**

#### **6.1 IN-SERVICE**

A Senior Supervising Steward who has served a minimum of 4 years is eligible for promotion to the grade of Chief Supervising Steward; and must pass a promotion interview.

#### **6.2 DIRECT**

By external advertisement based on the qualification and experience stated above (5.0) and must pass a selection interview.

### **7.0 CAREER PROGRESSION**

This is a terminal grade

### **8.0 TRAINING**

- Leadership skills

- State protocols
- Communication and interpersonal skills
- Report writing
- Safety tips and mechanisms

## **SENIOR SUPERVISING STEWARD**

### **1.0 JOB TITLE: SENIOR SUPERVISING STEWARD**

### **2.0 GRADE LEVEL:**

### **3.0 JOB PURPOSE**

To provide leadership support in the execution of routine duties

### **4.0 JOB SUMMARY**

- Supports standards setting and targets for domestic services
- ensures that residencies are in the right shape at all times
- Supports in organizing staff at the residencies during functions
- Ensures the proper maintenance of residencies
- Supports the supervision of security personnel and apparatus at the residencies
- Renders of domestic services to visiting dignitaries in 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.

### **5.0 QUALIFICATION AND EXPERIENCE**

- HND certificate in Hospitality management or its equivalence
- Minimum of 4 years working experience as a Supervising Steward in the Local Government Service or comparable Public Service organization

### **6.0 MODE OF ENTRY**

#### **6.1 IN-SERVICE**

A Senior Supervising Steward who has served a minimum of 4 years is eligible for promotion to the grade of Chief Supervising Steward; and must pass a promotion interview.

#### **6.2 DIRECT**

By external advertisement based on the qualification and experience stated above (5.0) and must pass a selection interview.

### **7.0 CAREER PROGRESSION**

A Senior Supervising Steward is eligible for promotion to the grade of a Chief Supervising Steward after having served a minimum of 4 years satisfactory service and must pass a promotion interview.

## **8.0 TRAINING**

- Leadership skills
- State protocols
- Communication and interpersonal skills
- Report writing
- Safety tips and mechanisms

## **SUPERVISING STEWARD**

### **1.0 JOB TITLE: SUPERVISING STEWARD**

### **2.0 GRADE LEVEL:**

### **3.0 JOB PURPOSE**

To provide leadership support in the execution of routine duties

### **4.0 JOB SUMMARY**

- Assists in standards setting and targets for domestic services
- Assists in ensuring that residencies are in the right shape at all times
- Assists in organizing staff at the residencies during functions
- Assists Ensures the proper maintenance of residencies
- Supervises security personnel and apparatus at the residencies; and
- Undertake any other duties that may be assigned.

### **5.0 QUALIFICATION AND EXPERIENCE**

- HND in Hospitality Management or its equivalence
- Must have completed One (1) year national Service

### **6.0 MODE OF ENTRY**

#### **6.1 IN-SERVICE**

This is not promotional

#### **6.2 DIRECT**

By external advertisement based on the qualification and experience stated above (5.0) and must pass a selection interview.

### **7.0 CAREER PROGRESSION**

A Supervising Steward is eligible for promotion to the grade of a Senior Supervising Steward after having served a minimum of 4 years satisfactory service and must pass a promotion interview.

### **8.0 TRAINING**

- State Protocols
- Communication and interpersonal skills
- Report writing
- Safety tips and mechanisms

## **SENIOR SUPERVISING CARETAKER**

### **1.0 JOB TITLE: SENIOR SUPERVISING CARETAKER**

### **2.0 GRADE LEVEL:**

**3.0 JOB PURPOSE:** Supervises the cleanliness and security of the organizational environment.

### **4.0 JOB SUMMARY:**

- Responsible for the opening and closing of gates and doors at appropriate times.
- Monitoring and securing keys to facilities.
- Monitor and administer Fire Alarm Systems, CCTV Systems and assist in liaising with the police to ensure security.
- Supervises artisans working in a Household room in the absence of the substantive post holders using the room.
- Requisitions for and distributes toiletries (toilet rolls, hand towels, air fresheners, etc) to the entire Household.
- Ensure clearing of rubbish, cleaning of toilets and weeding the surroundings where necessary.
- Undertake any other duties that may be assigned

### **5.0 QUALIFICATION AND EXPERIENCE**

- WASSCE/SHS, NVTI Certificate and
- Minimum of 4 years of progressive working experience and /or Caretaking in the Local Government Service or a Comparable Public Sector Organization.

### **6.0 MODE OF ENTRY**

#### **6.1 IN-SERVICE**

A Senior Caretaker who has served a minimum of 4 years is eligible for promotion to the grade of Senior Supervising Caretaker and must pass a promotion interview.

#### **6.2 DIRECT**

By external advertisement based on the qualification and experience stated above (5.0) and must pass a selection interview.

### **7.0 CAREER PROGRESSION**

This is a terminal grade.

### **8.0 TRAINING**

- Communication and Interpersonal skills

- Basic environmental health and Safety education
- Training in Local Government rules and regulations
- Training in report writing
- Performance management

## **SENIOR CARETAKER**

### **1.0 JOB TITLE: SUPERVISING CARETAKER**

### **2.0 GRADE LEVEL:**

### **3.0 JOB PURPOSE:** Provide support to the Senior Supervising Caretaker.

### **4.0 JOB SUMMARY:**

- Assist in opening and closing of gates and doors at appropriate times.
- In Charge of opening and securing keys to facilities.
- Assist in monitoring and administering Fire Alarm Systems, CCTV Systems and assisting in liaising with the police to ensure security.
- Responsible for clearing of rubbish, cleaning of toilets and weeding the surroundings where necessary.
- Undertake any other duties that may be assigned

### **5.0 QUALIFICATION AND EXPERIENCE**

- WASSCE/SHS/NVTI Certificate; and
- Minimum of 4 years of progressive working experience and /or a Caretaker in the Local Government Service or a Comparable Public Sector Organization.

### **6.0 MODE OF ENTRY**

#### **6.1 IN-SERVICE**

A Caretaker who has served a minimum of 4 years is eligible for promotion to the grade of Senior Supervising Caretaker and must pass a promotion interview.

#### **6.2 DIRECT**

By external advertisement based on the qualification and experience stated above (5.0) and must pass a selection interview.

### **7.0 CAREER PROGRESSION**

A Supervising Caretaker is eligible for promotion to the grade of a Senior Supervising Caretaker after having served a minimum of 4 years satisfactory service and must pass a promotion interview.

### **8.0 TRAINING**

- Basic education in safety and security
- Basic Environmental health Training
- Training in Local Government Rules and regulations
  - Communication and interpersonal skills training

## **CARETAKER**

**1.0 JOB TITLE: CARETAKER**

**2.0 GRADE LEVEL: 6**

**3.0 JOB PURPOSE:**

To perform routine duties to clean Household rooms

**4.0 JOB SUMMARY:**

- Assist in vacuuming, dusting, laundering, mopping and waxing floors;
- Assist in opening and closing of gates and doors at appropriate times.
- Give first hand report on any poor or damaged facilities or implements as they occur;
- Weed, Sweep. Collect rubbish, Clean Toilets, Empty rubbish Bins and replenish toiletries; and
- Any other duties assigned.

**5.0 QUALIFICATION AND EXPERIENCE**

- WASSCE/SHS/NVTI Certificate

**6.0 MODE OF ENTRY**

**6.1 IN-SERVICE**

This is an entry level grade.

**6.2 DIRECT**

By external advertisement based on the qualification and experience stated above (5.0) and must pass a selection interview.

**7.0 CAREER PROGRESSION**

A Caretaker is eligible for promotion to the grade of a Supervising Caretaker after having served a minimum of 4 years satisfactory service and must pass a promotion interview.

**8.0 TRAINING**

- Basic education in safety and security
- Basic Environmental health Training
- Training in Local Government Rules and regulations
- Communication and interpersonal skills training
- Induction training

## **CLEANERS**

### **Objective**

The objective of the Cleaners Class is to provide cleaning services for the Local Government Service to enhance the working environment.

### **Staffing structure**

- Senior Head Cleaner
- Head Cleaner
- Cleaner

## **SENIOR HEAD CLEANER**

### **1.0 JOB TITLE: SENIOR HEAD CLEANER**

### **2.0 GRADE LEVEL:**

### **3.0 JOB PURPOSE:** To lead in the execution of routine duties to clean the office and its environs

### **4.0 JOB SUMMARY:**

- Requisitions items needed for cleaning from the Stores through the Estate Officer.
- Leads and supervises the regular cleaning to keep the offices
- Ensures the appraisal of subordinate staff
- Cleans the rooms, toilets, washrooms etc. in the Castle, State House and State Lodges.
- Writes reports on work performance
- Allocates duties to and supervises subordinate cleaners.

### **5.0 QUALIFICATION AND EXPERIENCE**

- BECE
- Minimum of 4 years satisfactory service in the grade of Head Cleaner

### **6.0 MODE OF ENTRY**

#### **6.1 IN-SERVICE**

A Head Cleaner who has served a minimum of 4 years is eligible for promotion to the grade of Senior Head Cleaner and must pass a promotion interview.

#### **6.2 DIRECT**

By external advertisement based on the qualification and experience stated above (5.0) and must pass a selection interview.

### **7.0 CAREER PROGRESSION**

This is a terminal grade

### **8.0 TRAINING**

- Knowledge in Public Sector rules and regulations
- Basic security education
- Inter-personal Relations Communication skills
- Report writing

- environmental health

## **HEAD CLEANER**

### **1.0 JOB TITLE: HEAD CLEANER**

### **2.0 GRADE LEVEL:**

### **3.0 JOB PURPOSE:**

To perform routine duties to clean the office and its environs

### **4.0 JOB SUMMARY:**

- Cleans portions of the Household, rooms, toilets, washroom etc allocated by the Senior Head Cleaner.
- Contributes in the implementation of staff appraisal process
- Makes contributions to report writing
- Dusts louvers, windows, tables, etc. and removes cobwebs.
- Arranges chairs for State functions in the Household and State House, Independence Square and other locations.

### **5.0 QUALIFICATION AND EXPERIENCE**

- BECE
- Minimum of 4 years satisfactory service in the grade of Cleaner

### **6.0 MODE OF ENTRY**

#### **6.1 IN-SERVICE**

A Cleaner who has served a minimum of 4 years is eligible for promotion to the grade of Head Cleaner and must pass a promotion interview.

#### **6.2 DIRECT**

By external advertisement based on the qualification and experience stated above (5.0) and must pass a selection interview

### **7.0 CAREER PROGRESSION**

A Head Cleaner is eligible for promotion to the grade of a Senior Head Cleaner after having served a minimum of 4 years satisfactory service and must pass a promotion interview.

### **8.0 TRAINING**

- Communication and interpersonal skills
- Environmental health

## **CLEANER**

### **1.0 JOB TITLE: CLEANER**

### **2.0 GRADE LEVEL:**

### **3.0 JOB PURPOSE:**

To perform routine duties to clean the compound/environs of all official facilities

### **4.0 JOB SUMMARY:**

- Cleans rooms, toilets, lavatories, washrooms etc. located within the Household, State House or Lodges, Independence Square etc.
- Dusts louvers, window, tables, etc and removes cobwebs.
- Arranges chairs for State functions in the Household and State House, Independence Square and other locations.

### **5.0 QUALIFICATION AND EXPERIENCE**

- BECE

### **6.0 MODE OF ENTRY**

#### **6.1 IN-SERVICE**

This is an entry grade.

#### **6.2 DIRECT**

By external advertisement based on the qualification and experience stated above (5.0) and must pass a selection interview

### **7.0 CAREER PROGRESSION**

A Cleaner is eligible for promotion to the grade of Head Cleaner after having served a minimum of 4 years satisfactory service and must pass a promotion interview.

### **9.0 TRAINING**

- Communication and interpersonal skills; and
- Environmental health

## **RECORDS CLASS**

### **Objective of the Record Class**

The objective of the Records Class is to provide premium record services for the Local Government Service to enhance local governance, due process and accountability.

### **STAFFING STRUCTURE**

#### **Professional grades**

- Chief Records Officer
- Principal Records Officer
- Senior Records Officer
- Records Officer
- Assistant Records Officer

#### **Sub-professional grades**

- Chief Records Supervisor
- Principal Records Supervisor
- Senior Records Supervisor
- Records Supervisor
- Senior Records Assistant

## **PROFESSIONAL GRADES**

### **CHIEF RECORDS OFFICER**

#### **1.0 JOB TITLE: CHIEF RECORDS OFFICER**

#### **2.0 GRADE LEVEL: 23**

#### **3.0 JOB PURPOSE:**

The Director/ Chief Records Officer have the responsibility for the overall direction, administration and development of the Records and Archives of the Local Government Service.

#### **4.0 JOB SUMMARY**

- Provides strategic advice and contributes to policy on the management of records;
- Set standards and procedures which will ensure a high quality of service;
- Contributes to the preparation of composite budget in accordance with the approved guidelines;
- Leads in the quality assurance process for record management activities;
- Submits annual performance report to the Head of Service as scheduled;
- Ensures that purchases/supplies is done according to the procurement Law;
- Ensures that the Records Class is abreast with modern techniques in records management;
- Ensure the development of the capabilities, skills and knowledge of staff;
- Appraise direct reports; and
- Undertake any other duties that may be assigned.

#### **5.0 QUALIFICATION AND EXPERIENCE**

- Bachelors in Records Management and Master's degree in Records or Archives management or relevant discipline;
- Minimum of 15 years of progressive working experience in the Local Government Service or a comparable Public Sector Organisation of which at least 6 years must be in a Senior Management level; and
- Member of a recognized professional body.

#### **6.0 MODE OF ENTRY**

##### **6.1 IN-SERVICE**

A Principal Records Officer who has served a minimum of 5 years is eligible for promotion to the grade of Chief Records Officer; and must pass a promotion interview.

##### **6.2 DIRECT**

By external advertisement based on the qualification and experience stated above and must pass a selection interview.

## **7.0 CAREER PROGRESSION**

This is a Terminal Grade.

## **8.0 TRAINING**

- Strategic Assets and Maintenance Planning
- Public Sector Procurement
- Senior Management Course in Local Government Administration
- Monitoring and Evaluation
- Total Quality Management
- Records management

## **PRINCIPAL RECORDS OFFICER**

**1.0 JOB TITLE: PRINCIPAL RECORDS OFFICER**

**2.0 GRADE LEVEL: 21**

**3.0 JOB PURPOSE:**

To provide technical and operational leadership in the implementation of records management policies and programmes.

**4.0 JOB SUMMARY:**

- Provide technical advice for the formulation and review of policies on records management;
- Coordinate and review records management programmes;
- Conducts studies and/or research in records systems and procedures;
- Provide technical assistance for the quality assurance process;
- Support the day-to-day administration for the smooth functioning of the organization;
- Advises on appropriate systems for use by Ministries and Departments;
- Develops training manuals and undertakes the training of personnel of the Records Class;
- Ensure the development of the capabilities, skills and knowledge of staff;
- Appraise direct reports; and
- Undertake any other duties that may be assigned.

**5.0 QUALIFICATION AND EXPERIENCE**

- Bachelor's degree in Records Management and Master's Degree in Records management or archival studies or relevant discipline;
- Minimum of 10 years of 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.

**6.0 MODE OF ENTRY**

**6.1 IN-SERVICE**

A Senior Records Officer who has served a minimum of 4 years is eligible for promotion to the grade of Principal Records Officer and must pass a promotion interview.

**6.2 DIRECT**

By external advertisement based on the qualification and experience stated above (5.0) and must pass a selection interview.

**7.0 CAREER PROGRESSION**

A Principal Records Officer is eligible for promotion to the grade of Chief Records Officer after having served a minimum of 5 years satisfactory service; and must pass a promotion interview.

## **8.0 TRAINING**

- Strategic project management
- Public sector procurement
- Total quality management
- Monitoring and evaluation;
- Senior Records Management
- Senior management Course in Local Government Administration

## **SENIOR REORDS OFFICER**

### **9.0 JOB TITLE: SENIOR RECORDS OFFICER**

### **10.0 GRADE LEVEL: 19**

### **11.0 JOB PURPOSE:**

To provide technical leadership for the provision of records management policies and programmes.

### **12.0 JOB SUMMARY:**

- Plans, organises and directs the management of records and other information resources;
- Supports in the conducts of research and/or studies in records systems and procedures;
- Coordinate the implementation of appropriate strategies for effective records management;
- Monitor and evaluate the implementation of records management policies and programmes;
- Provide inputs for the development of records management policies and programmes;
- Interpret records management policies and programmes and facilitate their implementation;
- Plan for the maintenance of records management physical assets;
- Undertake research based on the archives;
- Ensure the development of the capabilities, skills and knowledge of staff;
- Appraise direct reports; and
- Undertake any other duties that may be assigned.

### **13.0 QUALIFICATION AND EXPERIENCE**

- Bachelors in Records Management or relevant discipline;
- Minimum of 8 years of progressive working experience in the Local Government Service or a comparable public sector organization; and
- Member of a recognized professional body.

### **14.0 MODE OF ENTRY:**

#### **14.1 IN-SERVICE**

A Records Officer who has served a minimum of 4 years is eligible for promotion to the grade of Senior Records Officer; and must pass a promotion interview.

#### **14.2 DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

### **15.0 CAREER PROGRESSION**

A Senior Records Officer is eligible for promotion to the grade of Principal Records Officer after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

**16.0 TRAINING**

- Intermediary Course in Records Management;
- Policy analysis and management
- Public sector procurement
- Total quality management
- Monitoring and evaluation
- Project management
- Course in Local Government Administration

## **RECORDS OFFICER**

### **7.0 JOB TITLE: RECORDS OFFICER**

### **8.0 GRADE LEVEL: 18**

### **9.0 JOB PURPOSE:**

To provide technical support for the implementation of records management activities.

### **10.0 JOB SUMMARY**

- Maintains uniform Records standards across Register Offices;
- Ensures the transfer of semi-current records to the Records Centre or disposal according to approved retention schedules;
- Prepares archival finding aids and guides;
- Ensures the smooth running of search room, repository, editorial and Records Centre activities;
- Ensure the development of the capabilities, skills and knowledge of staff;
- Appraise direct reports; and
- Undertake any other duties that may be assigned.

### **11.0 QUALIFICATION AND EXPERIENCE**

- Bachelor's in Records Management or relevant discipline;
- Minimum of 4 years of progressive working experience in the Local Government Service or a comparable public sector organization.

### **12.0 MODE OF ENTRY:**

#### **12.1 IN-SERVICE**

An Assistant Records Officer who has served a minimum of 4 years is eligible for promotion to the grade of Records Officer; and must pass a promotion interview.

#### **12.2 DIRECT**

A Records Officer is eligible for promotion to the grade of Senior Records Officer after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

### **13.0 CAREER PROGRESSION**

A Records Officer is eligible for promotion to the grade of Senior Records Officer after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

### **14.0 TRAINING**

- Project Management
- Monitoring and evaluation
- ICT
- Records management
- Course in Local Government Administration

## **ASSISTANT RECORDS OFFICER**

### **9.0 JOB TITLE: ASSISTANT RECORDS OFFICER**

### **10.0 GRADE LEVEL: 16**

### **11.0 JOB PURPOSE:**

To provide technical support for records management activities.

### **12.0 JOB SUMMARY**

- Assists Records Officers in maintaining uniform standards across registries for the smooth running of registries and management of current records;
- Supervises the transfer of semi-current records to the Records Centre or disposal according to approval retention schedules;
- Prepares archival finding aids and guides;
- Supervises search room services and manages the repository or Records Centre;
- Maintains statistics of accessions and of their use; and
- Undertake any other duties that may be assigned.

### **13.0 QUALIFICATION AND EXPERIENCE**

Bachelor's degree in Records Management or relevant discipline;

### **14.0 MODE OF ENTRY:**

#### **14.1 IN-SERVICE**

Not promotional

#### **14.2 DIRECT**

By external advertisement based on the qualification stated above (5.0) and must pass a selection interview.

### **15.0 CAREER PROGRESSION**

An Assistant Records Officer is eligible for promotion to the grade of a Records Officer after having served a minimum of 4 years satisfactory service; and must pass a promotion.

### **16.0 TRAINING**

- Induction training
- ICT
- Records Management in the Public Service
- Course in Local Government

## **SUB-PROFESSIONAL CLASS**

### **CHIEF RECORDS SUPERVISOR**

#### **1.0 JOB TITLE: CHIEF RECORDS SUPERVISOR**

#### **2.0 GRADE LEVEL: 20**

#### **3.0 JOB PURPOSE:**

To provide operational leadership for promoting and enforcing records management standards

#### **4.0 JOB SUMMARY**

- Assists records officers in maintaining uniform standards in records systems and procedures;
- Assists in developing, planning and controlling records management activities throughout the Local Government Service.
- Undertakes the training of Subordinate staff; and
- Undertake any other duties that may be assigned.

#### **5.0 QUALIFICATION AND EXPERIENCE**

- Diploma/HND in records management or relevant discipline;
- Minimum of 12 years progressive working experience; and
- Be a member of a recognized professional.

#### **6.0 MODE OF ENTRY:**

##### **6.1 IN-SERVICE**

A Principal Records Supervisor who has served a minimum of 4 years is eligible for promotion to the grade of Chief Records Supervisor; and must pass a promotion interview.

##### **6.2 DIRECT**

By external advertisement based on the qualification stated above (5.0) and must pass a selection interview.

#### **7.0 CAREER PROGRESSION**

This is a terminal grade.

#### **8.0 TRAINING**

- Project Management
- ICT
- Records Management in the Public Service
- Course in Local Government

## **PRINCIPAL RECORDS SUPERVISOR**

### **1.0 JOB TITLE: PRINCIPAL RECORDS SUPERVISOR**

### **2.0 GRADE LEVEL: 18**

### **3.0 JOB PURPOSE:**

To provide operational support for promoting and enforcing records management standards

### **4.0 JOB SUMMARY**

- Classifies documents and approves file titles and index headings.
- Ensures that registry procedures and standards are maintained.
- Provides guidance and advice to departmental staff on records management matters.
- Provides introductory talks to visitors on archival holdings.
- Assist in the training of subordinate staff; and
- Undertake any other duties that may be assigned.

### **5.0 QUALIFICATION AND EXPERIENCE**

- Diploma/HND in records management or relevant discipline;
- Minimum of 8 years progressive working experience; and
- Be a member of a recognized professional.

### **6.0 MODE OF ENTRY:**

#### **6.1 IN-SERVICE**

A Senior Records Supervisor who has served a minimum of 4 years is eligible for promotion to the grade of Principal Records Supervisor; and must pass a promotion interview.

#### **6.2 DIRECT**

By external advertisement based on the qualification stated above (5.0) and must pass a selection interview.

### **7.0 CAREER PROGRESSION**

A Principal Records Supervisor is eligible for promotion to the grade of Chief Records Supervisor after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

### **8.0 TRAINING**

- Project Management
- ICT
- Records Management in the Public Service
- Course in Local Government

## **SENIOR RECORDS SUPERVISOR**

### **1.0 JOB TITLE: SENIOR RECORDS SUPERVISOR**

### **2.0 GRADE LEVEL: 16**

### **3.0 JOB PURPOSE:**

To conduct records management operational activities

### **4.0 JOB SUMMARY**

- Refers files to Action Office to complete outstanding action;
- Maintain the 'Bring Up' (BU) diary;
- Closes and appraises files;
- Prepares disposal schedules;
- Maintains control books and accessions register;
- Supervises subordinate staff; and
- Undertake any other duties that may be assigned.

### **5.0 QUALIFICATION AND EXPERIENCE**

- Diploma/HND in records management or relevant discipline;
- Minimum of 4 years progressive working experience; and
- Be a member of a recognized professional.

### **6.0 MODE OF ENTRY:**

#### **6.1 IN-SERVICE**

A Records Supervisor who has served a minimum of 4 years is eligible for promotion to the grade of Senior Records Supervisor; and must pass a promotion interview.

#### **6.2 DIRECT**

By external advertisement based on the qualification stated above (5.0) and must pass a selection interview.

### **7.0 CAREER PROGRESSION**

A Senior Records Supervisor is eligible for promotion to the grade of Principal Records Supervisor after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

### **8.0 TRAINING**

- Project Management

- ICT
- Records Management in the Public Service
- Course in Local Government

## **RECORDS SUPERVISOR**

### **1.0 JOB TITLE: RECORDS SUPERVISOR**

### **2.0 GRADE LEVEL: 15**

### **3.0 JOB PURPOSE:**

To support in performing records management operational activities

### **4.0 JOB SUMMARY**

- Receives, and files incoming mail.
- Dispatches and records details of files to Action Offices.
- Carries out regular file census.
- Assists with the extraction and dispatch of files to the Records Centre.
- Receives researchers and other visitors and assists with searching for documents.
- Issues receipts for documents and files issued; and
- Undertake any other duties that may be assigned.

### **5.0 QUALIFICATION AND EXPERIENCE**

- Diploma/HND in records management or relevant discipline;
- Minimum of 4 years progressive working experience; and
- Be a member of a recognized professional.

### **6.0 MODE OF ENTRY:**

#### **6.1 IN-SERVICE**

A Senior Records Assistant who has served a minimum of 4 years is eligible for promotion to the grade of Records Supervisor; and must pass a promotion interview.

#### **6.2 DIRECT**

By external advertisement based on the qualification stated above (5.0) and must pass a selection interview.

### **7.0 CAREER PROGRESSION**

A Records Supervisor is eligible for promotion to the grade of Senior Records Supervisor after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

### **8.0 TRAINING**

- Project Management
- ICT
- Records Management in the Public Service
- Course in Local Government

## **SENIOR RECORDS ASSISTANT**

**1.0 JOB TITLE: SENIOR RECORDS ASSISTANT**

**2.0 GRADE LEVEL: 12**

**3.0 JOB PURPOSE:** To perform records management operational activities

### **15.0 JOB SUMMARY**

- Receives, opens, and acknowledges, sorts and records incoming mail;
- Dispatches and records details of outgoing mail and files;
- Boxes, arranges files, and searches for documents;
- Cleans, fumigates and photo-copies documents;
- Registers readers and issues receipts for documents and files issued; and
- Undertake any other duties that may be assigned.

### **5.0 QUALIFICATION AND EXPERIENCE**

- SSCE/Diploma in records management or relevant discipline;

### **6.0 MODE OF ENTRY**

#### **6.1 IN-SERVICE**

Not promotional.

#### **6.2 DIRECT**

By external advertisement based on the qualification and experience stated above and must pass a selection interview.

### **7.0 CAREER PROGRESSION**

A Senior Records Assistant is eligible for promotion to the grade of Records Supervisor after having served a minimum of 4 years satisfactory service and must pass a promotional interview.

### **8.0 TRAINING**

- Project Management
- ICT
- Records Management in the Public Service
- Course in Local Government