

INTERNAL VACANCY ANNOUNCEMENT

INTRODUCTION

The office of the Head of the Local Government Service (OHLGS) in fulfillment of its mandate of securing the effective administration and management of the decentralized local government system in the country in accordance with the Local Governance Act 2016, Act 936 is seeking highly successful and result-oriented persons to fill the following position:

A. JOB TITLE: REGIONAL BUDGET ANALYST

JOB PURPOSE

To provide technical leadership in the preparation and management of the budget in the Service.

JOB SUMMARY

- Advises on cost implications and financial decisions in the LGS;
- 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 or 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:

- Indicate the position being applied for in the application and at the back of the envelope
- 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 Friday, 26th January 2018 to

The Head of Service
Local Government Service Secretariat
Post Office Box MB396
Ministries-Accra