



Chartered Institute of Administrators and Management Consultants-Ghana

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June 13, 2019

CIAMC/GEN./1306017/18

The Head of Local Government Service
Office of the Head of Local Government Service
Accra

Dear Sir,

**CIAMC FAST-TRACK PROFESSIONAL CERTIFICATION PACKAGE (FPCP)
FOR SENIOR STAFF IN ADMINISTRATION AND ANALOGOUS GRADES**

The Chartered Institute of Administrators and Management Consultants-Ghana hereby presents to the Office of the Head of Local Government Service the details of a Fast-track Professional Certification Package (FPCP) outlined in appreciation of the support CIAMC is enjoying as a result of the partnership towards the celebration of the maiden admin professionals conference scheduled for Tuesday, 23 July, 2019.

The package is also in appreciation of the fact that the senior staff, meet the entry qualification for CIAMC's licentiate programme by having a minimum of master's degree or equivalent professional qualification. Furthermore, they are part of senior management team within the public service.

Guided by qualifications, seniority, experience and roles of expected applicants, the package has been categorised into three levels as follows:

1. Senior Management Officers
2. Middle Management Officers
3. Lower Management Officers

Senior Management Officers

The package consists of the following:

1. One day certification seminar (6 hours) to be held in Accra or at the Regional Capitals
2. Induction as Professional Fellows of CIAMC
3. The award of Chartered Professional Administrator (ChPA)
4. Fees reduced from GHs10,000.00 to GHc3000.00
5. Package lasts from June 2019 to July 15, 2019

6. Graduation and Induction will be on Tuesday, July, 23, 2019 during the national Conference of Admin Professionals, to be held at the College of Physicians and Surgeons.

Middle Management Officers

The package consists of the following:

1. One Month certification seminar (6 hours/day for 4 days in 4 weeks) to be held in Accra and the Regional Capitals
2. Induction as Full Members of CIAMC
3. The award of Chartered Professional Administrator (ChPA)
4. The two-year seminar sessions reduced to one month intensive
5. Fees reduced from GHs10,000.00 to GHc3000.00
6. Package lasts from June 2019 to August 2019
7. Graduation and Induction will be in October 2019 during the CIAMC's annual graduation and anniversary celebration

Lower Management Officers

The package consists of the following:

1. Three Months certification seminar (6 hours/day for 12 days in 12 weeks) to be held in Accra and the Regional Capitals
2. Induction as Full Members of CIAMC
3. The award of Chartered Professional Administrator (ChPA)
4. The two-year seminar sessions reduced to three month intensive
5. Fees reduced from GHs10,000.00 to GHc3000.00
6. Package lasts from June 2019 to September 2019
7. Graduation and Induction will be in October 2019 during CIAMC's annual graduation and anniversary celebration.

The package is also in commemoration of the maiden annual CIAMC Admin Professionals Conference scheduled for Tuesday, 23rd July 2019. (Conference concept paper attached)

We will be very grateful to have the list of participants sent to the address below:

registrar@ciamcghana.org, hannah.okyere@ciamcghana.org

Officers from CIAMC will be available to assist them go through the registration process. Applicants are expected to come along with the following documents:

1. 4 passport size photographs
2. Copy of Transcript and Certificates
3. Copy of current Curriculum Vitae (CV)
4. Membership Registration Fee of GHc150.00
5. Application fee of GHc50.00

Please accept our congratulations for joining the family furthering the cause of professionalism.

Sincerely,



Samuel Mawusi Asafo, CIPM, CMC, ChPA
Chief Executive Officer, CIAMC

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