

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

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



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.lgs.gov.gh>

Our Ref: OHLGS-50/200/02/21

Your Ref:

Date: 20/11/2024

INTERNAL VACANCY ANNOUNCEMENT

REQUEST FOR LIST AND DOCUMENTS OF OFFICERS WHO ARE DUE FOR PROMOTION FROM DEPUTY DIRECTOR AND ANALOGOUS GRADES TO THE GRADE OF DIRECTOR AND ITS ANALOGOUS IN LOCAL GOVERNMENT SERVICE

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 officers in Local Government Service who are on the grade of Deputy Director and its Analogous and have served on their current grade for a minimum of five (5) years and above since 30th June, 2024 to fill vacant position on the grade of Director and its Analogous at the Local Government Service.

QUALIFICATION AND EXPERIENCE

- Master's Degree.
- A minimum of 15 years relevant working experience in the Professional Class in the Public Service.
- Member of a recognized professional body.

MODE OF APPLICATION

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

- First Appointment letter
- Assumption of Duty Letters
- Two-year completed (2022 and 2023) LGS Staff Performance Planning, Review and Appraisal Reports
- All promotion letters (promotion letters must be consistent)
- Current Payslip
- Posting Letters
- Upgrading/Conversion letters (if any)
- Educational Certificates
- Professional Certificates

- Continuous Professional Development Certificates
- Certificates of Training, Workshops, Conference and Seminars attended (if any)
- Curriculum Vitae (CV) indicating the addresses of three (3) referees of which one must be professionally related. NB: Applicants are requested to use the LGS CV Template and
- Any other relevant documents

Accordingly, qualified candidates are enjoined to apply for the position before close of work on Monday, 30th December, 2024 via the link below by logging in with their official emails and passwords:

[Lgs.gov.gh/pirp](https://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. Bernard Akita Agyei of OHLGS on 0504971313 for assistance.

Please note that applicants who do not meet the above mentioned requirements will not be shortlisted and will accordingly be disqualified.

Your compliance in this regard is highly anticipated.



FELICIA DAPAAH A. BOAKYE (MRS.)
CHIEF DIRECTOR

for: HEAD OF SERVICE

ALL HON. REG. MINISTERS
ATTN: ALL CHIEF DIRECTORS/RCDs

ALL HON. MMDCEs
ATTN: ALL MMDCDs