

INTERNAL VACANCY ANNOUNCEMENT

INTRODUCTION

The Office of the Head of the Local Government Service (OHLGS) in fulfillment of its mandate of ensuring the effective and efficient day-to-day administration of the Local Government Service (LGS) in accordance with the Local Governance Act of 2016, Act 936 is internally seeking highly successful and result-oriented persons to fill the following vacant position across the Local Government Service.

POSITION: HEAD OF PHYSICAL PLANNING DEPARTMENT

PURPOSE:

To lead in the planning, coordination, implementation of physical planning policies and programmes for the sustainable development of cities, towns and villages.

REPORTS TO:

The incumbent will report to the Chief Executive through the Coordinating Director

KEY DUTIES AND RESPONSIBILITIES

- Advise the District Assembly on matters relating to development, land use and planning in the district;
- Serves as the secretary to the local Technical Sub-Committee and Statutory Planning Committee of the District Assembly;
- Contribute to the preparation of District Medium Term Development Plans and annual action plans;
- Prepare development plans to serve as framework in guiding the formulation of development policies and decisions and in the design of projects in the District; and
- Perform any other duties that may be assigned.

QUALIFICATION AND EXPERIENCE:

Must possess a minimum of a Bachelor's degree in Planning, Human Settlement Planning, Development Planning and Maritime Spatial Planning or other relevant equivalent discipline from a recognized University.

Must be in the professional cadre of the physical planning class

Membership of a relevant professional body would be an added advantages;

The Ideal candidates must also have the following knowledge and skills mix:

- Budgeting and Budget control
- Leadership and Managerial skills;
- Excellent oral and written communication skills;
- Good negotiation and interpersonal skills;
- Good monitoring and evaluation skills;
- General planning organization and supervisory skills

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;

Applications shall be submitted before close of work on **Friday, 23rd October, 2020** to:

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