



LOCAL GOVERNMENT SERVICE
INTERNAL VACANCY ANNOUNCEMENT
APPOINTMENT OF HEADS OF THE REGIONAL AGRICULTURE DEPARTMENT IN
THE UPPER EAST AND GREATER ACCRA REGIONS

I. JOB PURPOSE

Regional Food and Agricultural Departments (RFADs) have been established under the Regional Coordinating Council to be responsible for the co-ordination, supervision and monitoring of agricultural projects and programs in the regions and districts;

To provide leadership in the development of effective, short, medium and long-term agricultural strategies and programs that would make optimal use of the region's resources and potentials for improving farmer productivity, and livelihoods;

To exercise regional oversight over District Food and Agricultural Departments and ensure their effective performance within the Decentralization framework and policy of government;

To ensure adequate human resource capacity of the Department of Food and Agriculture in the region to implement its planning, regulatory, monitoring and evaluation functions in line with national agricultural policies and strategies;

To forge linkages with relevant stakeholders for the development of agriculture in the region; and

To coordinate all agricultural programs in the region including NGOs, Donor programs and private sector initiatives and to ensure their adherence to national regulatory policies and standards for the maintenance of a productive and sustainable agricultural environment.

II. KEY RESPONSIBILITIES /JOB SUMMARY

- Liaise with the RCC and development partners to promote the region's agriculture;
- Ensure timely preparation and submission of consolidated annual regional agricultural development programs and budget to the Regional Coordinating Council and the Chief Director of MOFA;
- Ensure timely mobilization and allocation of resources for the region and their judicious utilization;

- Monitor and evaluate the performance of regional and district programs and submit reports to RCC and Chief Director;
- Manage the staff and activities of the Regional Agricultural Department through effective delegation of function, control, leadership and direction;
- Prepare and submit quarterly, semi-annual and annual reports on all agricultural and agricultural related projects, programs and special situational reports to the Regional Coordinating Director and the Chief Director of MOFA;
- Promote agribusiness development in the region;
- Supervise and provide technical backstopping for agricultural activities in the region;
- Liaise with national directorates and relevant research and training institutions for information and assistance for the promotion of the region's agriculture;
- Formulate and implement a program of regional capacity building and training for all categories of staff in conjunction with the Regional Human Resource Development Unit;
- Advise the RCD on technical issues;
- Ensure that agricultural development programs and projects are implemented in accordance with the rules, regulations and quality of standards of LGS and MOFA; and
- To establish and maintain a fixed assets register in the region.

Other Duties

- Undertake any other duties that may be assigned by the RCC and/or the Chief Director.

III. REQUIRED SKILLS/COMPETENCIES

- 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 that have the potential to advance and improve the Department in particular and sector in general;
- Excellent problem solving and analytical skills;
- Ability to use variety of communication vehicles 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.
- Ability to demonstrate excellent leadership and results oriented;
- Ability to manage people and resources;
- Good presentation, negotiation and persuasive skills;
- Proven ability to work under pressure and meet deadlines;
- Adequate knowledge of the Financial Administration Act, Public Procurement Act and Internal Audit Agency Act.

IV. MINIMUM QUALIFICATION AND EXPERIENCE

- A minimum of Masters Bachelor's Degree in Agriculture or related discipline from a recognized University;
- A Master's Degree (*MA, MSc, MPhil*) in Agriculture or related discipline from a recognized University shall be an added advantage;
- Extensive knowledge in I. C. T. is an advantage;
- A minimum of Twelve (15) years relevant working experience in the Public Service;
- A current Grade of **Director of Agriculture**;
- Working knowledge in the Local Government System; and
- A staff of Local Government Service.
- Applicants must be able to serve at least a term of four (4) years before statutory retirement age.

V. MODE OF APPLICATION

Interested applicants should submit their application together with photocopies of certificates and Standard Curricula Vitae (CV) through the respective Regional Coordinating Director of his/her Region to:

**THE HEAD OF LOCAL GOVERNMENT SERVICE
OFFICE OF THE LOCAL GOVERNMENT SERVICE SECRETARIAT
P. O. BOX MB396, MINISTRIES, ACCRA**

Deadline for the submission of applications shall be at **12:00 noon, Wednesday, 16th September 2015.**

NOTE:

- Standard CV format can be downloaded from the LGS website www.lgs.gov.gh ;
- Only shortlisted candidates will be contacted for interview.