



**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; WORKS DEPARTMENT

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. 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; URBAN ROADS DEPARTMENT

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. 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: HEAD; TRANSPORT DEPARTMENT

I. JOB PURPOSE:

The Head of Department shall provide strategic leadership and technical advice in promoting the formulation and implementation of transport policies and programmes to improve the transport services 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;
- Regulate the use and conduct of public vehicles, including the routes and parking places in accordance with provisions in the Driver Vehicle Licensing Authority (DVLA) Act (Act 569);
- Provide for the identification of licensed vehicles;
- Establish, acquires and maintains transport services by land or water including ferries;
- Maintain records of classified contractors and consultants in the transport services industry within the Assembly;
- Assist in the review of road designs by consultants for designated roads;
- Coordinate the activities of Operations, Planning and Traffic Management and Safety sections in such a way as to bring about effective utilization of resources;
- Collaborate with Regional Departments (Urban Road & National Road Safety Commission, etc.) for their monitoring and technical backstopping;
- Ensure the development of the capabilities, skills and knowledge of staff;
- Establish, maintain and control parks for motor and other vehicles; and
- Prepare composite and comprehensive progress and annual reports on transport works in the Assembly.

IV. MINIMUM QUALIFICATION AND EXPERIENCE:

- A Bachelor's Degree in Civil Engineering, Transport Economics, Planning, Transport Engineering 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 or Development Planning class;
- Must be a staff of the Local Government Service; and
- Must be a member of a recognized professional body.

D: HEAD; LEGAL DEPARTMENT

I. JOB PURPOSE:

The Head of Legal Department shall provide strategic and administrative leadership for the management of policies and programmes relating to legal matters 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:

- Provide legal services to the Assembly and its sub-structures;
- Represent the Assembly in litigation in court and or arbitration;
- Facilitate the preparation of bye-laws, regulations and agreements of the Assembly;
- Assist in the initiation and implementation of contracts and agreements;
- Interpret rules, laws and regulations to enhance the conduct of the Assembly's business;
- Assist in building the capacity of members and staff of the Assembly in areas related to law;
- Participate in the preparation of Composite Budget and Annual Action Plan for the Metropolitan Assembly;
- Serve on the Tender Committee and Public Relations & Complaints Committee;
- Be responsible for the registration of Marriages;
- Ensure the development of the capabilities, skills and knowledge of staff of the Department;
- Ensure the appraisal of staff of the Legal Department;
- Prepare comprehensive progress and annual reports on the activities of the Legal Department; and
- Perform any other functions that Management of the Assembly may determine.

IV. MINIMUM QUALIFICATION AND EXPERIENCE:

- Bachelor's Degree in Law or relevant qualification;
- Must have been called to the bar;
- A minimum of Four (4) years at the bar;
- Must be a staff of the Local Government Service, and
- Must be a member of the Ghana Bar Association in good standing.

E: HEAD; DEPARTMENT OF AGRICULTURE

I. JOB PURPOSE:

The Head of Department of Agriculture shall provide strategic and administrative leadership for the management of policies and programmes relating to agricultural activities matters within 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:

- Participates in the preparation of Composite Budget and Annual Action Plan for the MMDAs;
- Participates in provision of extension services in the areas of natural resource management, rural infrastructure and small scale irrigation;
- Advises the District on matters related to agricultural development;
- Promotes extension services to farmers;
- Assists and participates in on-farm adaptive research;
- Assists in the development of animal health services;
- Advises and encourages crop development through nursery propagation;
- Ensure the development of the capabilities, skills and knowledge of staff of the Department;
- Ensure the appraisal of staff of the Department of Agriculture;
- Prepare comprehensive progress and annual reports on the activities of the Department of Agriculture; and
- Perform any other functions that Management of the Assembly may determine.

IV. MINIMUM QUALIFICATION AND EXPERIENCE:

- A Bachelor's Degree in Agriculture field (Animal Health, Veterinary, Crops, Agric. Economics), Agric. Engineering or equivalent relevant discipline;
- A minimum of Eight (8) years working experience with two (2) years in a managerial position;
- Working knowledge of Local Government System;
- Must be a staff of Local Government Service, and
- Membership of a recognized professional body will be an advantage.

F. REQUIRED SKILLS/COMPETENCIES FOR ALL ADVERTISED POSITIONS:

- 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.

G. MODE OF APPLICATION (FOR A, B, C, D & E 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, 10th August, 2018; and
- ✓ Only shortlisted candidates will be contacted for interview.