

## INTERNAL VACANCY ANNOUNCEMENT

### INTRODUCTION

The Office of the Head of Local Government Service (OHLGS) 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 Governance Act of 2016, Act 936 is seeking highly successful and result-oriented persons to fill the position below:

#### A. JOB TITLE: REGIONAL DEVELOPMENT PLANNING OFFICER

### JOB PURPOSE

To lead in the strategic planning and implementation of public policies and programmes to achieve sustainable economic growth and development of the Region.

### JOB SUMMARY

- Coordinates the preparation of Medium Term Development Plan, Action Plan and Annual Reports;
- Acts as Secretary to the Regional Planning Coordinating Unit (RPCU);
- Contributes to the development of policies that can facilitate public service delivery;
- Facilitates the coordination, monitoring and implementation of development projects in the Region;
- Responsible for the efficient administration of departmental resources;
- 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

- Master's Degree in Public Policy, Planning, Development Economics, Economics, Statistics or a related discipline;
- Must be a Chief Development Planning Officer 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;

A staff of the Local Government Service and

- Membership of a recognized professional body will be an added advantage.

### 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.

## **MODE OF APPLICATION**

**Applicants shall submit an application and** attach copies of

1. Educational certificates;
  2. Continuous Professional Development 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 **Friday 18<sup>th</sup> April, 2017** to:

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