



# **Local Government Service**

## **Scheme of Service**

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## **Revised Edition**

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*Local Government Service Secretariat, August, 2014*

## **FOREWORD**

### **FOREWORD**

The creation of the Local Government Service (LGS) by Act, 2003 (656), mandated the Service with the responsibility of ensuring Administrative Decentralization in Ghana; the primary objective of Administrative Decentralization is “to secure effective administration and management of local government in the country”.

In March, 2010, the L.I. 1961 caused the transfer of over Thirty Thousand (30,000) staff who hitherto, belonged to the Civil Service to the Local Government Service. Some category of staff who were transferred joined the Service with their existing Schemes of Service (SOS) and other protocols. However, the operation of multiplicity of such Schemes of Service presents its own challenges particularly where two or more departments were being merged as legally required. In some cases there were clear differences and inconsistencies in career progression, grade levels, qualification and experience. It's for this reason that the Service initiated a process to review all the existing SOS of all its classes.

The revised SOS has been carefully designed to ensure consistency and fairness in career development across all classes. For instance one of the significant changes is that the positions of Coordinating Director and Chief Director have been detached from the Administrative Class. This implies that the terminal grade for all the professional cadres is ‘Director’ or its analogous grade. This also means that all ‘Directors’ and their analogous grades have equal chances of becoming Coordinating Directors and Chief Directors when there are vacancies. Currently, the Service has Twenty-Seven (27) Classes.

We at the Local Government Service recognise and acknowledge that the greatest single factor in realising our vision and aspirations, as highlighted in our Medium Term Development Plan (MTDP), is the effective performance and development of all staff. This scheme therefore provides opportunities for all staff to be clear about their role, their contribution and how effectively they are performing. It also provides staff with recognition for their achievements and helps them identify and review their development needs that support the realisation of their full potential and aspirations.

Without a doubt, for the scheme to be successful there is a need for commitment by all staff. The LGSS will monitor the scheme, hoping to ensure that it is fully implemented to the latter.

However, as the scheme is designed to be open and transparent, staff also have an equally important part to play by participating fully in the process.

**DR. CALLISTUS MAHAMA**  
**HEAD OF SERVICE**

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## **SCHEME OF SERVICE FOR THE LOCAL GOVERNMENT SERVICE**

### **INTRODUCTION**

The Scheme of Service is a management tool crafted to provide a coherent framework to facilitate the recruitment, development and career progression of the staff of the Local Government Service. The relevance of such a document is so critical in the evolution of the Local Government Service, as a distinct public service organization in Ghana, in compliance with the provisions of the Local Government Service Act, Act 656. The purpose of the Scheme of Service is to provide the Service with a policy guideline which will ensure that all staff are highly motivated, disciplined, equipped and loyal with the relevant knowledge skills and attitude.

### **PURPOSE OF THE SCHEME OF SERVICE**

The Scheme of Service defines or contains:

- the objectives of the job position and responsibilities;
- grade levels and corresponding salary ranges;
- summary of the degree of responsibility and the duties of the job for each level; and
- conditions for entry and progression through each grade within the relevant cadre.

This includes:

- qualifications;
- minimum periods of service required for each grade;
- detailed job training and required experience;
- procedure for promotion and class transfers; and
- frame work for career development, management and succession planning.

#### **1. Administrative Group**

- 1.1 Administrative Class
- 1.2 Human Resource Class
- 1.3 Secretarial & Receptionist Class
- 1.4 Security Class
- 1.5 Transport Class
- 1.6 Auxiliary Class

#### **2. Agricultural Class**

#### **3. Births & Deaths Registry Class**

#### **4. Cooperative Class**

#### **5. Development Planning Class**

#### **6. Engineering Group**

- 6.1.Engineering Class
- 6.2.Architects Class
- 6.3.Estate Management Class
- 6.4.Quantity Surveyor Class
- 6.5.Technician Class

#### **7. Environmental Health Class**

#### **8. Finance Group**

- 8.1.Accounting Class

- 8.2. Budget Class
- 8.3. Revenue Class

- 9. **Management Information System (MIS) Class**
- 10. **Physical Planning Class**
- 11. **Rural Housing Loan Officers Class**
- 12. **Social Welfare & Community Development Class**
- 13. **Statistical Class**
- 14. **Procurement Class**
- 15. **Internal Audit Class**

# **1. NON PROMOTIONAL GRADES**

## **REGIONAL COORDINATING DIRECTOR /CHIEF DIRECTOR**

1.0 **JOB TITLE:** REGIONAL COORDINATING DIRECTOR/CHIEF DIRECTOR

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To provide leadership to ensure the implementation of official policies and programmes in the regions and headquarters,

4.0 **JOB SUMMARY**

- Promotes effective coordination and institutional relationships among MMDAs, RCCs, LGS and other organizations;
- Assesses project proposals and contract agreements to ensure compliance with prescribed laws and regulations;
- Assists in the formulation and implementation of new national policies;
- Acts as Advisor to the Minister, Head of Service and Development Partners;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATIONS AND EXPERIENCE**

- Masters degree in Public Policy, Development Economics, Finance, Human Resource Management, Organizational Development, Public Administration or an equivalent discipline;
- Minimum of 15 years relevant working experience in public service of which 7 years must have been acquired at a senior management level; and
- Member of a recognized professional body.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE:**

Not promotional

6.2 **DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

This is a terminal grade.

8.0 **TRAINING**

- Organizational Development and Change Management;
- Public Policy and Development;
- Public Financial Management;
- Project management;
- ICT; and
- Course in Local Government Administration

## **DISTRICT COORDINATING DIRECTOR**

**1.0 JOB TITLE: DISTRICT COORDINATING DIRECTOR**

**2.0 GRADE LEVEL:**

**3.0 JOB PURPOSE**

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

**4.0 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.

**5.0 QUALIFICATIONS AND EXPERIENCE**

- Masters 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.

**6.0 MODE OF ENTRY**

**6.1 IN-SERVICE**

Not promotional

**6.2 DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

**7.0 CAREER PROGRESSION**

This is a terminal grade.

**8.0 TRAINING**

- Organizational Development and Change Management;
- Public Policy and Development;
- Public Financial Management;
- Project management;
- ICT; and
- Course in Local Government Administration

## **2. ADMINISTRATIVE GROUP**

### **2.1 ADMINISTRATIVE CLASS**

#### **Objectives of the Administrative Class**

The Administrative class oversees strategic management and supervision of all support services and activities to enable departments, units and agencies provide reliable services at the LGSS, RCCs and MMDAs.

#### **STAFFING STRUCTURE**

##### **Professional Class**

- Director
- Deputy Director
- Assistant Director I
- Assistant Director IIA
- Assistant Director IIB

##### **Sub-professional Class**

- Chief Executive Officer
- Assistant Chief Executive Officer
- Principal Executive Officer
- Senior Executive Officer
- Higher Executive Officer
- Executive Officer

## **PROFESSIONAL CLASS**

### **DIRECTOR**

1.0 **JOB TITLE:** DIRECTOR

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To provide administration leadership in implementation of policy decisions in the Service.

4.0 **JOB SUMMARY**

- Performs general administrative and technical duties in support of the Coordinating Director/Chief Director and other line directorates;
- Supervises and coordinates activities in the department and units/sections;
- Collaborates with other line directors for the achievement of organizational goals;
- Represents the Local Government Service externally;
- Facilitates harmonious relationship between the community and the LGS;
- Ensures active stakeholder participation in the identification, planning, design, implementation, monitoring and evaluation of programmes/projects;
- Develops and coordinates the implementation of policies and programmes;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- Masters degree in Public Administration, Development Economics, Human Resource Management, Governance, Social Sciences 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 at Senior Management level; and
- Member of a relevant professional body.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

A Deputy Director who has served a minimum of 5 years is eligible for promotion to the grade of Director; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement and interview based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

This is a terminal grade

8.0 **TRAINING**

- Public Policy Development & Management
- Organizational Development;
- Effective Communication and Public Relations;
- ICT; and
- Course in Local Government Administration.

## **DEPUTY DIRECTOR**

1.0 **JOB TITLE:** DEPUTY DIRECTOR

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To implement policy decisions assigned by the Local Government Service (LGS).

4.0 **JOB SUMMARY**

- Ensures active stakeholder participation in the identification, planning, design, implementation, monitoring and evaluation of programmes/projects;
- Ensures that resources are managed effectively;
- Coordinates the activities of units in the department;
- Reports on activities and assignments undertaken;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- Masters degree in Public Administration, Development Economics, Human Resource Management, Governance, Social Sciences or relevant discipline;
- Minimum of 10 years progressive working experience in the Local Government Service or a comparable Public Sector organization of which at least 4 years must be in a Senior Management level; and
- Member of a relevant professional body.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

An Assistant Director I who has served a minimum of 4 years is eligible for promotion to the grade of Deputy Director; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement and interview based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Deputy Director is eligible for promotion to the grade of a Director after having served a minimum of 5 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Project Management;
- Public Financial Management;
- Public Policy;
- Writing of Cabinet Memo;
- ICT; and
- Course in Local Government Administration

## **ASSISTANT DIRECTOR I**

1.0 **JOB TITLE:** ASSISTANT DIRECTOR I

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To support the implementation of policy decisions in the Service.

4.0 **JOB SUMMARY**

- Plans and supervises the work of direct reports;
- Ensures discipline and efficient performance of duties;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- Bachelors degree in Public Administration, Development Economics, Human Resource Management, Governance, Social Sciences or relevant discipline; and
- Minimum of 8 years of progressive working experience in the Local Government Service or a comparable Public Sector organization.
- Member of a relevant professional body.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

An Assistant Director IIA who has served a minimum of 4years is eligible for promotion to the grade of Assistant Director I; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement and interview based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

Assistant Director I is eligible for promotion to the grade of a Deputy Director after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Public Sector Management and Communication Skills;
- Advanced Research Methods and Techniques of Data Analysis;
- Industrial Relations in Ghana;
- Report Writing and Presentation Skill;
- Course in Local Government Administration; and
- ICT.



## **ASSISTANT DIRECTOR IIA**

1.0 **JOB TITLE:** ASSISTANT DIRECTOR IIA

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To assist in the implementation of policy decisions of the Local Government Service (LGS)

4.0 **JOB SUMMARY**

- Conducts preliminary examination and analysis of issues and makes suggestions and recommendations;
- Drafts Speeches, minutes, writing, Reports, and correspondence;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- Bachelors degree in Public Administration, Development Economics, Human Resource Management, Governance, Social Sciences or relevant discipline; and
- Minimum of 4 years of progressive working experience in the Local Government Service or a comparable Public Sector organization.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

An Assistant Director IIB who has served a minimum of 4 years is eligible for promotion to the grade of Assistant Director IIA; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

An Assistant Director IIA is eligible for promotion to the grade of Assistant Director I after having served a minimum of 4 years satisfactory service; and must pass a promotion interview

8.0 **TRAINING**

- Communication Skills (Proposal Writing, report writing, minutes writings and Speech Writing);
- Records Management;
- Research Methods and Techniques of Data Analysis;
- Performance Management Skill;
- Public Sector Management;
- Course in Local Government Administration; and
- ICT

## **ASSISTANT DIRECTOR IIB**

1.0 **JOB TITLE:** ASSISTANT DIRECTOR IIB

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To assist in the implementation of policies in the Local Government Service (LGS)

4.0 **JOB SUMMARY**

- Collects and analyzes data (report writing);
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- Bachelors Degree in Public Administration, Development Economics, Human Resource Management, Governance, Social Sciences or relevant discipline

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE:**

Not promotional

6.2 **DIRECT**

By external advertisement based on qualifications stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

Assistant Director IIB is eligible for promotion to the grade of Assistant Director IIA after having completed a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Course in Local Government Administration;
- Communication Skills(Proposal Writing, report writing, minutes writing and Speech Writing);
- Records Management;
- Research Methods and Techniques of Data Analysis;
- Events Management;
- Public Sector Management; and
- ICT

## SUB PROFESSIONAL CLASS

### CHIEF EXECUTIVE OFFICER

1.0 **JOB TITLE:** CHIEF EXECUTIVE OFFICER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To coordinate operational level administrative activities in the Service.

4.0 **JOB SUMMARY**

- Draft reports on Departmental activities.
- Collect and analyze routine data;
- Assist in the interpretation and enforcement of departmental rules and regulation;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATIONS AND EXPERIENCE**

- Diploma or HND in Secretaryship and Management Studies or its equivalence; and
- Minimum of 13 years of progressive working experience as Senior Executive Officer in the Local Government Service or a comparable Public Sector organization.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

An Assistant Chief Executive Officer who has served a minimum of 5 years is eligible for promotion to the grade of Chief Executive Officer; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

This is a terminal grade.

8.0 **TRAINING**

- Organizational Development
- Change Management;
- Management & Leadership Skills;
- ICT training;
- Cross-cutting issues; and
- Certificate in Local Government Administration.

## **ASSISTANT CHIEF EXECUTIVE OFFICER**

1.0 **JOB TITLE: ASSISTANT CHIEF EXECUTIVE OFFICER**

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To assist in the coordination of operational level administrative activities in the Local Government Service

4.0 **JOB SUMMARY**

- Ensures compliance with departmental regulations;
- Undertakes clerical duties;
- Take minutes at meetings and writes reports;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATIONS AND EXPERIENCE**

- Diploma/HND in Secretaryship and Management Studies or its equivalence; and
- Minimum of 8 years of progressive working experience as a Senior Executive Officer in the Local Government Service or a comparable Public Sector organization.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

A Principal Executive Officer who has served a minimum of 4years is eligible for promotion to the grade of Assistant Chief Executive Officer; and must pass a promotion interview

6.2 **DIRECT**

By external advertisement based on qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

An Assistant Chief Executive Officer is eligible for promotion to the grade of Chief Executive Officer after having served a minimum of 5 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Records Management;
- Office Management and Practice;
- ICT;
- Supervisory Skills; and
- Course in Local Government Administration

## **PRINCIPAL EXECUTIVE OFFICER**

### **1.0 JOB TITLE: PRINCIPAL EXECUTIVE OFFICER**

### **2.0 GRADE LEVEL:**

### **3.0 JOB PURPOSE**

To provide clerical support services to the LGS.

### **4.0 JOB SUMMARY**

- Supports the implementation of all scheduled programmes;
- Ensures compliance with formal administrative regulations;
- Assists Committees in the discharge of their duties;
- Participates in departmental meetings, writes minutes and submits reports;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

### **5.0 QUALIFICATIONS AND EXPERIENCE**

- Diploma/HND in Secretaryship and Management Studies or its equivalence; and
- Minimum of 4 years of progressive working experience as a Senior Executive Officer in the Local Government Service or a comparable Public Sector organization.

### **6.0 MODE OF ENTRY**

#### **6.1 IN-SERVICE**

A Senior Executive Officer who has served a minimum of 4years is eligible for promotion to the grade of Principal Executive Officer; and must pass a promotion interview.

#### **6.2 DIRECT**

By external advertisement based on qualifications and experience stated above (5.0) and must pass a selection interview.

### **7.0 CAREER PROGRESSION**

An Principal Executive Officer is eligible for promotion to the grade of Assistant Chief Executive Officer after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

### **8.0 TRAINING**

- Records Management;
- Office Management and Practice;
- ICT;
- Supervisory Skills; and
- Course in Local Government Administration

## **SENIOR EXECUTIVE OFFICER**

1.0 **JOB TITLE:** SENIOR EXECUTIVE OFFICER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To provide clerical support to the Service

4.0 **JOB SUMMARY**

- Supports the implementation of all scheduled programmes;
- Ensures compliance with formal administrative regulations;
- Assists Committees in the discharge of their duties;
- Participates in departmental meetings, writes minutes and submits reports;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- Diploma or HND in Secretaryship and Management Studies or its equivalence; and
- Minimum of 4 years of progressive working experience as a Higher Executive Officer in the Local Government Service or a comparable Public Sector organization.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

A Higher Executive Officer who has served a minimum of 4years is eligible for promotion to the grade of Senior Executive Officer; and must pass a promotion examination organized by the Public Service Commission.

6.2 **DIRECT**

By external advertisement and interview based on the qualification and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Senior Executive Officer is eligible for promotion to the grade of Principal Executive Officer after having served a minimum of 4 years satisfactory service; and must pass a promotion examination organized by the Public Services Commission.

8.0 **TRAINING**

- Records Management;
- Office Management and Practice;
- ICT;
- Supervisory Skills; and
- Course in Local Government Administration

## HIGHER EXECUTIVE OFFICER

1.0 **JOB TITLE:** HIGHER EXECUTIVE OFFICER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To provide clerical support in administration in the LGS,

4.0 **JOB SUMMARY**

- Arranges venue for meetings;
- Participates in Departmental Meetings;
- Receives official correspondences and circulates messages to required offices or officials;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATIONS AND EXPERIENCE**

- SSSCE/WASSCE or its equivalent; and
- Minimum of 4 years of progressive working experience as an Executive Officer in the Local Government Service or a comparable Public Sector organization.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

An Executive Officer who has served a minimum of 4years is eligible for promotion to the grade of Higher Executive Officer; and must pass a promotion examination organized by the Public Service Commission.

6.2 **DIRECT**

By external advertisement and interview based on the qualification and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Higher Executive Officer is eligible for promotion to the grade of Senior Executive Officer after having served a minimum of 4 years satisfactory service; and must pass a promotion examination organized by the Public Services Commission.

8.0 **TRAINING**

- Records Management;
- Office Management and Practice;
- ICT; and
- Course in Local Government Administration.

## **EXECUTIVE OFFICER**

1.0 **JOB TITLE:** EXECUTIVE OFFICER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To provide first line clerical support in administration in the LGS

3.0 **JOB SUMMARY**

- Receives official correspondences and circulates messages to required offices or officials; and
- Undertakes any other duties that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- SSSCE/WASSCE or its equivalent

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

Not promotional

6.2 **DIRECT**

By external advertisement and interview based on the qualification stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

An Executive Officer is eligible for promotion to the grade of a Higher Executive Officer after having served a minimum of 4 years satisfactory service; and must pass a promotion examination organized by the Public Services Commission.

8.0 **TRAINING**

- Induction Training;
- Office Management and Practice;
- Introduction to Ghana's Public Administration System; and
- ICT Training



## **2. ADMINISTRATIVE GROUP**

### **2.2 HUMAN RESOURCES CLASS**

#### **Objectives of the Human Resources Class**

The Human Resource Class is mainly responsible for managing, developing capabilities and competencies of each staff as well as coordinating human resources management programmes to efficiently deliver public services Local Government Service (LGS).

#### **1.2.1 STAFFING STRUCTURE**

##### **Professional Class**

- Director, Human Resources Management
- Principal Human Resources Manager
- Senior Human Resource Manager
- Human Resources Manager
- Assistant Human Resources Manager

##### **Sub-Professional Class**

- Chief Personnel Officer
- Principal Personnel Officer
- Senior Personnel Officer
- Personnel Officer

## **PROFESSIONAL CLASS**

### **HUMAN RESOURCES DIRECTOR**

1.0 **JOB TITLE:** DIRECTOR, HUMAN RESOURCE MANAGEMENT

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To coordinate overall human resources programmes; and organize staff trainings within the Local Government Service (LGS).

4.0 **JOB SUMMARY**

- Ensures effective and efficient administration of human resources;
- Ensures that institutional policies in respect of employment, personnel, wages and salaries are translated into good management practices;
- Ensure human resource planning, facilitate recruitment of competent personnel and maintenance of good workplace interactions;
- Ensures the regular updates of staff records;
- Ensures inter and intra departmental collaboration to facilitate staff performance and development;
- Ensures the general welfare of staff;
- Reports on human resource related activities; and
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- Masters degree in Human Resources, Social Sciences, Administration or equivalent 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 at a Senior Management level; and
- Member of a recognized professional body.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

A Principal Human Resources Manager who has served a minimum of 5 years is eligible for promotion to the grade of Human Resources Director; and must pass a promotion interview

6.2 **DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

This is a terminal grade.

## 8.0 **TRAINING**

- Training on Labour Laws;
- Strategic Human Resource Management;
- Workplace Conflict Management;
- Organizational Development;
- Course in Local Government Studies; and
- ICT

## **PRINCIPAL HUMAN RESOURCES MANAGER**

1.0 **JOB TITLE:** PRINCIPAL HUMAN RESOURCES MANAGER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To provide on field support in the implementation of human resource policies and programmes

4.0 **JOB SUMMARY**

- Assists in the effective and efficient management of human resources;
- Supports human resource planning and recruitment processes;
- Ensures the regular updates of staff records;
- Supports inter and intra departmental collaboration to facilitate staff performance and development;
- Drafts job description and coordinates staff performance management systems; and
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- Masters degree in Human Resources, Social Sciences, Administration or equivalent discipline or a relevant discipline;
- Minimum of 10 years progressive working experience in the Local Government Service or a comparable Public Sector organization of which at least 4 years must be in a Senior Management level; and
- Member of a relevant professional body.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

A Senior Human Resources Manager who has served a minimum of 4 years is eligible for promotion to the grade of Principal Human Resources Manager; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Principal Human Resources Manager is eligible for promotion to the grade of a Human Resources Director after having served a minimum of 5 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Training on Labour Laws;
- Strategic Human Resource Management;
- Workplace Conflict Management;
- Organizational Development;

- Course in Local Government Studies; and
- ICT

## **SENIOR HUMAN RESOURCE MANAGER**

### **1.0 JOB TITLE: SENIOR HUMAN RESOURCES MANAGER**

### **2.0 GRADE LEVEL:**

### **3.0 JOB PURPOSE**

To provide operational support in the implementation of human resource policies and programmes

### **4.0 JOB SUMMARY**

- Assists in the effective and efficient management of human resources;
- Supports human resource planning and recruitment processes;
- Ensures the regular updates of staff records;
- Support effective salary administration;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned

### **5.0 QUALIFICATION AND EXPERIENCE**

- Bachelors degree in Human Resource Management, Social Sciences, Administration or a relevant discipline;
- Minimum of 8 years of progressive working experience in the Local Government Service or a comparable Public Sector organization.
- Member of a recognised professional body.

### **6.0 MODE OF ENTRY**

#### **6.1 IN-SERVICE**

A Human Resources Manager who has served a minimum of 4 years is eligible for promotion to the grade of Senior Human Resources Manager; and must pass a promotion interview.

#### **6.2 DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

### **7.0 CAREER PROGRESSION**

A Senior Human Resources Manager is eligible for promotion to the grade of a Principal Human Resource Manager after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

### **8.0 TRAINING**

- Training on Labour Laws;
- Workplace Conflict Management;
- Report Writing and Presentation Skill;
- Course in Local Government Studies; and
- ICT

## **HUMAN RESOURCE MANAGER**

1.0 **JOB TITLE:** HUMAN RESOURCE MANAGER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To support the implementation of human resource policies and programmes

4.0 **JOB SUMMARY**

- Support the review of human resource policies;
- Supports human resource planning and recruitment processes;
- Ensures the regular updates of staff records;
- Support effective salary administration;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned

5.0 **QUALIFICATION AND EXPERIENCE**

- Bachelors degree in Human Resources, Administration, Social Sciences or relevant discipline; and
- Minimum of 4 years of progressive working experience in the Local Government Service or a comparable Public Sector organization.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

An Assistant Human Resource Manager who has served a minimum of 4 years is eligible for promotion to the grade of Human Resource Manager; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Human Resource Manager is eligible for promotion to the grade of Senior Human Resource Manager after having served a minimum of 4 years satisfactory service; and must pass a promotion interview

8.0 **TRAINING**

- Training on Labour Laws;
- Report Writing and Presentation Skill;
- Introduction Organizational Development
- Needs Assessment, Analysis and Change Management;
- Course in Local Government Studies; and
- ICT

## **ASSISTANT HUMAN RESOURCE MANAGER**

1.0 **JOB TITLE:** ASSISTANT HUMAN RESOURCE MANAGER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To provide hands on support in the implementation of human resource policies and programmes

4.0 **JOB SUMMARY**

- Assists in gathering and collating data for human resource management;
- Supports in the preparation of monthly, quarterly and annually reports;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

Bachelors Degree in Human Resource Management, Social Sciences, Administration or relevant discipline

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

Not promotional

6.2 **DIRECT**

By external advertisement based on qualifications stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

An Assistant Human Resource Manager is eligible for promotion to the grade of Human Resource Manager after having completed a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Introduction to Labour Laws;
- ICT; and
- Induction Training



## **SUB PROFESSIONAL CLASS**

### **CHIEF PERSONNEL OFFICER**

1.0 **JOB TITLE:** CHIEF PERSONNEL OFFICER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To provide operational leadership in the implementation of human resource policies and programmes

4.0 **JOB SUMMARY**

- Supports in the assessment of staff performance;
- Supervises the performance of clerical duties;
- Assists in the maintenance of discipline;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- Diploma/HND in Management Studies or relevant discipline; and
- Minimum of 12 years of progressive working experience as Senior Personnel Officer in the Local Government Service or a comparable Public Sector organization.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

A Principal Personnel Officer who has served a minimum of 4 years is eligible for promotion to the grade of Chief Personnel Officer; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

This is a terminal grade.

8.0 **TRAINING**

- ICT;
- Management and Leadership skills;
- Records management
- Courses in Local Government Administration.

## **PRINCIPAL PERSONNEL OFFICER**

1.0 **JOB TITLE:** PRINCIPAL PERSONNEL OFFICER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To support in the implementation of human resource policies and programmes

4.0 **JOB SUMMARY**

- Supports in the assessment of staff performance;
- Assists in the performance of clerical duties;
- Assists in the maintenance of discipline;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- Diploma/HND in Management Studies or relevant discipline; and
- Minimum of 10 years of progressive working experience as a Senior Personnel Officer in the Local Government Service or a comparable Public Sector organization.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

A Senior Personnel Officer who has served a minimum of 4 years is eligible for promotion to the grade of Principal Personnel Officer; and must pass a promotion interview

6.2 **DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Principal Personnel Officer is eligible for promotion to the grade of Chief Personnel Officer after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Records Management;
- ICT;
- Communication and negotiation Skills;
- Courses in Local Government Administration.

## **SENIOR PERSONNEL OFFICER**

1.0 **JOB TITLE:** SENIOR PERSONNEL OFFICER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To provide hands-on support in the implementation of human resource policies and programmes

4.0 **JOB SUMMARY**

- Supports in the assessment of staff performance;
- Supports in the collection and collation of human resource data;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- Diploma/HND in Management Studies or relevant discipline; and
- Minimum of 8 years of progressive working experience as a Personnel Officer in the Local Government Service or a comparable Public Sector organization.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

A Personnel Officer who has served a minimum of 4 years is eligible for promotion to the grade of Senior Personnel Officer; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Senior Personnel Officer is eligible for promotion to the grade of Principal Personnel Officer after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Records Management;
- ICT;
- Communication and negotiation Skills; and
- Courses in Local Government Administration.

## **PERSONNEL OFFICER**

1.0 **JOB TITLE: PERSONNEL OFFICER**

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To provide operational support in the implementation of human resource policies and programmes

4.0 **JOB SUMMARY**

- Draft human resource related correspondences;
- keeps custody of human resource related records;
- Supports in the collection and collation of human resource data;
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

Diploma/HND in Management Studies or relevant discipline

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

Not promotional

6.2 **DIRECT**

By external advertisement based on the qualification and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Personnel Officer is eligible for promotion to the grade of Senior Personnel Officer after having served a minimum of 4 years satisfactory service; and must pass a promotion examination organized by the Public Services Commission.

8.0 **TRAINING**

- Records Management;
- ICT;
- Communication and negotiation Skills; and
- Courses in Local Government Administration.

## **2. ADMINISTRATIVE GROUP CLASSES**

### **2.3 SECRETARIAL AND RECEPTIONIST CLASS**

#### **Objectives of the Secretarial and Receptionist Class**

The Secretarial Class mainly provides secretarial services necessary to enhance job performance of various departments/units in the Local Government Service (LGS).

#### **STAFFING STRUCTURE**

- Office Manager
- Chief Private Secretary
- Principal Private Secretary
- Senior Private Secretary
- Private Secretary
- Stenographer Secretary
- Stenographer Grade I/II
- Typist Grade I/II
- Receptionist/Telephonist

## OFFICE MANAGER

### 1.0 **JOB TITLE** : OFFICE MANAGER

### 2.0 **GRADE LEVEL**:

### 3.0 **JOB PURPOSE**

To coordinate secretarial duties in a professional manner to enhance effective service delivery in the Local Government Service (LGS)

### 4.0 **JOB SUMMARY**

- Provides secretarial support for meetings and conferences;
- Monitors the use, maintenance and safekeeping of office resources;
- Regulates processes of documentation, information retrieval and management within the Unit; and
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraise direct reports; and
- Undertake any other duties that may be assigned

### 5.0 **QUALIFICATION AND EXPERIENCE**

- Bachelors degree in Secretaryship and Management Studies or an equivalence discipline; and
- Minimum of 24 years progressive working experience as Stenographer Grade I/II in the Local Government Service or a comparable Public Sector organization.

### 6.0 **MODE OF ENTRY**

#### 6.1 **IN-SERVICE**

A Chief Private Secretary who has served a minimum of 5 years is eligible for promotion to the grade of Office Manager; and must pass a promotion interview.

#### 6.2 **DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

### 7.0 **CAREER PROGRESSION**

This is a terminal grade.

### 8.0 **TRAINING**

- ICT;
- Communication Skills;
- Human Relations and Customer Care Skills;
- Course in Local Government Administration; and
- Office Management.

## CHIEF PRIVATE SECRETARY

### 1.0 **JOB TITLE:** CHIEF PRIVATE SECRETARY

### 2.0 **GRADE LEVEL:**

### 3.0 **JOB PURPOSE**

To ensure efficient secretarial duties in the organization

### 4.0 **JOB SUMMARY**

- Supervises the work of subordinates;
- Organizes meetings on request by a superior officer;
- Writes minutes and files of confidential documents;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraise direct reports; and
- Undertake any other duties that may be assigned.

### 5.0 **QUALIFICATION AND EXPERIENCE**

- Bachelors degree in Secretaryship and Management Studies or its equivalence; and
- Minimum of 21 years progressive working experience as Stenographer Grade I/II in the Local Government Service or a comparable Public Sector organization.

### 6.0 **MODE OF ENTRY**

#### 6.1 **IN-SERVICE**

A Principal Private Secretary who has served a minimum of 5 years is eligible for promotion to the grade of Chief Private Secretary; and must pass a promotion interview.

#### 6.2 **DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

### 7.0 **CAREER PROGRESSION**

A Chief Private Secretary is eligible for promotion to the grade of an Office Manager after having served a minimum of 5 years satisfactory service; and must pass a promotion interview.

### 8.0 **TRAINING**

- ICT;
- Communication Skills;
- Human Relations and Customer Care Skills;
- Course in Local Government Administration; and
- Office Management.

## PRINCIPAL PRIVATE SECRETARY

### 1.0 **JOB TITLE** : PRINCIPAL PRIVATE SECRETARY

### 2.0 **GRADE LEVEL** :

### 3.0 **JOB PURPOSE**

To assist in efficient performance of secretarial duties

### 4.0 **JOB SUMMARY**

- Institutes procedures and measures to regulate the activities of subordinate Secretaries;
- Ensures the regular update and filing of official correspondence;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraise direct reports; and
- Undertake any other duties that may be assigned.

### 5.0 **QUALIFICATION AND EXPERIENCE**

- Bachelors degree in Secretaryship and Management Studies or an equivalence discipline;
- Minimum of 18 years progressive working experience as Stenographer Grade I/II in the Local Government Service or a comparable Public Sector organization.

### 6.0 **MODE OF ENTRY**

#### 6.1 **IN-SERVICE**

A Senior Private Secretary who has served a minimum of 3 years is eligible for promotion to the grade of Principal Private Secretary; and must pass a promotion interview.

#### 6.2 **DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

### 7.0 **CAREER PROGRESSION**

A Principal Private Secretary is eligible for promotion to the grade of a Chief Private Secretary after having served a minimum of 5 years satisfactory service; and must pass a promotion interview.

### 8.0 **TRAINING**

- Office Management;
- Course in Local Government Administration;
- ICT; and
- Customer Care Skills.



## SENIOR PRIVATE SECRETARY

1.0 **JOB TITLE:** SENIOR PRIVATE SECRETARY

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To offer secretarial services to the head of the organization

4.0 **JOB SUMMARY**

- Initiates systems that ensure proper filing of official documents and information retrieval;
- Advises on the provision and maintenance of office equipment;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraise direct reports; and
- Undertakes any other duties that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- Bachelors degree in Secretaryship, Management Studies, Public Administration or a suitable equivalence discipline; and
- Minimum of 15 years of progressive working experience as Stenographer Grade I/II in the Local Government Service or a comparable Public Sector organization.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

A Private Secretary who has served a minimum of 5 years is eligible for promotion to the grade of Senior Private Secretary; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview

7.0 **CAREER PROGRESSION**

A Senior Private Secretary is eligible for promotion to the grade of a Principal Private Secretary after having served a minimum of 3 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Administrative Skills and Office Management;
- ICT;
- Customer Service Skills; and
- Course in Local Government Administration.

## PRIVATE SECRETARY

1.0 **JOB TITLE:** PRIVATE SECRETARY

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To provide secretarial services to management

4.0 **JOB SUMMARY**

- Assists in typing, cross-checking and organizing official documentation;
- Prepares minutes of proceedings during meetings and conferences;
- Manages appointments for senior management;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraise direct reports; and
- Undertake any other duties that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- Bachelors degree in Secretaryship and Management Studies, Public Administration or its equivalence; and
- Minimum of 12 years of progressive working experience in the Local Government Service or a comparable Public Sector organization.

6.0 **MODE OF ENTRY**

6.1 **IN SERVICE**

A Stenographer Secretary who has served a minimum of 3 years is eligible for promotion to the grade of Private Secretary; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Private Secretary is eligible for promotion to the grade of Senior Private Secretary after having served a minimum of 5 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Communication Skills;
- ICT;
- Records Keeping; and
- Course in Local Government Administration.

## STENOGRAPHER SECRETARY

### 1.0 **JOB TITLE:** STENOGRAPHER SECRETARY

### 2.0 **GRADE LEVEL:**

### 3.0 **JOB PURPOSE**

To undertake secretarial and other duties that may be assigned from time to time.

### 4.0 **JOB SUMMARY**

- Records minutes of meetings;
- Types official correspondence and report;
- Manages confidential documents;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraise direct reports; and
- Undertake any other duties that may be assigned.

### 5.0 **QUALIFICATION AND EXPERIENCE**

- Diploma/HND in Secretaryship and Management Studies or its equivalence; and
- Minimum of 3 years of progressive working experience as a Stenographer Grade I/II in the Local Government Service or a comparable Public Sector organization.

### 6.0 **MODE OF ENTRY**

#### 6.1 **IN-SERVICE**

A Stenographer Grade I/II who has served a minimum of 3 years is eligible for promotion to the grade of Stenographer Secretary; and must pass a promotion interview.

#### 6.2 **DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

### 7.0 **CAREER PROGRESSION**

A Stenographer Secretary is eligible for promotion to the grade of Private Secretary after having served a minimum of 3 years satisfactory service; and must pass a promotion interview.

### 8.0 **TRAINING**

- Customer Relational Skills;
- ICT;
- General Office Management; and
- Course in Local Government Administration.

## STENOGRAPHER GRADE I/II

1.0 **JOB TITLE:** STENOGRAPHER GRADE I/II

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To assist in the performance of routine secretarial duties

4.0 **JOB SUMMARY**

- Keeps records of correspondence;
- Answers telephone calls and responds to;
- Types official correspondence;
- Receives visitors in the organization;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraise direct reports; and
- Undertakes any other duties that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- Diploma in Secretaryship or an equivalence certification from a recognized institution; and
- Minimum of 3 years of progressive working experience as a Typist Grade I/II in the Local Government Service or a comparable Public Sector organization.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

A Typist Grade I/II who has served a minimum of 3 years is eligible for promotion to the grade of Stenographer Grade I/II; and must pass a promotion examination organized by the Public Service Commission.

6.3 **DIRECT**

By external advertisement based on the qualifications stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Stenographer Grade I/II is eligible for promotion to the grade of a Stenographer Secretary after having served a minimum of 3 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Time Management and Office Procedures;
- ICT;
- Effective Management of Client Requests;
- Language Proficiency e.g. English; and
- Course in Local Government Administration.

## **TYPIST GRADE I/II**

1.0 **JOB TITLE:** TYPIST GRADE I/II

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To perform secretarial and clerical duties

4.0 **JOB SUMMARY**

- Types official reports, speeches and minutes;
- Assists in the receipt and dispatch of correspondence;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraise direct reports; and
- Undertake any other duties that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- SSSCE/WASSCE or its equivalence; and
- Minimum of 3 years of progressive working experience as a Receptionist/Telephonist in the Local Government Service or a comparable Public Sector organization.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

A Receptionist/Telephonist who has served a minimum of 3 years is eligible for promotion to the grade of Typist Grade I/II; and must pass a promotion examination organized by the Public Services Commission.

6.2 **DIRECT**

By external advertisement based on the qualification and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Typist Grade I/II is eligible for promotion to the grade of Stenographer Grade I/II after having served a minimum of 3 years satisfactory service; and must pass a promotion examination organized by the Public Services Commission.

8.0 **TRAINING**

- ICT;
- Report Writing and Documentation;
- Time and Records Management;
- Language Proficiency Skills in English; and
- Course in Local Government Administration.

## RECEPTIONIST/ TELEPHONIST

1.0 **JOB TITLE:** RECEPTIONIST/ TELEPHONIST

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To provide front desk services.

4.0 **JOB SUMMARY**

- Receives and answers telephone calls and enquiries;
- Maintains accurate records about visitors;
- Directs clients and visitors to appropriate officers; and
- Undertake any other duties that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- SSSCE/WASSCE or its equivalence; and
- Diploma in Public Relations, Telecommunication Studies or its equivalence.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

Not promotional

6.2 **DIRECT**

By external advertisement based on the qualification stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Receptionist/Telephonist is eligible for promotion to the grade of a Typist Grade I/II after having served a minimum of 3 years satisfactory service; and must pass a promotion examination organized by the Public Services Commission.

8.0 **TRAINING**

- Customer Care and Client Relations;
- Telephone Calls and Client Attitude Management;
- Management of Confidential Information;
- Effective Communication Skills; and
- Course in Local Government Administration.

## **2. ADMINISTRATIVE GROUP**

### **2.4 SECURITY CLASS**

#### **Objectives of the Security Class**

The objectives of the Security Class are:

- To protect government institutions as well as life against any threats;
- To ensure that individuals conduct themselves well during functions; and
- To ensure that security services.

#### **STAFFING STURCTURE**

- Chief Security Officer
- Deputy Chief Security Officer
- Principal Security Officer
- Senior Security Officer
- Security Officer
- Assistant Security Officer

## CHIEF SECURITY OFFICER

1.0 **JOB TITLE:** CHIEF SECURITY OFFICER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To provide leadership for the enforcement of security measures in the Service.

4.0 **JOB SUMMARY**

- Heads the Security Unit of the Service;
- Liaises with the Security Services to address security related matters;
- Plans and executes security measures in the organization;
- Reviews security measures periodically;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraise direct reports; and
- Undertake any other duties that may be assigned

5.0 **QUALIFICATION AND EXPERIENCE**

- Diploma in the Social Sciences or an equivalent qualification in crime prevention; and
- Minimum of 15 years of progressive working experience as an Assistant Security Officer in the Local Government Service or a comparable Public Sector organization or private security organization.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

A Deputy Chief Security Officer who has served a minimum of 5 years is eligible for promotion to the grade of Chief Security Officer; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

This is a terminal grade.

8.0 **TRAINING**

- Security Risk Management Course;
- Senior Management Course;
- ICT; and
- Course in Local Government Administration.



## DEPUTY CHIEF SECURITY OFFICER

1.0 **JOB TITLE:** DEPUTY CHIEF SECURITY OFFICER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To provide general guidance and direction on security issues

4.0 **JOB SUMMARY**

- Conducts performance review of security guards;
- Provides guidance for the training and development of security guards;
- Leads the demolition of unauthorized buildings and structures;
- Ensures the payment of fines imposed on by-laws violators in the Service;
- Prepares and submits reports on operations of the unit;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraise direct reports; and
- Undertake any other duties that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- Diploma in Social Sciences or an equivalent qualification; and
- Minimum of 12 years of progressive working experience as an Assistant Security Officer in the Local Government Service or a comparable Public Sector organization or private security organization.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

A Principal Security Officer who has served a minimum of 3 years is eligible for promotion to the grade of Deputy Chief Security Officer; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Deputy Chief Security Officer is eligible for promotion to the grade of Chief Security Officer after having served a minimum of 5 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Security Training at Police/Military Establishment;
- Drill and Duties Course;
- Security Management Course;
- Change Management Course; and
- Course in Local Government Administration.

## PRINCIPAL SECURITY OFFICER

1.0 **JOB TITLE:** PRINCIPAL SECURITY OFFICER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To coordinate and enforce by-laws and security regulations, procedures and policies within the Local Government (LGS)

4.0 **JOB SUMMARY**

- Administers the Security Unit;
- Assigns subordinate Security Guards to direct road traffics in strategic locations;
- Contributes to the implementation of staff appraisal process;
- Prepares duty rosters to guide the daily activities and work of Security Guards;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraise direct reports; and
- Undertake any other duties that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- Diploma in Social Sciences or its equivalent; and
- Minimum of 9 years of progressive working experience as an Assistant Security Officer in the Local Government Service or a comparable Public Sector organization or private security organization

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

A Senior Security Officer who has served a minimum of 4 years is eligible for promotion to the grade of Principal Security Officer; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

An Principal Security Officer is eligible for promotion to the grade of Deputy Chief Security Officer after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Criminology and Psychology;
- Report Writing Skills;
- Crime Prevention Course;
- Motor Traffic Regulations;
- ICT; and
- Course in Local Government Administration.

## SENIOR SECURITY OFFICER

1.0 **JOB TITLE:** SENIOR SECURITY OFFICER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To supervise Security Guards in the protection of life and property in the LGS.

4.0 **JOB SUMMARY**

- Investigates cases of misconduct and submits report;
- Assists in the enforcement of security related regulations and operational policies;
- Monitors vehicular and pedestrian movements to ensure they use approved routes;
- Performs guard duties at public functions;
- Provides security to the Revenue Mobilization team;
- Prepares and monitors the implementation of the security work plan of sub-metro;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraise direct reports; and
- Undertake any other duties that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- Diploma in Social Sciences or an equivalent qualification; and
- Minimum of 8 years of progressive working experience as an Assistant Security Officer in the Local Government Service or a comparable Public Sector organization or private security organization.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

A Security Officer who has served a minimum of 4 years is eligible for promotion to the grade of Senior Security Officer; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on the qualification and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Senior Security Officer is eligible for promotion to the grade of Principal Security Officer after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Drill and Duties Course;
- Supervisory Management Practice;
- Physical Security and Crime Prevention Course;
- Personnel Security/VVIP Security Training;
- Course in Local Government Administration;
- Unarmed Combat Training; and
- ICT.

## SECURITY OFFICER

1.0 **JOB TITLE:** SECURITY OFFICER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To enforce compliance with bye-laws

4.0 **JOB SUMMARY**

- Receives complaints on assault and petty stealing within the organization;
- Assigns tasks to subordinate staff;
- Records daily occurrence in the Post Diary/Daily Occurrence Book;
- Provides day and night guard duties at designated offices and premises;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraise direct reports; and
- Undertake any other duties that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- SSSCE/WASSCE/Retired Military/Police Personnel or its equivalence; and
- Minimum of 4 years of progressive working experience as an Assistant Security Officer in the Local Government Service or a comparable Public Sector organization or private security.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

An Assistant Security Officer who has served a minimum of 4 years is eligible for promotion to the grade of Security Officer; and must pass a promotion examination organized by the Public Service Commission.

6.2 **DIRECT**

By external advertisement based on the qualification and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Security Officer is eligible for promotion to the grade of Senior Security Officer after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Drill and Duties Course;
- Basic Police Duties;
- Route Signing Drills;
- Physical Security and Crime Prevention Course;
- Unarmed Combat Training;
- Investigative Report Writing;
- Interrogation Skills;
- Crime Scene Processing; and
- Course in Local Government Administration.

## ASSISTANT SECURITY OFFICER

1.0 **JOB TITLE** : ASSISTANT SECURITY OFFICER

2.0 **GRADE LEVEL**:

3.0 **JOB PURPOSE**

To protect and safety of life and properties of the organization

4.0 **JOB SUMMARY**

- Performs general and frontline staff duties;
- Directs traffic at selected busy road intersections;
- Controls zebra crossing to ensure the safety of both drivers and pedestrians;
- Provides security at lorry parks, markets and ceremonial routes;
- Performs guard duties at offices and residential premises;
- Participates in the removal and demolition of unauthorized structures;
- Enforces bye-laws of the MMDAs; and
- Undertakes any other duties that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

SSSCE/WASSCE or its equivalent

6.0 **MODE OF ENTRY**

6.3 **IN-SERVICE**

Not promotional

6.3 **DIRECT**

By external advertisement based on the qualification stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

An Assistant Security Officer is eligible for promotion to the grade of a Security Officer after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Drill and Duties Course;
- Basic Police Duties;
- Health and Safety Course;
- Fire Fighting/Prevention Training;
- Report Writing Skills and Interrogation Skills; and
- Course in Local Government Administration.

## **2. ADMINISTRATIVE GROUP CLASSES**

### **2.5 TRANSPORT CLASS**

#### **Objectives of the Transport Class**

The objectives of Transport Class are to:

- Prepare transport budget and monitor daily use of vehicles;
- Advise senior management on the status of obsolete vehicles;
- Implement transport policies and services; and
- Advise on the purchase of new vehicles, repairs and maintenance.

#### **STAFFING STRUCTURE**

- Transport Manager
- Principal Transport Officer
- Senior Transport Officer
- Transport Officer
- Assistant Transport Officer
- Chief Driver/Yard Foreman
- Driver Mechanics Grade I and II
- Tractor Operator I, II
- Driver Grade I and II

## TRANSPORT MANAGER

1.0 **JOB TITLE:** TRANSPORT MANAGER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To manage the Transport Unit in the Service.

4.0 **JOB SUMMARY**

- Leads in the formulation and implementation of transport policies;
- Advises on the purchase of new vehicles and spare parts;
- Regulates and monitors the utilization of all official vehicles;
- Ensures efficient use of financial resources and the maintenance of vehicles;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraise direct reports; and
- Undertake any other duties that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- Bachelors degree in Auto/Mechanical Engineering or its equivalence from a recognized university; and
- Minimum of 24 years of progressive working experience in the Local Government Service or a comparable Public Sector organization.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

A Principal Transport Officer who has served a minimum of 5 years is eligible for promotion to the grade of Transport Manager; and must pass a promotion interview.

6.2 **DIRECT**

- By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

This is a terminal grade.

8.0 **TRAINING**

- ICT;
- Transport Systems and Defensive Driving;
- Transport Policy and Safety; and
- Course in Local Government Studies.

## PRINCIPAL TRANSPORT OFFICER

1.0 **JOB TITLE:** PRINCIPAL TRANSPORT OFFICER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To coordinate the implementation of transport policies and programmes in the Service.

4.0 **JOB SUMMARY**

- Supervises the Drivers and Transport officers;
- Advises management on the status of vehicles;
- Advises on the status of obsolete vehicles and the mechanisms of auction; and
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraise direct reports; and
- Undertake any other duties that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- Bachelors degree in Auto/Mechanical Engineering; and
- Minimum of 21 years of progressive working experience in the Local Government Service or a comparable Public Sector organization.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

A Senior Transport Officer who has served a minimum of 4 years is eligible for promotion to the grade of Principal Transport Officer; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Principal Transport Officer is eligible for promotion to the grade of Transport Manager after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Personnel Management;
- ICT;
- Workshop on Management and Vehicle Maintenance; and
- Course in Local Government Administration.



## SENIOR TRANSPORT OFFICER

1.0 **JOB TITLE:** SENIOR TRANSPORT OFFICER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To provide operational support in the implementation of transport policies and programmes

4.0 **JOB SUMMARY**

- Keeps records on the operation vehicles;
- Organizes tests and certification for road worthiness;
- Regulates the use of vehicle;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraise direct reports; and
- Undertakes any other duties that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- HND in Auto/Mechanical Engineering;
- At least 18 years of progressive working experience in the Local Government Service or a comparable Public Sector organization; and
- Possess a valid driving license issued by the DVLA.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

A Transport Officer who has served a minimum of 3 years is eligible for promotion to the grade of Senior Transport Officer; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement and interview based on the qualification and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Senior Transport Officer who has satisfactorily completed 5 years service and passed a promotion interview is qualified to be promoted to the grade of Principal Transport Officer.

8.0 **TRAINING**

- Defensive Driving;
- Management and Vehicle Maintenance; and
- Course in Local Government Administration.

## TRANSPORT OFFICER

### 1.0 **JOB TITLE:** TRANSPORT OFFICER

### 2.0 **GRADE LEVEL:**

### 3.0 **JOB PURPOSE**

To lead front line staff in the implementation of transport programmes.

### 4.0 **JOB SUMMARY**

- Supervises the Drivers and Assistant Transport Officers;
- Prepares the operational transport budget;
- Provides data on the status of obsolete vehicles;
- Schedules the routes and usages of vehicles by Drivers;
- Prepares maintenance schedules for spare parts and lubricant requisition;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraise direct reports; and
- Undertake any other duties that may be assigned.

### 5.0 **QUALIFICATION AND EXPERIENCE**

- HND in Auto or Mechanical Engineering or equivalent;
- Valid Driving License issued by the DVLA (Ghana); and
- Minimum of 15 years of progressive working experience in the Local Government Service or a comparable Public Sector organization.

### 6.0 **MODE OF ENTRY**

#### 6.1 **IN-SERVICE**

An Assistant Transport Officer who has served a minimum of 4 years is eligible for promotion to the grade of Transport Officer; and must pass a promotion interview

#### 6.2 **DIRECT**

By external advertisement and interview based on the qualifications and experience stated above (5.0) and must pass a selection interview.

### 7.0 **CAREER PROGRESSION**

A Transport Officer is eligible for promotion to the grade of Senior Transport Officer after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

### 8.0 **TRAINING**

- Defensive Driving;
- Management and Vehicle Maintenance; and
- Course in Local Government Administration.

## ASSISTANT TRANSPORT OFFICER

1.0 **JOB TITLE:** ASSISTANT TRANSPORT OFFICER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To provide technical support for the implementation of transport programmes

4.0 **JOB SUMMARY**

- Undertakes routine assessment of the vehicles;
- Prepares road worthiness and accident reports;
- Collect data on movement for decision making
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraise direct reports; and
- Undertake any other duties that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- SSSCE/WASSCE, NVTI or Technicians Part III; and
- Possess a valid Driving License issued by the DVLA (Ghana); and
- Minimum of 12 years of progressive working experience as a Driver Grade I/II in the Local Government Service or a comparable Public Sector organization.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

A Yard Foreman who has served a minimum of 4 years is eligible for promotion to the grade of Assistant Transport Officer; and must pass a promotion interview

6.2 **DIRECT**

By external advertisement and interview based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

An Assistant Transport Officer is eligible for promotion to the grade of Transport Officer after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Defensive Driving;
- Management and Vehicle Maintenance; and
- Course in Local Government Administration.

## **YARD FOREMAN**

1.0 **JOB TITLE:** YARD FOREMAN

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To manage the transport fleets and associated staff

4.0 **JOB SUMMARY**

- Manages the daily movement of vehicles;
- Ensures that all vehicles are roadworthy and available for work at all times;
- Plans the maintenance schedules of the vehicles;
- Facilitates the procurement of required spare parts;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraise direct reports; and
- Undertake any other duties that may be assigned

5.0 **QUALIFICATION AND EXPERIENCE**

- SSSCE/WASSCE with valid license and a minimum of 12 years experience in vehicle maintenance.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

A Driver Mechanic/Driver Grade I/II who has served a minimum of 4 years is eligible for promotion to the grade of Yard Foreman; and must pass a promotion interview

6.2 **DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

This is a terminal grade.

8.0 **TRANINIG**

- Defensive Driving;
- Management and Vehicle Maintenance; and
- Course in Local Government Administration.

## **DRIVER MECHANIC/DRIVER GRADE I/II**

1.0 **JOB TITLE:** DRIVER MECHANIC/DRIVER GRADE I/II

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To drive and service vehicles

4.0 **JOB SUMMARY**

- Undertakes first line servicing of vehicles assigned to him;
- Undertakes periodic maintenance of vehicles;
- Undertakes driving activities;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraise direct reports; and
- Undertake any other duties that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

NVTI/Master Craftsman Certificate, EET I/II with minimum of 5 year driving experience with license F.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

Internal promotion and interview

6.2. **DIRECT**

By external advertisement based on the qualification and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Driver Mechanic/Grade I is eligible for promotion to the grade of Senior Driver Mechanic/Chief Driver after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Defensive Driving;
- Management and Vehicle Maintenance; and
- Course in Local Government Administration.

## TRACTOR OPERATOR I/II

1.0 **JOB TITLE:** TRACTOR OPERATOR I/II

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To operate a tractor for official duties

4.0 **JOB SUMMARY**

- Collects refuse to the landfill sites;
- Carts waste materials from factories, construction sites and materials distilled from drains to landfill sites;
- Participates in clean up campaigns; and
- Undertakes first line servicing of the equipment
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraise direct reports; and
- Undertake any other duties that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- Professional Driving License grade F; and
- WASSCE/BECE.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

Internal adverts and passing aptitude test conducted by the Transport Officer

6.2 **DIRECT**

By external advertisement and practical interview conducted by the Testing Officer of the DVLA.

7.0 **CAREER PROGRESSION**

A Tractor Operator Grade III is eligible for promotion to the grade of a Tractor Operator Grade II after service; and must pass examinations organized by the DVLA.

8.0 **TRAINING**

- Defensive Driving;
- Management and Vehicle Maintenance; and
- Course in Local Government Administration.

## **DRIVER GRADE I/II**

1.0 **JOB TITLE:** DRIVER GRADE I/II

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To convey staff and material items to assigned destinations.

4.0 **JOB SUMMARY**

- Undertakes driving duties;
- Conducts routine checks on fuel levels and lubricants;
- Undertakes washing of official vehicles; and
- Undertake any other duties that may be assigned

5.0 **QUALIFICATION AND EXPERIENCE**

- WASSCE/SSSCE with at least 2 years of driving experience in a reputable institution and
- Possess a Driving License issued by the DVLA.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

Not promotional.

6.2 **DIRECT**

By internal advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Driver Grade I/II is eligible for promotion to the grade of Driver Grade I after periodically undertaking on the job training; and must pass a promotion interview

8.0 **TRAINING**

- Traffic Regulations and Transport Policies;
- Defensive Driving;
- Management and Vehicle Maintenance; and
- Course in Local Government Administration.

## **2. ADMINISTRATIVE GROUP**

### **2.6 AUXILIARY CLASS**

#### **Objectives of the Auxiliary Class**

- Responsible for routine task such as cleaning;
- Maintain institutional premises;
- Running official errands and dispatching letters;
- Assists with information storage and retrieval.

#### **1.6.1 STAFFING STRUCTURE**

##### **Labourers**

- Chief Headman
- Headman
- Labourer

##### **Messengers**

- Chief Messenger
- Assistant Messenger
- Messenger



## LABOURERS

### CHIEF HEADMAN

1.0 **JOB TITLE:** CHIEF HEADMAN

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To undertakes routine staff check and ensure that equipments are properly utilized and maintained.

4.0 **JOB SUMMARY**

- Leads and supervises subordinates to undertake routine tasks such as cleaning;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraise direct reports; and
- Undertake any other duties that may be assigned

5.0 **QUALIFICATION AND EXPERIENCE**

- SSSCE/WASSCE with minimum of 8 years progressive working experience in the Local Government Service or comparable Public Sector organization; or
- BECE with minimum of 9 years progressive working experience in the Local Government Service or comparable Public Sector organization

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

A Headman who has served a minimum of 4 years is eligible for promotion to the grade of Chief Headman; and must pass a promotion interview.

7.0 **CAREER PROGRESSION**

Not promotional.

8.0 **TRAINING**

- Course in Local Government Administration;
- ICT; and
- Communication Skills.

## HEADMAN

1.0 **JOB TITLE:** HEADMAN

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

Monitors and controls the activities of the subordinate employees in the organization.

4.0 **JOB SUMMARY**

- Responsible for cleaning and maintaining institutional premises;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other duties that may be assigned

5.0 **QUALIFICATION AND EXPERIENCE**

- BECE with
- Minimum of 8 years of progressive working experience in the Local Government Service or a comparable Public Sector organization.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

A labourer who has served a minimum of 4 years is eligible for promotion to the grade of Headman; and must pass a promotion interview.

7.0 **CAREER PROGRESSION**

A Headman is eligible for promotion to the grade of Chief Headman after having served a minimum of 4 years satisfactory service; and must pass a promotion interview

8.0 **TRAINING**

- Course in Local Government Administration;
- ICT; and
- Communication Skills.

## LABOURER

1.0 **JOB TITLE:** LABOURER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To undertake routine cleaning and maintenance of equipment

4.0 **JOB SUMMARY**

- Keeps the environment clean;
- Cleans the facilities of the institutions;
- Maintains the landscape of any institution and any other duties assigned; and
- Undertakes any other duties that may be assigned

5.0 **QUALIFICATION AND EXPERIENCE**

BECE

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

Not promotional

6.2 **DIRECT**

By external advertisement based on the qualification stated above (5.0) and must pass a selection interview or through the Labour Office or other channel.

7.0 **CAREER PROGRESSION**

A Labourer is eligible for promotion to the grade of Headman after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Induction training;
- ICT; and
- Communication Skills.

## MESSENGERS

### CHIEF MESSENGER

1.0 **JOB TITLE:** CHIEF MESSENGER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

Supervises subordinates in the delivery of official messages.

4.0 **JOB SUMMARY**

- Prepares work schedule for the Class;
- Reports on the activities of the Class;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraise direct reports; and
- Undertake any other duties that may be assigned

5.0 **QUALIFICATION AND EXPERIENCE**

- SSSCE/WASSCE; and
- Minimum of 8 years of progressive working experience as a Messenger in the Local Government Service or a comparable Public Sector organization.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

An Assistant Chief Messenger who has served a minimum of 4 years is eligible for promotion to the grade of Chief messenger; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement and interview based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION:**

Not promotional.

8.0 **TRAINING**

- ICT;
- Communication Skills; and
- Course in Local Government Administration

## ASSISTANT CHIEF MESSENGER

1.0 **JOB TITLE:** ASSISTANT CHIEF MESSENGER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To assist in supervision of subordinates.

4.0 **JOB SUMMARY**

- Writes reports and submits copies to the Chief Messenger;
- Moves of files and other documents for proper safe keeping;
- Undertakes errands;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraise direct reports; and
- Undertakes any other duties that may be assigned

5.0 **QUALIFICATION AND EXPERIENCE**

- WASSCE/SSSCE or its equivalent; and
- Minimum of 4 years progressive working experience as a Messenger in the Local Government Service or a comparable Public Sector organization.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

A Messenger qualifies for promotion to the grade of Assistant Chief Messenger after 4 years of satisfactory service.

6.2 **DIRECT**

By external advertisement based on the qualification and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

An Assistant Chief Messenger is eligible for promotion to the grade of Chief Messenger after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- ICT;
- Communication Skills; and
- Course in Local Government Administration.

## MESSENGER

1.0 **JOB TITLE:** MESSENGER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE:**

To deliver official messages from one office to the other and to partner organizations

4.0 **JOB SUMMARY**

- Moves of documents;
- Runs errands;
- Undertakes photocopying and comb binding of documents; and
- Undertakes any other duties that may be assigned

5.0 **QUALIFICATION AND EXPERIENCE**

WASSCE/SSSCE or its equivalence

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

Not promotional

6.2 **DIRECT**

By external advertisement based on the qualification stated above (5.0) and must pass a selection interview or through the Labour Office or other channel.

7.0 **CAREER PROGRESSION**

A Messenger is eligible for promotion to the grade of an Assistant Chief Messenger after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Induction training;
- ICT; and
- Communication Skills

### **3. ENGINEERING GROUP CLASS**

#### **3.1 ENGINEERING CLASS**

##### **Objectives of the Engineering Class**

The objectives of the Engineering Class are to:

- Formulate policies for the efficient management and administration of the Class;
- Provide technical backstopping for the RCCs and MMDAs;
- Offer technical assistance to the LGSS, RCCs and MMDAs in all engineering matters

##### **STAFFING STRUCTURE**

###### **Professional Class**

- Chief Engineer
- Principal Engineer
- Senior Engineer
- Engineer
- Assistant Engineer

###### **Sub-professional Class**

- Chief Technician Engineer/Chief Engineering Technician
- Assistant Chief Technician Engineer/ Assistant Chief Engineering Technician
- Principal Technician Engineer/Principal Engineering Technician
- Senior Technician Engineer/Senior Engineering Technician
- Technician Engineer/Engineering Technician

## CHIEF ENGINEER

1.0 **JOB TITLE:** CHIEF ENGINEER (CIVIL, ELECTRICAL, MECHANICAL, ETC)

1.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

Advise on all engineering matters practice in the Service.

4.0 **JOB SUMMARY:**

- Participates in the preparation of annual budgets ;
- Formulates policies for the efficient management and administration of the Class;
- Sets up (in collaboration with the relevant institutions) appropriate technical standards and specifications;
- Heads the appropriate engineering branch;
- Supervises the work of technical heads in the Service and also appraises them;
- Evaluates technical and economic context of consultancy proposals submitted to the Service by both local and foreign consultants;
- Advises on procurement of works, goods and services;
- Participates in the administration and management of contracts;
- Provides technical backstopping;
- Ensure the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertake any other duties that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- Bachelors degree in Engineering and Masters degree in Engineering 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; and
- Member of a recognized professional body.

6.0 **MODE OF ENTRY**

6.2 **IN-SERVICE**

A Principal Engineer who has served a minimum of 5 years is eligible for promotion to the grade of Chief Engineer; and must pass a promotion interview.

6.1 **DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION:**

This is a terminal grade

8.0 **TRAINING**

- Project Management;
- Corporate Planning;
- Chief Executive Course;



- Human Relations;
- ICT;
- Contract Administration and Management;
- Communication skills; and
- Course in Local Government Administration.

## PRINCIPAL ENGINEER

1.0 **JOB TITLE:** PRINCIPAL ENGINEER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

Provides technical advice to the Local Government Service in all engineering programmes and projects and oversees the implementation of all engineering works in the organization.

4.0 **JOB SUMMARY**

- Plans, designs and implements projects
- Provides technical backstopping;
- Monitors and evaluates projects;
- Prepares annual budget
- Coordinates procurement and contract administration;
- Ensure the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertake any other duties that may be assigned

5.0 **QUALIFICATION AND EXPERIENCE**

- Bachelors degree in Engineering and Masters degree in Engineering or relevant discipline;
- Minimum of 10 years progressive working experience in the Local Government Service or a comparable Public Sector organization of which at least 4 years must be in a Senior Management level; and
- Member of a recognized professional body.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE:**

A Senior Engineer who has served a minimum of 4 years is eligible to be promoted to the grade of Principal Engineer; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Principal Engineer is eligible for promotion to the grade of Chief Engineer after having served a minimum of 5 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Technical and Financial Proposal Writing Techniques;
- Contract and Procurement Administration;
- Management and Leadership Skills;
- ICT training;
- Construction & Project Management course

- Course in Local Government Administration

## SENIOR ENGINEER

1.0 **JOB TITLE:** SENIOR ENGINEER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To provide lead role in engineering services in the Local Government Service (LGS).

4.0 **JOB SUMMARY**

- Plans, designs and implements projects;
- Provides technical backstopping;
- Participates in procurement and contract administration;
- Participates in the preparation of annual budget;
- Ensure the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertake any other duties that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- Bachelors degree in Engineering or relevant discipline;
- Minimum of 8 years of progressive working experience in the Local Government Service or a comparable Public Sector organization; and
- Member of a recognized professional body.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

An Engineer who has served a minimum of 4 years is eligible for promotion to the grade of Senior Engineer; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement and interview based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Senior Engineer is eligible for promotion to the grade of Principal Engineer after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Technical and Financial Proposal Writing skills;
- Contract Administration and Procurement;
- ICT training;
- Financial Planning and Control;
- Project Management; and
- Course in Local Government Administration;

## ENGINEER

1.0 **JOB TITLE:** ENGINEER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To provide frontline engineering services to the LGS.

4.0 **JOB SUMMARY**

- Participates in planning, designing and implementation of projects;
- Participates in procurement and contract administration;
- Ensure the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertake any other duties that may be assigned

5.0 **QUALIFICATION AND EXPERIENCE**

- Bachelors degree in Engineering or relevant discipline; and
- Minimum of 4 years of progressive working experience in the Local Government Service or a comparable Public Sector organization.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

An Assistant Engineer who has served a minimum of 4 years is eligible for promotion to the grade of Engineer; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

An Engineer is eligible for promotion to the grade of Senior Engineer after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Contract Administration and Procurement;
- Management Practices;
- ICT training;
- Basic design and supervision of works; and
- Course in Local Government Administration;

## ASSISTANT ENGINEER

1.0 **JOB TITLE:** ASSISTANT ENGINEER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To lead artisans/tradesmen and technician engineers in the provision of engineering services in the Local Government Service (LGS).

4.0 **JOB SUMMARY**

- Participates in the planning, design and implementation of projects;
- Participates in procurement and contract activities;
- Prepares draft designs and tender document in Engineering works;
- Writes and submits reports on all engineering activities undertaken;
- Facilitates the repairs and maintenance of equipment, vehicles and infrastructural facilities;
- Appraises direct reports; and
- Undertakes any other duties that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

Bachelors degree in Engineering.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

Not promotional

6.2 **DIRECT**

By external advertisement based on qualifications stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

An Assistant Engineer is eligible for promotion to the grade of Engineer after having completed a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Contract Administration and Procurement;
- Basic Management Practices;
- ICT training;
- Design and supervision of works; and
- Course in Local Government Administration;

## SUB PROFESSIONAL CLASS - TECHNICIAN ENGINEERS CLASS

### CHIEF TECHNICIAN ENGINEER/CHIEF ENGINEERING TECHNICIAN

1.0 **JOB TITLE:** CHIEF TECHNICIAN ENGINEER/CHIEF ENGINEERING TECHNICIAN

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To lead the provision of technical support and regulate the activities of the sub-professional class.

4.0 **JOB SUMMARY**

- Heads the sub-professional engineering class and regulates the activities of the class;
- Assists the professional engineering class in the administration of the section/department;
- Prepares reports on the status of vehicles, equipment and projects;
- Supervises projects and programmes;
- Ensure the development of the capabilities, skills and knowledge of staff;
- Appraises direct report; and
- Undertakes any other duties that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- Diploma/HND in Engineering or relevant discipline;
- CTC III/METC III/EETC III;
- Minimum of 12 years progressive working experience; and
- Member of a recognized professional body.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

An Assistant Chief Technician Engineer who has served a minimum of 4 years is eligible for promotion to the grade of a Chief Technician Engineer; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION:**

This is a terminal grade.

8.0 **TRAINING:**

- Public Procurement;
- Advanced Computer Models;
- Course in Local Government Administration; and
- Management Practices.
- Maintenance Management

## **ASSISTANT CHIEF TECHNICIAN ENGINEER**

1.0 **JOB TITLE:** ASSISTANT CHIEF TECHNICIAN ENGINEER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To provide on field technical leadership for the implementation of projects.

4.0 **JOB SUMMARY**

- Assists the Chief Technician Engineer in the administration of the Class;
- Plans and draws up maintenance programmes and schedules for vehicles, equipment and buildings;
- Prepares designs, drawings and specifications for projects and works;
- Carries out field visits to inspect equipment, plant and projects;
- Ensures that all facilities at the workshop are in good condition and adequate tools are provided;
- Liaises with finance and stores sections to procure needed spare parts and materials;
- Ensure the development of the capabilities, skills and knowledge of staff;
- Appraises direct report; and
- Undertakes any other duties that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- Diploma/HND in Engineering or relevant discipline;
- Minimum of 10 years of progressive working experience as a Principal Technician Engineer in the Local Government Service or a comparable Public Sector organization; and
- Member of a recognized professional association.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

A Principal Technician Engineer who has served a minimum of 4 years is eligible for promotion to the grade of Assistant Chief Technician Engineer; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7. **CAREER PROGRESSION**

An Assistant Chief Technician Engineer is eligible for promotion to the grade of Chief Technician Engineer after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8. **TRAINING**

- Public Procurement;
- Course Local Government Administration;
- Management Practices; and
- Maintenance Management



## PRINCIPAL TECHNICIAN ENGINEER

1.0 **JOB TITLE:** PRINCIPAL TECHNICIAN ENGINEER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To provide on field technical support for the implementation of projects

4.0 **JOB SUMMARY:**

- Assists the assistant chief technician engineer in the discharge of his/her duties
- implements maintenance programmes and plans
- Participates in field visits to inspect equipment, plants and projects;
- Prepare and submit field reports;
- Ensure the development of the capabilities, skills and knowledge of staff;
- Appraises direct report; and
- Undertakes any other duties that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- Diploma/HND in Engineering or relevant discipline;
- Minimum of 8 years of progressive working experience as a Senior Technician Engineer in the Local Government Service or a comparable Public Sector organization.
- Member of a recognized professional association.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

A Senior Technician Engineer who has served a minimum of 4 years is eligible for promotion to the grade of Principal Technician Engineer; and must pass a promotion examination.

6.2 **DIRECT**

By external advertisement based on the qualification and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Principal Technician Engineer is eligible for promotion to the grade of Assistant Chief Technician Engineer after having served a minimum of 4 years satisfactory service; and must pass a promotion examination.

8.0 **TRAINING**

- Public Procurement;
- ICT; and
- Course in Local Government Administration.

## **SENIOR TECHNICIAN ENGINEER**

1.0 **JOB TITLE:** SENIOR TECHNICIAN ENGINEER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To provide technical support for the implementation of projects

4.0 **JOB SUMMARY**

- Assists the principal engineer in the discharge of his duties;
- Directly supervises mechanics, tradesmen and artisans;
- Participates in field visits to inspect equipment, plans and projects; and
- Ensure the development of the capabilities, skills and knowledge of staff;
- Appraises direct report; and
- Undertakes any other duties that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- Diploma/HND in Engineering or relevant discipline;
- Minimum of 4 years of progressive working experience as a Technician Engineer in the Local Government Service or a comparable Public Sector organization.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

A Technician Engineer who has served a minimum of 4years is eligible for promotion to the grade of Senior Technician Engineer; and must pass a promotion examination.

6.2 **DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Senior Technician Engineer is eligible for promotion to the grade of a Principal Technician Engineer after having served a minimum of 4 years of satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- ICT;
- Project Management and Reporting; and
- Course in Local Government Administration.

## TECHNICIAN ENGINEER

1.0 **JOB TITLE:** TECHNICIAN ENGINEER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To provide technical support for the implementation of projects

4.0 **JOB SUMMARY**

- Assists the principal engineer in the discharge of his duties;
- Directly supervises mechanics, tradesmen and artisans; and
- Participates in field visits to inspect equipment, plans and projects

5.0 **QUALIFICATION AND EXPERIENCE**

- Diploma/HND in Engineering.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

Not promotional

6.2 **DIRECT**

By external advertisement based on the qualification stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Technician Engineer is eligible for promotion to the grade of a Senior Technician Engineer after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Induction training;
- ICT;
- Project Management and Reporting;
- Course in Local Government Administration;

### **3. ENGINEERING GROUP CLASS**

#### **3.2 ARCHITECTS CLASS**

##### **Objectives of the Architects Class**

The objectives of the Architects Class are to:

- Advise management and provide inputs for the formulation and implementation of architectural policies;
- Undertake site inspections to guide and advise on architectural projects;
- Prepare designs and approve architectural drawings on projects;
- Prepare modules of structures.

##### **STAFFING STRUCTURE**

- Chief Architect
- Principal Architect
- Senior Architect
- Architect
- Assistant Architect

## CHIEF ARCHITECT

1.0 **JOB TITLE:** CHIEF ARCHITECT

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To Coordinate and monitor Architectural projects.

4.0 **JOB SUMMARY**

- Approves conceptual designs and working drawings for building projects;
- Advises management and provides inputs for architectural policies;
- Monitors and evaluates architectural projects;
- Ensure the development of the capabilities, skills and knowledge of staff;
- Appraises direct report; and
- Undertakes any other duties that may be assigned.

5.0 **QUALIFICATIONS AND EXPERIENCE**

- Bachelors degree in Architecture plus postgraduate diploma in Architecture and Masters degree in Architecture 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; and
- Member of a recognized professional body.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

A Principal Architect who has served a minimum of 5 years is eligible for promotion to the grade of a Chief Architect; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

This is a terminal grade.

8.0 **TRAINING**

- Project Management;
- Management & Leadership Skills;
- Technical Proposal Writing;
- ICT;
- Contract Management; and
- Course in Local Government Administration

## PRINCIPAL ARCHITECT

### 1.0 **JOB TITLE:** PRINCIPAL ARCHITECT

### 2.0 **GRADE LEVEL:**

### 3.0 **JOB PURPOSE**

To coordinate and monitor activities on architectural designs and projects.

### 4.0 **JOB SUMMARY**

- Undertakes site inspections to advise on architectural projects;
- Advises Senior management and provides inputs for the formulation and implementation of architectural policies;
- Endorses payment certificates for works executed by contractors;
- Approves architectural designs and drawings;
- Monitors and evaluates projects;
- Ensure the development of the capabilities, skills and knowledge of staff;
- Appraises direct report; and
- Undertakes any other duties that may be assigned.

### 5.0 **QUALIFICATION AND EXPERIENCE:**

- Bachelors degree in Architecture plus postgraduate diploma in Architecture and Masters degree in Architecture or relevant discipline;
- Minimum of 10 years progressive working experience in the Local Government Service or a comparable Public Sector organization of which at least 4 years must be in a Senior Management level; and
- Member of a recognized professional body.

### 6.0 **MODE OF ENTRY**

#### 6.1 **IN-SERVICE**

A Senior Architect who has served minimum of 4 years is eligible for promotion to the grade of a Principal Architect; and must pass a promotion interview.

#### 6.2 **DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

### 7.0 **CAREER PROGRESSION**

A Principal Architect is eligible for promotion to the grade of Chief Architect after having served a minimum of 5 years satisfactory service; and must pass a promotion interview.

### 8.0 **TRAINING**

- Project Management;
- Management & Leadership Skills ;
- Technical and financial Proposal Writing;
- ICT training;
- Contract Administration; and
- Course in Local Government Administration

## SENIOR ARCHITECT

### 1.0 **JOB TITLE:** SENIOR ARCHITECT

### 2.0 **GRADE LEVEL:**

### 3.0 **JOB PURPOSE**

To advise on architectural aspects of project design, implementation and management.

### 4.0 **JOB SUMMARY**

- Ensures effective supervision of Architects;
- Prepares conceptual and sketch designs, working drawings and specification for building projects;
- Appraises direct report;
- Provides realistic inputs for the implementation of architectural policies;
- Ensure the development of the capabilities, skills and knowledge of staff;
- Appraises direct report; and
- Undertakes any other duties that may be assigned.

### 5.0 **QUALIFICATION AND EXPERIENCE**

- Bachelors degree in Architecture plus postgraduate diploma in Architecture;
- Minimum of 8 years of progressive working experience in the Local Government Service or a comparable Public Sector organization; and
- Member of a recognized professional body.

### 6.0 **MODE OF ENTRY**

#### 6.1 **IN-SERVICE**

An Architect who has served a minimum of 4 years is eligible for promotion to the grade of a Senior Architect; and must pass a promotion interview.

#### 6.2 **DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

### 7.0 **CAREER PROGRESSION**

A Senior Architect is eligible for promotion to the grade of a Principal Architect after having served a minimum 4 years satisfactory service; and must pass a promotion interview.

### 8.0 **TRAINING**

- Technical and financial Proposal Writing;
- Contract Administration;
- ICT;
- Project Management; and
- Course in Local Government Administration

## ARCHITECT

1.0 **JOB TITLE:** ARCHITECT

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To design and supervise building construction works.

4.0 **JOB SUMMARY**

- Prepares modules of completed structures;
- Formulates landscaping concepts and the design;
- Endorses payment certificates for works executed by Contractors;
- Checks and evaluates architectural designs especially building plans submitted by developers for permits; and
- Ensure the development of the capabilities, skills and knowledge of staff;
- Appraises direct report; and
- Undertakes any other duties that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- Bachelors degree in Architecture plus postgraduate Diploma in Architecture; and
- Minimum of 4 years of progressive working experience in the Local Government Service or a comparable Public Sector organization.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

An Assistant Architect who has served a minimum of 4 years is eligible for promotion to the grade of an Architect; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

An Architect eligible for promotion to the grade of a Senior Architect after having served a minimum 4 years satisfactory service; and must pass a promotion interview

8.0 **TRAINING**

- Contract Administration;
- ICT training;
- Management Skills; and
- Course in Local Governance Administration;



## ASSISTANT ARCHITECT

1.0 **JOB TITLE:** ASSISTANT ARCHITECT

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To participate in the preparation of architectural designs and assist in the supervision of construction works.

4.0 **JOB SUMMARY**

- Undertakes regular field inspection to conduct topographical survey of locations where buildings are to be sited;
- Prepares architectural designs for schools, markets and other related public facilities;
- Assists the supervision of building construction works;
- Assists in the preparation of progress reports; and
- Undertakes any other duties that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

Bachelors degree in Architecture plus postgraduate Diploma in Architecture.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE:**

Not by Promotion

6.2 **DIRECT**

By external advertisement based on qualifications stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

An Assistant Architect qualifies for promotion to the grade of an Architect after having completed 4 years satisfactory service; and passed a promotion interview.

8.0 **TRAINING**

- Induction Training;
- Public Procurement;
- ICT training;
- Technical Standards and Specifications; and
- Course in Local Government Administration.

### **3. ENGINEERING GROUP CLASS**

#### **3.3 ESTATE MANAGEMENT CLASS**

##### **Objectives of the Estate Management Class**

The objectives of the Estate Management Class are to:

- Formulate and implement estate management policies;
- Advises on all estate management issues and policies; and
- Prepares and updates records on the organization's properties and assets.

##### **STAFFING STRUCTURE**

###### **Professional class**

- Chief Estate Manager
- Principal Estate Manager
- Senior Estate Manager
- Estate Manager
- Assistant Estate Manager

###### **Sub-professional class**

- Chief Estate Officer
- Principal Estate Officer
- Senior Estate Officer
- Estate Officer
- Assistant Estate Officer

## CHIEF ESTATE MANAGER

1.0 **JOB TITLE:** CHIEF ESTATE MANAGER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To lead in the implementation of estate management policies.

4.0 **JOB SUMMARY**

- Responsible for all estate management issues of the organization;
- Advises on all estate management issues and policies;
- Establish, maintain and update assets register; and
- Ensure the development of the capabilities, skills and knowledge of staff;
- Appraises direct report; and
- Undertakes any other duties that may be assigned..

5.0 **QUALIFICATION AND EXPERIENCE**

- Masters degree in Land Economy, Estate Management 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; and
- Member of a recognized professional body.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

A Principal Estate Manager who has served a minimum of 5 years is eligible for promotion to the grade of a Chief Estate Manager; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

This is a terminal grade.

8.0 **TRAINING**

- Land Policy and Customary Land Laws;
- ICT Training;
- Management and Leadership Skills; and
- Course in Local Government Administration.

## PRINCIPAL ESTATE MANAGER

1.0 **JOB TITLE:** PRINCIPAL ESTATE MANAGER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To provide operational leadership in the management of the organizational assets.

4.0 **JOB SUMMARY**

- Directs and supervises on-going activities of the Estate Department;
- Writes and keeps reports on estate management activities;
- Advise on the disposal of obsolete assets of the organization;
- Coordinates the implementation of capacity building programmes; and
- Ensure the development of the capabilities, skills and knowledge of staff;
- Appraises direct report; and
- Undertakes any other duties that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- Masters degree in Land Economy, Estate Management or relevant discipline;
- Minimum of 10 years progressive working experience in the Local Government Service or a comparable Public Sector organization of which at least 4 years must be in a Senior Management level; and
- Member of a recognized professional body.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

A Senior Estate Manager who has served a minimum of 4 years is eligible for promotion to the grade of a Principal Estate Manager; and must pass a promotion interview.

6.2. **DIRECT**

By external advertisement based on qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Principal Estate Manager is eligible for promotion to Chief Estate Manager after having served a minimum of 5 years satisfactory service; and must pass promotion interview.

8.0 **TRAINING**

- Management and Supervisory Skills;
- Supervisory Skills;
- Public Procurement;
- ICT training; and
- Course in Local Government Administration.

## SENIOR ESTATE MANAGER

1.0 **JOB TITLE:** SENIOR ESTATE MANAGER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To support the management of assets of the Local Government Service.

4.0 **JOB SUMMARY**

- Collates and update data on all properties and assets of the organization;
- Advise on the acquisition and disposal of assets;
- Facilities the repair and maintenance of plants and equipment of the organization;
- Ensures judicious utilization of lands belonging to the Local Government Service;
- Ensure the development of the capabilities, skills and knowledge of staff;
- Appraises direct report; and
- Undertakes any other duties that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- Bachelors degree in Land Economy, Estate Management or relevant discipline; and
- Minimum of 8 years of progressive working experience in the Local Government Service or a comparable Public Sector organization.
- Member of a recognized professional body.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

An Estate Manager who has served a minimum of 4 years is eligible for promotion to the grade of Senior Estate Manager; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Senior Estate Manager is eligible for promotion to the grade of a Principal Estate Manager after having served a minimum of 4 years; and must pass a promotion interview.

8.0 **TRAINING**

- Laws on land administration;
- Public Procurement;
- Management & Leadership Skills;
- ICT; and
- Local Government Administration

## ESTATE MANAGER

1.0 **JOB TITLE:** ESTATE MANAGER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To assist in the implementation of estate management programmes.

4.0 **JOB SUMMARY**

- Assists in gathering and collation of estate management information;
- Undertakes routine inspection of assets and makes appropriate recommendation;
- Reports on estate management activities; and
- Ensure the development of the capabilities, skills and knowledge of staff;
- Appraises direct report; and
- Undertakes any other duties that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- Bachelors degree in Land Economy, Estate Management or relevant discipline; and
- Minimum of 4 years of progressive working experience in the Local Government Service or a comparable Public Sector organization.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

An Assistant Estate Manager who has served a minimum of 4 years is eligible for promotion to the grade of an Estate Manager; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

An Estate Manager is eligible for promotion to the grade of a Senior Estate Manager after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Laws on land administration;
- ICT;
- Management and Leadership Skills; and
- Certificate in Local Government Administration

## ASSISTANT ESTATE MANAGER

1.0 **JOB TITLE:** ASSISTANT ESTATE MANAGER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To provide frontline estate management services.

4.0 **JOB SUMMARY**

- Undertakes routine inspection of assets;
- Gathers and collates data on assets;
- Assists in vetting reports and valuation of projects; and
- Undertakes any other duties that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

Bachelors degree in Land Economy, Estate Management or relevant discipline.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

Not promotional

6.2 **DIRECT**

By external advertisement based on the qualifications stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

An Assistant Estate Manager is eligible for promotion to the grade of an Estate Manager after having completed a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Certificate in Local Government Administration;
- Land Policy and Property Development;
- Public Procurement;
- Induction Programme; and
- ICT

## SUB PROFESSIONAL CLASS

### CHIEF ESTATE OFFICER

1.0 **JOB TITLE:** CHIEF ESTATE OFFICER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To provide technical leadership for the implementation of estate management programmes.

4.0 **JOB SUMMARY**

- Checks and analyzes units for valuation purposes;
- Analyzes and advises on the disposal of properties;
- Supervises the activities of estate officer class;
- Provides technical advice on estate management issues;
- Ensure the development of the capabilities, skills and knowledge of staff;
- Appraises direct report; and
- Undertakes any other duties that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- HND/Diploma in Estate Management or relevant discipline;
- Minimum of 12 years progressive working experience; and
- Member of a recognized professional body.

6.0 **MODE OF ENTRY:**

6.2 **IN-SERVICE**

An Assistant Chief Estate Officer who has served a minimum of 4 years is eligible for promotion to the grade of Chief Estate Officer; and must pass a promotion interview.

6.1 **DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

This is a terminal grade.

8.0 **TRAINING**

- ICT;
- Records Management;
- Supervisory Skills; and
- Courses in Local Government Administration.



## ASSISTANT CHIEF ESTATE OFFICER

1.0 **JOB TITLE:** ASSISTANT CHIEF ESTATE OFFICER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To assist in the implementation of estate management activities.

4.0 **JOB SUMMARY**

- Initiate and support valuation process;
- Assists in planning, implementing and supervising field activities;
- Ensure the development of the capabilities, skills and knowledge of staff;
- Appraises direct report; and
- Undertakes any other duties that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- HND/Diploma in Estate Management or relevant discipline;
- Minimum of 10 years of progressive working experience as a Senior Estate Officer in the Local Government Service or a comparable Public Sector organization; and
- Member of a recognized professional body.

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE**

A Principal Estate Officer who has served a minimum of 4 years is eligible for promotion to the grade of an Assistant Chief Estate Officer; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

An Assistant Chief Estate Officer is eligible for promotion to the grade of Chief Estate Officer after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- ICT;
- Supervisory Skills;
- Risks Management; and
- Course in Local Government Administration.

## PRINCIPAL ESTATE OFFICER

1.0 **JOB TITLE:** PRINCIPAL ESTATE OFFICER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To provide on field support in estate management activities.

4.0 **JOB SUMMARY**

- Registers and files building plans and other documents;
- Inspects landed properties and makes appropriate recommendations;
- Supervises the maintenance of assets;
- Ensure the development of the capabilities, skills and knowledge of staff;
- Appraises direct report; and
- Undertakes any other duties that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- HND/Diploma in Estate Management or relevant discipline; and
- Minimum of 8 years of progressive working experience as a Senior Estate Officer in the Local Government Service or a comparable Public Sector organization.
- Member of a recognized professional body.

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE**

A Senior Estate Officer who has served a minimum of 4 years is eligible for promotion to the grade of Principal Estate Officer; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Principal Estate Officer is eligible for promotion to the grade of an Assistant Chief Estate Officer after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING:**

- ICT;
- Supervisory Skills; and
- Course in Local Government Administration.

## SENIOR ESTATE OFFICER

1.0 **JOB TITLE:** SENIOR ESTATE OFFICER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To assist in the implementation of estate management activities.

4.0 **JOB SUMMARY**

- Arranges and monitors the repairs and maintenance of assets;
- Prepares regular reports on activities and supervises renewal of assets;
- Ensure the development of the capabilities, skills and knowledge of staff;
- Appraises direct report; and
- Undertakes any other duties that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- HND/Diploma in Estate Management, Land Economy or an relevant discipline; and
- Minimum of 4 years of progressive working experience as a Higher Estate Officer in the Local Government Service or a comparable Public Sector organization.

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE**

An Estate Officer who has served a minimum of 4 years is eligible for promotion to the grade of a Senior Estate Officer; and must pass a promotion examination organized by the Public Service Commission.

6.2 **DIRECT**

By external advertisement based on the qualification and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Senior Estate Officer is eligible for promotion to the grade of Principal Estate Officer after having served a minimum of 4 years satisfactory service; and must pass a promotion examination.

8.0 **TRAINING**

- ICT;
- Supervisory Skills; and
- Course in Local Government Administration.

## ESTATE OFFICER

1.0 **JOB TITLE:** ESTATE OFFICER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To keep the documentation of assets.

4.0 **JOB SUMMARY**

- Arranges for minor repairs and renovation to building of the Assembly;
- Gathers, collates and updates data on all properties of the Assembly; and
- Undertakes any other duties that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- HND/Diploma in Estate Management, Land Economy or a relevant discipline; and

6.0 **MODE OF ENTRY:**

6.2 **IN-SERVICE**

Not promotional.

6.2 **DIRECT**

By external advertisement based on the qualification and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

An Estate Officer is eligible for promotion to the grade of Senior Estate Officer after having served a minimum of 4 years satisfactory service; and must pass a promotion examination.

8.0 **TRAINING**

- ICT;
- Induction training; and
- Course in Local Government Administration.

### **3. ENGINEERING GROUP CLASS**

#### **3.4 QUANTITY SURVEYOR CLASS**

##### **Objectives of the Quantity Surveyor Class**

The Quantity Surveyors Class exists to;

- Formulate and implement construction related cost management systems;
- Advise on cost and constructional management arrangements;
- Supervise the preparation and pricing of bills of quantities for tenders; and
- Prepare appropriate cost estimates for project formulation, planning and execution.

##### **STAFFING STRUCTURE**

- Chief Quantity Surveyor
- Principal Quantity Surveyor
- Senior Quantity Surveyor
- Quantity Surveyor
- Assistant Quantity Surveyor

## CHIEF QUANTITY SURVEYOR

1.0 **JOB TITLE:** CHIEF QUANTITY SURVEYOR

2.0 **GRADE LEVEL:**

4. **JOB PURPOSE**

To provide leadership and technical expertise in engineering estimations.

4.0 **JOB SUMMARY**

- Advises in formulation and implementation of quantity survey policies and programmes;
- Advises on cost relating to projects;
- Directs and supervises the preparation and pricing of bills of quantity for tenders;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Recommends works certificates for payment;
- Ensures the preparation of schedules of pricing and materials for housing and civil engineering works;
- Ensure the development of the capabilities, skills and knowledge of staff;
- Appraises direct report; and
- Undertakes any other duties that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- Masters degree in Building Technology 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; and
- Member of a relevant professional body.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

A Principal Quantity Surveyor who has served a minimum of 5years is eligible for promotion to the grade of Chief Quantity Surveyor; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

This is a terminal grade

8.0 **TRAINING**

- Contract Administration and management;
- Technical and Financial Proposals;
- ICT;
- Costing/Cost Control; and
- Course in Local Government Administration

## PRINCIPAL QUANTITY SURVEYOR

1.0 **JOB TITLE:** PRINCIPAL QUANTITY SURVEYOR

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To ensure value for money in engineering estimations.

4.0 **JOB SUMMARY**

- Prepares estimates of cost at the project formulation and planning stages;
- Prepares schedule of prices and materials for projects and engineering works;
- Contributes to the procurement process in the execution of projects;
- Recommends works certificates for payment;
- Ensure the development of the capabilities, skills and knowledge of staff;
- Appraises direct report; and
- Undertakes any other duties that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- Masters degree in Building Technology or relevant discipline;
- Minimum of 10 years progressive working experience in the Local Government Service or a comparable Public Sector organization of which at least 4 years must be in a Senior Management level; and
- Member of a relevant professional body.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

A Senior Quantity Surveyor who has served a minimum of 4 years is eligible for promotion to the grade of Principal Quantity Surveyor; and must pass a promotion interview.

6.2 **DIRECT:**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Principal Quantity Surveyor is eligible for promotion to grade of a Chief Quantity Surveyor after having served a minimum of 5 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Contract Administration and Management;
- Project Management;
- Financial Proposals Report Writing;
- Costing/Cost Control; and
- Course in Local Government Administration.

## SENIOR QUANTITY SURVEYOR

1.0 **JOB TITLE:** SENIOR QUANTITY SURVEYOR

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To prepare engineering estimations.

4.0 **JOB SUMMARY**

- Evaluates tenders and drafts tender evaluation reports;
- Supervises vetting of tender documents; and
- Prepares unit rates for work items;
- Vets payment certificates;
- Ensure the development of the capabilities, skills and knowledge of staff;
- Appraises direct report; and
- Undertakes any other duties that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- Bachelors degree in Building Technology or relevant discipline;
- Minimum of 8 years of progressive working experience in the Local Government Service or a comparable Public Sector organization; and
- Member of a relevant professional body.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

A Quantity Surveyor who has served a minimum of 4 years is eligible for promotion to the grade of a Senior Quantity Surveyor; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Senior Quantity Surveyor is eligible for promotion to the grade of Principal Quantity Surveyor after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Costing/Cost Control;
- Technical and Financial Report Writing;
- Contract Administration and management;
- ICT; and
- Course in Local Government Administration



## QUANTITY SURVEYOR

1.0 **JOB TITLE:** QUANTITY SURVEYOR

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To support in the preparation of engineering estimates.

4.0 **JOB SUMMARY**

- Assists in the evaluation of tenders;
- Prepares drafts tender documents;
- Prepares payment certificates; and
- Ensure the development of the capabilities, skills and knowledge of staff;
- Appraises direct report; and
- Undertakes any other duties that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- Bachelors degree in Building Technology or relevant discipline; and
- Minimum of 4 years of progressive working experience in the Local Government Service or a comparable Public Sector organization.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

An Assistant Quantity Surveyor who has served a minimum of 4 years and is eligible for the grade of Quantity Surveyor; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

- A Quantity Surveyor is eligible for promotion to the grade of Senior Quantity Surveyor after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Contract Administration and Management;
- ICT;
- Technical Report Writing Skills;
- Cost Control; and
- Course in Local Government Administration.

## ASSISTANT QUANTITY SURVEYOR

1.0 **JOB TITLE:** ASSISTANT QUANTITY SURVEYOR

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

Assist in the preparation of engineering estimates.

4.0 **JOB SUMMARY**

- Assists in the preparation of contract documents;
- Prepares schedules of prices and materials for projects and works;
- Prepares draft bills of quantities for tenders;
- Assists in the evaluation of tenders; and
- Undertakes any other duties that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

Bachelors degree in Building Technology or relevant discipline.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

Not promotional

6.2 **DIRECT**

By external advertisement based on the qualifications stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

An Assistant Quantity Surveyor is eligible for promotion to the grade of Senior Quantity Surveyor after having completed a minimum of 4 years satisfactory service; and must pass a promotion interview.

5. **TRAINING**

- Course in Local Government Administration;
- Contract Administration;
- Financial Proposals Report Writing;
- ICT; and
- Induction training.

### **3. ENGINEERING GROUP CLASS**

#### **3.5 TECHNICALCLASS**

##### **Objectives of the Technical Class**

The objective of the Technical Class is to:

- Manage and develop realistic work schedules of the Technical Class;
- Provide specific technical assistance to the various developmental works;
- Carry out inspection and supervision of jobs to ensure that work is properly done.

##### **STAFFING STRUCTURE**

- Chief Technical Officer
- Principal Technical Officer
- Senior Technical Officer
- Technical Officer

## CHIEF TECHNICAL OFFICER

1.0 **JOB TITLE:** CHIEF TECHNICAL OFFICER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To lead in the provision of technical services in the organization.

4.0 **JOB SUMMARY**

- Heads the Technical Unit and regulates the activities of the unit;
- Supervises the work of the unit;
- Reports on activities of the unit;
- Ensure the development of the capabilities, skills and knowledge of staff;
- Appraises direct report; and
- Undertakes any other duties that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- CTC I/II or relevant discipline; and
- Minimum of 12 years of progressive working experience as a Principal Technical Officer in the Local Government Service or a comparable Public Sector organization.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

A Principal Technical Officer who has served a minimum of 4 years is eligible for promotion to the grade of a Chief Technical Officer; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

This is a terminal grade.

8.0 **TRAINING**

- ICT;
- Administration and Staff Management Courses; and
- Course in Local Government Administration

## PRINCIPAL TECHNICAL OFFICER

1.0 **JOB TITLE:** PRINCIPAL TECHNICAL OFFICER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To provide on field technical leadership for the implementation of projects

4.0 **JOB SUMMARY**

- Assists in the administration of the class;
- Prepares designs, drawings and specifications for projects and works which are within his scope;
- Carries out field visits to inspect equipment, plant and projects;
- Ensures that all facilities at the workshop are in good condition and adequate tools are provided;
- Liaises with finance and stores sections to procure needed spare parts and materials;
- Ensure the development of the capabilities, skills and knowledge of staff;
- Appraises direct report; and
- Undertakes any other duties that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- CTC I/II or relevant discipline; and
- Minimum of 8 years of progressive working experience as a Senior Technical Officer in the Local Government Service or a comparable Public Sector organization.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

A Senior Technical Officer who has served a minimum of 4years is eligible for promotion to the grade of Principal Technical Officer; and must pass a promotion examination.

6.2 **DIRECT**

By external advertisement based on the qualification and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Principal Technical Officer is eligible for promotion to the grade of Chief Technical Officer after having served a minimum of 4 years satisfactory service; and must pass a promotion examination.

8.0 **TRAINING**

- ICT training;
- Management and Administration; and
- Courses in Local Government Administration

## SENIOR TECHNICAL OFFICER

1.0 **JOB TITLE:** SENIOR TECHNICAL OFFICER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To provide on field technical support for the implementation of projects.

4.0 **JOB SUMMARY**

- Assists the administration of the technical unit;
- Implements maintenance programmes and plans;
- Participates in field visits to inspect equipment, plant and projects;
- Submits field reports; and
- Ensure the development of the capabilities, skills and knowledge of staff;
- Appraises direct report; and
- Undertakes any other duties that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

CTC I/II or relevant discipline; and

- Minimum of 4 years of progressive working experience as Technical Officer in the Local Government Service or a comparable Public Sector organization.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

A Technical Officer who has served a minimum of 4 years is eligible for promotion to the grade of a Senior Technical Officer; and must pass a promotion examination organized by the Public Service Commission.

6.2 **DIRECT**

By external advertisement based on the qualification and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Senior Technical Officer is eligible for promotion to the grade of Principal Technical Officer after having served a minimum of 4 years satisfactory service; and must pass a promotion examination.

8.0 **TRAINING**

- Records Keeping;
- Contract Management and Building Regulations;
- ICT training;
- Supervisory Management Practice; and
- Course in Local Government Administration

## TECHNICAL OFFICER

1.0 **JOB TITLE:** TECHNICAL OFFICER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To provide technical support for the implantation of projects.

4.0 **JOB SUMMARY**

- Prepares accurate working drawings for projects based on designs, sketches and specifications;
- Keep proper records of drawings and trace lay outs; and
- Undertakes any other duties that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

Drawing and Designing in City and Guilds/ CTC II or relevant discipline.

6.0 **MODE OF ENTRY**

6.1 **IN- SERVICE**

Not promotional

6.2 **DIRECT**

By external advertisement based on the qualification stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Technical Officer is eligible for promotion to the grade of Senior Technical Officer after having served a minimum of 4 years satisfactory service; and must pass a promotion examination.

8.0 **TRAINING**

- Report Writing;
- Cartography Studies;
- ICT; and
- Induction Training

## **4 ENVIRONMENTAL HEALTH GROUP**

### **4.1 ENVIRONMENTAL HEALTH ENGINEERS CLASS**

#### **Objectives of the Public Health Engineering Class**

- The objectives of the Public Health Engineering are to:
- Develop and issue technical guidelines on Environmental Sanitation Management.
- Initiate and apply engineering techniques and concepts in the solution of Environmental Sanitation problems.
- Provide technical input for the promotion of public education on Environmental Sanitation.
- Monitor and evaluate solid Waste Management services and advise on their improvement and sustainability.
- Evaluate the performance and utilization of water and sanitation facilities.
- Provide technical advice for the formulation of Environmental Sanitation policies.
- Advise on all aspects of Environmental Sanitation, Protection and Occupational safety.
- Enforce compliance with engineering standards for Environmental Sanitation infrastructure and services.
- Conduct research, data collection, and documentation of Environmental Sanitation services and facilities.

#### **STAFFING STRUCTURE**

##### **Professional Class**

- Chief Public Health Engineer
- Principal Public Health Engineer
- Public Health Engineer
- Assistant Public Health Engineer

##### **Sub – Professional Class**

- Chief Environmental Health Technologist
- Principal Environmental Health Technologist
- Senior Environmental Health Technologist
- Environmental Health Technologist
- Assistant Environmental Health Technologist



## **PROFESSIONAL CLASS**

### **CHIEF PUBLIC HEALTH ENGINEER**

**1. JOB TITLE: CHIEF PUBLIC HEALTH ENGINEER**

**2. GRADE LEVEL**

**3. JOB PURPOSE**

To provide strategic and administrative leadership for the management of policies and programmes relating to Environmental Sanitation.

**4. JOB SUMMARY**

- Provide strategic advice for the formulation and review of policies and programmes on Environmental Sanitation.
- Develop technical standards and specification for Environmental Sanitation service delivery.
- Manage day-to-day administration and control all activities for the smooth functioning of the division.
- Coordinate the application of engineering techniques and concepts in the solution of Waste Management problems.
- Liaise with agencies in addressing complex Environmental Sanitation problems requiring intersectoral collaboration.
- Lead the quality assurance process for Environmental Sanitation.
- Initiate and coordinate research and lead the dissemination of results in the Environmental Sanitation field.
- Vet building plans and specifications of various types of licensed establishments, for compliance with Environmental Sanitation rules and regulations.
- Ensure the development of the capabilities, skills and knowledge of staff.
- Appraise direct reports; and
- Undertake any other duties that may be assigned.

**5. QUALIFICATION AND EXPERIENCE**

- Bachelors degree in Engineering and Masters degree in Engineering 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; and
- Member of a recognized professional body.

**6. MODE OF ENTRY**

**6.1 IN-SERVICE ENTRY**

A Principal Public Health Engineer who has served a minimum of 5 years is eligible for Promotion to the grade of Chief Public Health Engineer; and must pass a promotion interview.

**6.2 DIRECT ENTRY**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

**7. CAREER PROGRESSION**

This is a terminal grade.

**8. TRAINING**

- Strategic Asset and Maintenance Planning
- Strategic Project Management
- Public Sector Procurement
- Total Quality Management
- Monitoring and Evaluation
- Senior Management Course in Local Government Administration

## **PRINCIPAL PUBLIC HEALTH ENGINEER**

### **1. JOB TITLE: PRINCIPAL PUBLIC HEALTH ENGINEER**

### **2. GRADE LEVEL**

### **3. JOB PURPOSE**

To provide technical and operational leadership in the implementation of Environmental Health and Sanitation policies and programmes.

### **4. JOB SUMMARY**

- Provide technical advice for the formulation and review of policies on Environmental Sanitation
- Appraise and evaluate performance of staff.
- Coordinate and review targeted Environmental Sanitation programmes.
- Support the day-to-day administration for the smooth functioning of the organization.
- Monitor the application of engineering techniques and concepts in the solution of Waste Management problems.
- Provide technical assistance for the quality assurance process.
- Ensure the development of the capabilities, skills and knowledge of staff.
- Appraise direct reports; and
- Undertake any other duties that may be assigned.

### **5. QUALIFICATION AND EXPERIENCE**

- Bachelors degree in Engineering and Masters degree in Engineering or relevant discipline;
- Minimum of 10 years progressive working experience in the Local Government Service or a comparable Public Sector organization of which at least 4 years must be in a Senior Management level; and
- Member of a recognized professional body.

### **6. MODE OF ENTRY**

#### **6.1 IN-SERVICE**

A Principal Public Health Engineer who has served a minimum of 5 years is eligible for Promotion to the grade of Chief Public Health Engineer; and must pass a promotion interview.

#### **6.2 DIRECT ENTRY**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

### **7. CAREER PROGRESSION**

A Principal Public Health Engineer is eligible for promotion to the grade of Chief Public Health Engineer after having served a minimum of 5 years satisfactory service; and must pass a promotion interview.

### **7. TRAINING**

- Strategic Asset and Maintenance Planning
- Strategic Project Management

- Public Sector Procurement
- Project Management
- Total Quality Management
- Emerging Waste Management Technologies
- Monitoring and Evaluation
- Senior Management Course in Local Government Administration

## **SENIOR PUBLIC HEALTH ENGINEER**

### **1. JOB TITLE: SENIOR PUBLIC HEALTH ENGINEER**

### **2. GRADE LEVEL**

### **3. JOB PURPOSE**

To provide on-field technical leadership for the provision of Environmental Sanitation policies and programmes.

### **4. JOB SUMMARY**

- Support the review of targeted Environmental Sanitation programmes.
- Plan and prepare draft budget for the provision of Environmental Sanitation programmes and services.
- Provide inputs for the development and review of Environmental Sanitation policies.
- Coordinate the implementation of appropriate strategies for effective Sanitation services.
- Monitor and evaluate the implementation of Environmental Sanitation policies and programmes.
- Interpret policies for the management of Environmental Sanitation projects and programmes.
- Facilitate the conduct of research into Environmental Sanitation issues.
- Plan for the maintenance of waste management facilities.
- Coordinate all drain maintenance contracts.
- Ensure the development of the capabilities, skills and knowledge of staff.
- Appraise direct reports; and
- Undertake any other duties that may be assigned.

### **5. QUALIFICATION AND EXPERIENCE**

- Bachelors degree in Engineering or relevant discipline;
- Minimum of 8 years of progressive working experience in the Local Government Service or a comparable public sector organization; and
- Member of a recognized professional body.

### **6. MODE OF ENTRY**

#### **6.1 IN-SERVICE**

A Public Health Engineer who has served a minimum of 4 years is eligible for Promotion to the grade of Senior Public Health Engineer; and must pass a promotion interview.

#### **6.2 DIRECT ENTRY**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

### **7. CAREER PROGRESSION**

A Senior Public Health Engineer is eligible for promotion to the grade of Principal Public Health Engineer after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

## **8. TRAINING**

- Strategic Asset and Maintenance Planning
- Strategic Project Management
- Public Sector Procurement
- Project Management
- Total Quality Management
- Emerging Waste Management Technologies
- Monitoring and Evaluation
- Senior Management Course in Local Government Administration

## **PUBLIC HEALTH ENGINEER**

### **1. JOB TITLE: PUBLIC HEALTH ENGINEER**

### **2. GRADE LEVEL**

### **3. JOB PURPOSE**

To provide frontline technical support for the implementation of Environmental Sanitation policies and programmes.

### **4. JOB SUMMARY**

- Interpret and implement Environmental Sanitation policies and programmes.
- Supervise waste management service delivery.
- Provide inputs for the preparation and implementation of Environmental Sanitation plans.
- Monitor and report on Environmental Sanitation programmes and activities.
- Provide inputs for the preparation of bills and payment certificates for waste management services.
- Provide technical input for the promotion, adoption and application of appropriate technology and standards for Environmental Sanitation service delivery.
- Initiate, prepare and supervise all drain maintenance contracts to ensure proper standards of maintenance.
- Ensure the development of the capabilities, skills and knowledge of staff.
- Appraise direct reports; and
- Undertake any other duties that may be assigned.

### **5. QUALIFICATION AND EXPERIENCE**

- Bachelors degree in Engineering or relevant discipline; and
- Minimum of 4 years of progressive working experience in the Local Government Service or a comparable public sector organization.

### **6. MODE OF ENTRY**

#### **6.1 IN-SERVICE**

An Assistant Public Health Engineer who has served a minimum of 4 years is eligible for promotion to the grade of Public Health Engineer; and must pass a promotion interview.

#### **6.2 DIRECT**

By external advertisement based on qualifications and experience stated above (5.0) and must pass a selection interview.

### **7. CAREER PROGRESSION**

A Public Health Engineer is eligible for promotion to the grade of Senior Public Health Engineer after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

### **8. TRAINING**

- Project Management
- Environmental Management

- ICT
- Monitoring and Evaluation
- Course in Local Government Administration



## **ASSISTANT PUBLIC HEALTH ENGINEER**

**1. JOB TITLE: ASSISTANT PUBLIC HEALTH ENGINEER**

**2. GRADE LEVEL**

**3. JOB PURPOSE**

To provide frontline operational support for Environmental Sanitation service delivery.

**4. JOB SUMMARY**

- Collect and collate data on Environmental Sanitation services.
- Supervise and monitor Environmental Sanitation activities.
- Support the conduct and dissemination of research results in the Environmental Sanitation field.
- Undertake public education on Environmental Sanitation.
- Support the provision of technical input for the promotion, adoption and application of appropriate technologies and standards for Environmental Sanitation service delivery.
- Undertake any other duties that may be assigned

**5. QUALIFICATION AND EXPERIENCE**

- Bachelors degree in Engineering.

**6. MODE OF ENTRY**

**6.1 IN-SERVICE**

- Not promotional

**6.2 DIRECT**

By external advertisement based on qualifications stated above (5.0) and must pass a selection interview.

**7. CAREER PROGRESSION**

An Assistant Public Health Engineer is eligible for promotion to the grade of Public Health Engineer after having completed a minimum of 4 years satisfactory service; and must pass a promotion interview.

**8.0 TRAINING**

- Contract Administration and Procurement;
- Environmental Management;
- ICT training;
- Environmental Health and Sanitation Policy and practice;
- Induction training; and
- Course in Local Government Administration

## **SUB -PROFESSIONAL CLASS**

### **CHIEF ENVIRONMENTAL HEALTH TECHNOLOGIST**

**1. JOB TITLE: CHIEF ENVIRONMENTAL HEALTH TECHNOLOGIST**

**2. GRADE LEVEL**

**3. JOB PURPOSE**

To provide on-field leadership for promoting and enforcement of Environmental Sanitation standards.

**4. JOB SUMMARY**

- Inspect large scale industrial establishments to ensure compliance with Environmental Sanitation standards.
- Manage information system and undertake research to improve the planning of Environmental Sanitation programmes.
- Facilitate the preparation and submission of Environmental Sanitation reports.
- Monitor, supervise and evaluate Environmental Sanitation projects.
- Advise and ensure that Environmental Sanitation facilities are constructed to specifications and standards.
- Supervise the private sector in Environmental Sanitation service delivery.
- Support the dissemination of guidelines on Environmental Sanitation.
- Manage tools and equipment for Environmental Sanitation service delivery.
- Provide technical support for the operation and maintenance of public toilets under private management.
- Supervise and monitor landfill, recycling and composting activities.
- Ensure the development of the capabilities, skills and knowledge of staff.
- Appraise direct reports; and
- Undertake any other duties that may be assigned

**5. QUALIFICATION AND EXPERIENCE**

- Diploma/HND in Engineering or relevant discipline;
- CTC III/METC III/EETC III;
- Minimum of 12 years progressive working experience; and
- Be a member of a recognized professional body.

**6. MODE OF ENTRY**

**6.1 IN-SERVICE**

A Principal Environmental Health Technologist who has served a minimum of 4 years is eligible for promotion to the grade of Chief Environmental Health Technologist; and must pass a promotion interview.

**6.2 DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

**7. CAREER PROGRESSION**

This is a terminal grade.

## **8. TRAINING**

- Occupational Health and Safety
- Project Management
- Waste Management
- Landfill Operation and Management
- Environmental Management
- ICT
- Course in Local Government Administration

## PRINCIPAL ENVIRONMENTAL HEALTH TECHNOLOGIST

1. **JOB TITLE:** PRINCIPAL ENVIRONMENTAL HEALTH TECHNOLOGIST

2. **GRADE LEVEL**

3. **JOB PURPOSE**

To provide on-field leadership in the implementation of Environmental Sanitation policies and programmes.

4. **JOB SUMMARY**

- Maintain an up to date database of all primary, secondary and tertiary drains within the jurisdiction of the MMDA.
- Monitor and evaluate the performance and utilisation of Environmental Sanitation facilities and services.
- Zone, organize and manage the jurisdictional area of the assembly for waste collection and transportation services.
- Investigate and respond to complaints and enquires relating to Environmental Sanitation.
- Inspect medium scale industrial establishments to ensure compliance with Environmental Sanitation standards.
- Promote waste segregation at the community level.
- Collect and collate data on Environmental Sanitation services.
- Ensure the development of the capabilities, skills and knowledge of staff.
- Appraise direct reports; and
- Undertake any other duties that may be assigned.

5. **QUALIFICATION AND EXPERIENCE**

- Diploma/HND in Engineering or relevant discipline;
- Minimum of 8 years progressive working experience as a Senior Environmental Health Technologist in the Local Government Service or a comparable public sector organization; and
- Be a member of a recognized professional body.

6. **MODE OF ENTRY**

6.1 **IN-SERVICE**

A Principal Environmental Health Technologist who has served a minimum of 4 years is eligible for promotion to the grade of a Chief Environmental Health Technologist; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on the qualification and experience stated above (5.0) and must pass a selection interview.

7. **CAREER PROGRESSION**

A Principal Environmental Health Technologist is eligible for promotion to the grade of Chief Environmental Health Technologist after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8. **TRAINING**

- Occupational Health and Safety
- Project Management
- Waste Management
- Landfill Operation and Management
- Environmental Management
- ICT
- Course in Local Government Administration

## SENIOR ENVIRONMENTAL HEALTH TECHNOLOGIST

1. **JOB TITLE:** SENIOR ENVIRONMENTAL HEALTH TECHNOLOGIST

2. **GRADE LEVEL**

3. **JOB PURPOSE**

To conduct on-field activities for the delivery of Environmental Sanitation Services.

4. **JOB SUMMARY**

- Inspect small scale industrial establishments to ensure compliance with Environmental Sanitation standards.
- Monitor the implementation of action plans and programmes.
- Support the organization of Environmental Sanitation campaigns.
- Collect data to support research activities.
- Inspect and maintain sanitary facilities.
- Supervise and control the operation of cesspool emptiers and allied equipment.
- Promote the construction of approved domestic toilets.
- Supervise the cleansing of drains, streets, markets, car parks and weeding of road sides and open spaces.
- Ensure the development of the capabilities, skills and knowledge of staff.
- Appraise direct reports; and
- Undertake any other duties that may be assigned.

5. **QUALIFICATION AND EXPERIENCE**

- Diploma/HND in Engineering or relevant discipline;
- Minimum of 4 years of progressive working experience as a Public Health Technologist in the Local Government Service or a comparable public sector organization.; and
- Be a member of a professional body

6. **MODE OF ENTRY**

6.1 **IN-SERVICE**

An Environmental Health Technologist who has served a minimum of 4 years is eligible for promotion to the grade of a Senior Environmental Health Technologist; and must pass a promotion examination.

6.2 **DIRECT**

By external advertisement based on the qualification and experience stated above (5.0) and must pass a selection interview.

7. **CAREER PROGRESSION**

A Senior Environmental Health Technologist is eligible for promotion to the grade of Principal Environmental Health Technologist after having served a minimum of 4 years satisfactory service; and must pass a promotion examination.

8. **TRAINING**

- Orientation Course
- Occupational Health and Safety
- Project Management

- Waste Management
- Landfill Operation and Management
- Environmental Management
- ICT
- Course in Local Governance Administration

## ENVIRONMENTAL HEALTH TECHNOLOGIST

### 1. JOB TITLE: ENVIRONMENTAL HEALTH TECHNOLOGIST

### 2. GRADE LEVEL

### 3. JOB PURPOSE

To provide on-field leadership for promoting and enforcement of Environmental Sanitation standards.

### 4. JOB SUMMARY

- Investigate and respond to complaints and enquires relating to Environmental Sanitation
- Inspect small scale establishments to ensure compliance with Environmental Sanitation standards
- supervise the cleansing of drains, streets, markets, car parks and weeding of road sides and open spaces
- provide technical support to the District Assemblies on the operation and maintenance of public toilets under private management
- supervise and monitor landfill, recycling and composting activities
- promote waste segregation at the community level
- Collect and collate data on Environmental Sanitation services
- Ensure the development of the capabilities, skills and knowledge of staff.
- Appraise direct reports; and
- Undertake any other duties that may be assigned.

### 5. QUALIFICATION AND EXPERIENCE

- Diploma/HND in Engineering or relevant discipline;
- Minimum of 4 years of progressive working experience as a Environmental Health Technologist in the Local Government Service or a comparable public sector organization.; and
- Be a member of a professional body

### 6. MODE OF ENTRY

#### 6.1 IN-SERVICE

Not promotional

#### 6.2 DIRECT

By external advertisement based on the qualification stated above (5.0) and must pass a selection interview.

### 7. CAREER PROGRESSION

A Senior Technician Engineer is eligible for promotion to the grade of a Principal Technician Engineer after having served a minimum of 4 years of satisfactory service; and must pass a promotion interview.

### 8. TRAINING

- Occupational Health and Safety
- Waste Management
- Landfill Operation and Management



- ICT
- Course in Local Government Administration

## ASSISTANT ENVIRONMENTAL HEALTH TECHNOLOGIST

1. **JOB TITLE:** ASSISTANT ENVIRONMENTAL HEALTH TECHNOLOGIST

2. **GRADE LEVEL**

3. **JOB PURPOSE**

To provide on-field leadership for promoting and enforcement of Environmental Sanitation standards.

4. **JOB SUMMARY**

- Organize Environmental Sanitation campaigns
- Collect data to support research activities
- Inspect and maintain sanitary facilities in the MMDA
- supervise and control the operation of cesspool emptier and allied equipment
- Promote the construction of approved domestic toilets
- Shall conduct regular inspection of the drains and culverts
- Undertake any other duties that may be assigned

5. **QUALIFICATION AND EXPERIENCE**

- Diploma/HND in Engineering.

6. **MODE OF ENTRY**

6.1 **IN-SERVICE**

- Not promotional

6.2 **DIRECT**

By external advertisement based on the qualification stated above (5.0) and must pass a selection interview.

7. **CAREER PROGRESSION**

An Assistant Environmental Health Technologist is eligible for promotion to the grade of a Environmental Health Technologist after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8. **TRAINING**

- ICT
- Occupational Health and Safety
- Induction training
- Waste management
- Landfill operation and management; and
- Training in Local Governance

## **4. ENVIRONMENTAL HEALTH GROUP**

### **4.2 ENVIRONMENTAL HEALTH ANALYST CLASS**

#### **Objectives of the Environmental Health Analyst Class**

- The objectives of the Environmental Sanitation Analyst Class are to:
- Develop and issue technical guidelines on Environmental Health Management and Services.
- Initiate and apply social techniques and concepts in the solution of Environmental Health problems.
- Promote Public Education on Environmental Health.
- Monitor and evaluate solid waste management services and advise on their improvement and sustainability.
- Monitor and evaluate the performance and utilization of water and sanitation facilities.
- Provide technical advice for the formulation of Environmental Health policies.
- Advise on all aspects of Environmental Health, Occupational or personal hygiene and environmental protection.
- Enforce compliance with standards of hygiene in all premises.
- Initiate vector-control programmes and strategies for preventing and controlling environmentally related diseases.
- Promote food and water hygiene programmes.
- Conduct research, collect data and document activities and issues on Environmental Health management.

#### **STAFFING STRUCTURE**

##### **Professional Class**

- Chief Environmental Health Analyst
- Principal Environmental Health Analyst
- Senior Environmental Health Analyst
- Environmental Health Analyst
- Assistant Environmental Health Analyst

##### **Sub – Professional Class**

- Chief Environmental Health Officer
- Principal Environmental Health Officer
- Senior Environmental Health Officer
- Environmental Health Officer
- Assistant Environmental Health Officer

## **CHIEF ENVIRONMENTAL HEALTH ANALYST**

### **1. JOB TITLE            CHIEF ENVIRONMENTAL HEALTH ANALYST**

### **2. GRADE LEVEL**

### **3. JOB PURPOSE**

To provide strategic and administrative leadership for the management of policies and implementation of programmes relating to Environmental Health.

### **4. JOB SUMMARY**

- Provide technical advice for the formulation and review of policies and programmes on Environmental Health.
- Develop technical standards and specification for Environmental Health service delivery.
- Coordinate, monitor and evaluate Environmental Health policies and programmes.
- Manage the day-to-day administration and control all activities for the smooth functioning of the division.
- Liaise with agencies in addressing complex Environmental Health problems requiring inter-sectoral collaboration.
- Lead the quality assurance process for Environmental Health.
- Initiate and coordinate research and lead the dissemination of results in the Environmental Health field.
- Vet building plans and specifications of various types of licensed establishments, for compliance with Environmental Health rules and regulations.
- Ensure the development of the capabilities, skills and knowledge of staff.
- Appraise direct reports; and
- Undertake any other duties that may be assigned.

### **5. QUALIFICATION AND EXPERIENCE**

- Masters degree in Environmental Science 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; and
- Member of a recognized professional body.

### **6. MODE OF ENTRY**

#### **6.2 IN-SERVICE**

A Principal Environmental Health Analyst who has served a minimum of 5 years is eligible for promotion to the grade of Chief Environmental Health Analyst; and must pass a promotion interview.

#### **6.1 DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

### **7. CAREER PROGRESSION:**

This is a terminal grade

## **8. TRAINING**

- Strategic Asset and Maintenance Planning
- Project Management
- Total Quality Management
- Monitoring and Evaluation
- Senior Management Course in Local Government Administration

## **PRINCIPAL ENVIRONMENTAL HEALTH ANALYST**

**1. JOB TITLE: PRINCIPAL ENVIRONMENTAL HEALTH ANALYST**

**2. GRADE LEVEL**

**3. JOB PURPOSE**

To provide technical and operational leadership in the implementation of Environmental Health policies and programmes.

**4. JOB SUMMARY**

- Coordinate and review regional and targeted Environmental Health programmes.
- Initiate, monitor and evaluate the application of social techniques and concepts in the solution of Environmental Health problems.
- Support the day-to-day administration for the smooth functioning of the organization.
- Support the provision of technical assistance for the quality assurance process.
- Ensure the development of the capabilities, skills and knowledge of staff.
- Appraise direct reports; and
- Undertake any other duties that may be assigned.

**5. QUALIFICATION AND EXPERIENCE**

- Masters degree in Environmental Science or relevant discipline;
- Minimum of 10 years progressive working experience in the Local Government Service or a comparable Public Sector organization of which at least 4 years must be in a Senior Management level; and
- Member of a recognized professional body.

**6. MODE OF ENTRY**

**6.1 IN-SERVICE**

A Senior Environmental Health Analyst who has served a minimum of 5 years is eligible for Promotion to the grade of Principal Environmental Health Analyst; and must pass a promotion interview.

**6.2 DIRECT ENTRY**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

**7. CAREER PROGRESSION**

A Principal Environmental Health Analyst is eligible for promotion to the grade of Chief Environmental Health Analyst after having served a minimum of 5 years satisfactory service; and must pass a promotion interview.

**8. TRAINING**

- Total Quality Management
- Public Sector Procurement
- Monitoring and Evaluation
- Project Management
- Course in Local Government Administration

## **SENIOR ENVIRONMENTAL HEALTH ANALYST**

**1. JOB TITLE: SENIOR ENVIRONMENTAL HEALTH ANALYST**

**2. GRADE LEVEL:**

**3. JOB PURPOSE :**

To provide on-field technical leadership for the implementation of Environmental Health policies and programmes.

**4. JOB SUMMARY**

- Plan and prepare draft budget for the provision of Environmental Health programmes and services.
- Provide inputs for the development and review of Environmental Health policies.
- Coordinate the implementation of appropriate strategies for effective Environmental Health services.
- Interpret, monitor and evaluate the implementation of Environmental Health policies and programmes.
- Manage inspection kits and tools for on-field inspections and investigations.
- Facilitate the conduct of research into Environmental Health issues.
- Ensure the development of the capabilities, skills and knowledge of staff.
- Appraise direct reports; and
- Undertake any other duties that may be assigned

**5. QUALIFICATION AND EXPERIENCE**

- Bachelors degree in Environmental Science or relevant discipline;
- Minimum of 8 years of progressive working experience in the Local Government Service or a comparable public sector organization; and
- Member of a recognized professional body.

**6. MODE OF ENTRY**

**6.1 IN-SERVICE**

An Environmental Health Analyst who has served a minimum of 4 years is eligible for Promotion to the grade of a Senior Environmental Health Analyst; and must pass a promotion interview.

**6.2 DIRECT ENTRY**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

**7. CAREER PROGRESSION**

A Senior Environmental Health Analyst is eligible for promotion to the grade of Principal Environmental Health Analyst after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

**8. TRAINING**

- Total Quality Management
- Environmental and Social Impact Assessment
- Public Sector Procurement

- Monitoring and Evaluation
- Course in Local Government Administration



## ENVIRONMENTAL HEALTH ANALYST

### 1. JOB TITLE: ENVIRONMENTAL HEALTH ANALYST

### 2. GRADE LEVEL

### 3. JOB PURPOSE

To provide frontline technical support for the implementation of Environmental Health policies and programmes.

### 4. JOB SUMMARY

- Interpret and implement Environmental Health policies and programmes.
- Supervise Environmental Health service delivery.
- Provide inputs for the preparation and implementation of Environmental Health plans.
- Monitor and report on Environmental Health programmes and activities.
- Provide inputs for the preparation of bills and payment certificates for Environmental Health services.
- Initiate vector-control programmes for preventing and controlling environmentally related diseases.
- Promote the adoption and application of appropriate technology and standards for Environmental Health service delivery.
- Lead the conduct of research and dissemination of results in the Environmental Health field.
- Ensure the development of the capabilities, skills and knowledge of staff.
- Appraise direct reports; and
- Undertake any other duties that may be assigned

### 5. QUALIFICATION AND EXPERIENCE

- Bachelors degree in Environmental Science or relevant discipline; and
- Minimum of 4 years of progressive working experience in the Local Government Service or a comparable public sector organization.

### 6. MODE OF ENTRY

#### 6.1 IN-SERVICE

An Assistant Environmental Health Analyst who has served a minimum of 4 years is eligible for promotion to the grade of Environmental Health Analyst; and must pass a promotion interview.

#### 6.2 DIRECT

By external advertisement based on qualifications and experience stated above (5.0) and must pass a selection interview.

### 7. CAREER PROGRESSION

An Environmental Health Analyst is eligible for promotion to the grade of Senior Environmental Health Analyst after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

### 8. TRAINING

- Project Management

- Environmental Management
- Environmental and Social Impact Assessment
- Public Procurement
- ICT
- Monitoring and Evaluation
- Course in Local Government Administration

## **ASSISTANT ENVIRONMENTAL HEALTH ANALYST**

**1. JOB TITLE:** ASSISTANT ENVIRONMENTAL HEALTH ANALYST

**2. GRADE LEVEL**

**3. JOB PURPOSE**

To provide frontline operational support for Environmental Health service delivery.

**4. JOB SUMMARY**

- Collect and collate data on Environmental Health services.
- Supervise and monitor Environmental Health activities.
- Promote food and water hygiene programmes.
- Enforce compliance with standards of hygiene in all premises.
- Conduct research in the Environmental Health field.
- Undertake public education on Environmental Health.
- Undertake any other duties that may be assigned

**5. QUALIFICATION AND EXPERIENCE**

- Bachelors degree in Environmental Science or relevant discipline.

**6. MODE OF ENTRY**

**6.1 IN-SERVICE**

- Not promotional

**6.2 DIRECT**

By external advertisement based on qualifications stated above (5.0) and must pass a selection interview.

**7. CAREER PROGRESSION**

An Assistant Environmental Health Analyst is eligible for promotion to the grade of Environmental Health Analyst after having completed a minimum of 4 years satisfactory service; and must pass a promotion interview.

**8. TRAINING**

- Induction training
- Overview of Environmental Health and Sanitation Policy
- ICT
- Course in Local Government Administration

## **SUB PROFESSIONAL CLASS**

### **CHIEF ENVIRONMENTAL HEALTH OFFICER**

#### **1. JOB TITLE CHIEF ENVIRONMENTAL HEALTH OFFICER**

#### **2. GRADE LEVEL**

#### **3. JOB PURPOSE**

To provide on-field leadership for promoting hygiene education, and enforcement of Environmental Health standards

#### **4. JOB SUMMARY**

- Provide inputs for the preparation of Environmental Health budgets.
- Support monitoring, supervision and evaluation of Environmental Health projects.
- Disseminate guidelines on Environmental Health.
- Support public education and prosecute sanitary offenders.
- Liaise with the Waste Management Department/Unit to zone, organize and manage the jurisdictional area of the Assembly.
- Initiate Environmental Health activities, including clean-up campaigns and epidemic control.
- Inspect large scale industrial establishments to ensure compliance with Environmental Health standards.
- Ensure the development of the capabilities, skills and knowledge of staff.
- Appraise direct reports; and
- Undertake any other duties that may be assigned

#### **5. QUALIFICATION AND EXPERIENCE**

- Diploma/HND in Environmental Science or relevant discipline;
- Minimum of 12 years progressive working experience; and
- Be a member of a recognized professional body.

#### **6. MODE OF ENTRY**

##### **6.1 IN-SERVICE**

A Principal Environmental Health Officer who has served a minimum of 4 years is eligible for promotion to the grade of a Chief Environmental Health Officer; and must pass a promotion interview.

##### **6.2 DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

#### **7. CAREER PROGRESSION**

This is a terminal grade.

#### **8. TRAINING**

- Occupational Health and Safety
- Project Management
- Induction training

- ICT
- Environmental Management
- Course in Local Government Administration

## PRINCIPAL ENVIRONMENTAL HEALTH OFFICER

1. **JOB TITLE:** PRINCIPAL ENVIRONMENTAL HEALTH OFFICER

2. **GRADE LEVEL**

3. **JOB PURPOSE**

To provide on-field leadership in the implementation of Environmental Health policies and programmes.

4. **JOB SUMMARY**

- Support the dissemination of guidelines on Environmental Health service delivery.
- Supervise and provide technical support for Environmental Health management.
- Monitor and report on the operations of Environmental Health service providers.
- Support the Organization of training on new trends in technology and equipment for Environmental Health service providers.
- Monitor the implementation of action plans and programmes.
- Monitor the hygienic state of public facilities.
- Monitor the disposal of corpses with infectious diseases.
- Support the collection and collation of data for research.
- Process sanitary offenders for prosecution.
- Support vector control programmes and activities.
- Inspect medium scale industrial establishments to ensure compliance with Environmental Health standards.
- Ensure the development of the capabilities, skills and knowledge of staff.
- Appraise direct reports; and
- Undertake any other duties that may be assigned

5. **QUALIFICATION AND EXPERIENCE**

- Diploma/HND in Environmental Science or relevant discipline;
- Minimum of 10 years of progressive working experience as a Senior Environmental Health Officer in the Local Government Service or a comparable public sector organization; and
- Be a member of a recognized professional body.

6. **MODE OF ENTRY**

6.1 **IN-SERVICE**

A Senior Environmental Health Officer who has served a minimum of 4 years is eligible for promotion to the grade of Principal Environmental Health Officer; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7. **CAREER PROGRESSION**

A Principal Environmental Health Officer is eligible for promotion to the grade of Chief Environmental Health Officer after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

**8. TRAINING**

- Occupational Health and Safety
- Project Management
- Disaster Investigation and Management
- Environmental Management
- ICT
- Monitoring and Evaluation
- Course in Local Government Administration

## SENIOR ENVIRONMENTAL HEALTH OFFICER

### 1. JOB TITLE: SENIOR ENVIRONMENTAL HEALTH OFFICER

### 2. GRADE LEVEL

### 3. JOB PURPOSE

To conduct on-field activities and to ensure the delivery of Environmental Health service.

### 4. JOB SUMMARY

- Organize Environmental Health promotion and clean-up campaigns.
- Investigate complaints and respond to enquiries relating to Environmental Health.
- Monitor noise levels, air and water quality, and disease trends.
- Inspect small scale industrial establishments to ensure compliance with Environmental Health standards.
- Collect data to support research activities.
- Supervise the exhumation and reburial of unclaimed/unidentified corpses.
- Ensure the development of the capabilities, skills and knowledge of staff.
- Appraise direct reports; and
- Undertake any other duties that may be assigned

### 5. QUALIFICATION AND EXPERIENCE

- Diploma/HND in Environmental Science or relevant discipline;
- Minimum of 8 years of progressive working experience as an Environmental Health Officer in the Local Government Service or a comparable public sector organization.
- Be a member of a recognized professional body.

### 6. MODE OF ENTRY

#### 6.1 IN-SERVICE

An Environmental Health Officer who has served a minimum of 4 years is eligible for promotion to the grade of Senior Environmental Health Officer; and must pass a promotion examination.

#### 6.2 DIRECT

By external advertisement based on the qualification and experience stated above (5.0) and must pass a selection interview.

### 7. CAREER PROGRESSION

A Senior Environmental Health Officer is eligible for promotion to the grade of Principal Environmental Health Officer after having served a minimum of 4 years satisfactory service; and must pass a promotion examination.

### 8. TRAINING

- Occupational Health and Safety
- Monitoring and Evaluation
- Environmental Management
- Pest and vector Control
- ICT



- Course in Local Government Administration

## ENVIRONMENTAL HEALTH OFFICER

### 1. JOB TITLE: ENVIRONMENTAL HEALTH OFFICER

### 2. GRADE LEVEL

### 3. JOB PURPOSE

To conduct on-field activities to support Environmental Health service delivery.

### 4. JOB SUMMARY

- Inspect all premises to ensure compliance with Public Health rules and regulations.
- Report on health and safety issues in relation to new buildings and developments.
- Support the organization and promotion of Environmental Health and clean-up campaigns.
- Receive and respond to complaints and enquires relating to Environmental Health service delivery.
- Notify appropriate authorities of out breaks of potentially dangerous disease.
- Collect data for research.
- Report on sanitary offenses.
- Ensure the development of the capabilities, skills and knowledge of staff.
- Appraise direct reports; and
- Undertake any other duties that may be assigned

### 5. QUALIFICATION AND EXPERIENCE

- Diploma/HND in Environmental Science or relevant discipline; and
- Minimum of 4 years of progressive working experience as an Assistant Environmental Health Officer in the Local Government Service or a comparable public sector organization.

### 6. MODE OF ENTRY

#### 6.1 IN-SERVICE

An Assistant Environmental Health Officer who has served a minimum of 4years is eligible for promotion to the grade of Environmental Health Officer; and must pass a promotion examination.

#### 6.2 DIRECT

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

### 7. CAREER PROGRESSION

An Environmental Health Officer is eligible for promotion to the grade of a Senior Environmental Health Officer after having served a minimum of 4 years of satisfactory service; and must pass a promotion interview.

### 8. TRAINING

- Occupational Health and Safety
- Project Management
- Disaster Investigation and Management

- Environmental Management
- ICT
- Monitoring and Evaluation
- Course in Local Government Administration

## **ASSISTANT ENVIRONMENTAL HEALTH OFFICER**

**1. JOB TITLE: ASSISTANT ENVIRONMENTAL HEALTH OFFICER**

**2. GRADE LEVEL**

**3. JOB PURPOSE**

To provide frontline services for Environmental Health service delivery.

**4. JOB SUMMARY**

- Inspect all premises to ensure compliance with Public Health rules and regulations.
- Report sanitary offenders.
- Organize screening of food vendors for certification.
- Submit reports on Environmental Health issues.
- Collect data on Environmental Health Services to support research activities.
- Support the organization and promotion of Environmental Health and clean-up campaigns.
- Promote the construction of approved domestic toilets; and
- Undertake any other duties that may be assigned

**5. QUALIFICATION AND EXPERIENCE**

- Diploma/HND in Engineering.

**6. MODE OF ENTRY**

**6.1 IN-SERVICE**

Not promotional

**6.2 DIRECT**

By external advertisement based on the qualification stated above (5.0) and must pass a selection interview.

**7. CAREER PROGRESSION**

An Assistant Environmental Health Officer is eligible for promotion to the grade of a Environmental Health Officer after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

**8. TRAINING**

- Induction training;
- ICT;
- Food and Meat Hygiene;
- Health Promotion Techniques; and
- Course in Local Government Administration

## **5. RURAL HOUSING LOANS OFFICER CLASS**

### **Objective of the Rural Housing Loans Officers Class**

The Class is responsible for the formulation and implementation of programmes for rural housing, finance and management.

#### **STAFFING STRUCTURE**

##### **Professional**

- Chief Rural Housing Loans Officer
- Principal Rural Housing Loans Officer
- Senior Rural Housing Loans Officer
- Rural Housing Loans Officer
- Assistant Rural Housing Loans Officer

##### **Sub – Professional**

- Chief Rural Housing Loans Assistant
- Assistant Chief Rural Housing Loans Assistant
- Principal Rural Housing Loans Assistant
- Senior Rural Housing Loans Assistant
- Rural Housing Loans Assistant

## CHIEF RURAL HOUSING LOANS OFFICER

1.0 **JOB TITLE:** CHIEF RURAL HOUSING LOANS OFFICER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE:**

To ensure the effective implementation of policies and programmes for loans disbursement and recovery in housing.

4.0 **JOB SUMMARY:**

- Implements policies in housing finance and management;
- Develops proposal for housing financing and other agreements;
- Designs and manages viable housing credit systems;
- Develops suitable mechanisms to ensure effective loans disbursement and recovery;
- Ensure the development of the capabilities, skills and knowledge of staff;
- Appraises direct report; and
- Undertakes any other duties that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE:**

- Masters degree in Finance, Accounting 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; and
- Member of a recognized professional body.

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE:**

A Principal Rural Housing Loans Officer who has served a minimum of 5 years is eligible for promotion to the grade of Chief Rural Housing Loans Officer; and must pass a promotion interview.

6.2 **DIRECT:**

By external advertisement based on qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION:**

This is a terminal grade

8.0 **TRAINING:**

- Project Management;
- Communication skills;
- ICT; and
- Course in Local Government Administration.

## PRINCIPAL RURAL HOUSING LOANS OFFICER

1.0 **JOB TITLE:** PRINCIPAL RURAL HOUSING LOANS OFFICER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE:**

To support the implementation of policies and programmes on housing finance and management.

4.0 **JOB SUMMARY:**

- Assists in implementing policies in finance and management of housing;
- Assists in designing and managing viable housing credit systems;
- Ensure the development of the capabilities, skills and knowledge of staff;
- Appraises direct report; and
- Undertakes any other duties that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE:**

- Masters degree in Finance, Accounting or relevant discipline;
- Minimum of 10 years progressive working experience in the Local Government Service or a comparable Public Sector organization of which at least 4 years must be in a Senior Management level; and
- Member of a recognized professional body.

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE:**

A Senior Rural Housing Loans Officer who has served a minimum of 4 years is eligible for promotion to the grade of Principal Rural Housing Loans Officer; and must pass a promotion interview.

6.2 **DIRECT:**

By external advertisement based on qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION:**

A Principal Rural Housing Loans Officer is eligible for promotion to the grade of a Chief Rural Housing Loans Officer after having served a minimum of 5 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING:**

- Project management and financing;
- Risk portfolio Management;
- Contract management;
- Resource Mobilization;
- ICT; and
- Course in Local Government Administration.

## SENIOR RURAL HOUSING LOANS OFFICER

1.0 **JOB TITLE:** SENIOR RURAL HOUSING LOANS OFFICER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To implement policies and programmes on housing finance and management.

4.0 **JOB SUMMARY**

- Processes applications of loans for approval;
- Monitors up-to-date loan records;
- Recommends legal action to be taken against defaulters;
- Prepares draft reports;
- Ensure the development of the capabilities, skills and knowledge of staff;
- Appraises direct report; and
- Undertakes any other duties that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- Bachelors degree in Finance, Accounting or relevant discipline;
- Minimum of 8 years of progressive working experience in the Local Government Service or a comparable Public Sector organization; and
- Member of a recognized professional body.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

A Rural Housing Loans Officer who has served a minimum of 4 years is eligible for promotion to the grade of Senior Rural Housing Loans Officer; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Senior Rural Housing Loans Officer is eligible for promotion to the grade of a Principal Rural Housing Loans Officer after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Financial Management and Administration;
- Public Procurement;
- Management of Credit Schemes and loans recovery;
- Report writing;
- Risk portfolio Management;
- ICT; and
- Course in Local Government Administration.



## **RURAL HOUSING LOANS OFFICER**

1.0 **JOB TITLE:** RURAL HOUSING LOANS OFFICER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To support activities relating to housing loans disbursement and recovery.

4.0 **JOB SUMMARY**

- Collates and assess endorsed application forms from applicants for approval;
- Keeps up-do-date loan records;
- Ensure the development of the capabilities, skills and knowledge of staff;
- Appraises direct report; and
- Undertakes any other duties that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- Bachelors degree in Finance, Accounting or relevant discipline; and
- Minimum of 4 years of progressive working experience in the Local Government Service or a comparable Public Sector organization.

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE**

An Assistant Rural Housing Loans Officer who has served a minimum of 4 years is eligible for promotion to the grade of Senior Rural Housing Loans Officer; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Rural Housing Loans Officer is eligible for promotion to the grade of Senior Rural Housing Loans Officer after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Financial Management;
- Human Relations;
- Management of Credit Schemes;
- Records Management;
- ICT; and
- Course in Local Government Administration.

## ASSISTANT RURAL HOUSING LOANS OFFICER

1.0 **JOB TITLE:** ASSISTANT RURAL HOUSING LOANS OFFICER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE:**

To assist in the disbursement and recovery of housing loans.

4.0 **JOB SUMMARY**

- Issues receipt for all monies collected;
- Keeps records of monies collected;
- Renders account of monies collected to the appropriate authorities; and
- Undertakes any other duties that may be assigned

5.0 **QUALIFICATION AND EXPERIENCE**

Bachelors Degree in Finance, Accounting or relevant discipline.

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE**

Not by promotion

6.2 **DIRECT**

By external advertisement based on qualifications stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

An Assistant Rural Housing Loans Officer is eligible for promotion to the grade of Rural Housing Loans Officer after having completed a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Records keeping;
- Management of Credit Schemes;
- Human Relations;
- ICT; and
- Course in Local Government Administration

## **SUB PROFESSIONAL CLASS**

### **CHIEF HOUSING LOANS ASSISTANT**

1.0 **JOB TITLE: CHIEF HOUSING LOANS ASSISTANT**

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To assist in the provision of building material/shelter loans disbursement and recovery.

4.0 **JOB SUMMARY**

- Assists in the administration and regulation of unit activities;
- Assists in the implementation of policies in housing finance and management;
- Supervises projects and programmes;
- Prepare reports on status of loans disbursement and recovery;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraise direct reports; and
- Undertakes any other duties that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- Diploma/HND in Accounting or relevant discipline;
- Minimum of 12 years progressive working experience; and
- Member of a recognized professional body.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

An Assistant Chief Housing Loans Assistant who has served a minimum of 4 years is eligible for promotion to the grade of a Chief Housing Loans Assistant; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

This is a terminal grade.

8.0 **TRAINING**

- Management of credit schemes
- Financial Management
- Public Procurement
- Management Studies in Local Government
- Human Relations
- I C T

## **ASSISTANT CHIEF HOUSING LOANS ASSISTANT**

1.0 **JOB TITLE: ASSISTANT CHIEF HOUSING LOANS ASSISTANT**

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To provide field technical leadership in implementation of loans disbursement and recovery.

4.0 **JOB SUMMARY**

- Assists in the administration and regulation of unit activities.
- Prepares housing finance and management schemes;
- Plans and Organise field visits to community housing cooperatives;
- Train housing cooperatives in book keeping and credit scheme management;
- Prepare draft reports on status of loans disbursement and recovery;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraise direct reports; and
- Undertakes any other duties that may be assigned

5.0 **QUALIFICATION AND EXPERIENCE**

- Diploma/HND in Accounting or relevant discipline; and
- Minimum of 10 years progressive working experience

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

A Principal Housing Loans Assistant who has served a minimum of 4 years is eligible for promotion to the grade of an Assistant Chief Housing Loans Assistant; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

An Assistant Chief Housing Loans Assistant is eligible for promotion to the grade of Chief Housing Loans Assistant after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Management of credit schemes;
- Course in Local Government Administration;
- Human Relations; and
- I C T Training

## **PRINCIPAL HOUSING LOANS ASSISTANT**

1.0     **JOB TITLE:**   PRINCIPAL HOUSING LOANS ASSISTANT

2.0     **GRADE LEVEL:**

3.0     **JOB PURPOSE**

To assist the Assistant Chief Housing Loans Assistant in building material/shelter loans disbursement and recovery.

4.0     **JOB SUMMARY**

- Assists in the design of housing management and viable housing credit system;
- Assists in the development of suitable mechanism to ensure effective loans disbursement and recovery;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraise direct reports; and
- Undertakes any other duties that may be assigned.

5.0     **QUALIFICATION AND EXPERIENCE**

- Diploma/HND in Accounting or relevant discipline; and
- Minimum of 8 years progressive working experience

6.0     **MODE OF ENTRY**

6.1     **IN-SERVICE**

A Senior Housing Loans Assistant who has served a minimum of 4 years is eligible for promotion to the grade of a Principal Housing Loans Assistant; and must pass a promotion interview.

6.2     **DIRECT**

By external advertisement based on the qualification and experience stated above (5.0) and must pass a selection interview.

7.0     **CAREER PROGRESSION**

A Principal Housing Loans Assistant is eligible for promotion to the grade of Assistant Chief Housing Loans Assistant after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0     **TRAINING**

- Financial Management;
- Management of credit schemes;
- Course in Local Government Administration;
- Human Relations; and
- ICT

## **SENIOR HOUSING LOANS ASSISTANT**

1.0 **JOB TITLE:** SENIOR HOUSING LOANS ASSISTANT

2.0 **GRADE LEVEL**

3.0 **JOB PURPOSE**

To provide technical support in loans disbursement and recovery.

4.0 **JOB SUMMARY:**

- Supply application forms to applicants;
- Educate applicant on the completion of the forms;
- Keep up to date loan records;
- Keep records of legal action of loan defaulters;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraise direct reports; and
- Undertakes any other duties that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- Diploma/HND in Accounting or relevant discipline; and
- Minimum of 4 years progressive working experience

6.0 **MODE OF ENTRY**

6.1 **DIRECT**

Candidate must pass a selection interview and also possess the qualifications as stated in (5.0) above and must pass a selection interview.

6.2 **IN-SERVICE**

A Housing Loans Assistant who has served a minimum of 4 years is eligible for promotion to the grade of a Senior Housing Loans Assistant; and must pass a promotion interview.

7.0 **CAREER PROGRESSION**

A Senior Housing Loans Assistant is eligible for promotion to the grade of Principal Housing Loans Assistant after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Management of Credit Schemes;
- Records Management;
- Project Management and Reporting;
- Human Relations;
- ICT; and
- Course in Local Government Administration

## HOUSING LOANS ASSISTANT

1. **JOB TITLE:** HOUSING LOANS ASSISTANT

2. **GRADE LEVEL**

3. **JOB PURPOSE**

To provide technical support in loans disbursement and recovery.

4. **JOB SUMMARY:**

- Supply application forms to applicants;
- Educate applicant on loans application and disbursement;
- Process application forms for applicants;
- Ensure up to date loan records keeping;
- Educate communities on governments policies on housing credit; and
- Undertakes any other duties that may be assigned.

5. **QUALIFICATION AND EXPERIENCE**

- Diploma/HND in Accounting or relevant discipline

6. **MODE OF ENTRY**

6.1 **DIRECT**

By external advertisement based on the qualification stated above (5.0) and must pass a selection interview.

6.2 **IN-SERVICE**

Not promotional.

7.0 **CAREER PROGRESSION**

A Housing Loans Assistant is eligible for promotion to the grade of Senior Housing Loans Assistant after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Induction training;
- ICT; and
- Course in Local Government Administration

## 6. STATISTICS CLASS

### Objectives of the Statistics Class

The objectives of the Statistics Class are to:

- Collect, compile, analyse, publish and disseminate demographic, health and economic data on the district.
- Undertake monthly market readings on selected goods and services from designated market centres in the District and submit returns to the respective Regional Office of the Ghana Statistical Service for the computation of the following:
  - Consumer Price Index (CPI)
  - Producer Price Index (PPI) and
  - Production Index (PI)
- Enhance the use of statistics for evidence-based decision making
- Harmonize the concepts, methods, and classifications used in production of statistics at all levels
- Systematize the collation of administrative data across sectors and geographical units
- Reinforce the coordination of statistics generation, compilation, analysis, storage, archiving and dissemination across MMDAs
- Strengthen the capacity of statistical staff at the district levels
- Engender statistical literacy among stakeholders
- Maximize revenue generation and utilization

### STAFFING STRUCTURE

#### Professional Class

- District Chief Statistician (DCS)
- Principal Statistician (PS)
- Senior Statistician (SS)
- Statistician (S)
- Assistant Statistician (AS)

#### Sub – Professional Class

- Statistical Assistant I (CTO)
- Statistical Assistant II (ACTO)
- Statistical Assistant III (PTO)



## **DISTRICT CHIEF STATISTICIAN**

1. **JOB TITLE:** DISTRICT CHIEF STATISTICIAN

2. **GRADE LEVEL:**

3. **JOB PURPOSE**

To provide leadership, technical and operational direction for the implementation of programmes and activities of the Department.

4. **JOB SUMMARY**

- Lead in the implementation of statistical policies at the Local level
- Monitor the collection, processing, analysis and dissemination of data
- Monitor monthly market readings on selected goods and services from designated market centres in the District for the computation of CPI, PPI and PI
- Prepare annual budget and strategic plan of the Department;
- Support the preparation of Composite Budget of the Local level;
- Prepare work schedule for the Department;
- Produce basic demographic and socio-economic statistics and indicators;
- Establish and maintain a comprehensive district database;
- Conduct social, demographic and economic surveys and publish the data;
- Design sampling methodology and standards for various research and survey activities;
- Plan, implement, monitor and evaluate relevant projects;
- Supervise the design of questionnaires, manuals and guidelines for data collection in the District;
- Supervise the collection, compilation and analysis of statistical data;
- Organize review meetings, workshops and seminars of the Department;
- Prepare and disseminate periodic statistical reports;
- Provide technical support in the coordination and preparation of strategic plans;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraise direct reports; and
- Undertake any other duties that may be assigned.

5. **QUALIFICATION AND EXPERIENCE**

- Masters degree in Economics, Statistics, Mathematics, Demography/Population Studies, Geography, Sociology, Planning and 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; and
- Member of a recognized professional body.

6. **MODE OF ENTRY**

6.1 **IN-SERVICE**

A Principal Statistician who has served a minimum of 5 years is eligible for promotion to the grade of District Chief Statistician; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

**7. CAREER PROGRESSION**

This is a terminal grade

**8. TRAINING**

- Continuous Professional Development in Statistics and related disciplines
- Management and Leadership skills
- Financial, Procurement, Budgeting and Auditing Regulations
- Monitoring and Evaluation
- ICT
- Course in Local Government Administration

## PRINCIPAL STATISTICIAN

1. **JOB TITLE:** PRINCIPAL STATISTICIAN

2. **GRADE LEVEL**

3. **JOB PURPOSE**

To provide technical and operational support for the implementation of the activities of the Department.

4. **JOB SUMMARY**

- Supervises the collection, compilation, processing and analysis of data and ensures publication and dissemination;
- Supervise monthly market readings on selected goods and services from designated market centres in the District for the computation of CPI, PPI and PI;
- Facilitate the preparation of monthly, quarterly and annual reports;
- Respond to data request by client/public;
- Provide inputs into the annual budget and strategic planning process of the Department;
- Ensures development of the capabilities, skills and knowledge of staff;
- Appraise direct reports; and
- Undertakes any other duty that may be assigned.

5. **QUALIFICATION AND EXPERIENCE**

- Master's degree in Economics, Statistics, Mathematics, Demography/Population Studies, Geography, Sociology, Planning and relevant discipline.
- Minimum of 10 years progressive working experience in the Local Government Service or a comparable Public Sector organization of which at least 4 years must be in a Senior Management level; and
- Member of a recognized professional body.

6. **MODE OF ENTRY**

6.1 **IN-SERVICE**

A Senior Statistician who has served a minimum of 4 years is eligible for promotion to the grade of Principal Statistician; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7. **CAREER PROGRESSION**

A Principal Statistician is eligible for promotion to the grade of District Chief Statistician after having served a minimum of 4 years satisfactory service; and passed a promotion interview.

8. **TRAINING**

- Continuous Professional Development in Statistics, Demography and related disciplines
- Financial, Procurement, Budgeting and Auditing Regulations
- Monitoring and Evaluation
- Continuous Professional Development in Statistical Information

- ICT
- Course in Local Government Administration

## SENIOR STATISTICIAN

### 1. JOB TITLE SENIOR STATISTICIAN

### 2. GRADE LEVEL

### 3. JOB PURPOSE

To provide technical support for the achievement of the objective(s) of the Department.

### 4. JOB SUMMARY

- Collect, compile, analyse and disseminate data
- Prepare draft monthly, quarterly and annual statistical reports and update statistical records/information
- Respond to data request by the client/public
- Supervise the collection of data in the field
- Ensures development of the capabilities, skills and knowledge of staff
- Appraise direct report; and
- Undertake any other duty that may be assigned

### 5. QUALIFICATION AND EXPERIENCE

- Bachelor's degree in Economics, Statistics, Mathematics, Demography/Population Studies, Geography, Sociology, Planning and related fields.
- Minimum of 8 years of progressive working experience in the Local Government Service or a comparable Public Sector organization; and
- Member of a recognized professional body.

### 6. MODE OF ENTRY

#### 6.1 IN-SERVICE

A Statistician who has served a minimum of 4 years is eligible for promotion to the grade of Senior Statistician; and must pass a promotion interview.

#### 6.2 DIRECT

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

### 7. CAREER PROGRESSION

A Senior Statistician is eligible for promotion to the grade of Principal Statistician after having served a minimum of 4 years satisfactory service; and passed a promotion interview.

### 8. TRAINING

- Continuous Professional Development in Statistics
- Management and Leadership skills
- Advocacy and Communication
- Financial, Procurement, Budgeting and Auditing Regulations
- Monitoring and Evaluation
- Records Management
- ICT (Data Management and Analysis)
- Course in Local Government Administration

## STATISTICIAN

1. **JOB TITLE:** STATISTICIAN

2. **GRADE LEVEL**

3. **JOB PURPOSE**

To provide operational support for the implementation of the activities of the Department.

4. **JOB SUMMARY**

- Participate in the collection, compilation, processing and ensure efficient analysis of data for publication;
- Draft monthly, quarterly and annual reports and update statistical records/information;
- Respond to data request by the client/public;
- Participate in the development of data collection instruments;
- Management the Department's database;
- Ensures development of the capabilities, skills and knowledge of staff;
- Appraise direct report; and
- Undertake any other duty that may be assigned.

5. **QUALIFICATION AND EXPERIENCE**

- Bachelor's degree in Economics, Statistics, Mathematics, Demography/Population Studies, Geography, Sociology, Planning or relevant discipline.
- Minimum of 4 years of progressive working experience in the Local Government Service or a comparable Public Sector organization.

6. **MODE OF ENTRY**

6.1 **IN-SERVICE**

An Assistant Statistician who has a minimum 4years is eligible for promotion to the grade of Statistician; and must pass a promotion.

6.2 **DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7. **CAREER PROGRESSION**

A Statistician is eligible for promotion to the grade of Senior Statistician after having served a minimum of 4 years satisfactory service; and passed a promotion interview.

8. **TRAINING**

- Continuous Professional Development in Statistics
- Management and Leadership
- Strategic Planning Course
- Communication and Advocacy
- Records Management
- ICT (Data Management and Analysis)
- Course in Local Government Administration

## **ASSISTANT STATISTICIAN**

**1. JOB TITLE: ASSISTANT STATISTICIAN**

**2. GRADE LEVEL**

**3. JOB PURPOSE**

To provide technical support for the achievement of the objective(s) of the Department.

**4. JOB SUMMARY**

- Prepares draft reports
- Collects, collates and compiles data
- Respond to data request by the client/public
- Participates in surveys and censuses and any other relevant field work
- Assist in the day to day management of the Department's database
- Appraise direct report; and
- Undertake any other duty that may be assigned

**5. QUALIFICATION AND EXPERIENCE**

- Bachelor's degree in Economics, Mathematics, Demography/Population Studies, Geography, Sociology, Planning or relevant discipline.

**6. MODE OF ENTRY**

**6.1 IN-SERVICE**

Not promotional

**6.2 DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

**7. CAREER PROGRESSION**

An Assistant Statistician is eligible for promotion to the grade of Statistician after having served a minimum of 4 years satisfactory service; and passed a promotion interview

**8. TRAINING**

- Induction Training
- Communication and Report Writing
- Statistical Information Course
- Continuous Professional Development in Statistics
- ICT (Data Management and Analysis)
- Course in Local Government Administration

## **SUB PROFESSIONAL CLASS**

### **STATISTICAL ASSISTANT I (CHIEF TECHNICAL OFFICER)**

1. **JOB TITLE:** STATISTICAL ASSISTANT I (CHIEF TECHNICAL OFFICER)

2. **GRADE LEVEL**

3. **JOB PURPOSE**

Collects data for the effective and efficient management of the Department.

4. **JOB SUMMARY**

- Make requisition for resources and materials to enable tasks to be performed;
- Check that field returns are completed timely and make follow ups;
- Supervise coding and editing of data collected and check for data errors to ensure consistency;
- Assist in the assembling of data to meet client request;
- Make input into the preparation of annual plans and budgets;
- Ensures development of the capabilities, skills and knowledge of staff
- Appraise direct report; and
- Undertake any other duty that may be assigned.

5. **QUALIFICATION AND EXPERIENCE**

- Diploma/HND in Statistics or relevant discipline;
- Minimum of 8 years progressive working experience; and
- Member of a recognized professional body.

6. **MODE OF ENTRY**

6.1 **IN-SERVICE**

A Statistical Assistant II who has served a minimum of 4 years is eligible for promotion to the grade of a Statistical Assistant I; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7. **CAREER PROGRESSION**

This is a terminal grade.

8. **TRAINING**

- Course in Statistical Information System
- Communication, Report Writing and Negotiation Skills
- ICT
- Records Management
- Course in Local Government Administration



## **STATISTICAL ASSISTANT II (ASSISTANT CHIEF TECHNICAL OFFICER)**

1. **JOB TITLE:** STATISTICAL ASSISTANT II (ASSISTANT CHIEF TECHNICAL OFFICER)

2. **GRADE LEVEL**

3. **JOB PURPOSE**

Collects data for the effective and efficient management of the Department.

4. **JOB SUMMARY**

- Undertake monthly market readings on selected goods and services from designated market centres in the District for the computation of CPI, PPI and PI;
- Ensure the efficient collection of data in any area of interest to the District;
- Check that field returns are completed timely and makes follow ups;
- Capture field returns;
- Edit and code data collected;
- Ensures development of the capabilities, skills and knowledge of staff
- Appraise directs report; and
- Undertake any other duty that may be assigned.

5. **QUALIFICATION AND EXPERIENCE**

- Diploma/HND in Statistics or relevant discipline;
- Minimum of 4 years progressive working experience; and

6. **MODE OF ENTRY**

6.1 **IN-SERVICE**

A Statistical Assistant III who has served a minimum of 4 years is eligible for promotion to the grade of a Statistical Assistant II; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7. **CAREER PROGRESSION**

A Statistical Assistant II is eligible for promotion to the grade of Statistical Assistant I after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8. **TRAINING**

- Communication Skills
- Report Writing
- A Course in Statistical Information System
- Introduction to Management
- ICT
- Records Management
- Training in Local Government Administration.

## STATISTICAL ASSISTANT III (PRINCIPAL TECHNICAL OFFICER)

1. **JOB TITLE:** STATISTICAL ASSISTANT III (PRINCIPAL TECHNICAL OFFICER)

2. **GRADE LEVEL**

3. **JOB PURPOSE**

Collects data for the effective and efficient management of the Department.

4. **JOB SUMMARY**

- Collect demographic and socio-economic data;
- Edit and Code data; and
- Undertake any other duty that may be assigned

5. **QUALIFICATION AND EXPERIENCE**

- Diploma/HND in Statistics or relevant discipline;

6. **MODE OF ENTRY**

6.1 **DIRECT ENTRY**

By advertisement and selection interview based on the qualifications and experience specified in section 5 above.

6.2 **IN-SERVICE**

Not promotional

7. **CAREER PROGRESSION**

A Statistical Assistant III is eligible for promotion to the grade of Statistical Assistant II after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8. **TRAINING**

- Induction training
- Course in Statistical Information System
- Data collection Techniques
- ICT
- Records Management
- course in Local Government Administration

## **7. DEVELOPMENT PLANNING CLASS**

### **Objectives of the Development Planning Class**

The objectives of the Development Planning Class are to:

- Lead in strategic planning, efficient integration and implementation of public policies and programmes to achieving sustainable economic growth and development;
- Efficiently administer the resources of the Class and supervise the staff;
- Ensure that field activities are efficiently performed to produce desired output.

### **STAFFING STRUCTURE**

- Chief Development Planning Officer
- Principal Development Planning Officer
- Senior Development Planning Officer
- Development Planning Officer
- Assistant Development Planning Officer

## CHIEF DEVELOPMENT PLANNING OFFICER

1.0 **JOB TITLE:** CHIEF DEVELOPMENT PLANNING OFFICER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To lead in strategic planning and implementation of public policies and programmes to achieve sustainable economic growth and development

4.0 **JOB SUMMARY**

- Supervises the preparation of annual reports and Development Action Plans and Medium Term Development Plans;
- Acts as Secretary to the Development Planning Coordinating Unit;
- Plans and promotes development policies that can facilitate public service delivery and effective implementation of economic development projects;
- Responsible for the efficient administration of departmental resources and supervision of staff;
- Ensure the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATIONS AND EXPERIENCE**

- Masters degree in Public Policy, Planning, Development Economics, Economics, 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; and
- Member of a recognized professional body.

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE**

A Principal Development Planning Officer who has served a minimum of 5 years is eligible for promotion to the grade of Chief Development Planning Officer; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION:**

This is a terminal grade.

8.0 **TRAINING:**

- Advanced Economic Development Policy;
- Project Management;
- Organizational Development; and
- ICT
- Course in Local Government Administration.

## PRINCIPAL DEVELOPMENT PLANNING OFFICER

1.0 **JOB TITLE:** PRINCIPAL DEVELOPMENT PLANNING OFFICER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To provide leadership in the planning, implementation and evaluation of development projects and programmes.

4.0 **JOB SUMMARY**

- Provide lead support in preparation of annual reports and Development Action Plans and Medium Term Development Plans;
- Monitors and reports on development projects and programmes;
- Liaises with stakeholders to collect inputs necessary to aid in the formulation of public policies and programmes;
- Advises the Entity Tender Committee and Review Boards;
- Ensure the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- Masters degree in Public Policy, Planning, Development Economics, Economics, or relevant discipline;
- Minimum of 10 years progressive working experience in the Local Government Service or a comparable Public Sector organization of which at least 4 years must be in a Senior Management level; and
- Member of a recognized professional body.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

A Senior Development Planning Officer who has served a minimum of 4 years is eligible for promotion to the grade of Principal; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Principal Development Planning Officer is eligible for promotion to the grade of Chief Development Planning Officer after 5 years satisfactory service must pass a promotion interview.

8.0 **TRAINING**

- Advanced Economic Development Policy;
- Project Management;
- Organizational Development; and
- ICT
- Course in Local Government Administration.

## **SENIOR DEVELOPMENT PLANNING OFFICER**

1.0 **JOB TITLE:** SENIOR DEVELOPMENT PLANNING OFFICER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To assist in the implementation of development policies and programmes

4.0 **JOB SUMMARY**

- Assists in the development and implementation of programmes and policies;
- Coordinates programmes and ensures they are consistent with official policy directives;
- Assess and advise on the impact of policies and projects to ensure sustainable development;
- Monitors implementation of government policies and programmes;
- Assists in the identification of possible gaps for feed back;
- Ensure the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- Bachelor's degree in Public Policy, Planning, Development Economics, Economics, or relevant discipline;
- Minimum of 8 years of progressive working experience in the Local Government Service or a comparable Public Service institution; and
- Member of a recognized professional body.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

A Development Planning Officer who has served a minimum of 4 years is eligible for promotion to the grade of Senior Development Planning Officer; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Senior Development Planning Officer is eligible for promotion to the grade of a Principal Development Planning Officer after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Public Policy Development;
- Project Management;
- Organizational Development; and
- ICT
- Course in Local Government Administration.

## **DEVELOPMENT PLANNING OFFICER**

1.0 **JOB TITLE:** DEVELOPMENT PLANNING OFFICER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To provide operational support in the implementation of development policies and programmes

4.0 **JOB SUMMARY**

- Supports in the planning and implementation of development projects and programmes.
- Sensitizes staff and other stakeholders prior to the implementation of new development policies;
- Assist in the monitoring and evaluation of programmes and writing progress reports.
- Ensure the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- Bachelor's degree in Public Policy, Planning, Development Economics, Economics, or relevant discipline; and
- Minimum of 4 years of progressive working experience in the Local Government Service or a comparable Public Service institution.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

An Assistant Development Planning Officer who has served a minimum of 4 years is eligible for promotion to the grade of Development Planning Officer; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Development Planning Officer is eligible for promotion to Senior Development Planning Officer after having completed a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Public Policy Development;
- Project Management;
- Organizational Development; and
- ICT
- Course in Local Government Administration.

## **ASSISTANT DEVELOPMENT PLANNING OFFICER**

1.0 **JOB TITLE:** ASSISTANT DEVELOPMENT PLANNING OFFICER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To assist in the preparation and implementation of development policies and projects.

4.0 **JOB SUMMARY**

- Supports in the investigation of emerging development opportunities and makes recommendations.
- Ensures compliance with official guidelines in implementation of development programmes;
- Participates in the monitoring and evaluation of on-going projects and submit reports.
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- Bachelor's degree in Public Policy, Planning, Development Economics, Economics, or relevant discipline;

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE**

Not promotional

6.2 **DIRECT**

By external advertisement based on qualifications stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

An Assistant Development Planning Officer is eligible for promotion to Development Planning Officer after having completed a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- A course in Local Government Administration;
- Research Methods and Impact Assessment;
- Project Proposal Writing and Reporting;
- Induction Training; and
- ICT



## **8. INTERNAL AUDIT CLASS**

### **Objectives of the Internal Audit Class**

The objective of the class is to assist

#### **STAFFING STRUCTURE**

##### **Professional class**

- Director of Internal Audit
- Principal Internal Auditor
- Senior Internal Auditor
- Internal Auditor
- Assistant Internal Auditor

##### **Sub Professional Class**

- Chief Internal Audit Trainee
- Principal Internal Audit Trainee
- Senior Internal Audit Trainee
- Internal Audit Trainee

## **DIRECTOR OF INTERNAL AUDIT**

7.0 **JOB TITLE:** DIRECTOR OF INTERNAL AUDIT

8.0 **GRADE LEVEL:**

9.0 **JOB PURPOSE**

To advise Management on the effectiveness of risk management controls, and governance processes designed to add value to the Service.

10.0 **JOB SUMMARY**

- Provides reliable assurance and consulting services to management on the effectiveness of the control system in place to mitigate risk and promote the control culture of the institution;
- Reviews and updates audit programs;
- Provides technical leadership in setting up of a functional Audit Report Implementation Committee (ARIC);
- Reviews and ensures the execution of annual risk based audit plan;
- Reviews audit assignments conducted;
- Leads, controls and directs activities of the IAU;
- Oversees the performance of internal audit review;
- Reviews and submits internal audit reports for the consideration of management;
- Designs and implements an effective internal audit system;
- Submits annual reports on the performance of the IAU;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

11.0 **QUALIFICATION AND EXPERIENCE**

- Masters degree in Finance, Accounting , 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 being Senior Management level; and
- Member of a relevant professional body.

12.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

A Principal Internal Auditor who has served a minimum of 5years is eligible for promotion to the grade of Director; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement and interview based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

This is a terminal grade

8.0 **TRAINING**

- Management and Leadership Skills;

- Project Management;
- A course in Local Government Administration;
- Strategic and General Management;
- Consulting Techniques;
- Continuous Professional Development in Auditing;
- ICT Training (Computer Assisted Audit Techniques); and
- Public Procurement and Contract Management.

## **PRINCIPAL INTERNAL AUDITOR**

1. **JOB TITLE:** PRINCIPAL INTERNAL AUDITOR

2. **GRADE LEVEL:**

3. **JOB PURPOSE**

To assist the co-ordination and execution of audit assignments to achieve the objective of the unit.

4. **JOB SUMMARY**

- Reviews audit working papers;
- Reviews internal audit reports by audit teams and submits to DIA;
- Provides technical inputs for the drafting of proposals for the update of procedures and guidelines for internal audit function in the Agency;
- Monitors implementation of recommendations raised in internal audit reports on the organisation;
- Facilitates assurance engagements and investigation of records of the Service;
- Supports the review of programs and operations of the organisation and suggest recommendations for corrective action;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5. **QUALIFICATION AND EXPERIENCE**

- Masters degree in Finance, Accounting , or relevant discipline;
- Minimum of 10 years progressive working experience in the Local Government Service or a comparable Public Sector organization of which at least 4 years must being Senior Management level; and
- Member of a relevant professional body.

6. **MODE OF ENTRY**

6.1 **IN-SERVICE**

A Senior Internal Auditor who has served a minimum of 4 years is eligible for promotion to the grade of a Principal Internal Auditor; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement and interview based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Principal Internal Auditor is eligible for promotion to the grade of a Director after having served a minimum of 5 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Management and Leadership Skills;
- Project Management;

- Course in Local Government Administration;
- Consulting Techniques;
- Continuous Professional Development in Auditing;
- ICT; and
- Public Procurement and Contract Management.

## SENIOR INTERNAL AUDITOR

1. **JOB TITLE:** SENIOR INTERNAL AUDITOR

2. **GRADE LEVEL:**

3. **JOB PURPOSE**

To supervise audit teams to effectively undertake audit assignments in order to add value to the organisation.

4. **JOB SUMMARY**

- Reviews audit working papers;
- Reviews draft internal audit reports;
- Drafts proposals for the update of procedures and guidelines for the internal audit unit;
- Facilitates the execution of assurance engagements and investigation of records;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5. **QUALIFICATION AND EXPERIENCE**

- A Bachelor's degree in Finance, Accounting , or relevant discipline;
- Minimum of 8 years progressive working experience in the Local Government Service or a comparable Public Sector organization; and
- Member of a recognised professional body.

6. **MODE OF ENTRY**

6.1 **IN-SERVICE**

An Internal Auditor who has served a minimum of 4 years is eligible for promotion to the grade of a Senior Internal Auditor; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement and interview based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Senior Internal Auditor is eligible for promotion to the grade of a Principal Internal Auditor after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Project Management
- Course in Local Government Administration;
- Consulting Techniques;
- Continuous Professional Development in Auditing;
- ICT; and
- Public Procurement and Contract Management.

## **INTERNAL AUDITOR**

**1. JOB TITLE: INTERNAL AUDITOR**

**2. GRADE LEVEL:**

**3. JOB PURPOSE**

To support audit teams in the execution of audit assignments to achieve the objective of the unit.

**4. JOB SUMMARY**

- Prepares and updates audit programs;
- Assist in the collation of audit findings and the preparation of internal audit reports;
- Provides guidance for the development and review of audit working papers;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

**5. QUALIFICATION AND EXPERIENCE**

- Bachelor's degree in Finance, Accounting , or relevant discipline; and
- Minimum of 4 years progressive working experience in the Local Government Service or a comparable Public Sector organization.

**6. MODE OF ENTRY**

**6.1 IN-SERVICE**

An Assistant Internal Auditor who has served a minimum of 4 years is eligible for promotion to the grade of an Internal Auditor; and must pass a promotion interview.

**6.2 DIRECT**

By external advertisement and interview based on the qualifications and experience stated above (5.0) and must pass a selection interview.

**7.0 CAREER PROGRESSION**

An Internal Auditor is eligible for promotion to the grade of a Senior Internal Auditor after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

**8.0 TRAINING**

- Project Management;
- Continuous Professional Development in Auditing;
- Course in Local Government Administration; and
- ICT

## **ASSISTANT INTERNAL AUDITOR**

1. **JOB TITLE:** ASSISTANT INTERNAL AUDITOR

2. **GRADE LEVEL:**

3. **JOB PURPOSE**

To perform audit engagements to ensure that sufficient, reliable and relevant information are obtained to achieve the engagement objective in order to add value to the organisation.

4. **JOB SUMMARY**

- Undertakes audit verification assignments;
- Prepares and submits audit findings to team leader;
- Prepares and maintains audit working papers for jobs assigned;
- Prepares audit assignment plans;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5. **QUALIFICATION AND EXPERIENCE**

- Bachelor's degree in Finance, Accounting , or relevant discipline;

6. **MODE OF ENTRY**

6.1 **IN-SERVICE**

Not promotional

6.2 **DIRECT**

By external advertisement and interview based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

An Assistant Internal Auditor is eligible for promotion to the grade of an Internal Auditor after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Induction training;
- Course in Local Government Administration;
- Continuous Professional Development in Auditing;
- ICT; and
- Public Procurement and Contract Management.



## **SUB PROFESSIONAL CLASS**

### **CHIEF INTERNAL AUDIT TRAINEE**

1.0 **JOB TITLE:** CHIEF INTERNAL AUDIT TRAINEE

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To undertake audit assignments and provide administrative support to the Unit.

4.0 **JOB SUMMARY**

- Heads the sub-professional Internal Audit class and regulates the activities of the class;
- Assists in the administration of the Audit unit;
- Assist in audit verification assignments;
- Prepares and submits audit findings to team leader;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- HND/Diploma in Accounting or relevant discipline; and
- Minimum of 10 years progressive working experience.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

A Principal Internal Audit Trainee who has served a minimum of 4 years is eligible for promotion to the grade of a Chief Internal Audit Trainee; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION:**

This is a terminal grade.

8.0 **TRAINING:**

- Course in Local Government Administration;
- Strategic and General Management;
- Report Writing and Presentation Skills;
- Consulting Techniques;
- Continuous Professional Development in Auditing; and
- ICT

## **PRINCIPAL INTERNAL AUDIT TRAINEE**

1.0     **JOB TITLE:**   PRINCIPAL INTERNAL AUDIT TRAINEE

2.0     **GRADE LEVEL:**

3.0     **JOB PURPOSE**

To provide on field technical leadership in audit assignments undertaking by the unit;

4.0     **JOB SUMMARY**

- Assists the Chief Internal Audit Trainee in the administration of the class;
- Assist in the Preparation and maintenance of audit working papers for jobs assigned;
- Assist in Audit assignments
- Carries out field visits to inspect assets;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned

5.0     **QUALIFICATION AND EXPERIENCE**

- HND/Diploma in Accounting or relevant discipline; and
- Minimum of 8 years of progressive working experience in the Local Government Service or a comparable Public Sector Organisation.

6.0     **MODE OF ENTRY**

6.1     **IN-SERVICE**

A Senior Internal Audit Trainee who has served a minimum of 4 years is eligible for promotion to the grade of Principal Internal Audit Trainee; and must pass a promotion interview.

6.2     **DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0     **CAREER PROGRESSION**

A Principal Internal Audit Trainee is eligible for promotion to the grade of Chief Internal Audit Trainee after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0     **TRAINING**

- A course in Local Government Administration;
- Report Writing and Presentation Skills;
- Consulting Techniques;
- Continuous Professional Development in Auditing; and
- ICT

## **SENIOR INTERNAL AUDIT TRAINEE**

1.0 **JOB TITLE:** SENIOR INTERNAL AUDIT TRAINEE

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To provide on field technical support.

4.0 **JOB SUMMARY:**

- Assists the Principal Internal Audit Trainee in the discharge of his/her duties
- Assist in the Preparation and maintenance of audit working papers for jobs assigned;
- Participates in field visits to inspect assets;
- Assist in audit assignments;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- HND in Accounting or relevant discipline;
- Minimum of 4 years of progressive working experience in the Local Government Service or a comparable Public Sector Organisation.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

An Internal Audit Trainee who has served a minimum of 4 years is eligible for promotion to the grade of a Senior Internal Audit Trainee; and must pass a promotion examination.

6.2 **DIRECT**

By external advertisement based on the qualification and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Senior Internal Audit Trainee is eligible for promotion to the grade of Principal Internal Audit Trainee after having served a minimum of 4 years satisfactory service; and must pass a promotion examination.

8.0 **TRAINING**

- Course in Local Government Administration;
- Consulting Techniques;
- Continuous Professional Development in Auditing;
- ICT; and
- Report Writing and Presentation Skills;

## **INTERNAL AUDIT TRAINEE**

1.0     **JOB TITLE:**   INTERNAL AUDIT TRAINEE

2.0     **GRADE LEVEL:**

3.0     **JOB PURPOSE**

To provide operational support in the conduction of audit assignments.

4.0     **JOB SUMMARY**

- Assists the Senior Internal Audit Trainee in the discharge of his duties;
- Assist in the Preparation and maintenance of audit working papers for jobs assigned;
- Assist in Audit assignments;
- Participates in field visits to inspect assets;
- Contribute to the implementation of staff appraisal process; and
- Undertakes any other tasks that may be assigned

5.0     **QUALIFICATION AND EXPERIENCE**

- Diploma/HND in Accounting or relevant discipline;

6.0     **MODE OF ENTRY**

6.1     **IN-SERVICE**

Not Promotional

6.2     **DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0     **CAREER PROGRESSION**

An Internal Audit Trainee is eligible for promotion to the grade of a Senior Internal Audit Trainee after having served a minimum of 4 years of satisfactory service; and must pass a promotion interview.

8.0     **TRAINING**

- Induction training;
- Course in Local Government Administration;
- Consulting Techniques;
- Continuous Professional Development in Auditing;
- ICT; and
- Report Writing and Presentation Skills

## **9. PROCUREMENT CLASS**

### **Objectives of the Procurement Class**

#### **STAFFING STRUCTURE**

##### **Professional Class**

- Director of Procurement
- Principal Procurement Officer
- Senior Procurement Officer
- Procurement Officer
- Assistant Procurement Officer

##### **Sub-professional Class**

- Chief Procurement Assistant
- Principal Procurement Assistant
- Senior Procurement Assistant
- Procurement Assistant

## **DIRECTOR OF PROCUREMENT**

13.0 **JOB TITLE:** DIRECTOR OF PROCUREMENT

14.0 **GRADE LEVEL:**

15.0 **JOB PURPOSE**

To provide strategic direction for the achievement of the overall objective of the procurement function in the Service.

16.0 **JOB SUMMARY**

- Plans and coordinates the activities of the Procurement Unit
- Manages the development and implementation of the procurement plan
- Provides inputs for the preparation of the annual budget.
- Liaises with service providers and other stakeholders to undertake procurement activities.
- Ensures that the procurement activities are in harmony with the Public Procurement Act, 2003 (Act 663)
- Supervises stores management and assets disposal
- Preparation and submission of Annual and Periodic Reports to the Public Procurement Authority
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

17.0 **QUALIFICATION AND EXPERIENCE**

- Masters degree in Procurement Management, Logistics and Supply Chain Management 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 at Senior Management level; and
- Member of a recognized professional body.

18.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

A Principal Procurement Officer who has served a minimum of 5 years is eligible for promotion to the grade of Director; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement and interview based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

This is a terminal grade

8.0 **TRAINING**

- Continuous professional development in procurement management.
- Course in Local Government Administration
- Communication skills

- Negotiation skills
- ICT Training

## **PRINCIPAL PROCUREMENT OFFICER**

3.0 **JOB TITLE:** PRINCIPAL PROCUREMENT OFFICER

4.0 **GRADE LEVEL:**

5.0 **JOB PURPOSE**

To provide technical leadership for the achievement of the objectives of the Procurement Unit

4.0 **JOB SUMMARY**

- Provides inputs for the preparation of the procurement plan for the entity;
- Provides inputs for the preparation of the annual budget;
- Ensures effective management of tender processes;
- Liaises with Service providers in the management of contracts;
- Provides input for the preparation of Annual and Periodic Reports;
- Analyze data on service providers for procurement management;
- Supervises the organization of contract negotiations;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other duties that may be assigned.

6.0 **QUALIFICATION AND EXPERIENCE**

- Master's degree in Procurement Management, Logistics and Supply Chain Management or relevant discipline
- Minimum of 10 years progressive working experience in the Local Government Service or a comparable public sector organization of which at least 4 years must be in a Senior Management level; and
- Member of a recognized professional body.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

A Senior Procurement Officer who has served a minimum of 4 years is eligible for promotion to the grade of Principal Procurement Officer; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement and interview based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Principal Procurement Officer is eligible for promotion to the grade of a Director after having served a minimum of 5 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Continuous professional development in procurement management
- Communication and Negotiation skills
- Project Management



- ICT training; and
- Course in Local Government Administration

## **SENIOR PROCUREMENT OFFICER**

2.0 **JOB TITLE:** SENIOR PROCUREMENT OFFICER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To provide technical support for the achievement of the objectives of the Procurement Unit

4.0 **JOB SUMMARY**

- Collates data for the preparation of procurement plan
- Initiates procurement processes in line with procurement plan and budget
- Supervises the conduct of market survey
- Drafts tender document and advertisements
- Drafts contract notices to successful and unsuccessful tenderers
- Coordinates procurement processes
- Collates data for the preparation of the annual budget
- Collates data for the preparation of Annual and Periodic Reports
- Manages database on service providers for procurement management
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other duties that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- Bachelors degree in Procurement Management, Logistics and Supply Chain Management or relevant discipline; and
- Minimum of 8 years of progressive working experience in the Local Government Service or a comparable public sector organization.
- Member of a recognized professional body.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

A Procurement Officer who has served a minimum of 4years is eligible for promotion to the grade of Senior Procurement Officer; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement and interview based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Senior Procurement Officer is eligible for promotion to the grade of a Principal Procurement Officer after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Continuous professional development in procurement management;
- Communication and Negotiation skills;

- Report writing skills;
- Professional development in procurement management;
- Report writing and presentation skills;
- Course in Local Government Administration; and
- ICT

## **PROCUREMENT OFFICER**

1.0 **JOB TITLE:** PROCUREMENT OFFICER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To provide technical support for the achievement of the objectives of the Procurement Unit

4.0 **JOB SUMMARY**

- Manages stock levels to ensure availability for operational requirements
- Ensures that goods and services delivery are consistent with contractual Requirements
- Supervises the collection of data for procurement management
- Drafts notices and other related tender documentation in line with procurement plan and budget
- Initiates procurement processes
- Supervises the collection of data for the preparation of the annual budget, annual and periodic reports.
- Collates and Prepares reports (evaluation, project etc.) for deliberations at meetings
- Liaises with ports to ensure that overseas procurements are expeditiously handled
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other duties that may be assigned

5.0 **QUALIFICATION AND EXPERIENCE**

- Bachelors degree in Procurement Management, Supply Chain Management or relevant discipline; and
- Minimum of 4 years of progressive working experience in the Local Government Service or a comparable public sector organization.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

An Assistant Procurement Officer who has served a minimum of 4 years is eligible for promotion to the grade of Procurement Officer; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Procurement Officer is eligible for promotion to the grade of Senior Procurement Officer after having served a minimum of 4 years satisfactory service; and must pass a promotion interview

8.0 **TRAINING**

- Professional development in procurement management.

- Communication skills
- Report writing and presentation skills
- Course Local Government Administration; and
- ICT training

## **ASSISTANT PROCUREMENT OFFICER**

2.0 **JOB TITLE:** ASSISTANT PROCUREMENT OFFICER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To coordinate technical/operational support for the achievement of the objectives of the Procurement Unit

4.0 **JOB SUMMARY**

- Collects inputs for drafting Specifications/Terms of Reference for Procurement of goods, works and services;
- Collects data for the preparation of reports on procurement activities;
- Establish and maintains register of service providers for the entity;
- Keeps records of stock levels to ensure availability of goods for operational requirements;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other duties that may be assigned

5.0 **QUALIFICATION AND EXPERIENCE**

- Bachelors Degree in Procurement Management or Supply Management or relevant discipline

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE:**

Not promotional

6.2 **DIRECT**

By external advertisement and selection interview based on qualifications stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

Assistant Procurement Officer is eligible for promotion to the grade of Procurement Officer after having completed a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Induction training;
- Communication skills;
- Report writing and presentation skills;
- Course in Local Government Administration;
- Records Management;
- Basic Budgeting Process; and
- ICT

## **SUB PROFESSIONAL CLASS**

### **CHIEF PROCUREMENT ASSISTANT**

2.0 **JOB TITLE:** CHIEF PROCUREMENT ASSISTANT

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To coordinate operational support for the achievement of the objectives of the Procurement Unit

4.0 **JOB SUMMARY**

- Plans the work of the Procurement Unit and assigns tasks to direct reports;
- Participates in the evaluation of quotations;
- Collates and submits relevant reports on procurement activities;
- Ensures effective stock management;
- Facilitates the disposal of assets;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other duties that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- Diploma/HND in Purchasing and Supply or its equivalence; and
- Minimum of 12 years of progressive working experience as Principal Procurement Assistant in the Local Government Service or a comparable public sector organization.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

A Principal Procurement Assistant who has served a minimum of 5 years is eligible for promotion to the grade of Chief Procurement Assistant; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement and interview based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

This is a terminal grade.

8.0 **TRAINING**

- Professional development in procurement management;
- Public financial management;
- Communication skills;
- Report writing and Presentation Skills;
- ICT; and
- Course in Local Government Administration

## **PRINCIPAL PROCUREMENT ASSISTANT**

2.0 **JOB TITLE:** PRINCIPAL PROCUREMENT ASSISTANT

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To assist in the coordination of procurement activities.

4.0 **JOB SUMMARY**

- Checks all goods delivered to the store or warehouse physically against the details on Contracts
- Maintains a register of performing suppliers;
- Collates data on stock levels;
- Maintain procurement records;
- Compiles list of obsolete stores;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other duties that may be assigned.

5.0 **QUALIFICATIONS AND EXPERIENCE**

- HND/Diploma from a recognized tertiary institution in Procurement, Purchases and Supply or relevant subject area.
- Minimum of 10 years of progressive working experience as a Senior Procurement Assistant in the Local Government Service or a comparable public sector organization.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

A Senior Procurement Assistant who has served a minimum of 4 years is eligible for promotion to the grade of Principal Procurement Assistant; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement and interview based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Principal Procurement Assistant is eligible for promotion to the grade of Chief Procurement Assistant after having served a minimum of 5 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Procurement management.
- Communication and Negotiation skills
- Report writing and presentation skills
- Records Management;
- ICT; and
- Course in Local Government Administration



## **SENIOR PROCUREMENT ASSISTANT**

2.0 **JOB TITLE:** SENIOR PROCUREMENT ASSISTANT

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To provide operational support for the achievement of the objectives of the Procurement Unit

4.0 **JOB SUMMARY**

- Ensures that goods received tally with details on the waybill
- Receives and inspects material delivered in accordance with the contracts
- Records and updates inventory of stores
- Processes vouchers and makes entries into the ledger
- Issues stores on authorized requests
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other duties that may be assigned.

6.0 **QUALIFICATION AND EXPERIENCE**

- Diploma/HND in Purchasing and Supply or its equivalence; and
- Minimum of 4 years of progressive working experience as a Procurement Assistant in the Local Government Service or a comparable public sector organization.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

A Procurement Assistant who has served a minimum of 4years is eligible for promotion to the grade of Senior Procurement Assistant; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement and interview based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Senior Procurement Assistant is eligible for promotion to the grade of Principal Procurement Assistant after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Training in Public Procurement.
- Communication and Negotiation skills
- Report writing and Presentation skills
- ICT; and
- Course in Local Government Administration

## PROCUREMENT ASSISTANT

5.0 **JOB TITLE:** PROCUREMENT ASSISTANT

6.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To provide operational support for the achievement of the objectives of the Procurement Unit

4.0 **JOB SUMMARY**

- Receives and arranges material delivered in accordance with contracts;
- Records the details of the materials in the stores;
- Issues stores on authorized requests;
- Undertakes any other duties that may be assigned;

5.0 **QUALIFICATION AND EXPERIENCE**

- DBS Certificate

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

NIL

6.2 **DIRECT**

By external advertisement and interview based on the qualification and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Procurement Assistant is eligible for promotion to the grade of Senior Procurement Assistant after having served a minimum of 4 years satisfactory service; and must pass a promotion examination organized by the Public Services Commission.

8.0 **TRAINING**

- Introduction to Public Procurement.
- Communication and Negotiation skills
- Report writing and Presentation skills
- ICT; and
- Course in Local Government Administration

## 10. MANAGEMENT INFORMATION SYSTEM (MIS) CLASS

### Objectives of the MIS Class

The main objective of the MIS Class is to collect, analyze and manage information to support the development, management and implementation of policies, programmes and services in the Local Government Service.

#### STAFFING STRUCTURE

##### Professional

- Director (Chief) of IT/IM
- Deputy Director (Principal) of IT/IM
- Senior IT/IM
- Information Technology/Information Management (IT/IM) Officer
- Assistant IT/IM Officer

##### Sub Professional

- Chief IT/IM Technician
- Principal IT/IM Technician
- Senior IT/IM Technician
- Information Technology/Information Management Technician
- Assistant IT/IM Technician

## **PROFESSIONAL CLASS**

### **DIRECTOR/CHIEF OF INFORMATION TECHNOLOGY (IT)/INFORMATION MANAGEMENT (IM)**

1.0 **JOB TITLE: DIRECTOR/CHIEF OF INFORMATION TECHNOLOGY (IT) / INFORMATION MANAGEMENT (IM)**

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To provide leadership in the development and the application of IT/IM standards and quality assurance system in relation to the implementation, development and the deployment of IT/IM systems and resources.

4.0 **JOB SUMMARY**

- Advises on the provision and maintenance of computers and accessories;
- Contributes to addressing IT/IM problems and issues;
- Provides leadership in the design and implementation of security measures to protect the IT/IM installations, infrastructure and systems;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATIONS AND EXPERIENCE**

- Masters degree in Computer Science, Information Technology, Communication 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 and
- Member of a recognized professional body.

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE**

A Deputy Director/Principal of IT/IM who has served a minimum of 5 years is eligible for promotion to the grade of Director of IT/IM; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION:**

This is a terminal grade.

8.0 **TRAINING**

- Database Management and Programming;
- Corporate Leadership and Governance;
- Risk Management;
- A Course in Local Government Administration; and
- Continuous Professional Development.

## **DEPUTY DIRECTOR/PRINCIPAL OF IT/IM**

1.0 **JOB TITLE:** DEPUTY DIRECTOR/ PRINCIPAL OF IT/IM

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To assist in the development and application of IT/IM standards and quality assurance systems in the implementation, development and the deployment of IT/IM systems and resources.

4.0 **JOB SUMMARY**

- Advises on the provision and maintenance of computers and accessories;
- Contributes to addressing IT problems and issues in the organization;
- Assists in the design and implementation of security measures to protect the IT/IM installations, infrastructure and systems;
- Supervises the operations of the Integrated Personnel Payroll Unit;
- Advises on the procurement and deployment of IT/IM software;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- Masters degree in Computer Science, Information Technology, Communication Studies or relevant discipline;
- Minimum of 10 years progressive working experience in the Local Government Service or a comparable Public Sector organization of which at least 4 years must be in a Senior Management level; and
- Member of a recognized professional body.

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE**

Senior IT/IM officer who has served a minimum of 4 years is eligible for promotion to the grade of Deputy Director/Principal of IT/IM and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

Deputy Director/Principal of IT/IM is eligible for promotion to the grade of Director/Chief of IT/IM after having served a minimum of 5 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Database Management and Programming
- A Course in Local Government Administration and
- Continuous Professional Development.

## **SENIOR IT/IM OFFICER**

1.0 **JOB TITLE:** SENIOR IT/IM OFFICER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To assist in the design and installation of suitable computer software programmes.

4.0 **JOB SUMMARY**

- Conduct diagnosis test on computer and makes recommendations;
- Monitors the functioning of computer and writes reports with appropriate recommendations on their statuses;
- Advises on the required computer software packages for installations;
- Supervises and regulates safety codes regarding computer usage within the IT policy;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- Bachelors degree in IT/IM, Computer Science or relevant discipline; and
- Minimum of 8 years of progressive working experience in the Local Government Service or a comparable Public Sector organization.

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE**

IT/IM officer who has served a minimum of 4 years is eligible for promotion to the grade of Senior IT/IM officer and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

Senior IT/IM officer is eligible for promotion to the grade of Deputy Director/Principal of IT/IM after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Advanced Models of Computer Programming;
- Policy and Strategic Management
- Project Management in IT/IM
- Certificate Programme in Information Technology Infrastructure Library (ITIL)
- A course in Local Government Administration and
- Continuous Professional Development.

## **INFORMATION TECHNOLOGY (IT)/INFORMATION MANAGEMENT (IM) OFFICER**

1.0 **JOB TITLE:** IT/IM OFFICER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To provide Information and Communication Technology (ICT) support services for the implementation of programmes and projects.

4.0 **JOB SUMMARY**

- Assists computer operators to perform specific technical functions involving computer programming;
- Assist in the collection and processing of data;
- Monitors information about salaries to provide reliable data for financial decision making and budgeting;
- Assists in the recommendation of specifications for the procurement and deployment of equipment and other software resources;
- Reviews computer programming manuals and updates existing software packages to enhance information flow among computer operators.
- Appraises direct reports and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- Bachelor's degree in IT/IM, Computer Science or relevant discipline;
- Minimum of 4 years of progressive working experience in the Local Government Service or a comparable Public Sector organization.

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE**

Assistant IT/IM officer who has served a minimum of 4 years is eligible for promotion to the grade of IT/IM officer and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on qualifications stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

IT/IM officer eligible for promotion to Senior IT/IM officer after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Database System Programming;
- Introduction to Project Management;
- Basics of Human Resource Management;
- A course in Local Government Administration; and
- Continuous Professional Development.





## **ASSISTANT IT/IM OFFICER**

1.0. **JOB TITLE:** ASSISTANT IT/IM OFFICER

2.0. **GRADE LEVEL:**

3.0. **JOB PURPOSE:**

To provide frontline (ICT) support services.

4.0. **JOB SUMMARY:**

- Assists in conducting research on all IT/IM issues to support the design and administration of IT/IM projects;
- Provides data to support the development of IT/IM both short long term operational plans;
- Performs technical support duties for end-users;
- Undertakes the installation/implementation, operations, repair/upgrade and routine maintenance of IT/IM equipment, systems and resources;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0. **QUALIFICATION AND EXPERINCE:**

- Bachelor's degree in IT/IM, Computer Science or relevant discipline;

6.0. **MODE OF ENTRY:**

6.1. **IN-SERVICE:**

Not Promotional.

6.2. **DIRECT:**

By external advertisement based on qualifications stated above (5.0) and must pass a selection interview.

7.0. **CAREER PROGRESSION**

Assistant IT/IM officer is eligible for promotion to the grade of IT/IM officer after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0. **TRAINING**

- Database System Programming;
- Introduction to Project Management;
- Basics of Human Resource Management;
- A course in Local Government Administration; and
- Continuous Professional Development.

## **SUB PROFESSIONAL CLASS**

### **CHIEF IT/IM TECHNICIAN**

1.0. **JOB TITLE:** CHIEF IT/IM TECHNICIAN

2.0. **GRADE LEVEL:**

3.0. **JOB PURPOSE:** To support the professional leadership to manage IT/IM issues.

4.0. **JOB SUMMARY:**

- Produces draft technical reports;
- Coordinates the activities of sub-professional IT/IM to resolve all IT/IM issues;
- Assists to update staff records in the database;
- Collates and analyses information from help-desk to support decision making;
- Appraises direct reports and
- Undertakes any other tasks that may be assigned.

5.0. **QUALIFICATION AND EXPERIENCE:**

- Higher National Diploma (HND) in IT/IM or relevant qualification; and
- Minimum of 10 years of progressive working experience in IT/IM operations.

6.0. **MODE OF ENTRY:**

6.1. **IN-SERVICE:**

A principal IT/IM Technician is eligible for promotion to the grade of Chief IT/IM Technician after having served a minimum of 5 years satisfactory service; and must pass a promotion interview.

6.2. **DIRECT:**

By external advertisement based on qualifications stated above (5.0) and must pass a selection interview.

7.0. **CAREER PROGRESSION:**

This is a terminal grade.

8.0. **TRAINING:**

- Project Management;
- Basics of Human Resource Management;
- A Course in Local Government Administration;
- Continuous Professional development.

## **PRINCIPAL IT/IM TECHNICIAN**

1.0. **JOB TITLE:** PRINCIPAL IT/IM TECHNICIAN

2.0. **GRADE LEVEL:**

3.0. **JOB PURPOSE:**

To support the professional leadership to manage IT/IM tasks.

4.0. **JOB SUMMARY:**

- Coordinates the preparation of the unit's periodic reports;
- Assist in the installation and implementation of newly procured IT/IM system;
- Executes authorized IT/IM system upgrades;
- Provides technical support for the delivery of end-users training;
- Appraises direct reports and
- Undertakes any other tasks that may be assigned.

5.0. **QUALIFICATION AND EXPERIENCE:**

- Higher National Diploma (HND) in IT/IM or relevant qualification; and
- Minimum of 8 years of progressive working experience in IT/IM operations.

6.0. **MODE OF ENTRY:**

6.1. **IN-SERVICE:**

Senior IT/IM technician is eligible for promotion to the grade of Principal IT/IM technician after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

6.2. **DIRECT:**

By external advertisement based on qualifications stated above (5.0) and must pass a selection interview.

7.0. **CAREER PROGRESSION:**

Principal IT/IM Technician is eligible for promotion to Chief IT/IM Technician after having served a minimum of 5 years satisfactory service; and must pass a promotion interview.

8.0. **TRAINING:**

- Introduction to Project Management;
- Basics of Human Resource Management;
- Security measures;
- A course in Local Government Administration; and

- Continuous Professional Development.

## SENIOR IT/IM TECHNICIAN

1.0. **JOB TITLE:** SENIOR IT/IM TECHNICIAN

2.0. **GRADE LEVEL:**

3.0. **JOB PURPOSE:** To provide IT/IM support services for the day-to-day operations.

4.0. **JOB SUMMARY:**

- Undertakes troubleshooting on IT/IM infrastructure and systems and submit appropriate report for action;
- Assists in the installation and implementation of newly acquired IT/IM systems;
- Provides regular in-house IT/IM system support to all authorized end users;
- Collects and collates data on in-house IT/IM system development;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0. **QUALIFICATION AND EXPERIENCE:**

- Higher National Diploma (HND) in IT/IM or relevant qualification; and
- Minimum of 4 years of progressive working experience in IT/IM operations.

6.0. **MODE OF ENTRY:**

6.1. **IN-SERVICE:**

IT/IM technician is eligible for promotion to the grade of Senior IT/IM technician after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

6.2. **DIRECT:**

By external advertisement based on qualifications stated above (5.0) and must pass a selection interview.

7.0. **CAREER PROGRESSION:**

A Senior IT/IM Technician is eligible for promotion to Principal IT/IM Technician after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0. **TRAINING:**

- Records management;
- Certified professional programmes i.e. Microsoft, Cisco, Oracle;
- System security;
- Data administration;
- A course in Local Government Administration; and
- Continuous Professional Development.

## **INFORMATION TECHNOLOGY/INFORMATION MANAGEMENT TECHNICIAN**

1.0. **JOB TITLE:** IT/IM TECHNICIAN

2.0. **GRADE LEVEL:**

3.0. **JOB PURPOSE:** To provide frontline IT/IM services for efficient performance of all tasks.

4.0. **JOB SUMMARY:**

- Assists in collection and collation of data for the design, development and implementation of IT/IM systems;
- Undertakes regular in-house IT/IM system maintenance for end users;
- Supports the installation, upgrade and implementation of IT/IM systems;
- Assists in the storage and retrieval of data;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0. **QUALIFICATION AND EXPERIENCE:**

- Post-secondary school or Technical/Professional qualification in the relevant subject area; and
- Minimum of 4 years of progressive working experience in computer operations.

6.0. **MODE OF ENTRY:**

6.1. **IN-SERVICE:**

Assistant IT/IM technician is eligible for promotion to the grade of IT/IM technician after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

6.2. **DIRECT:**

By external advertisement based on qualifications stated above (5.0) and must pass a selection interview.

7.0. **CAREER PROGRESSION:**

IT/IM Technician is eligible for promotion to Senior IT/IM Technician after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0. **TRAINING:**

- Records management;
- Certified professional programmes i.e. Microsoft, Cisco, Oracle;

- Data security administration;
- A course in Local Government Administration; and
- Continuous Professional Development.

## **ASSISTANT IT/IM TECHNICIAN**

1.0. **JOB TITLE:** ASSISTANT IT/IM TECHNICIAN

2.0. **GRADE LEVEL:**

3.0. **JOB PURPOSE:** To provide frontline IT/IM support services.

4.0. **JOB SUMMARY:**

- Undertakes basic data entries;
- Assists in basic troubleshooting of IT infrastructure;
- Provides basic user-support services;
- Assists in the storage and retrieval of data and
- Undertakes any other tasks that may be assigned.

5.0. **QUALIFICATION AND EXPERIENCE:**

- Post-secondary school or Technical/Professional qualification in the relevant subject area

6.0. **MODE OF ENTRY:**

6.1. **IN-SERVICE:**

Not promotional

6.2. **DIRECT:**

By external advertisement based on qualifications stated above (5.0) and must pass a selection interview.

7.0. **CAREER PROGRESSION:**

Assistant IT/IM Technician is eligible for promotion to IT/IM Technician after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0. **TRAINING:**

- Certified professional programmes i.e. Microsoft, Cisco, Oracle;
- Records management;
- Data security administration;
- A course in Local Government Administration; and
- Continuous Professional Development.



## 11. PHYSICAL PLANNING CLASS

### Objectives of the Physical Planning Class

- Maintains and sustains landscape beautification of built up and natural environment as well as state prestige projects with good management programmes;
- Propagates and cultivates horticultural products for sale to the general public;
- Develops public parks for ecotourism and recreation;
- Formulates goals and standards relating to the use and development of land;
- Designs plans and proposals to help in the development of urban and rural settlements;
- Advises Government and the private sector on sound physical development programmes.
- Assists awareness creation on human settlement and spatial development policies;
- Facilitate and participate in research activities;
- Reviews human settlement development guidelines and policies periodically; and
- Assists in the monitoring and evaluation of infrastructural development in the MMDAs.

### STAFFING STRUCTURE

#### Professional class

- Director
- Principal Physical Planner
- Senior Physical Planner
- Physical Planner
- Assistant Physical Planner

#### Sub-professional class

- Chief Physical Planning Assistant
- Principal Physical Planning Assistant
- Senior Physical Planning Assistant
- Physical Planning Assistant

#### Technical class

- Chief Technical Assistant
- Principal Technical Assistant
- Senior Technical Assistant
- Technical Assistant

#### Field workers

- Chief Gardener
- Principal Gardner
- Senior Gardener
- Gardener
- Labourer

## **DIRECTOR OF PHYSICAL PLANNING**

1.0 **JOB TITLE:** DIRECTOR OF PHYSICAL PLANNING

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

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

4.0 **JOB SUMMARY**

- Coordinates and supervises the implementation of physical planning schemes;
- Advises on formulation and implementation of physical development policies;
- Promotes policy dialogue among key stakeholders in public and private sectors;
- Acts as a Secretary to the Physical Development Planning Committee;
- Reports on all physical developmental activities.
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATIONS AND EXPERIENCE**

- A Masters degree in Physical/Spatial Planning, Horticulture, 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; and
- Member of a recognized professional body.

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE**

A Principal Physical Planner who has served a minimum of 5 years is eligible for promotion to the grade of Director of Physical Planning; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

This is terminal grade.

8.0 **TRAINING**

- Change Management ;
- Public Policy Management;
- Organisational Development;
- Project Management;
- ICT; and
- Course in Local Government Administration

## **PRINCIPAL PHYSICAL PLANNER**

### **1.0 JOB TITLE: PRINCIPAL PHYSICAL PLANNER**

### **2.0 GRADE LEVEL:**

### **3.0 JOB PURPOSE**

To provide on field support in the implementation of physical planning policies and programmes.

### **4.0 JOB SUMMARY**

- Assists in the formulation and implementation of physical development plans;
- Assists in the preparation of land use scheme to guide physical development activities;
- Assists in the implementation of government policies in the MMDAs to improve physical development that supports socio-economic development;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

### **5.0 QUALIFICATIONS AND EXPERIENCE**

- A Bachelor's degree in Physical Planning, Horticulture, Development Studies or relevant discipline;
- Minimum of 10 years of progressive working experience in the Local Government Service or a comparable Public Sector organization; and
- Member of a recognized professional body.

### **6.0 MODE OF ENTRY:**

#### **6.1 IN-SERVICE**

A Senior Planner who has served a minimum of 4 years is eligible for promotion to the grade of Principal Physical Planner; and must pass a promotion interview.

#### **6.2 DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

### **7.0 CAREER PROGRESSION**

A Principal Physical Planner is eligible for promotion to the grade of Director after having completed a minimum of 5 years satisfactory service; and must pass promotion interview.

### **8.0 TRAINING**

- Development Planning Programmes;
- Project Management;
- Monitoring and Evaluation;
- ICT; and
- Course in Local Government Administration

## **SENIOR PHYSICAL PLANNER**

1.0 **JOB TITLE:** SENIOR PHYSICAL PLANNER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To assist in the coordination of existing programmes and the development of new projects to improve the physical outlooks in towns and cities.

4.0 **JOB SUMMARY**

- Assists in the implementation of programmes that ensure efficient management of human settlements;
- Assesses overcrowding and slum conditions in cities and makes appropriate recommendations;
- Acts as secretary to Physical Planning and Management Committees on urban regeneration, human settlements etc.;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- Bachelor's degree in Planning, Horticulture, Development Studies or relevant discipline; and
- Minimum of 8 years of progressive working experience in the Local Government Service or a comparable Public Sector organization.

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE**

A Physical Planner who has served a minimum of 4 years is eligible for promotion to the grade of Senior Physical Planner; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Senior Physical Planner is eligible for promotion to the grade of Principal Physical Planner after having completed a minimum of 4 years satisfactory service; and must pass promotion interview.

8.0 **TRAINING**

- Geographical Information Systems and Land Use Systems;
- Management of Built Environment;
- ICT; and
- Course in Local Government Administration

## **PHYSICAL PLANNER**

### **1.0 JOB TITLE: PHYSICAL PLANNER**

### **2.0 GRADE LEVEL:**

### **3.0 JOB PURPOSE**

To assist in the implementation of physical planning and landscaping policies and programmes.

### **4.0 JOB SUMMARY**

- Collects accurate data on Parks and Gardens, and analyses situational information pertaining to natural or built environment in towns and cities for specific programme development;
- Contributes to the implementation of physical development projects;
- Reports on the activities of the unit;
- Assesses the suitability of ornamental and floristic plant for landscaping purposes ;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

### **5.0 QUALIFICATION AND EXPERIENCE**

- Bachelor's degree in Physical Planning, Horticulture, Development Studies or relevant discipline.
- Minimum of 4 years of progressive working experience in the Local Government Service or a comparable Public Sector organization.

### **6.0 MODE OF ENTRY:**

#### **6.1 IN-SERVICE**

An Assistant Physical Planner who has served a minimum of 4 years is eligible for promotion to the grade of Physical Planner; and must pass a promotion interview.

#### **6.2 DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

### **7.0 CAREER PROGRESSION**

A Physical Planner is eligible for promotion to the grade of Senior Physical Planner after having completed a minimum of 4 years satisfactory service; and must pass promotion interview.

### **8.0 TRAINING**

- Development Planning Programmes;
- ICT;
- Monitoring and Evaluation; and
- A Course in Local Government Administration

## **ASSISTANT PHYSICAL PLANNER**

1.0 **JOB TITLE:** ASSISTANT PHYSICAL PLANNER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE:**

To assist in implementation, monitoring and evaluation of physical planning policies and development processes in the Local Government Service.

4.0 **JOB SUMMARY**

- Assists in research, development controls, landscaping designs and surveying;
- Supervises plant propagators and monitors the work of Prestige Gardens and project sites; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE:**

Bachelor's degree in Physical Planning, Horticulture, Development Studies or relevant discipline.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

Not promotional

6.2 **DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

An Assistant Physical Planner is eligible for promotion to the grade of Physical Planner after having completed a minimum of 4 years satisfactory service; and must pass promotion interview.

8.0 **TRAINING**

- Communication Skills and Report Writing;
- ICT; and
- Induction training

## **SUB PROFESSIONAL CLASS**

### **CHIEF PHYSICAL PLANNING OFFICER**

1.0 **JOB TITLE:** CHIEF PHYSICAL PLANNING OFFICER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To provide technical leadership in the implementation of physical planning activities.

4.0 **JOB SUMMARY**

- Ensures the availability of technical materials necessary for use at project sites;
- Monitors the safety of both materials and the staff;
- Supervises field activities to ensure efficient programme implementation;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATIONS AND EXPERIENCE**

- Diploma in Physical Planning, Horticulture (Landscape Design) or relevant discipline; and
- Minimum of 10 years of progressive working experience in the Local Government Service or a comparable Public Sector organization.

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE**

A Principal Physical Planning Assistant who has served a minimum of 4 years is eligible for promotion to the grade of Chief Physical Planning Assistant; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

This is a terminal grade.

8.0 **TRAINING**

- Data Interpretation Skills (GIS, Survey, Landscaping);
- Project Management;
- ICT;
- Environmental and Human Resettlement Management; and
- Course in Local Government Administration.

## **PRINCIPAL PHYSICAL PLANNING OFFICER**

1.0 **JOB TITLE:** PRINCIPAL PHYSICAL PLANNING OFFICER

2.0 **GRADE LEVEL**

3.0 **JOB PURPOSE**

To assist in routine monitoring of field activities and environmental conditions.

4.0 **JOB SUMMARY**

- Collects statistical data related to physical outlooks and horticultural practices in towns and cities;
- Responsible for mapping houses, roads, state buildings etc for property numbering or naming;
- Assists in the preparation of planning schemes to guide and control physical infrastructural development; and
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATIONS AND EXPERIENCE**

- Diploma in Physical Planning, Horticulture, Physical Geography, GIS or its equivalence; and
- Minimum of 18 years of progressive working experience in the Local Government Service or a comparable Public Sector organization.

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE**

A Senior Physical Planning Assistant who has served a minimum of 4 years is eligible for promotion to the grade of Principal Physical Planning Assistant; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Principal Physical Planning Assistant is eligible for promotion to the grade of Chief Physical Planning Assistant after having served a minimum of 4 years satisfactory service; and must pass a promotion interview;

8.0 **TRAINING**

- ICT;
- Community-Based Project Management; and
- Course in Local Government Administration.



## **SENIOR PHYSICAL PLANNING ASSISTANT**

1.0 **JOB TITLE:** SENIOR PHYSICAL PLANNING OFFICER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To assist in the field implementation of physical planning functions.

4.0 **JOB SUMMARY**

- Surveys land areas/ open spaces which are earmarked for beautification;
- Identifies suitable lands for the establishment of nurseries;
- Ensures the proper use and maintenance of equipment;
- Ensure the collection of statistical data on existing Parks and Gardens in towns and cities;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATIONS AND EXPERIENCE**

- A Diploma in Physical Planning, Horticulture, Geographical Information Systems or its equivalence; and
- Minimum of 4 years of progressive working experience in the Local Government Service or a comparable Public Sector organization.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

A Physical Planning Assistant who has served a minimum of 4 years is eligible for promotion to the grade of Physical Planning Assistant.; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Senior Physical Planning Assistant is eligible for promotion to the grade of Principal Physical Planning Assistant after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- ICT;
- Community-Based Project management; and
- Course in Local Government Administration.

## PHYSICAL PLANNING ASSISTANT

1.0. **JOB TITLE:** PHYSICAL PLANNING OFFICER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE:**

To perform technical and physical planning duties on-field.

4.0 **JOB SUMMARY:**

- Establishes nursery beds and maintain garden tools;
- Collection of statistical data on existing Parks and Gardens in towns and cities;
- Implements official physical planning programmes; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATIONS AND EXPERIENCE:**

- Diploma in Physical Planning, Horticulture, Geographical Information Systems or relevant discipline.

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE:**

Not promotional

6.2 **DIRECT:**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION:**

A Physical Planning Assistant is eligible for promotion to the grade of Senior Physical Planning Assistant after satisfactorily serving a minimum of 4 years; and passed a promotion interview.

8.0 **TRAINING:**

- Induction training;
- ICT; and
- Community-Based Project management;

## TECHNICAL CLASS

### CHIEF TECHNICAL ASSISTANT

1.0 **JOB TITLE:** CHIEF TECHNICAL ASSISTANT

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE:**

To provide leadership to the technical unit in the provision of physical development planning services.

4.0 **JOB SUMMARY:**

- Manages the technical unit;
- Develops work schedules to guide the technical officers;
- Identifies land patterns and makes estimates to guide redesigning of landscape;
- Reports on the activities of the Class;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATIONS AND EXPERIENCE:**

- Diploma in Draughtsmanship, Cartography, Building Design and Construction, Geodetic Engineering, Horticulture (Landscape Design), or its equivalence; and
- Minimum of 10 years of progressive working experience in the Local Government Service or a comparable Public Sector organization.

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE:**

A Principal Technical Officer who has served a minimum of 4 years is eligible for promotion to the grade of Chief Technical Officer; and must pass a promotion interview.

6.2 **DIRECT:**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION:**

This is a terminal grade.

8.0 **TRAINING:**

- ICT;
- Development Change Management; and
- Course in Local Government Administration.

## **PRINCIPAL TECHNICAL OFFICER**

1.0 **JOB TITLE:** PRINCIPAL TECHNICAL OFFICER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE:**

To provide technical assistance in the implementation plans and designs.

4.0 **JOB SUMMARY:**

- Leads in the maintenance of survey maps;
- Conducts land surveys and prepares building plans;
- Conducts situational assessment of building patterns in towns, cities and villages and submits report;
- Supervises maintenance of public parks and gardens;
- Makes recommendations for areas that need landscaping and beautification; and
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATIONS AND EXPERIENCE**

- Diploma in Planning, Building Design and Construction, Horticulture (Landscape Design) or an equivalence; and
- Minimum of 8 years of progressive working experience in the Local Government Service or a comparable Public Sector organization.

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE**

A Senior Technical Officer who has served a minimum of 4 years is eligible for promotion to the grade of Principal Technical Officer; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Principal Technical Officer is eligible for promotion to the grade of a Chief Technical Officer after having served a minimum of 4 years satisfactory service; and must pass a promotion examination organized by the Public Services Commission.

8.0 **TRAINING**

- Plant Identification, Classification and Landscape Design;
- ICT; and
- Course in Local Government Administration.

## **SENIOR TECHNICAL OFFICER**

1.0 **JOB TITLE:** SENIOR TECHNICAL OFFICER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To lead technical officers in land survey, site identification and in the management of projects.

4.0 **JOB SUMMARY**

- Undertakes planned field work such as land survey and site identification;
- Supervises activities of technical staff;
- Maintains models and map;
- Keeps records of office drawing materials;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATIONS AND EXPERIENCE**

- Diploma in Physical Planning, Horticulture (Landscape) or its equivalence; and
- Minimum of 4 years of progressive working experience in the Local Government Service or a comparable Public Sector organization.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

A Technical Officer who has served a minimum of 4 years is eligible for promotion to the grade of Senior Technical Officer; and must pass a promotion interview.

6.2 **DIRECT:**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION:**

A Senior Technical Officer is eligible for promotion to the grade of a Principal Technical Officer after having served a minimum of 4 years satisfactory service; and must pass a promotion examination organized by the Public Services Commission

8.0 **TRAINING:**

- Records Management;
- ICT;
- Development Issues: Population, Land Rights etc; and
- Course in Local Government Administration.

## TECHNICAL ASSISTANT

1.0 **JOB TITLE:** TECHNICAL ASSISTANT

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE:**

To assist the implementation of physical development programmes.

4.0 **JOB SUMMARY:**

- Ensures compliance with building regulations;
- Undertakes general drawings and land survey;
- Undertakes landscape designing;
- Measures scales to facilitate layout of horticultural sites;
- Prepares reports on physical development activities; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATIONS AND EXPERIENCE:**

Possess WASSCE/NVTI with background in Technical Skills and Drawing, Horticulture or its equivalence.

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE:**

Not promotional

6.2 **DIRECT:**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION:**

A Technical Officer is eligible for promotion to the grade of a Senior Technical Officer after having served a minimum of 4 years satisfactory service; and must pass a promotion examination organized by the Public Services Commission

8.0 **TRAINING:**

- Communication Skills;
- ICT;
- Advanced Horticulture, Landscaping and Human Settlement Management; Cartography Studies; and
- Course in Local Government Administration.

## FIELD WORKERS

### FIELD WORKERS

1.0 **JOB TITLE:** FIELD WORKERS

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE:**

To undertakes field work in parks and gardens in cities and towns.

4.0 **JOB SUMMARY**

- Supports research activities in arboretum;
- Undertakes weeding, hoeing and watering of flowers; and
- Undertakes activities at public parks and arboretum.

5.0 **QUALIFICATIONS AND EXPERIENCE**

BECE or WASSCE.

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE**

Not promotional

6.2 **DIRECT**

Field workers are directly recruited as labourers, and are upgraded from the lower grade to the next higher grade.

7.0 **CAREER PROGRESSION:**

A Labourer is eligible for promotion to the grade of a Gardener after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING:**

- Course in Basic Horticultural Practices; and
- Report Writing

## 12. BIRTH AND DEATHS REGISTRY CLASS

### Objectives of the Births and Deaths Registry

The Births and Deaths Registry is responsible for the general administration, supervision and control of Births and Deaths registry in the RCCs and MMDAs. The specific functions:

- To register births and death in the Service
- Maintenance of database of births and deaths in the Service;
- Advises the RCCs and MMDAs on matters related to civil registration.

### **STAFFING STRUCTURE**

#### **Professional Class**

- Deputy Registrar
- Principal Assistant Registrar
- Senior Assistant Registrar
- Assistant Registrar

#### **Sub-Professional Class**

- Chief Registration Officer
- Principal Registration Officer
- Senior Registration Officer
- Registration Officer
- Assistant Registration Officer
- Registration Assistant



## **DEPUTY REGISTRAR**

1.0 **JOB TITLE:** DEPUTY REGISTRAR

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To lead in the provision of births and deaths registration service in the Service

4.0 **JOB SUMMARY**

- Supports in the general administration of the Class;
- Advices on all legal and statistical matters in the Service;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATIONS AND EXPERIENCE:**

- Masters degree in Statistics, Mathematics, Sociology or relevant discipline;
- Minimum of 10 years progressive working experience in the Local Government Service or a comparable Public Sector organization of which at least 4 years must be in a Senior Management level; and
- Member of a recognized professional body

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE:**

- A Principal Assistant Registrar who has served a minimum of 3 years is eligible for promotion to the grade of Deputy Register; and must pass a promotion interview.

6.2 **DIRECT:**

- By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

This is a terminal grade

8.0 **TRAINING**

- Course in Local Government Administration;
- Management and Leadership;
- ICT; and
- Statistics and Database Management

## **PRINCIPAL ASSISTANT REGISTRAR**

1.0 **JOB TITLE:** PRINCIPAL ASSISTANT REGISTRAR

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To ensure efficient management of data on births and deaths in Local Government Service (LGS)

4.0 **JOB SUMMARY**

- Maintains database of births and deaths in the MMDAs;
- Reports on births and deaths to facilitate decision making in the Service;
- Supervises the activities of births and deaths staff in the Service;
- Enforces the legal aspects of births and death registration; and
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATIONS AND EXPERIENCE**

- Masters degree in Statistics, Mathematics, Sociology or relevant discipline;
- Minimum of 8 years progressive working experience in the Local Government Service or a comparable Public Sector organization; and
- Member of a recognized professional body.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

A Senior Assistant Registrar who has served a minimum of 4 years is eligible for promotion to the grade of Principal Registrar; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Principal Assistant Registrar is eligible for promotion to the grade of Deputy Registrar after 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Course in Local Government Administration;
- Management and Leadership Skills;
- ICT; and
- Statistics and Database Management

## **SENIOR ASSISTANT REGISTRAR**

1.0 **JOB TITLE:** SENIOR ASSISTANT REGISTRAR

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To facilitate the registration of births and deaths in the Service

4.0 **JOB SUMMARY**

- Maintains and manages statistical data on births and deaths;
- Advises on matters related to civil registration;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATIONS AND EXPERIENCE**

- Bachelors degree in Statistics, Mathematics, Sociology or relevant discipline; and
- Minimum of 4 years of progressive relevant working experience in Local Government Service or a comparable Public Sector organization.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

An Assistant Registrar, who has served a minimum of 4 years, is eligible for promotion to the grade of Senior Assistant Registrar; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Senior Assistant Registrar is eligible for promotion to the grade of Principal Assistant Registrar after 4 years of satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Records Management;
- Research Methods and Techniques of Data Analysis;
- ICT;
- Database Management; and
- Course in Local Government Administration

## **ASSISTANT REGISTRAR**

1.0 **JOB TITLE:** ASSISTANT REGISTRAR

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To support the registration of births and deaths in the Service.

4.0 **JOB SUMMARY**

- Undertakes birth and death registration activities;
- Educates people at the local level on the importance of births and deaths registration;
- Advises the District Assembly on matters related to civil registration; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATIONS AND EXPERIENCE**

- Bachelors degree in Statistics, Mathematics, Sociology or relevant discipline.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

Not promotional

6.2 **DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

An Assistant Registrar is eligible for promotion to the grade of Senior Assistant Registrar after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Induction training;
- ICT; and
- Database Management.

## **SUB PROFESSIONAL LEVEL**

### **CHIEF REGISTRATION OFFICER**

1.0 **JOB TITLE:** CHIEF REGISTRATION OFFICER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To lead the provision of technical support for births and deaths registration in the MMDAs.

4.0 **JOB SUMMARY**

- Leads field registration of births and deaths in the MMDAs;
- Ensures that births and deaths registration procedures are followed in the MMDAs;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATIONS AND EXPERIENCE**

- HND in Demography, Statistics or relevant discipline; and
- Minimum of 15 years progressive working experience in the Local Government Service or a comparable Public Sector organization.

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE**

A Principal Registration Officer, who has served a minimum of 3 years, is eligible for promotion to this grade.

6.2 **DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

This is a terminal grade.

8.0 **TRAINING**

- Human Relations;
- Course in Local Government Administration; and
- ICT.

## **PRINCIPAL REGISTRATION OFFICER**

1.0 **JOB TITLE:** PRINCIPAL REGISTRATION OFFICER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To register births and deaths in the MMDAs.

4.0 **JOB SUMMARY**

- Assists the Chief Registration Officer in the administrative control of the MMDAs;
- Enforces legal provisions relating births and death;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATIONS AND EXPERIENCE**

- HND in Statistics, Mathematics or relevant discipline; and
- Minimum of 12 years progressive working experience in Local Government Service or a comparable Public Sector organization.

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE**

- A Senior Registration Officer is eligible for promotion to the grade of Principal Registration Officer after 12 years of satisfactory service; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Principal Registration Officer is eligible for promotion to the grade of Chief Registration Officer after 3 years of satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- ICT; and
- Course in Local Government Administration.

## **SENIOR REGISTRATION OFFICER**

1.0 **JOB TITLE:** SENIOR REGISTRATION OFFICER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To register births and deaths in the MMDAs.

4.0 **JOB SUMMARY**

- Assists in the administration of the Registry;
- Vets births and deaths statistical forms;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned

5.0 **QUALIFICATIONS AND EXPERIENCE**

- HND in Statistics, Mathematics or its equivalent; and
- Minimum of 9 years of relevant working experience in the Local Government Service or a comparable Public Sector organization and must pass a prescribed examination conducted by the Public Services Commission (PSC).

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE**

A Registration Officer who has served a minimum of 3 years, and passed a PSC exam, is eligible for promotion to the grade of Senior Registration Officer.

6.2 **DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

- A Senior Registration Officer is eligible for promotion to the grade of Principal Registration Officer after having completed at least 3 years of satisfactory service; and passed a prescribed examination conducted by the Public Services Commission (PSC).

8.0 **TRAINING**

- Management Practice;
- ICT training; and
- Course in Local Government Administration

## **REGISTRATION OFFICER**

1.0 **JOB TITLE:** REGISTRATION OFFICER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To undertake births and deaths registration in the Local Government Service (LGS)

4.0 **JOB SUMMARY**

- Assists the Senior Registration Officer in the general administration of the Registry;
- Assists clients to complete births and deaths registration forms;
- Vets births and deaths statistical forms from the MMDAs;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATIONS AND EXPERIENCE**

- Diploma in Statistics , Demography or its equivalent; and
- Minimum of 8 years of progressive relevant working experience in Local Government Service or a comparable Public Sector organization and must pass a prescribed examination conducted by the P S C.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

An Assistant Registration Officer who has served a minimum of 4 years is eligible for promotion to the grade of Senior Registration Officer; and must pass a prescribed examination conducted by the Public Services Commission.

6.2 **DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Registration Officer is eligible for promotion to the grade of Senior Registration Officer after having served a minimum of 4 years satisfactory service; and must pass a prescribed examination conducted by the Public Services Commission.

8.0 **TRAINING**

- Administrative Skills;
- ICT; and
- Course in Local Government Administration.



## **ASSISTANT REGISTRATION OFFICER**

1.0 **JOB TITLE:** ASSISTANT REGISTRATION OFFICER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE:**

To undertake data collection on births and deaths and other relevant demographic information in Service.

4.0 **JOB SUMMARY:**

- Submits monthly inspection reports to the District Office;
- Assists clients to complete births and deaths registration forms;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATIONS AND EXPERIENCE:**

- SSSCE/WASSCE or its equivalent; and
- Minimum of 4 years progressive working experience as a Registration Assistant in the Local Government Service or a comparable Public Sector organization and must pass a prescribed examination to be conducted by the PSC.

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE:**

A Registration Assistant is eligible for promotion to the grade of Assistant Registration Officer after serving a minimum of 4 years and must pass a prescribed examination conducted by the Public Services Commission.

6.2 **DIRECT:**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION:**

An Assistant Registration Officer is eligible for promotion the grade of Registration Officer after having served at least 4 years and must pass a prescribed examination to be conducted by the PSC.

8.0 **TRAINING:**

- ICT;
- Records Management; and
- Course in Local Government Administration.

## **REGISTRATION ASSISTANT**

1.0 **JOB TITLE:** REGISTRATION ASSISTANT

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To undertake accurate data entries in the Service.

4.0 **JOB SUMMARY**

- Visits specified communities to collect information on births and deaths;
- Registers births and deaths in appropriate registration books; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATIONS AND EXPERIENCE**

- SSSCE/WASSCE or its equivalent

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE:**

Not promotional

6.2 **DIRECT:**

By external advertisement based on qualifications stated above (5.0) and must pass a prescribed examination to be conducted by the PSC.

7.0 **CAREER PROGRESSION**

A Registration Assistant is eligible for promotion to the grade of Assistant Registration officer after having served a minimum of 4 years satisfactory service; and must pass a prescribed examination to be conducted by the PSC.

8.0 **TRAINING**

- ICT;
- Induction training; and
- Records Management.

## 13. COOPERATIVE CLASS

### Objectives of the Cooperative Class

The objective of the class is to assist in the formulation, implementation, monitoring and evaluation of policies and programmes to regulate and promote cooperative activities in the country.

#### STAFFING STRUCTURE

##### Professional Class

- Assistant Registrar of Cooperative Societies
- Principal Cooperative Officer
- Senior Cooperative Officer
- Cooperative Officer

##### Sub Professional Class

- Inspector of Cooperative Societies
- Senior Assistant Inspector of Cooperative Societies
- Assistant Inspector of Cooperative Societies

## **ASSISTANT REGISTRAR OF COOPERATIVE SOCIETIES**

1.0 **JOB TITLE:** ASSISTANT REGISTRAR OF COOPERATIVE SOCIETIES

2.0 **GRADE LEVEL**

3.0 **JOB PURPOSE:**

To lead the development and promotion of viable co-operative societies.

4.0 **JOB SUMMARY**

- Registers qualified co-operative societies;
- Appoints arbitrators and gives approval for arbitration awards;
- Ensure the development of the capabilities, skills and knowledge of staff; and
- Interprets the co-operatives law in cases of litigation among cooperatives.

5.0 **QUALIFICATIONS AND EXPERIENCE:**

- A Masters degree in the Social Sciences, Law or relevant discipline; and
- Minimum of 12 years progressive working experience in the Local Government Service or a comparable Public Sector organization of which 5 years of which must be in a Senior Management Level; and
- Member of recognized professional body.

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE**

A Principal Cooperative Officer who has served a minimum of 3 years is eligible for promotion to the grade of Assistant Registrar of Cooperative of Societies; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

This is a terminal grade. However the Assistant Registrar of Cooperative Societies may apply for the position of Registrar of cooperative societies

8.0 **TRAINING**

- Strategic Management;
- Policy Formulation and Implementation;
- ICT;
- Monitoring and Evaluation; and
- Course in Local Government Studies.

## **PRINCIPAL CO-OPERATIVE OFFICER**

### **1.0 JOB TITLE: PRINCIPAL CO-OPERATIVE OFFICER**

### **2.0 GRADE LEVEL:**

### **3.0 JOB PURPOSE**

To provide technical support for the establishment, development and performance of cooperative societies and ensure that they operate as sound business organizations

### **4.0 JOB SUMMARY**

- Advises the Assembly on matters pertaining to mobilization of people for cooperative activities;
- Supervises all cooperative activities and acts as the general consultant on cooperative matters in the organization;
- Trains managers of cooperatives in basic records keeping, book keeping, financial management and small enterprise management; and
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

### **5.0 QUALIFICATIONS AND EXPERIENCE:**

- Bachelors degree in the Social Sciences, Accounting, Economics, Development Studies or relevant discipline; and
- Minimum of 8 years progressive working experience in the Local Government Service or a comparable Public Sector organization of which at least 4 years must be in a Senior Management level; and
- Member of a relevant professional body

### **6.0 MODE OF ENTRY:**

#### **6.1 IN-SERVICE**

A Senior Registrar of Cooperative is eligible for promotion to the grade of Principal Cooperative Officer after 5 years satisfactory service; and must pass a promotion interview.

#### **6.2 DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

### **7.0 CAREER PROGRESSION**

A Principal Cooperative Officer is eligible for promotion to the grade of Assistant Registrar of Cooperative Societies after 5 years satisfactory service and must pass a promotion interview.

### **8.0 TRAINING**

- Office Management;
- Local Government Studies;
- Business and Financial Management; and
- Conflict Management.

## **SENIOR REGISTRAR OF COOPERATIVE SOCIETIES**

1.0 **JOB TITLE:** SENIOR REGISTRAR OF COOPERATIVE SOCIETIES

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To provide operational support to cooperative societies

4.0 **JOB SUMMARY**

- Examines the accounting records of national cooperative associations with the view of expressing opinions on the true nature of accounts;
- Conducts special investigations into the working and financial conditions of Cooperative Societies when necessary;
- Assists with the collection, collation and analysis of information from the Districts and Regions
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- Bachelors degree in the Social Sciences or relevant discipline; and
- Minimum of 4 years of progressive working experience in the Local Government Service or a comparable Public Sector organization.

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE**

A Cooperative Officer who has served a minimum of 4 years is eligible for promotion to the grade of Senior Register of Cooperative Societies; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Senior Registrar of Cooperative Societies is eligible for promotion to the grade of Principal Cooperative Officer after 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Course in Local Government Administration;
- Conflict Management;
- Business and Financial Management;
- Public Administration; and
- ICT.

## **COOPERATIVE OFFICER**

1.0 **JOB TITLE:** COOPERATIVE OFFICER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To lead on-field implementation of programmes for the development and management of cooperative societies.

4.0 **JOB SUMMARY**

- To participate in auditing the accounts of apex cooperative societies;
- Mobilizes people to engage in income generating ventures leading to formation of cooperatives;
- Supports cooperatives to engage in income generating ventures;
- Educates members of co-operatives on their rights and responsibilities;
- Facilitate proper records keeping for the Societies; and
- Undertakes any other duties that may be assigned.

5.0 **QUALIFICATIONS AND EXPERIENCE:**

- Bachelors degree in the Social Sciences, Economics or relevant discipline; and
- HND in Accounting or Business with a minimum of 6 years post qualification experience in cooperatives management or development issues.

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE**

Not Promotional

6.2 **DIRECT**

By advertisement based on the qualifications stated above (5.0); and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Cooperative Officer is eligible for promotion to the grade of Senior Cooperative Officer after having completed a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Course in Local Government Administration;
- Business and Financial Management;
- Monitoring and Evaluation;
- Data Collection and Analysis; and
- ICT;

## **SUB PROFESSIONAL CLASS**

### **INSPECTOR OF COOPERATIVE SOCIETIES**

1.0 **JOB TITLE:** INSPECTOR OF COOPERATIVE SOCIETIES

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To mobilize people to form viable primary and secondary cooperative societies.

4.0 **JOB SUMMARY**

- Facilitates proper records keeping by the Societies;
- Conducts enquiries into the operations of secondary societies;
- Arbitrates in disputes affecting the business of secondary societies;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE:**

- HND in Accounting or Business or its equivalent; and
- Minimum of 9 years of progressive working experience as a Senior Assistant Inspector of Cooperatives in Local Government or a comparable Public Sector organization.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

A Senior Assistant Inspector of Cooperatives who has served a minimum of 5 years is eligible for promotion to the grade of Inspector of Cooperatives; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on the qualification and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

This is a terminal Grade

8.0 **TRAINING**

- Business and Financial Management
- Monitoring and Evaluation
- Data Collection and Analysis
- ICT Training; and
- Course in Local Government Administration



## **SENIOR ASSISTANT INSPECTOR OF COOPERATIVE SOCIETIES**

1.0 **JOB TITLE:** SENIOR ASSISTANT INSPECTOR OF COOPERATIVE SOCIETIES

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To assist in the promotion of development of primary and secondary cooperative societies in the Service.

4.0 **JOB SUMMARY**

- Arbitrates in disputes affecting the business of secondary societies;
- Undertakes training and education of cooperative management committees and members;
- Audits Cooperative Societies;
- Liaises with institutions and agencies of development at the grassroots level for the establishment of cooperatives;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- SSSCE/WASSCE, RSA II, Diploma in Business Studies or its equivalent
- Minimum of 4 years progressive working experience as an Assistant Inspector of Cooperative in the Local Government Service or a comparable Public Sector organization.

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE**

An Assistant Inspector of Cooperatives who has served a minimum of 3 years is eligible for promotion to the grade of Senior Assistant Inspector of Cooperatives; and must pass a promotion examination.

6.2 **DIRECT**

By external advertisement based on the qualification and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Senior Assistant Inspector of Cooperatives is eligible for promotion to the grade of Inspector of Cooperative Societies after 5 years satisfactory service; and must pass a promotion examination.

8.0 **TRAINING**

- Data Collection, Analysis and Report Writing;
- ICT;
- Course in Local Government Administration; and
- Accounting and Financial Management.

## **ASSISTANT INSPECTOR OF COOPERATIVES**

1.0 **JOB TITLE:** ASSISTANT INSPECTOR OF COOPERATIVES

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To provide community mobilization for the establishment and operation of cooperatives in the Service.

4.0 **JOB SUMMARY**

- Facilitates proper records keeping in the Societies;
- Sensitize people on benefits of group work; and
- Educates members of the cooperatives movement at the grass-root level;
- Assists cooperative societies to draw up rules and regulations; and
- Assists in Auditing Cooperative accounts
- Undertakes any other duties that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE:**

- Minimum of SSSCE/WASSCE, RSA II , Diploma in Business Studies or its equivalent

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE**

Not promotional

6.2 **DIRECT**

By external advertisement based on the qualifications stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

An Assistant Inspector of Cooperatives is eligible for promotion to the grade of senior assistant inspector of cooperatives after 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Induction training;
- Data Collection, Analysis and Report Writing;
- Accounting and Financial Management; and
- ICT.

## 14. AGRICULTURAL CLASS

### Objectives of the Agricultural Class

The objectives of the class are to:

- Advise on policy plans, programmes and projects for agricultural development;
- Facilitate monitoring and evaluation of district and regional programmes and projects within the framework of national policy;
- Coordinate the activities of the regional and district agricultural development units;
- Facilitate the preparation of agricultural development plans, programme and budget;
- Ensure preparation of consolidated annual, regional and district agricultural work programmes;
- Facilitate the preparation and submission of reports on all agricultural projects and programmes;
- Provides technical advice to the Regional Coordinating Councils and the District Assemblies;
- Facilitate efficient utilization of resources for agricultural programmes and projects;
- Provide agricultural services to clients.

### STAFFING STRUCTURE

#### Professional Class

- Director of Agriculture/Chief Agric Officer
- Deputy Director/Deputy Chief Agric Officer
- Senior Agricultural Officer
- Agricultural Officer
- Assistant Agricultural Officer

#### Sub-Professional Class

- Chief Production Officer
- Assistant Chief Production Officer
- Principal Production Officer
- Senior Production Officer
- Production Officer

#### Technical Class

- Chief Technical Officer
- Assistant Chief Technical Officer
- Principal Technical Officer
- Senior Technical Officer
- Technical Officer

## **DIRECTOR OF AGRICULTURE (RADO & DADO)**

1.0 **JOB TITLE:** DIRECTOR OF AGRICULTURE (RADO & DADO)

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To provide leadership for the development of agriculture and sustainability of the agro-environment in the Service.

4.0 **JOB SUMMARY**

- Promotes policies, strategies and appropriate agricultural technologies necessary to improve agribusiness, agro processing and crop/animal/ fish production;
- Reports on agricultural conditions, seasons and activities within a stipulated time frame;
- Represents the Department on Food and Agriculture Committees of the Region;
- Responsible for efficient management of human, financial and material resources for the implementation of agricultural programmes;
- Organizes agricultural field schools, workshops and seminars to assess farmers' participation and the level of adoption of new farming technologies and practices;
- Liaises with major stakeholders to improve agricultural services delivery;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- Masters degree in Agriculture e.g. Animal Health, Veterinary, Crops, Fisheries and Economics or a 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;
- Member of a recognized professional body.

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE**

A Deputy Director who has served a minimum of 5 years is eligible for promotion to the grade of Director; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

This is a terminal grade.

8.0 **TRAINING**

- Project Management;
- Financial Resource Management;
- Organizational Development;

- ICT training;
- Agricultural Policy and Agri-business; and
- Course in Local Government Administration.

## **DEPUTY DIRECTOR/DEPUTY CHIEF AGRICULTURAL OFFICER (DCAO, DCFO, DCAE, DCVO)**

1.0 **JOB TITLE:** DEPUTY DIRECTOR/DEPUTY CHIEF AGRICULTURAL OFFICER (DCAO, DCFO, DCAE, DCVO)

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To assist in the formulation and implementation of agricultural policies and programmes

4.0 **JOB SUMMARY:**

- Supervises the works/duties of the DDOs and the Agricultural Extension Agents (AEAs) to ensure efficient performance;
- Ensures the availability of agricultural resources/inputs to perform the functions;
- Supports in the implementation of agricultural laws, policies and regulations;
- Writes and submits reports on the activities of the unit;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE:**

- Masters degree in Agriculture e.g. Animal Health, Veterinary, Crops, Fisheries and Economics or a relevant discipline;
- Minimum of 10 years progressive working experience in the Local Government Service or a comparable Public Sector organization of which at least 4 years must be in a Senior Management level; and
- Member of a recognized professional body.

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE:**

An Senior Agricultural Officer who has served a minimum of 4 years is eligible for promotion to the grade of Deputy Director; and must pass a promotion interview.

6.0. **DIRECT:**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION:**

A Deputy Director is eligible for promotion to the Director grade after 5 years of satisfactory service; and subsequently passes a promotion interview.

8.0 **TRAINING:**

- Advanced Agricultural Extension Administration and Supervision;
- Strategic Agribusiness Project Development and Cycle Management;
- Organizational Development;
- ICT; and
- Course in Local Government Administration

## **SENIOR AGRICULTURAL OFFICER (SAO, SAHO, SAHDO, SVO, SFO, SAE)**

1.0     **JOB TITLE:**   **SENIOR AGRICULTURAL OFFICER (SAO, SAHO, SAHDO, SVO, SFO, SAE)**

2.0     **GRADE LEVEL:**

3.0     **JOB PURPOSE:**

To liaise with farmers to analyze “best practices” and ensure that farmers receive all necessary services in order to carry out agricultural practices.

4.0     **JOB SUMMARY:**

- Monitors and evaluates field activities and the reporting formats of the AEAs;
- Develops and implements local agricultural programmes;
- Reports on agricultural issues and activities;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0     **QUALIFICATION AND EXPERIENCE:**

- Bachelors degree in Agriculture or relevant discipline;
- Minimum of 4 years of progressive working experience in the Local Government Service or a comparable Public Sector organization; and

6.0     **MODE OF ENTRY:**

6.1     **IN-SERVICE:**

An Agricultural Officer who has served a minimum of 4 years is eligible for promotion to the grade of a Senior Agricultural Officer.; and must pass a promotion interview.

6.2     **DIRECT:**

By external advertisement based on qualifications and experience stated above (5.0) and must pass a selection interview.

7.0     **CAREER PROGRESSION:**

A Senior Agricultural Officer is eligible for promotion to the grade of deputy director of Agricultural after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0     **TRAINING:**

- Project Management;
- Analytical Skills for Data Collection, Reporting and Interpretation;
- Course in Local Government Administration; and
- ICT.

## **AGRICULTURAL OFFICER (AO, AHO, AHDO, FO, AE, VO)**

1.0 **JOB TITLE:** AGRICULTURAL OFFICER (AO, AHO, AHDO, FO, AE, VO)

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To promote effectiveness in agricultural services delivery to meet the needs of all target clients, including women, youth, disadvantaged groups and local partners.

4.0 **JOB SUMMARY**

- Assists in the provision and distribution of agricultural materials/inputs to farmers and farmers' groups on time;
- Generates and keeps accurate research data concerning agricultural practices (livestock, crops, fisheries etc.) as well as makes the data available for decision making purposes;
- Provide technical backstopping for the AEAs in the execution of field assignments;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- Bachelors degree in Agriculture or relevant discipline; and
- Minimum of 4 years of progressive working experience in the Local Government Service or a comparable Public Sector organization.

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE**

An Assistant Agricultural Officer who has served a minimum of 4 years is eligible for promotion to the grade an Agricultural Officer; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

An Agricultural Officer is eligible for promotion to the grade of a Senior Agricultural Officer after having served a minimum of 4 years satisfactory service; and must pass a promotion interview

8.0 **TRAINING:**

- Project Management;
- ICT;
- Monitoring and Evaluation; and
- Course in Local Government Administration.



## **ASSISTANT AGRICULTURAL OFFICER (AAO, AAHO, AAHDO, AAFO, AAE)**

- 1.0 **JOB TITLE:** ASSISTANT AGRICULTURAL OFFICER (AAO, AAHO, AAHDO, AAFO, AAE)
- 2.0 **GRADE LEVEL:**
- 3.0 **JOB PURPOSE:**  
To assist the AO to ensure effectiveness of agricultural services delivery.
- 4.0 **JOB SUMMARY:**
- Assists AEAs in the implementation of programmes and policies;
  - Advises farmers on how to efficiently implement on-farm adaptive trials to yield good results;
  - Writes and submits field reports to the DDOs;
  - Supervises field activities and monitors attitudes and work performance of the AEAs; and
  - Undertakes field demonstrations in partnership with the AEAs to explain new technologies and practices to farmers.
- 5.0 **QUALIFICATION AND EXPERIENCE:**  
Bachelors degree in Agriculture or a relevant discipline.
- 6.0 **MODE OF ENTRY:**
- 6.1 **IN-SERVICE:**  
Not promotional
- 6.2 **DIRECT:**  
By external advertisement based on qualifications stated above (5.0) and must pass a selection interview.
- 7.0 **CAREER PROGRESSION:**  
An Assistant Agricultural Officer is eligible for promotion to the grade of Agricultural Officer after having completed a minimum of 4 years satisfactory service; and must pass a promotion interview.
- 8.0 **TRAINING:**
- Report Writing;
  - Project Management;
  - ICT; and
  - Course in Local Government Administration

## **SUBPROFESSIONAL CLASS**

### **CHIEF PRODUCTION OFFICER (CPO, CAHO, CTE, CAPO)**

1.0 **JOB TITLE:** CHIEF PRODUCTION OFFICER (CPO, CAHO, CTE, CAPO)

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To lead the technical class in the implementation of agricultural programmes.

4.0 **JOB SUMMARY:**

- Facilitates the development of Farmer-Based Organizations (FBOs);
- Initiates programmes to strengthen the relationships between the FBOs and the DDOs;
- Compiles records of agricultural activities and submits periodic reports;
- Implements specific agricultural programmes at the farmer level;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE:**

- A Diploma in Agriculture or its equivalence; and
- Minimum of 20 years of progressive working experience with five years as assistant chief executive in the Local Government Service or a comparable Public Sector organization.

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE**

An Assistant Chief Production Officer who has served a minimum of 5 years satisfactory service; and passed an interview is eligible for promotion to the grade of a Chief Production Officer.

6.2 **DIRECT**

By external advertisement based on qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION:**

This is a terminal grade.

8.0 **TRAINING:**

- Administrative and Staff Management;
- Business Entrepreneurship;
- ICT training;
- Intermediate Agricultural Administration; and
- Certificate in Local Government Administration.

## **ASSISTANT CHIEF PRODUCTION OFFICER (SME, ACAHO, CTO, ACAPO, ACTE, ACPO)**

1.0 **JOB TITLE:** ASSISTANT CHIEF PRODUCTION OFFICER (SME, ACAHO, CTO, ACAPO, ACTE, ACPO)

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE:**

To support agricultural extension services delivery in the Local Government Service

4.0 **JOB SUMMARY:**

- Plans extension services together with the AEAs
- Sets procedures to implement the planned services;
- Oversees the establishment of on-farm adaptive trials and demonstrates the steps, principles and practices to the understanding of the AEAs;
- Contributes to the development of route maps, seasonal calendars and programmes;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATIONS AND EXPERIENCE:**

- Diploma in Agriculture or its equivalence; and
- Minimum of 15 years of progressive working experience as a principal chief officer in the Local Government Service or a comparable Public Sector organization.

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE**

A Principal Production Officer who has served a minimum of 4years is eligible for promotion to the grade of Assistant Chief Production Officer; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

An Assistant Chief Production Officer is eligible for promotion to the grade of Chief Production Officer after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Administrative and Staff Management Courses;
- Computer Software Applications;
- Professional Courses in Agricultural Development;
- ICT;
- Supervisory Management Practice Courses; and
- Course in Local Government Administration.

## **PRINCIPAL PRODUCTION OFFICER (PPO, ACTO, CTO, CPO, SPO)**

1.0 **JOB TITLE:** PRINCIPAL PRODUCTION OFFICER (PPO, ACTO, CTO, CPO, SPO)

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To demarcate operational areas together with AEAs in a particular agricultural zone.

4.0 **JOB SUMMARY**

- Educates farmers on farm management practices and cost-effectiveness of different farming systems and enterprises;
- Trains farmers on sustainable management of agricultural resources (inputs); land, water, labour and micro-credit;
- Analyzes local agricultural production trends and offer advice;
- Oversees and evaluates field activities of AEAs and provides options for direction and improvement;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- A Diploma in Agriculture issued by a recognized tertiary institution; or its equivalence; and
- Minimum of 12 years of progressive working experience in the Local Government Service or a comparable private sector position in an agro-based organization.

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE**

A Senior Production Officer who has served a minimum of 4 years is eligible for promotion to the grade of Principal Production Officer; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

An Principal Production Officer is eligible for promotion to the grade of Assistant Chief Production Officer after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Computer Software Applications;
- Supervisory Techniques and Ethics; and
- Certificate in Local Government Administration.

## **SENIOR PRODUCTION OFFICER (SPO, SAHO, STE, PTO)**

1.0 **JOB TITLE:** SENIOR PRODUCTION OFFICER (SPO, SAHO, STE, PTO)

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To contribute to zoning of agricultural operational areas within the Local Government Service.

4.0 **JOB SUMMARY:**

- Facilitates the formation of FBOs and builds the capacity of the organizations and individual members;
- Provides agricultural information necessary for problem-solving at the farmer-level;
- Directly liaises with the District Statisticians or Agricultural Economists to collect and analyze data on agricultural production trends;
- Collects and keeps accurate data on specific activities or socio-agricultural issues e.g. zoonotic diseases, population, HIV/AIDS etc.;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- A Diploma in Agriculture issued by a recognized tertiary institution or its equivalence; and
- Minimum of 12 years of progressive working experience in the Local Government Service or a comparable private sector position in an agro-based organization.

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE:**

A Production Officer who has served a minimum of 4 years is eligible for promotion to the grade of Senior Production Officer; and must pass a promotion interview.

6.2 **DIRECT:**

By external advertisement and interview based on the qualification and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION:**

A Senior Production Officer is eligible for promotion to the grade of Principal Production Officer after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING:**

- Staff and Farmer-base Group Management;
- Report and Project Proposal Writing;
- ICT; and
- Course in Local Government Administration.

## **PRODUCTION OFFICER (PO, STO)**

1.0 **JOB TITLE:** PRODUCTION OFFICER (PO, STO)

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To supervise field activities and ensure that procedures are adhered to during implementation of farming systems and practices.

4.0 **JOB SUMMARY**

- With the assistance of farmers, the PO assesses local farming practices;
- Manages of Agricultural Information Centres;
- Collects primary data on agro-environmental conditions such as soil, climate and socioeconomic factors; and
- Conducts on-farm experiments and adaptive trials
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- Diploma in Agriculture or relevant discipline; and
- Minimum of 8 years of progressive working experience in the Local Government Service or a comparable private sector position in an agro-based organization.

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE**

An Assistant Production Officer who has served a minimum of 4 years is eligible for promotion to the grade of a Production Officer; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement and interview based on the qualification and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Production Officer is eligible to be promoted to the grade of a Senior Production Officer after 4 years of satisfactory service, and must pass a promotion interview.

8.0 **TRAINING**

- Survey Methods for Agricultural Research;
- ICT;
- Team/Group Working and Building; and
- Course in Local Government Administration.

## **ASSISTANT PRODUCTION OFFICER (PO, STO)**

1.0 **JOB TITLE:** ASSISTANT PRODUCTION OFFICER (PO, STO)

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To collect data on production systems, food and input prices in an operational area.

4.0 **JOB SUMMARY**

- Assists the PO in facilitating formation of FBOs;
- Identifies problems affecting agricultural production and offers advice on how to solve the problems or makes recommendations to Senior Management Officers;
- Arranges field days and keeps agricultural records for research purposes; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE:**

Diploma in Agriculture or related discipline.

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE**

Not promotional

6.2 **DIRECT**

By external advertisement based on the qualification stated above (5.0); and must pass a selection interview.

7.0 **CAREER PROGRESSION:**

An Assistant Production Officer is eligible for promotion to the grade of a Production Officer after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING:**

- Induction Training;
- Communication and Interpersonal Relationship Skills;
- Farmers/Community-Based Group Dynamics;
- ICT; and
- Course in Local Government Administration.

## TECHNICAL OFFICER

### TECHNICAL OFFICER INVENTORY (TO II) AEA GENERAL

1.0 **JOB TITLE:** TECHNICAL OFFICER INVENTORY (TO II) AEA GENERAL

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE:**

To disseminate new farming technologies and advise farmers (farmer-groups) and other community-based stakeholders on how to appropriately apply farming technologies to improve agricultural productivity.

4.0 **JOB SUMMARY:**

- Establishes demonstration plots on small-scale to purposely educate farmers on modern farming practices;
- Organizes farmers' groups and networks the groups with external partners;
- Identifies agro-related problems and actively engages farmers in finding locally practicable solutions;
- With helps from the DDOs, the TO II develops route maps and visit schedules; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- Diploma in Agriculture or relevant discipline.

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE**

Not promotional

6.2 **DIRECT**

By external advertisement and interview based on the qualification stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Technical Officer Grade II is eligible for promotion to the grade of a Technical Officer after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING:**

- Farmers Groups Dynamics and Practices;
- Establishment and Management of Demonstration Plots;
- ICT;
- Course in Local Government Administration; and
- Participatory Methods for Farm Household Management.



## **15. FINANCE GROUPCLASS**

### **15.1 ACCOUNTING CLASS**

#### **Objectives of the Finance Class**

The Finance Class:

- Is responsible for the management of financial administration;
- Develops corporate investment portfolio and ensures effective credit control;
- Develops the work programme of the Finance Department to ensure effective job performance;
- Preparation of annual pro-financial statement;
- Ensures judicious use of funds in accordance with official procedures;
- Develops financial policies and procedures for planning, controlling and monitoring financial transactions.

#### **STAFFING STRUCTURE**

##### **Professional Class (Accounting)**

- Director of Finance
- Chief Accountant/Deputy Director
- Principal Accountant
- Senior Accountant
- Accountant

##### **Sub-professional Class (Accounting)**

- Chief Accounts Officer
- Asst Chief Accounts Officer
- Principal Accounts Officer
- Senior Accounts Officer
- Accounts Officer
- Junior Accounts Officer

## **DIRECTOR OF FINANCE**

1.0 **JOB TITLE:** DIRECTOR OF FINANCE

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To lead in the management and use of financial resources to achieve value for money.

4.0 **JOB SUMMARY**

- Advises management on the Financial Administration Act, Internal Audit Agency Act, Procurement Act, and any other financial regulations approved by the Government;
- Ensures the maintenance of proper books of accounts,
- Directs and controls financial management in line with public sector accounting principles;
- Contributes to the safe guarding of assets;
- Manages a corporate investment portfolio to achieve maximum returns;
- Maintains credit control with a view to reducing cash exposure;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- Masters degree in Accounting, B. Com (Accounting Option) with CA/ACCA 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 at Senior Management level; and
- Member of a recognized professional body.

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE**

A Chief Accountant who has served a minimum of 5 years is eligible for promotion to the grade of Director of Finance; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

This is a terminal grade.

8.0 **TRAINING**

- Financial Planning and Control;
- Development Programmes;
- Course in Local Government Administration; and
- ICT

## **CHIEF ACCOUNTANT**

1.0 **JOB TITLE:** CHIEF ACCOUNTANT

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To lead in the day to day technical administration of the Finance Department.

4.0 **JOB SUMMARY**

- Develops and plans the work programme of the Finance Department;
- Advises management on Financial Administration Act, Internal Audit Agency Act, Procurement Act, and any other financial regulations approved by the Government;
- Interprets and provides technical guidance on financial management for decision making;
- Ensures the preparation of annual pro-financial statement of the organization;
- Ensures the judicious use of funds;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- Master in Accounting, B. Com (Accounting Option) with ACCA/CA; or relevant discipline;
- Minimum of 10 years progressive working experience in the Local Government Service or a comparable Public Sector organization of which at least 4 years must be in a Senior Management level; and
- Member of a recognized professional body.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

A Principal Accountant who has served a minimum of 4 years is eligible for promotion to the grade of Chief Accountant; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Chief Accountant is eligible for promotion to the grade of a Director of Finance after having served a minimum of 5 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Accounting software;
- Public Financial Management and Accounting;
- Course in Local Government Administration; and
- ICT

## PRINCIPAL ACCOUNTANT

1.0 **JOB TITLE:** PRINCIPAL ACCOUNTANT

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To facilitate compliance with Revenue and Expenditure policies.

4.0 **JOB SUMMARY:**

- Monitors the performance of staff and submits recommendations for follow up actions;
- Prepares vouchers and supervises final and central pay units;
- Ensures daily lodgment of all revenue to the Bank and upkeep of the Cash Book and Ledgers; and
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- Bachelors degree in Accounting, B. Com (Accounting Option) with CA III/ACCA III or relevant discipline; and
- Minimum of 8 years of progressive working experience in the Local Government Service or a comparable Public Sector organization;
- Member of a recognized professional body.

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE**

A Senior Accountant who has served a minimum of 4 years is eligible for promotion to the grade of Principal Accountant; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Principal Accountant is eligible for promotion to the grade of Chief Accountant after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Public Procurement
- Project Management;
- Public Financial Management;
- Course in Local Government Administration; and
- ICT Training

## SENIOR ACCOUNTANT

1.0 **JOB TITLE:** SENIOR ACCOUNTANT

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE:**

To provide front line leadership in the implementation of expenditure and revenue policies.

4.0 **JOB SUMMARY:**

- Enforces in the adherence to financial requirements and directives are adhered to;
- Implements financial policies and procedures;
- Checks and vets all financial documents before payments are effected
- ensures that details are financial documents are entered in appropriate ledgers;
- Prepares and submits reports on the performance of the section;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATIONS AND EXPERIENCE:**

- BSc. in Accounting; or ACCAII/CAII (Gh.) or relevant discipline; and
- Minimum of 4 years of progressive working experience in the Local Government Service or a comparable Public Sector organization.

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE:**

An Accountant who has served a minimum of 4 years is eligible for promotion to the grade of Senior Accountant; and must pass a promotion interview.

6.2 **DIRECT:**

By external advertisement based on qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION:**

A Senior Accountant is eligible for promotion to the grade of Principal Accountant after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING:**

- Financial and Management Accounting;
- Public Procurement Management;
- Public Financial Management;
- Course in Local Government Administration; and
- ICT.

## ACCOUNTANT

1.0 **JOB TITLE:** ACCOUNTANT

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE:**

To assist to implement accounting policies and programmes.

4.0 **JOB SUMMARY:**

- Implements directives in line with the objectives of the Finance Department;
- Maintains accounting and internal control systems;
- Prepares draft financial statements;
- Analyses financial transactions and keeps books of accounts; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATIONS AND EXPERIENCE:**

- BSc. in Accounting, CA I or ACCA I or relevant discipline.

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE:**

Not promotional

6.2 **DIRECT:**

By external advertisement based on qualifications stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION:**

An Accountant is eligible for promotion to the grade of Senior Accountant after having completed a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING:**

- Induction Training;
- Public Financial Management; and
- ICT

## **SUB PROFESSIONAL CLASS**

### **CHIEF ACCOUNTS OFFICER**

1.0 **JOB TITLE:** CHIEF ACCOUNTS OFFICER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE:**

To keep proper books of accounts.

4.0 **JOB SUMMARY**

- Keeps books of primary entry;
- Keeps cash books and ledgers;
- Prepares bank reconciliation statements;
- Prepares cash book transcripts;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATIONS AND EXPERIENCE**

- HND/Diploma in Accounting or relevant discipline; and
- Minimum of 15 years of progressive working experience as Senior Accounts Officer in the Local Government Service or a comparable Public Sector organization or a comparable Public Sector organization.

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE**

An Assistant Chief Accounts Officer who has served a minimum of 5 years is eligible for promotion to the grade of Chief Accounts Officer; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

This is a terminal grade.

8.0 **TRAINING**

- Accounting Software;
- Financial and Management Accounting;
- ICT; and
- Course in Local Government Administration.

## **ASSISTANT CHIEF ACCOUNTS OFFICER**

1.0 **JOB TITLE:** ASSISTANT CHIEF ACCOUNTS OFFICER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To support the proper keeping of books of accounts.

4.0 **JOB SUMMARY**

- Keeps books of accounting;
- Receives and deposits monies on behalf of the organization;
- Prepares payment vouchers documents for approval;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATIONS AND EXPERIENCE**

- HND/Diploma in Accounting or relevant discipline; and
- Minimum of 12 years of progressive working experience as a Senior Accounts Officer in the Local Government Service or a comparable Public Sector organization.

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE**

A Principal Accounts Officer who has served a minimum of 4 years is eligible for promotion to the grade of Assistant Chief Accounts Officer; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

An Assistant Chief Accounts Officer is eligible for promotion to the grade of Chief Accounts Officer after having served a minimum of 5 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Public Procurement;
- Financial Management;
- ICT; and
- Course in Local Government Administration.



## **PRINCIPAL ACCOUNTS OFFICER**

1.0 **JOB TITLE:** PRINCIPAL ACCOUNTS OFFICER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To ensure compliance with financial policies on the field.

4.0 **JOB SUMMARY**

- Collects and collates data on revenue collection;
- Supervises the activities of field staff;
- Updates information on ratable properties;
- Carries out field inspection activities;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- HND in Accounting or its equivalence; and
- Minimum of 10 years of progressive working experience as a Senior Accounts Officer in the Local Government Service or a comparable Public Sector organization.

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE**

A Senior Accounts Officer who has served a minimum of 4years is eligible for promotion to the grade of Principal Accounts Officer; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Principal Accounts Officer is eligible for promotion to the grade of Assistant Chief Accounts Officer after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Public Financial Management;
- ICT;
- Accounting Soft; and
- Course in Local Government Administration

## **SENIOR ACCOUNTS OFFICER**

1.0 **JOB TITLE:** SENIOR ACCOUNTS OFFICER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE:**

To implement basic accounting data management procedures.

4.0 **JOB SUMMARY:**

- Ensures that all revenue is properly lodged with the bank and returns submitted accordingly;
- Checks and vets all duplicate receipts, cash books and ledgers to ascertain and ensure that entries have been properly captured;
- Supervises the work of the work of subordinate staff;
- Makes payment of wages and allowances to staff at the end of each month;
- Monitors the work of revenue collectors;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE:**

- HND in Accounting or its equivalence; and
- Minimum of 8 years of progressive working experience as Na Accounts Officer in the Local Government Service or a comparable Public Sector organization.

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE**

An Accounts Officer who has served a minimum of 4years is eligible for promotion to the grade of Senior Accounts Officer; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Senior Accounts Officer is eligible for promotion to the grade of Principal Accounts Officer after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- ICT;
- Public Financial Management; and
- Course in Local Government Administration;

## **ACCOUNTS OFFICER**

1.0     **JOB TITLE:**             **ACCOUNTS OFFICER**

2.0     **GRADE LEVEL:**

3.0     **JOB PURPOSE**

To provide clerical support for accounting activities.

4.0     **JOB SUMMARY**

- Makes entries into ledgers;
- Prepares payment vouchers;
- Reports on field investigations;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0     **QUALIFICATION AND EXPERIENCE**

- DBS/ A' Level, RSA (Advanced Level) in Accounting or relevant discipline; and
- Minimum of 4 years of progressive working experience as Junior Accounts Officer in the Local Government Service or a comparable Public Sector organization.

6.0     **MODE OF ENTRY:**

6.1     **IN-SERVICE**

An Accounts Officer who has served a minimum of 4years is eligible for promotion to the grade of Senior Accounts Officer; and must pass a promotion interview.

6.2     **DIRECT**

By external advertisement based on qualifications and experience stated above (5.0) and must pass a selection interview.

7.0     **CAREER PROGRESSION**

An Accounts Officer is eligible for promotion to the grade of Senior Accounts Officer after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0     **TRAINING**

- Public Financial Management,
- Data Collection and Analysis;
- Course in Local Government Administration; and
- ICT.

## **JUNIOR ACCOUNTS OFFICER**

1.0     **JOB TITLE:**   JUNIOR ACCOUNTS OFFICER

2.0     **GRADE LEVEL:**

3.0     **JOB PURPOSE**

Performs routine accounting duties, which include processing of staff salaries.

4.0     **JOB SUMMARY**

- Prepares manual vouchers and duly processes them through the Ledgers and Registrar of Vouchers to the senior accounts Officer;
- Ensures the proper upkeep of Paid Vouchers and other financial documents for record purposes;
- Collects revenue and issues out receipts at revenue points and makes lodgments to the Cashier; and
- Responsible for routine accounting duties under the supervision of Senior Accounting Officer.

5.0     **QUALIFICATIONS AND EXPERIENCE**

- WASSCE (Accounting) or its equivalence.

6.0     **MODE OF ENTRY:**

6.1     **IN-SERVICE:**

Not promotional.

6.2     **DIRECT**

By external advertisement based on qualifications stated above (5.0) and must pass a selection interview.

6.0     **CAREER PROGRESSION:**

A Junior Accounts Officer is eligible for promotion to the grade of an Accounts Officer after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0     **TRAINING**

- Induction training;
- Public Sector Accounting;
- Data Collection and Analysis; and
- ICT.

## **15. FINANCE GROUPCLASS**

### **15.2 BUDGET CLASS**

#### **Objectives of the Budget Class**

The Budget Class is responsible for:

- Preparation of budget;
- Provision of technical guidance to Management on budgetary matters;
- Establishing database for financial planning and resource mobilization;
- Updates financial records of all projects.

#### **STAFFING STRUCTURE**

- Chief Budget Analyst
- Principal Budget Analyst
- Senior Budget Analyst
- Budget Analyst
- Assistant Budget Analyst

## **CHIEF BUDGET ANALYST**

1.0 **JOB TITLE:** CHIEF BUDGET ANALYST

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To provide technical leadership in the preparation and management of the budget in the Service.

4.0 **JOB SUMMARY**

- Advises on cost implications and financial decisions in the LGS
- Coordinates the budget preparation;
- Participates in the preparation of Procurement Plan
- Assist in fee-fixing resolutions;
- Participates in the work of the Regional and District Planning Coordinating Units;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATIONS AND EXPERIENCE**

- Masters Degree in Administration (Finance), Social Sciences, Economic or Statistics 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 at Senior Management level; and
- Member of a recognized professional body.

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE**

A Principal Budget who has served a minimum of 5 years is eligible for promotion to the grade of Chief Budget Analyst; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION:**

This is a terminal grade.

8.0 **TRAINING:**

- Management and Leadership Skills;
- Project Management;
- Public Financial Management;
- Course in Local Government Administration; and
- ICT.

## **PRINCIPAL BUDGET ANALYST**

1.0 **JOB TITLE:** PRINCIPAL BUDGET ANALYST

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE:**

To provide technical guidance to Management on budgetary matters

4.0 **JOB SUMMARY:**

- Coordinates the preparation of budget for the organization;
- Plans and develops the budgetary programmes of the organization;
- Advises management on the judicious use of resources;
- Monitors the implementation of budgets;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATIONS AND EXPERIENCE:**

- Masters degree in Administration, Social Sciences, Economic, Statistics or relevant discipline;
- Minimum of 10years progressive working experience in the Local Government Service or a comparable Public Sector organization of which at least 4 years must be in a Senior Management level; and
- Member of a recognized professional body.

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE**

A Senior Budget Analyst who has served a minimum of 4 years is eligible for promotion to the grade of Principal Budget Analyst; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION:**

A Principal Budget Analyst is eligible for promotion to the grade of Chief Budget Analyst after having served a minimum 5 years satisfactory service; and must pass a promotion interview

8.0 **TRAINING:**

- Basic Statistics in Administration and Management;
- Project Management;
- Public Financial Management;
- Public Procurement
- Course in Local Government Administration; and

- ICT



## **SENIOR BUDGET ANALYST**

1.0 **JOB TITLE:** SENIOR BUDGET ANALYST

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE:**

To provide analyzed budgetary information for strategic decision making.

4.0 **JOB SUMMARY:**

- Analyses data and reports for budget preparation;
- Collaborates with the Accountant/Finance Officers in the preparation and submission of comprehensive expenditure returns every month;
- Monitors budgetary allocations and expenditure;
- Ensures the collection and collation of data for the processing of information for budget;
- Participates in the processes of revenue mobilization activities and provides technical guidance;
- Establishes database for financial planning and resource mobilization; and
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE:**

- Bachelors degree in Social Sciences, Economics, Statistics or relevant discipline;
- Minimum of 8 years of progressive working experience in the Local Government Service or a comparable Public Sector organization; and
- Member of a relevant professional body.

6.0 **MODE OF ENTRY**

6.1 **IN-SERVICE**

A Budget Analyst who has served a minimum of 4 years is eligible for promotion to the grade of Senior Budget Analyst; and must pass a promotion interview.

6.1 **DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0); and must pass a selection interview.

7.0 **CAREER PROGRESSION:**

A Senior Budget Analyst is eligible for promotion to the grade of Principal Budget Analyst after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING:**

- Public Financial Management;
- Public Procurement;
- Basic Statistics;

- Course in Local Government Administration; and
- ICT.

## **BUDGET ANALYST**

1.0 **JOB TITLE:** BUDGET ANALYST

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To provide up-to-date information to support budget preparation and implementation

4.0 **JOB SUMMARY**

- Keeps budgetary records in respect of Common Fund, IGF and donor funds and projects;
- Updates information on project ;
- Analyses payments made in order to ascertain the level of cost;
- Participates in the preparation of the annual budget;
- Analyses data for fee-fixing activities;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- Bachelor's degree in Statistics, Economics or Finance; or relevant discipline; and
- Minimum of 4 years of progressive working experience in the Local Government Service or a comparable Public Sector organization.

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE**

Assistant Budget Analyst who has served a minimum of 4 years is eligible for promotion to the grade of Budget Analyst; and must pass a promotion interview

6.2 **DIRECT**

By external advertisement based on qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

Budget Analyst is eligible for promotion to the grade of Senior Budget Analyst after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Public Financial Management;
- Public Procurement;
- Project Management;
- Course in Local Government Administration; and
- ICT.

## **ASSISTANT BUDGET ANALYST**

1.0 **JOB TITLE:** ASSISTANT BUDGET ANALYST

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

Undertake preliminary data collection activities for budget management

4.0 **JOB SUMMARY**

- Assigns routine field inspection teams to projects sites to physically assess level of works executed against certificate presented by contractors;
- Participates in the fee-fixing resolution processes and provides technical backup where necessary;
- Ensures the efficient analysis of data collated for budgetary purposes;
- Analyses data collated for budgetary purposes; and
- Assist in the preparation of the budget

5.0 **QUALIFICATION AND EXPERIENCE**

Bachelors degree in Social Sciences, Economics, Finance or Statistics or relevant discipline.

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE**

Not Promotional

6.2 **DIRECT**

By external advertisement based on qualifications stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

An Assistant Budget Analyst is eligible for promotion to the grade of Budget Analyst after having completed a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Induction training;
- Public Financial Management; and
- ICT

## **15. FINANCE GROUPCLASS**

### **15.3 REVENUE CLASS**

#### **Objectives of the Revenue Collectors Class**

##### **STAFFING STRUCTURE**

- Chief Revenue Superintendent
- Principal Revenue Superintendent
- Senior Revenue Superintendent
- Revenue Superintendent
- Higher Revenue Inspector
- Revenue Inspector
- Revenue Collector

## **CHIEF REVENUE SUPERINTENDENT**

1.0     **JOB TITLE:**   **CHIEF REVENUE SUPERINTENDENT**

2.0     **GRADE LEVEL:**

3.0     **JOB PURPOSE**

To ensure effectiveness and efficiency in the revenue mobilization.

4.0     **JOB SUMMARY**

- Checks all duplicates of receipts and total to avoid fraud;
- Secures value books (cash and receipt) from revenue accountant;
- Compiles revenue returns;
- Keeps custody of issued books;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0     **QUALIFICATIONS AND EXPERIENCE**

- HND/Diploma in Accounting or its equivalence; and
- Minimum of 18 years of progressive working experience as Senior Revenue Officer in the Local Government Service or a comparable Public Sector organization.

6.0     **MODE OF ENTRY:**

6.1     **IN-SERVICE**

A Principal Revenue Superintendent who has served a minimum of 5 years is eligible for promotion to the grade of Chief Revenue Superintendent; and must pass a promotion interview.

6.2     **DIRECT**

By external advertisement based on qualifications and experience stated above (5.0) and must pass a selection interview.

7.0     **CAREER PROGRESSION**

This is a terminal grade.

8.0     **TRAINING**

- Financial Management and Accounting;
- ICT; and
- Course in Local Government Administration.

## **PRINCIPAL REVENUE SUPERINTENDENT**

1.0 **JOB TITLE:** PRINCIPAL REVENUE SUPERINTENDENT

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To administer market activities.

4.0 **JOB SUMMARY**

- Writes of reports on information gathered from supervisors of the market;
- Supervises collection of market tolls;
- Collates and submits monthly returns;
- Issues out receipt books;
- Monitors payments of collected revenue;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- HND/Diploma in Accounting or relevant discipline; and
- Minimum of 15 years of progressive working experience as a Revenue Superintendent in the Local Government Service or a comparable Public Sector organization.

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE**

A Senior Revenue Superintendent who has served a minimum of 4years is eligible for promotion to the grade of Principal Revenue Superintendent; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Principal Revenue Superintendent is eligible for promotion to the grade of Chief Revenue Superintendent after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Financial Management and Accounting;
- ICT; and
- Course in Local Government Administration.

## **SENIOR REVENUE SUPERINTENDENT**

1.0 **JOB TITLE:** SENIOR REVENUE SUPERINTENDENT

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To administer market activities.

4.0 **JOB SUMMARY**

- Writes of reports on information gathered from supervisors of the market;
- Supervises collection of market tolls;
- Collates and submits monthly returns;
- Issues out receipt books;
- Monitors payments of collected revenue; and
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- HND/Diploma in Accounting or relevant discipline; and
- Minimum of 12 years of progressive working experience as a Revenue Superintendent in the Local Government Service or a comparable Public Sector organization.

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE**

A Revenue Superintendent who has served a minimum of 4 years is eligible for promotion to the grade of Senior Revenue Superintendent; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Senior Revenue Superintendent is eligible for promotion to the grade of Principal Revenue Superintendent after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Accounting Principles;
- Data Collection and Analysis;
- Financial Management;
- ICT; and
- Course in Local Government Administration.



## **REVENUE SUPERINTENDENT**

1.0 **JOB TITLE:** REVENUE SUPERINTENDENT

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To ensure efficient revenue mobilization.

4.0 **JOB SUMMARY**

- Plans the work of revenue collection teams;
- Supervises Revenue Collectors;
- Liaises with Revenue Accountant to secure receipts and cash books;
- Investigates complaints and recommends appropriate action; and
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- Diploma in Accounting or its equivalence; and
- Minimum of 10 years of progressive working experience as a Higher Revenue Inspector in the Local Government Service or a comparable Public Sector organization.

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE**

A Higher Revenue Inspector who has served a minimum of 4 years is eligible for promotion to the grade of Revenue Superintendent; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

- A Revenue Superintendent is eligible for promotion to the grade of Senior Revenue Superintendent after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Accounting Principles;
- Data Collection and Analysis;
- Supervision and Monitoring
- Report Writing;
- ICT; and
- Course in Local Government Administration

## HIGHER REVENUE INSPECTOR

1.0 **JOB TITLE:** HIGHER REVENUE INSPECTOR

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To lead teams of Revenue Collectors assigned to selected operational points

4.0 **JOB SUMMARY**

- Collates and submits monthly reports to the Revenue Accountant/Chief Revenue Superintendent;
- Ensures that daily collections are lodged with the Chief Cashier;
- Stores receipts books and tickets;
- Makes periodic issues to the Collectors;
- Takes part in distributing bills and collection of revenue;
- Takes custody of revenue at collection points;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- Diploma in Accounting or its equivalence; and
- Minimum of 8 years of progressive working experience as a Revenue Inspector in the Local Government Service or a comparable Public Sector organization.

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE**

A Revenue Inspector who has served a minimum of 4 years is eligible for promotion to the grade of Higher Revenue Inspector; and must pass a promotion interview.

6.1 **DIRECT**

By external advertisement based on qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Higher Revenue Inspector is eligible for promotion to the grade of Revenue Superintendent after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Accounting Principles;
- Data Collection and Analysis;
- Supervision and Monitoring
- Report Writing;
- ICT; and

- Course in Local Government Administration

## REVENUE INSPECTOR

1.0 **JOB TITLE:** REVENUE INSPECTOR

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE:**  
To collect fees and rates.

4.0 **JOB SUMMARY:**

- Makes entries into the cashbook;
- Verifies fees payable by customers;
- Updates records on all registered customers to enhance revenue collection;
- Prepares a list of defaulting customers to the revenue superintendent;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE:**

- RSA II, WASSCE or its equivalence; and
- Minimum of 4 years of progressive working experience as a Revenue Collector in the Local Government Service or a comparable Public Sector organization.

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE**  
A Revenue Collector who has served a minimum of 4 years is eligible for promotion to the grade of Revenue Inspector; and must pass a promotion interview.

6.2 **DIRECT:**  
By external advertisement based on qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION:**  
A Revenue Inspector is eligible for promotion to the grade of Higher Revenue Inspector after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING:**

- Accounting Principles;
- Data Collection and Analysis;
- Supervision and Monitoring
- Report Writing;
- ICT; and
- Course in Local Government Administration

## REVENUE COLLECTOR

1.0 **JOB TITLE:** REVENUE COLLECTOR

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To maximize revenue collection in the Service.

4.0 **JOB SUMMARY**

- Collects revenue from the public;
- Obtain information on new properties and business for the preparation of bills;
- Distributes bills to property owners and businesses in respect of rates and fees; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- RSA II, WASSCE or its equivalence.

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE**

Not promotional

6.2 **DIRECT**

By external advertisement based on qualifications stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Revenue Collector is eligible for promotion to the grade of a Revenue Inspector after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Accounting Principles;
- Data Collection and Analysis;
- Report Writing; and
- ICT;
- Induction training.

## 16 SOCIAL WELFARE AND COMMUNITY DEVELOPMENT CLASS

### Objectives of the Social Welfare and Community Development Class

The principal objective of the Social Welfare and Community Development Class is to promote and implement government policies and public services that can substantially improve social inclusion, development of people and communities.

#### STAFFING STRUCTURE

##### Professional Class:

- Chief Social Development Officer
- Principal Social Development Officer
- Senior Social Development Officer
- Social Development Officer
- Assistant Social Development Officer

##### Sub-Professional Class:

- Chief Social Development Assistant
- Principal Social Development Assistant
- Senior Social Development Assistant
  - Social Development Assistant

## **CHIEF SOCIAL DEVELOPMENT OFFICER**

1.0 **JOB TITLE: CHIEF SOCIAL DEVELOPMENT OFFICER**

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

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

4.0 **JOB SUMMARY**

- Represents the district and the regional planning units on issues pertaining to social and community development;
- Plans, initiates and coordinates community-based projects, 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;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATIONS AND EXPERIENCE:**

- Masters degree in Social Sciences , Administration, Community Development, 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; and
- Member of a recognized professional body.

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE:**

A Principal Social Development Officer who has served a minimum of 5 years is eligible for promotion to the grade of Chief Social Development Officer; and must pass a promotion interview.

6.2 **DIRECT:**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION:**

This is a terminal grade.

8.0 **TRAINING:**

- Public Financial Management;
- Social Mobilization for Development;
- Course in Local Government Administration; and
- ICT.



## **PRINCIPAL SOCIAL DEVELOPMENT OFFICER**

1.0 **JOB TITLE:** PRINCIPAL SOCIAL DEVELOPMENT OFFICER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE:**

To lead in the development and implementation of social policies and projects to improve living standards of people

4.0 **JOB SUMMARY:**

- Assists in the formulation policy guidelines and procedures;
- Assists in the planning and , implementation of social welfare programmes in the Service;
- Sets standards and guidelines for vocational guidance and prevocational preparation of the physically challenged;
- Ensures that community-based rehabilitation programmes are properly functioning;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned

5.0 **QUALIFICATION AND EXPERIENCE:**

- Masters degree in Social Sciences, Administration, Community Development, Development Studies, Social Work or relevant discipline;
- Minimum of 10 years progressive working experience in the Local Government Service or a comparable Public Sector organization of which at least 4 years must be in a Senior Management level; and
- Member of a recognized professional body.

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE:**

A Senior Social Development Officer who has served a minimum of 4 years is eligible for promotion to the grade of Principal Social Development Officer; and must pass a promotion interview.

6.2 **DIRECT:**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION:**

A Principal Social Development Officer is eligible for promotion to the grade of a Chief Social Development Officer after having served a minimum of 5 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING:**

- Training in Social Work and Community Development;

- Course in Local Government Administration; and
- ICT Training

## **SENIOR SOCIAL DEVELOPMENT OFFICER**

1.0 **JOB TITLE:** SENIOR SOCIAL DEVELOPMENT OFFICER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To assist in the implementation of social development policies and programmes.

4.0 **JOB SUMMARY**

- Organizes public advocacy programmes and campaigns against injustices confronting the vulnerable;
- Trains and supervises staff who are managing community-based Rehabilitation Homes, Early Childhood Centres and Day Care Centres;
- Registers, monitors and supervises the operations, programmes and activities of NGOs working on social issues affecting disadvantaged people and communities;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- Bachelors degree in Social Sciences, Administration, Community Development, Development Studies or relevant discipline;
- Minimum of 8 years of progressive working experience in the Local Government Service or a comparable Public Sector organization; and
- Member of a recognized professional body.

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE**

A Social Development Officer who has served a minimum of 4 years is eligible for promotion to the grade of Senior Social Development Officer; and must pass a promotion interview.

6.2 **DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Senior Social Development Officer is eligible for promotion to the grade of a Principal Social Development Office after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Advanced Training in Social Administration;
- Social Development Programmes;
- Conflict resolution and Peace Building;

- Course in Local Government Administration; and
- ICT.

## **SOCIAL DEVELOPMENT OFFICER**

1.0 **JOB TITLE:** SOCIAL DEVELOPMENT OFFICER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE:**

To plan, organize and lead in the implementation of social development programmes in the Service.

4.0 **JOB SUMMARY:**

- Assists in the preparation of plans and budgets for the unit or department;
- Coordinates social services, programmes and projects for the department;
- Assists in routine administrative duties of the department;
- Assists in the implementation of community development programmes;
- Sets standards and procedures in relation to vocational and social rehabilitation programmes and employment for the physically challenged;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATIONS AND EXPERIENCE:**

- Bachelors degree in Social Sciences, Administration, Development Studies or relevant discipline; and
- Minimum of 4 years of progressive working experience in the Local Government Service or a comparable Public Sector organization.

6.0 **MODE OF ENTRY:**

6.2 **IN-SERVICE:**

- An Assistant Social Development Officer who has served a minimum of 4 years is eligible for promotion to the grade of Social Development Officer; and must pass a promotion interview.

6.1 **DIRECT:**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION:**

A Social Development Officer is eligible for promotion to the grade of Senior Social Development Officer after having served a minimum of 4 years satisfactory service; and must pass a promotion interview

8.0 **TRAINING:**

- Developmental and Social Psychology;
- Methods of Social Investigations;
- Conflict resolution and Peace Building;

- Course in Local Government Administration; and
- ICT Training

## **ASSISTANT SOCIAL DEVELOPMENT OFFICER**

1.0 **JOB TITLE:** ASSISTANT SOCIAL DEVELOPMENT OFFICER

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE:**

To implement programmes for skills development for communities for maximum social services delivery.

4.0 **JOB SUMMARY:**

- Implements social services programmes in the Local Government Service (LGS);
- Writes periodic reports and supports the preparation of annual financial statement;
- Supervises and monitors frontline workers on field activities; and
- Participates in capacity building programme for Community-Based Organizations (CBOs), Non-Governmental Organizations (NGOs) and community authorities.
- Organizes social and adult education programmes;
- Organizes pre-vocational guidance and counseling to the physically challenged and families; and
- Facilitates the placement of rehabilitated persons in employment and maintains follow-up services.
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned

5.0 **QUALIFICATION AND EXPERIENCE:**

Bachelors Degree in Social Sciences, Administration, Development Studies or relevant discipline.

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE:**

Not promotional

6.2 **DIRECT:**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION:**

An Assistant Social Development Officer is eligible for promotion to the grade of Social Development Officer after having completed a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING:**

- Induction training;
- Participatory Development Planning;
- Conflict resolution and Peace Building;

- Course in Local Government Administration; and
- ICT.



## **SUB PROFESSIONAL CLASS**

### **CHIEF SOCIAL DEVELOPMENT ASSISTANT**

1.0 **JOB TITLE:** CHIEF SOCIAL DEVELOPMENT ASSISTANT

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To lead in the technical implementation of social development programmes.

4.0 **JOB SUMMARY**

- Supervises the activities of the sub professional class;
- Makes requisition for resources and materials to enable task performance by staff;
- Organizes advocacy programmes on children rights and social inclusiveness in communities;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATIONS AND EXPERIENCE**

- Diploma in Social Work, Social Sciences, Development Studies, Community Development or its equivalence;
- Minimum of 12 years of progressive working experience as a Social Development Assistant in the Local Government Service or a comparable Public Sector organization.

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE**

A Principal Social Development Assistant who has served a minimum of 4 years is eligible for promotion to the grade of Chief Social Development Assistant; and must pass a promotion interview.

6.2 **DIRECT**

- By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

This is a terminal grade.

8.0 **TRAINING**

- Certificate in Public Administration;
- Public Social Development Policies;
- Monitoring of Livelihood Projects;
- ICT; and
- Course in Local Government Administration.

## **PRINCIPAL SOCIAL DEVELOPMENT ASSISTANT**

1.0 **JOB TITLE:** PRINCIPAL SOCIAL DEVELOPMENT ASSISTANT

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To provide community based social development education.

4.0 **JOB SUMMARY**

- Provides information to focus groups and communities on profitable income generating activities and livelihood programmes;
- Organizes stakeholder discussion on issues relating to HIV/AIDS, Child Abuse, Breast Cancer, Child Labour and Human Trafficking;
- Participates in adult education programmes including improved farming practices;
- Advises MMDAs sub-committees on social development issues;
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATIONS AND EXPERIENCE**

- Diploma in Social Work, Social Sciences, Development Studies, Community Nutrition or its equivalence;
- Effective public speaking, community animation skills and proficiency in one or more local dialect; and
- Minimum of 8 years of progressive working experience as a Social Development Assistant in the Local Government Service or a comparable Public Sector organization.

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE**

A Senior Social Development Assistant who has served a minimum of 4years is eligible for promotion to the grade of Principal Social Development Assistant; and must pass a promotion interview.

6.2 **DIRECT**

- By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION**

A Principal Social Development Assistant is eligible for promotion to the grade of Chief Social Development Assistant after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0 **TRAINING**

- Community-Needs Assessment and Reporting;
- Project Management;

- ICT; and
- Course in Local Government Administration.

## **SENIOR SOCIAL DEVELOPMENT ASSISTANT**

1.0     **JOB TITLE:**   **SENIOR SOCIAL DEVELOPMENT ASSISTANT**

2.0     **GRADE LEVEL:**

3.0     **JOB PURPOSE**

To assist in the implementation of community-based social development activities.

4.0     **JOB SUMMARY**

- Registers and monitors the operations of NGOs;
- Participates in compilation of field reports;
- Educates communities on sustainable management of locally imitated projects , bye-laws and social issues such as HIV/ AIDS;
- Assesses annual reports of NGOs and insists on compliance with best NGOs practices;
- Identifies physically challenged persons or groups and link them to possible employment, educational and health opportunities; and
- Ensures the development of the capabilities, skills and knowledge of staff;
- Appraises direct reports; and
- Undertakes any other tasks that may be assigned.

5.0     **QUALIFICATION AND EXPERIENCE**

- Diploma in Social Work, Social Sciences, Community Development, Rural Sociology, Development Studies or its equivalence;
- Certification in Social Work, Community Development or its equivalence;
- Effective public speaking and proficiency in one or more local dialect;
- Minimum of 4 years of progressive working experience as a Social Development Assistant in the Local Government Service or a comparable Public Sector organization.

6.0     **MODE OF ENTRY:**

6.1     **IN-SERVICE**

A Social Development Assistant who has served a minimum of 4years is eligible for promotion to the grade of Senior Social Development Assistant; and must pass a promotion interview.

6.2     **DIRECT**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0     **CAREER PROGRESSION**

A Senior Social Development Assistant is eligible for promotion to the grade of a Principal Social Development Assistant after having served a minimum of 4 years satisfactory service; and must pass a promotion interview.

8.0     **TRAINING**

- Community Relations;

- ICT; and
- Course in Local Government Administration.

## **SOCIAL DEVELOPMENT ASSISTANT**

1.0 **JOB TITLE:** SOCIAL DEVELOPMENT ASSISTANT

2.0 **GRADE LEVEL:**

3.0 **JOB PURPOSE**

To assist in the implementation social welfare programme and of community development policies.

4.0 **JOB SUMMARY**

- Contributes to the formation of community-based organizations;
- Advocates the inclusion of the physically challenged in mainstream social development activities;
- Develops structured relief programmes to assist socially excluded groups;
- Supervises the work of officers at the Rehabilitation Centres;
- Provides counseling services and placement guidelines to rehabilitated persons; and
- Undertakes any other tasks that may be assigned.

5.0 **QUALIFICATION AND EXPERIENCE**

- WASSCE or its equivalence; and
- Effective public speaking and proficiency in one or more local dialect.

6.0 **MODE OF ENTRY:**

6.1 **IN-SERVICE**

Not promotional

6.2 **DIRECT:**

By external advertisement based on the qualifications and experience stated above (5.0) and must pass a selection interview.

7.0 **CAREER PROGRESSION:**

A Social Development Assistant is eligible for promotion to the grade of a Senior Social Development Assistant after having served a minimum of 4 years satisfactory service; and must successfully complete training at the School of Social Work or Rural Development College.

8.0 **TRAINING:**

- Induction training;
- Management of Community Development Issues; and
- ICT.