

OFFICE OF THE HEAD OF THE LOCAL GOVERNMENT SERVICE
(OHLGS)



Republic of Ghana

P. O. BOX MB 396
MINISTRIES - ACCRA
Tel: 0302 - 677929
Fax: 0302 - 662799
E-mail: Ohlgs@lgs.gov.gh
Web: <http://www.lgsgov.gh>

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

Our Ref: OHLGS.40/200/03

Date: 03/04/2024

Your Ref:

INTERNAL VACANCY ANNOUNCEMENT

The Office of the Head of the Local Government Service (OHLGS) in fulfilment 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 seeking highly successful and result-oriented persons to fill vacant positions at the Regional and District levels as follows:

1. Co-ordinating Director (District)
2. Regional Director of Social Welfare
3. Regional Director of Community Development
4. Head of Works Department at MMDAs

Accordingly, qualified candidates are enjoined to apply for the various positions before close of work on Tuesday, 30th April, 2024.

Interested applicants should kindly find attached the job summaries, qualifications, mode of application and other relevant information for their further action.

Thank you.

FELICIA DAPAAH AGYEMAN-BOAKYE (MRS)
CHIEF DIRECTOR
for: HEAD OF SERVICE

ALL HON. REG. MINISTERS

ATTN: ALL CHIEF DIRECTORS/RCDs

ALL HON. MMDCEs

ATTN: ALL MMDCDs

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 seeking highly successful and result-oriented persons to fill vacant positions in the Regions as follows:

1. JOB TITLE: CO-ORDINATING DIRECTOR (DISTRICT)

JOB PURPOSE:

To coordinate and ensure the implementation of governmental policies, projects and programmes at the District level.

JOB SUMMARY:

- Serves as a Secretary to the Assembly;
- Chairs the District Planning and Coordinating Unit;
- Acts as Advisor to the DCE;
- Guides policy formulation, planning and decision-making at the Assembly;
- Acts as a liaison between Heads of other governmental and non-governmental agencies and DCE;
- Manages financial and other resources of the Assembly in consultation with the DCE
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

Qualification and Experience

- Master's degree in social science or relevant discipline;
- A minimum of 12 years relevant working experience in the Assembly or a comparable public service institution of which at least 7 years must have been acquired at the senior management level; and
- Member of a recognized professional body.

The Ideal candidates must also have:

- Public Financial Management
- Leadership and Managerial skills;
- Excellent oral and written communication skills;
- Good negotiation and interpersonal skills;
- Good monitoring and evaluation skills;

- Substantial expertise in Public Sector Management, Project Management and Local Government Administration;
- Excellent analytical skills; and
- Literacy in Information & Communications Technology.

MODE OF APPLICATION

Applicants (Directors and Analogous) shall do so online by attaching and submitting copies of their:

- Educational/professional certificates;
- Continuous Professional Development certificates;
- Upgrading/Conversion letters (if any);
- All Promotion letters;
- Appointment letter; and
- Curriculum vitae indicating the addresses of three (3) referees of which one must be professionally related;

before close of work on **Tuesday, 30th April, 2024** via the link below by logging in with their official emails and passwords:

lgs.gov.gh/pirp

Applicants who do not have or cannot access their official emails should kindly contact IT Officers at their respective RCCs and MMDAs or **Mr. Frank Kwame Kontoh** and **Bernard Akita Agyei** of OHLGS on **0248099589** and **0504971213** respectively, for assistance.

2. POSITION: REGIONAL DIRECTOR OF SOCIAL WELFARE

JOB PURPOSE:

To coordinate and promote social development programmes and policies to improve the welfare of people and communities in the Service.

JOB SUMMARY:

- Represents the district and the regional planning units on issues pertaining to social welfare;
- Plans, initiates and coordinates projects in relation with day care centres and services for the rehabilitation of the physically challenged;
- Oversees efficient juvenile justice administration and implementation of statutory legal instruments;
- Monitors and evaluates programmes, policies and emerging social issues such as HIV/AIDS, domestic violence and child abuse, and makes recommendations for decision making;
- Develops and promotes Social Protection Programmes including LEAP and Complementary Services;
- Coordinate Community mobilization activities at the Region;
- Harmonizes the activities of all community development actors in the Region;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

Qualification and Experience

- Master's degree in Social Sciences, Administration, Development Studies, Social Work or relevant discipline;
- Minimum of 15 years progressive working experience in the Local Government Service or a comparable Public Sector organization of which at least 6 years must be in a Senior Management level;
- Must be at the grade of Chief Social Development Officer; and
- Member of a recognized professional body.

The Ideal candidates must also have:

- Public Financial Management
- Leadership and Managerial skills;
- Excellent oral and written communication skills;
- Good negotiation and interpersonal skills;

- Good monitoring and evaluation skills;
- Substantial expertise in Public Sector Management, Project Management and Local Government Administration;
- Excellent analytical skills; and
- Literacy in Information & Communications Technology.

MODE OF APPLICATION

Applicants shall submit an application and attach copies of

- Educational/professional certificates;
- Continuous Professional Development certificates;
- Upgrading/Conversion letters (if any);
- All Promotion letters;
- Appointment letter; and
- Curriculum vitae indicating the addresses of three (3) referees of which one must be professionally related.

The applications should be submitted through the respective Regional Co-ordinating Councils (RCCs) to the address below before close of work on **Tuesday, 30th April, 2024**:

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

3. POSITION: REGIONAL DIRECTOR OF COMMUNITY DEVELOPMENT

JOB PURPOSE:

To lead in the coordination and promotion of community development programmes and policies to improve communities in the Service.

JOB SUMMARY:

- Participates and advises on issues pertaining community development at the Regional level;
- Plans, initiates and coordinates community-based projects;
- Works in tandem with other urban planning departments including water, sewer, utilities, maintenance and construction engineers to harmonize development in the Region;
- Facilitates in the development of local groups and networks to ensure social and economic development;
- Develops strategies in community development problems and needs assessment and promote mechanisms in meeting them;
- Facilitates the physical presence of Public Services providers in communities across the Region;
- Develops approaches to emphasize self-help, mutual support, the building up of community integration, development of capacities for problem solving and self-representation, and the promotion of collective action to bring the regions preferences to the attention of decision makers;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

Qualification and Experience

- Masters degree in Social Sciences, Administration, Community Development, Development Studies or relevant discipline;
- Minimum of 15 years progressive working experience in the Local Government Service or a comparable Public Sector organization of which at least 6 years must be in a Senior Management level;
- Must be at the grade of Chief Social Development Officer; and
- Member of a recognized professional body.

The Ideal candidates must also have:

- Public Financial Management
- Leadership and Managerial skills;
- Excellent oral and written communication skills;

- Good negotiation and interpersonal skills;
- Good monitoring and evaluation skills;
- Substantial expertise in Public Sector Management, Project Management and Local Government Administration;
- Excellent analytical skills; and
- Literacy in Information & Communications Technology.

MODE OF APPLICATION

Applicants shall submit an application and attach copies of

- Educational/professional certificates;
- Continuous Professional Development certificates;
- Upgrading/Conversion letters (if any);
- All Promotion letters;
- Appointment letter; and
- Curriculum vitae indicating the addresses of three (3) referees of which one must be professionally related.

The applications should be submitted through the respective Regional Co-ordinating Councils (RCCs) to the address below before close of work on **Tuesday, 30th April, 2024:**

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4. POSITION: HEAD; WORKS DEPARTMENT AT THE METROPOLITAN, MUNICIPAL, AND DISTRICT ASSEMBLIES (MMDAs)

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 Service with two (2) years in a managerial position;
- Must be in the Professional Cadre of the Engineering Group Class (Engineering, Quantity Surveyor, Architects, and Estate Management Classes);
- Must be a staff of the Local Government Service, and
- Must be a member of a recognized professional body.

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

- Public Financial Management
- Leadership and Managerial skills;
- Excellent facilitation and presentation skills;
- Excellent oral and written communication skills;
- Good problem solving, negotiation and interpersonal skills;
- Good monitoring and evaluation skills;
- Substantial expertise in Public Sector Management, Project Management, and Local Government Administration and relevant legislations;
- Excellent analytical skills; and
- Literacy in Information & Communications Technology (ICT)

MODE OF APPLICATION

Interested applicants shall apply and attach copies of:

- Educational/ professional certificates;
- Continuous Professional Development certificates;
- Upgrading/Conversion letters (if any);
- All Promotion letters;
- Appointment letter; and
- Curriculum vitae indicating the contact details and addresses of three (3) referees of which one shall be professionally related.

The applications should be submitted through the respective Regional Co-ordinating Councils (RCCs) to the address below before close of work on **Tuesday, 30th April, 2024**:

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