

OFFICE OF THE HEAD OF LOCAL GOVERNMENT SERVICE (OHLGS)

In case of reply, the number
and the date of this letter
should be quoted.



Republic of Ghana

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Our Ref: OHLGS. 50/200/01

Date: 19/02/2024

Your Ref:

OFFICERS SHORTLISTED FOR PROMOTION INTERVIEW TO THE GRADE OF DEPUTY DIRECTOR AND ITS ANALOGOUS IN LOCAL GOVERNMENT SERVICE

Please, refer to the above-mentioned subject.

2. You are respectfully informed that the Local Government Service Council (LGSC) has granted approval to organize interviews for the attached list of officers on the grade of **Assistant Director I and its analogous** who are due for promotion to the grade of **Deputy Director and its analogous**.
3. In view of the above, the Regional Co-ordinating Councils (RCCs) are kindly requested to communicate the above information to the shortlisted officers in their various Regions and MMDAs to enable them make ample preparations towards the exercise.
4. The officers are to make the underlisted documents available as part of the interview process:
 - First Appointment Letter
 - Assumption of Duty Letter
 - All Promotion letters and Upgrading/Conversion Letters
 - Current Payslip
 - Posting letters
 - Two (2) Years completed Appraisal Reports (2022 & 2023)
 - Educational Certificates
 - Professional Certificates, if any
 - Training/Seminar/Workshop Certificates, if any
 - Curriculum Vitae (CV)
 - And any other relevant documents
5. The interview schedule, venue and time are attached for the information of all officers concerned.
6. We count on your usual co-operation.



FELICIA DAPAAH AGYEMAN-BOAKYE (MRS)
CHIEF DIRECTOR

for: HEAD OF SERVICE

DISTRIBUTION:

ALL AFFECTED HON. MINISTERS-RCCs

ALL AFFECTED HON. MMDCEs

ALL AFFECTED OFFICERS

ATTN: CHIEF DIRECTORS

PROMOTION INTERVIEW SCHEDULE

SUMMARY OF LIST OF OFFICERS FROM ADI TO DEPUTY DIRECTOR & ANALOGOUS

| Zones | Regions | Class | Number of: | | Date | Venue | Time |
|--------------------|---------|----------------------|--------------|-------|---------------------------------|--------|---------|
| | | | Interviewees | Days | | | |
| | | Agricultural | 20 | | | | |
| 1 | GARCC | Budget | 4 | | MON-THUR, 26th-29TH FEB, 2024 | ACCRA | 9AM-5PM |
| | | Internal Audit | 3 | | | | |
| | WRCC | Development Planning | 1 | 4DAYS | | | |
| | | Engineering | 4 | | | | |
| | | Quantity Surveyor | 2 | | | | |
| | CRCC | Physical Planning | 1 | | | | |
| | | Environmental Health | 4 | | | | |
| | | Social Development | 7 | | | | |
| | | | 46 | | | | |
| 2 | ARCC | Agricultural | 38 | | MON-TUE, 26th FEB-5th MAR, 2024 | KUMASI | 9AM-5PM |
| | | Administrative | 3 | | | | |
| | BRCC | Budget | 8 | | | | |
| | | Internal Audit | 4 | | | | |
| | BERCC | Procurement | 3 | | | | |
| | | | | 7DAYS | | | |
| | AhrCC | Engineering | 1 | | | | |
| | | Quantity Surveyor | 3 | | | | |
| | WNRCC | Physical Planning | 7 | | | | |
| | | Environmental Health | 1 | | | | |
| Social Development | | 3 | | | | | |
| | | | 71 | | | | |

