



**USAID**  
FROM THE AMERICAN PEOPLE

## Ghana Education Decentralization Project (GEDP)

# Scheme of Service: National Council For Curriculum and Assessment

April 2012

## GEDP

The Ghana Education Decentralization Project (GEDP) is owned by the Government of Ghana through the Ministry of Education and the Ghana Education Service and made possible by the generous support of the American people. GEDP is implemented by World University Service of Canada (WUSC).

USAID Strategic Objective 8 (Improved Quality of, and Access to Basic Education)

# **Ghana Education Decentralization Project (GEDP)**

## **Scheme of Service**

## **National Council for Curriculum and Assessment**

---

### **Submitted to:**

Mr. Luis Tolley  
Education Advisor, Agreement Officer Technical Representative  
USAID/Ghana  
No. 24 Fourth Circular Rd.  
Cantonments, Accra  
P.O.Box 1630, Accra-Ghana

### **Prepared by:**

World University Service of Canada (WUSC) - Ghana  
P. O. Box AH 1265  
Achimota – Accra, Ghana

Submitted March 2012  
Final version April 2012

### **DISCLAIMER**

The author's views expressed in this report do not necessarily reflect the views of the United States Agency for International Development or the United States Government

## Table of Contents

Introduction.....	1
Purpose Of The Scheme Of Service .....	1
Staffing Structure.....	1
Executive Director .....	4
Director–Curriculum Design, Planning & Development.....	5
Deputy Director– Curriculum Design, Planning & Development (Basic).....	6
Deputy Director-Curriculum Design, Planning And Development (Second Cycle).....	7
Deputy Director-Curriculum Design, Planning & Development (Technical And Vocational).....	8
Director-Standards & Assessment.....	9
Deputy Director-Standards.....	11
Deputy Director-Assessment.....	12
Director-Research, Monitoring And Evaluation And Quality Assurance.....	13
Deputy Director-Research, Monitoring And Evaluation And Quality Assurance .....	15
Director-Finance And Administration.....	17
Deputy Director-Finance .....	19
Deputy Director-Administration, Human Resources And General Services.....	20
Administrative Class .....	21
Principal Administrative Officer, General Services.....	21
Chief Administrative Assistant.....	22
Principal Administrative Assistant.....	23
Senior Administrative Assistant.....	24
Accounting Class.....	25
Chief Accountant .....	25
Principal Accountant .....	26
Senior Accountant .....	27
Accountant .....	28
Chief Accounting Assistant .....	29
Principal Accounting Assistant .....	30
Senior Accounting Assistant .....	31
Accounting Assistant .....	32
Information Technology Class .....	33
Principal Information Technology Officer .....	33
Senior Information Technology Officer .....	34
Information Technology Officer .....	35
Secretarial Class.....	36
Private Secretary .....	36
Stenographer Secretary.....	37
Administrative Class–Human Resource.....	38
Principal Administrative Officer, Human Resource.....	38
Senior Administrative Officer, Human Resource.....	39
Administrative Officer, Human Resource.....	40
Transport Class .....	41
Principal Transport Officer .....	41
Senior Transport Officer .....	42
Transport Officer .....	43
Chief Driver.....	44
Principal Driver .....	45

---

Senior Driver .....	46
Driver .....	47
Procurement Class.....	48
Principal Procurement Officer .....	48
Senior Procurement Officer.....	49
Procurement Officer.....	50
Chief Procurement Assistant .....	51
Principal Procurement Assistant .....	52
Senior Procurement Assistant .....	53
Public Relations Class .....	54
Principal Public Relations Officer.....	54
Senior Public Relations Officer .....	55
Public Relations Officer .....	56
Legal Class.....	57
Principal Legal Officer .....	57
Senior Legal Officer .....	58
Legal Officer.....	59
Internal Audit Class.....	60
Chief Internal Auditor .....	60
Principal Internal Auditor .....	61
Senior Internal Auditor .....	62
Internal Auditor .....	63
Chief Internal Audit Technician .....	64
Principal Internal Audit Technician.....	65
Senior Internal Audit Technician .....	66
Internal Audit Technician .....	67

## **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 the National Council for Curriculum and Assessment Secretariat. The relevance of such a document is so critical in the evolution of the National Council for Curriculum and Assessment, as a public service organization in Ghana, in compliance with the provisions of the Education Act 2008, (Act 778). The purpose of the Scheme of Service is to provide the National Council for Curriculum and Assessment with a policy guideline, which will ensure that all staff are highly motivated, disciplined, loyal and equipped with the relevant skills and knowledge.

## **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;
- Conditions for entry to, and progression through each grade within the cadre; including:
  - Qualifications;
  - Minimum periods of service required for each grade;
  - Detailed job training and experience requirements;
  - Procedure for promotion and class transfers;
  - Requirements for minimum period of service in the Regions and Districts, where necessary;
  - Framework for career development, management and succession planning.

## **Staffing Structure**

The following are the established positions within the National Council for Curriculum and Assessment:

### **Core Staff**

- Executive Director
- Directors
  - Curriculum Design, Planning and Development
  - Standards and Assessment
  - Research, Monitoring and Evaluation and Quality Assurance
  - Finance and Administration
- Deputy Directors
  - Curriculum Design, Planning and Development (Basic)
  - Curriculum Design, Planning and Development (Second Cycle)
  - Curriculum Design, Planning and Development (Technical and Vocational)
  - Standards
  - Assessment
  - Research, Monitoring and Evaluation and Quality Assurance
  - Finance
  - Administration, Human Resources and General Services

### **Sub-Professional**

- Executive Assistant
- Administrative Secretary

### **Support Staff**

### **Finance and Administration**

- Administrative Manager

### **Human Resource**

- Principal HR Officer
- Senior HR Officer
- Human Resource Officer
- Assistant Human Resource Officer

### **Finance and Accounting**

#### **a) Professional**

- Chief Accountant
- Principal Accountant
- Senior Accountant
- Accountant
- Assistant Accountant

#### **b) Sub-Professional**

- Chief Accounts Officer
- Principal Accounts Officer
- Senior Accounts Officer
- Accounts Officer

### **Information Technology**

#### **a) Professional**

- Principal Information Technology Officer
- Senior Information Technology Officer
- Information Technology Officer
- Assistant Information Technology Officer

#### **b) Sub-Professional**

- Chief Information Technology Technician
- Principal Information Technology Technician
- Senior Information Technology Technician
- Information Technology Technician

### **Secretarial**

- Senior Private Secretary
- Private Secretary
- Stenographer Secretary

### **Transport Management**

- Principal Transport Officer
- Senior Transport Officer
- Transport Officer
- Chief Driver
- Senior Driver
- Driver

### **Procurement**

#### **a) Professional**

- Principal Procurement Manager
- Senior Procurement Manager
- Procurement Manager
- Assistant Procurement Manager
- Principal Procurement Officer
- Senior Procurement Officer
- Procurement Officer
- Assistant Procurement Officer

**b) Sub- Professional**

- Chief Procurement Assistant
- Principal Procurement Assistant
- Senior Procurement Assistant
- Procurement Assistant

**Public Relations**

- Principal Public Relations Officer
- Senior Public Relations Officer
- Public Relations Officer
- Assistant Public Relations Officer

**Legal**

- Principal Legal Officer
- Senior Legal Officer
- Legal Officer
- Assistant Legal Officer

**Internal Audit**

**a) Professional**

- Principal Internal Auditor
- Senior Internal Auditor
- Internal Auditor
- Assistant Internal Auditor

**b) Sub Professional**

- Chief Internal Audit Technician
- Principal Internal Audit Technician
- Senior Internal Audit Technician
- Internal Audit Technician

## **Executive Director**

**1.0 JOB TITLE:** Executive Director

**2.0 GRADE LEVEL:**

**3.0 JOB PURPOSE:**

- To provide advisory and managerial support for the achievement of the mandate of the Council.

**4.0 JOB SUMMARY:**

- Supervise the day to day management and administration of the Secretariat of the Council;
- Submit policy proposals for consideration by the Council;
- Coordinate the implementation of the Council's policies and programs;
- Ensure the preparation of annual and periodic reports, work-plans and budgets;
- Serve as member-secretary for the Council;
- Provide strategic leadership for the achievement of the mandate of the Council;
- Liaise with the development partners and other relevant Municipal District Assemblies and Metro Municipal District Assemblies;
- Mobilize and manage resources for the Council;
- Design dissemination and communication strategy for a National Curriculum and Assessment Program;
- Perform any other duties that may be assigned from time to time by the Council.

**5.0 QUALIFICATIONS AND EXPERIENCE**

- A minimum of Master's Degree in Education or related field from an accredited tertiary institution or related field;
- Minimum of fifteen (15) years post qualification relevant work experience in a reputable Institutions, five (5) years of which should be in a senior management position
- Teaching experience would be an advantage
- Must pass a competitive selection interview conducted by the Public Services Commission in consultation with the Council.

**6.0 MODE OF ENTRY:**

**6.1 IN-SERVICE**

- Not promotional.

**6.2 DIRECT**

- By external advertisement and competitive interview based on qualifications experience stated above.

**7.0 TRAINING AND DEVELOPMENT OPPORTUNITIES**

- Relevant professional training;
- Gender training;
- People management skills;
- Strategic and general management;
- Project management;
- Executive Course in Public Administration.

**8.0 PROGRESSION**

- This is a terminal grade.



## **Director–Curriculum Design, Planning & Development**

**1.0 JOB TITLE:** Director-Curriculum Design, Planning & Development

**2.0 GRADE LEVEL:**

**3.0 JOB PURPOSE:**

- To provide technical and administrative support for the achievement of the objectives of the Council.

**4.0 JOB SUMMARY:**

- Coordinates all activities of the Division;
- Coordinates the assessment of tertiary institutions and programmes for pre-accreditation accreditation and re-accreditation;
- Coordinates the collation of inputs for the preparation of the budget, annual and other reports of the Division;
- Coordinates the compilation of assessment reports for Committee and Council meetings;
- Manages and appraises staff of the Division;
- Conducts orientation sessions for the Council’s panels of assessors;
- Validates information on accredited institutions and programmes for the regular update of the database and for publication;
- Provides input for the formulation and review of policies on accreditation.

**5.0 QUALIFICATIONS AND EXPERIENCE**

- A minimum of Master’s Degree in Education or related field from an accredited tertiary institution or related field;
- Minimum of fifteen (15) years post qualification relevant work experience in a reputable Institutions, five (5) years of which should be in a senior management position
- Teaching experience would be an advantage
- Must pass a competitive selection interview conducted by the Public Services Commission in consultation with the Council.

**6.0 MODE OF ENTRY**

**6.1 IN-SERVICE**

- At least five (5) years in the grade of Deputy Director;
- Satisfactory staff performance assessment report;
- Must pass a competitive selection interview conducted by the Public Services Commission in consultation with the Council;

**6.2 DIRECT**

- By external advertisement and competitive interview based on qualifications experience stated above.

**7.0 PROGRESSION**

By progression to the grade of Executive Director subject to the following:

- Availability of vacancy in the grade of Executive Director;
- A minimum of five (5) years in the grade of Director;
- Satisfactory work and conduct;
- Success at an interview conducted by Public Services Commission in consultation with Council.

**8.0 TRAINING AND DEVELOPMENT OPPORTUNITIES**

- Relevant professional training;
- Gender training;
- People management skills;
- Strategic and general management;
- Project management;
- Executive Course in Public Administration.

## **Deputy Director– Curriculum Design, Planning & Development (Basic)**

**1.0 JOB TITLE:** Deputy Director-Curriculum Design, Planning and Development (Basic)

**2.0 GRADE LEVEL:**

**3.0 JOB PURPOSE:**

- To provide technical, managerial and operational support for the achievement of the objectives of the Council.

### **4.0 JOB SUMMARY**

- Designing of relevant and up-to-date national curriculum for Basic Education;
- Implementation of the national curriculum for Basic Education;
- Reviewing and revising the national curriculum for Basic Education;
- Planning and designing of programs to provide national orientation for teachers in the use of Basic Education curriculum;
- Support the development of instructional materials and the assessment of textbooks and equipment to support Basic Education curriculum;
- Responsible for providing innovative teaching and learning models to support curriculum implementation;
- Perform any other duties that may be assigned from time to time by the Director Curriculum Design Planning and Development.

### **5.0 QUALIFICATIONS AND EXPERIENCE**

- Minimum of a Master’s Degree from an accredited Tertiary Institution in Education, Engineering, Science and other related field;
- Minimum of eight (8) years post qualification relevant work experience in a reputable Institution, four (4) years of which should be in a senior management position;
- Teaching experience would be an advantage;
- Must pass a competitive selection interview conducted by the Governing Council in collaboration with the Public Services Commission.

### **6.0 MODE OF ENTRY**

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

- At least five (5) years in the grade of Assistant Director I;
- Satisfactory staff performance assessment report;
- Must pass a competitive selection interview conducted by the Public Services Commission in consultation with the Council.

#### **6.2 DIRECT**

- By external advertisement and competitive interview based on qualifications experience stated above.

### **7.0 PROGRESSION**

A Deputy Director is eligible for promotion to the grade of Director subject to the following:

- Availability of vacancy in the grade of Director;
- A minimum of five (5) years in the grade of Deputy Director;
- Satisfactory work and conduct;
- Success at an interview conducted by Governing Council in consultation with the Public Services Commission.

### **8.0 TRAINING AND DEVELOPMENT OPPORTUNITIES**

- Relevant professional training;
- Gender training;
- People management skills;
- Strategic, general and project management;
- Organisational change and development.

## **Deputy Director-Curriculum Design, Planning And Development (Second Cycle)**

**1.0 JOB TITLE:** Deputy Director-Curriculum Design, Planning And Development (Second Cycle)

**2.0 GRADE LEVEL:**

**3.0 JOB PURPOSE:**

- To provide technical, managerial and operational support for the achievement of the objectives of the Council.

**4.0 JOB SUMMARY**

- Designing of relevant and up-to-date national curriculum for Second Cycle Education;
- Implementation of the national curriculum for Second Cycle Education;
- Reviewing and revising the national curriculum for Second Cycle Education;
- Planning and designing of programs to provide national orientation for teachers in the use of Second Cycle Education curriculum;
- Support the development of instructional materials and the assessment of textbooks and equipment to support Second Cycle Education curriculum;
- Responsible for providing innovative teaching and learning models to support curriculum implementation;
- Perform any other duties that may be assigned from time to time by the Director Curriculum Design Planning and Development.

**5.0 QUALIFICATIONS AND EXPERIENCE**

- Minimum of a Master's Degree from an accredited Tertiary Institution in Education, Engineering, Science and other related field;
- Minimum of eight (8) years post qualification relevant work experience in a reputable Institutions, four (4) years of which should be in a senior management position;
- Teaching experience would be an advantage;
- Must pass a competitive selection interview conducted by the Governing Council in collaboration with the Public Services Commission.

**6.0 MODE OF ENTRY**

**6.1 IN-SERVICE**

- At least five (5) years in the grade of Assistant Director I;
- Satisfactory staff performance assessment report;
- Must pass a competitive selection interview conducted by the Public Services Commission in consultation with the Council.

**6.2 DIRECT**

- By external advertisement and competitive interview based on qualifications experience stated above.

**7.0 PROGRESSION**

A Deputy Director is eligible for promotion to the grade of Director subject to the following:

- Availability of vacancy in the grade of Director;
- A minimum of five (5) years in the grade of Deputy Director;
- Satisfactory work and conduct;
- Success at an interview conducted by Governing Council in consultation with the Public Services Commission.

**8.0 TRAINING AND DEVELOPMENT OPPORTUNITIES**

- Relevant professional training;
- Gender training;
- People management skills;
- Strategic, general and project management;
- Organisational change and development.

---

## **Deputy Director-Curriculum Design, Planning & Development (Technical And Vocational)**

**1.0 JOB TITLE:** Deputy Director-Curriculum Design, Planning & Development (Technical And Vocational)

**2.0 GRADE LEVEL:**

**3.0 JOB PURPOSE:**

- Provide technical, managerial and operational support for achievement of Council objectives.

**4.0 JOB SUMMARY**

- Designing of relevant and up-to-date national curriculum for Technical and Vocational Education;
- Implementation of the national curriculum for Technical and Vocational Education;
- Reviewing and revising the national curriculum for Technical and Vocational Education;
- Planning and designing of programs to provide national orientation for teachers in the use of Technical and Vocational Education curriculum;
- Support the development of instructional materials and the assessment of textbooks and equipment to support Technical and Vocational Education curriculum;
- Responsible for providing innovative teaching and learning models to support curriculum implementation;
- Perform any other duties that may be assigned from time to time by the Director Curriculum Design Planning and Development.

**5.0 QUALIFICATIONS AND EXPERIENCE**

- Minimum of a Master's Degree from an accredited Tertiary Institution in Education, Engineering, Science and other related field;
- Minimum of eight (8) years post qualification relevant work experience in a reputable Institutions, four (4) years of which should be in a senior management position;
- Teaching experience would be an advantage;
- Must pass a competitive selection interview conducted by the Governing Council in collaboration with the Public Services Commission.

**6.0 MODE OF ENTRY**

**6.1 IN-SERVICE**

- At least five (5) years in the grade of Assistant Director I;
- Satisfactory staff performance assessment report;
- Must pass a competitive selection interview conducted by the Public Services Commission in consultation with the Council.

**6.2 DIRECT**

- By external advertisement and competitive interview based on qualifications experience stated above.

**7.0 PROGRESSION**

A Deputy Director is eligible for promotion to the grade of Director subject to the following:

- Availability of vacancy in the grade of Director;
- A minimum of five (5) years in the grade of Deputy Director;
- Satisfactory work and conduct;
- Success at interview conducted by Governing Council in consultation with Public Services Commission.

**8.0 TRAINING AND DEVELOPMENT OPPORTUNITIES**

- Relevant professional training;
- Gender training;
- People management skills;
- Strategic, general and project management;
- Organizational change and development.

## **Director-Standards & Assessment**

**1.0 JOB TITLE: Director-Standards & Assessment**

**2.0 GRADE LEVEL:**

**3.0 JOB PURPOSE:**

- To provide technical and administrative support for the achievement of the objectives of the Council.

**4.0 JOB SUMMARY**

- Ensure the development of capacity at national, regional, district, circuit and school levels to measure student learning and systematic ways for improving learning in schools;
- Development of evidence-based/performance based education policymaking using assessment that leads to observable improvement in the quality of student learning;
- Oversee the effective performance of assessment committees at all levels to improve administration of tests;
- Develop standards for utilization of test results to improve teaching and learning as well as In-Service Training for teachers;
- Work collaboratively with Development Partners in assessment;
- Work with teams to develop standards for the various subjects in the curriculum;
- Lead teams in developing standardized tests;
- Provide leadership in the selection and appointment of Technical Working Groups;
- Develop and implement appropriate assessment and standards manuals;
- Monitor own performance against agreed objectives;
- Perform any other duties that may be assigned from time to time by the Executive Director.

**5.0 QUALIFICATIONS AND EXPERIENCE**

- A minimum of Master's Degree in Education or related field from an accredited tertiary institution;
- Minimum of ten (10) years post qualification relevant work experience in a reputable Institutions, five (5) years of which should be in a senior management position and curriculum development;
- Teaching experience would be an advantage;
- Must pass a competitive selection interview conducted by the Public Services Commission (in consultation with Governing Council).

**6.0 MODE OF ENTRY**

**6.1 IN-SERVICE**

- At least five (5) years in the grade of Deputy Director;
- Satisfactory staff performance assessment report;
- Must pass a competitive selection interview conducted by the Public Services Commission in consultation with the Council.

**6.2 DIRECT**

- By external advertisement and competitive interview based on qualifications experience stated above.

**7.0 PROGRESSION**

By progression to the grade of Executive Director subject to the following:

- Availability of vacancy in the grade of Executive Director;
- A minimum of five (5) years in the grade of Director;
- Satisfactory work and conduct;
- Success at an interview conducted by the Public Services Commission in consultation with the Governing Council.

## **8.0 TRAINING AND DEVELOPMENT OPPORTUNITIES**

- Continuous Professional Development in higher education management;
- People management skills;
- Strategic and general management;
- Organisational change and development;
- Gender training;
- Project management;
- Executive course in Public Administration.

## **Deputy Director-Standards**

**1.0 JOB TITLE:** Deputy Director-Standards

**2.0 GRADE LEVEL:**

**3.0 JOB PURPOSE:**

- To provide technical and operational support for the achievement of the mandate of the Council

**4.0 JOB SUMMARY**

- Facilitate the effective functioning and performance of assessment committees at all levels to improve administration of tests;
- Work collaboratively with Development Partners in assessment;
- Work with teams to develop assessment guidelines for various subjects in the curriculum
- Lead teams in developing standardized tests;
- Provide leadership in the selection and appointment of Technical Working Groups with regards to assessments;
- Implement appropriate assessment guidelines in the standards and assessment manuals.
- Monitor own performance against agreed objectives;
- Perform any other duties that may be assigned from time to time by the Director of Standards and Assessment.

**5.0 QUALIFICATIONS AND EXPERIENCE**

- Minimum of a Master's Degree from an accredited Tertiary Institution in Education, Engineering, Science and other related field;
- Minimum of eight (8) years post qualification relevant work experience in a reputable Institution, four (4) years of which should be in a senior management position;
- Teaching experience would be an advantage;
- Must pass a competitive selection interview conducted by the Governing Council in collaboration with the Public Services Commission.

**6.0 MODE OF ENTRY**

**6.1 IN-SERVICE**

- At least five (5) years in the grade of Assistant Director I;
- Satisfactory staff performance assessment report;
- Must pass a competitive selection interview conducted by the Public Services Commission in consultation with the Council.

**6.2 DIRECT**

- By external advertisement and competitive interview based on qualifications experience stated above.

**7.0 PROGRESSION**

A Deputy Director is eligible for promotion to the grade of Director subject to the following:

- Availability of vacancy in the grade of Director;
- A minimum of five (5) years in the grade of Deputy Director;
- Satisfactory work and conduct;
- Success at an interview conducted by the Governing Council in consultation with the Public Services Commission.

**8.0 TRAINING AND DEVELOPMENT OPPORTUNITIES**

- Relevant professional training;
- Gender training;
- People management skills;
- Strategic and general management;
- Project management;
- Organisational change and development.

## **Deputy Director-Assessment**

**1.0 JOB TITLE:** Deputy Director-Assessment

**2.0 GRADE LEVEL:**

**3.0 JOB PURPOSE:**

- Provide technical and operational support for the achievement of the mandate of the Council.

### **4.0 JOB SUMMARY**

- Facilitate the effective functioning and performance of assessment committees at all levels to improve administration of tests;
- Work collaboratively with Development Partners in assessment;
- Work with teams to develop assessment guidelines for various subjects in the curriculum;
- Lead teams in developing standardized tests;
- Provide leadership in the selection and appointment of Technical Working Group with regards to assessments;
- Implement appropriate assessment guidelines in the standards and assessment manuals.
- Monitor own performance against agreed objectives;
- Perform any other duties that may be assigned from time to time by the Director of Standards and Assessment.

### **5.0 QUALIFICATIONS AND EXPERIENCE**

- Minimum of a Master's Degree from an accredited Tertiary Institution in Education, Engineering, Science and other related field;
- Minimum of eight (8) years post qualification relevant work experience in a reputable Institution, four (4) years of which should be in a senior management position;
- Teaching experience would be an advantage;
- Must pass a competitive selection interview conducted by the Governing Council in collaboration with the Public Services Commission.

### **6.0 MODE OF ENTRY**

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

- At least five (5) years in the grade of Deputy Director;
- Satisfactory staff performance assessment report;
- Must pass a competitive selection interview conducted by the Public Services Commission in consultation with the Council.

#### **6.2 DIRECT**

- External advertisement and competitive interview based on qualifications experience stated above.

### **7.0 PROGRESSION**

By progression to the grade of Director subject to the following:

- Availability of vacancy in the grade of Director;
- A minimum of five (5) years in the grade of Deputy Director;
- Satisfactory work and conduct;
- Success at an interview conducted by the Public Services Commission in consultation with the Governing Council

### **8.0 TRAINING AND DEVELOPMENT OPPORTUNITIES**

- Continuous Professional Development in higher education management;
- People management skills;
- Strategic, general and project management;
- Organizational change and development;
- Gender training;
- Executive course in Public Administration.



## **Director-Research, Monitoring And Evaluation And Quality Assurance**

**1.0 JOB TITLE:** Director-Research, Monitoring And Evaluation And Quality Assurance

**2.0 GRADE LEVEL:**

**3.0 JOB PURPOSE:**

- To provide research and evaluation technical support for the achievement of the mandate of the Council.

**4.0 JOB SUMMARY**

- Initiate identification of education quality improvement research needs;
- Design the methodology and oversee collection of school and student background data;
- Prepare and submit national education quality improvement research needs to Executive Director;
- Plan and undertake National Education Assessment, School Education Assessment and educational quality improvement research;
- Collaborate with school governing bodies to include the National Council for Curriculum and Assessment mandate in the planning schedule;
- Analyze tests and assessments (National Education Assessment and School Education Assessment) to ascertain national educational system performance research needs;
- Recommend the period and time duration of curriculum review and sample size for trial testing (as referred to in Act 778);
- Collaborate with all stakeholders in the use of assessment data and information;
- Provide leadership in the performance of quality control through timely analysis of assessments;
- Monitor own performance against agreed objectives;
- Perform any other duties that may be assigned from time to time by the Executive Director.

**5.0 QUALIFICATIONS AND EXPERIENCE**

- A minimum of Master's Degree in Education or related field from an accredited tertiary institution;
- Minimum of ten (10) years post qualification relevant work experience in a reputable Institutions, five (5) years of which should be in a senior management position and curriculum development;
- Teaching experience would be an advantage;
- Must pass a competitive selection interview conducted by the Public Services Commission in consultation with the Governing Council.

**6.0 MODE OF ENTRY**

**6.1 IN-SERVICE**

- At least five (5) years in the grade of Assistant Director I;
- Satisfactory staff performance assessment report;
- Must pass a competitive selection interview conducted by the Public Services Commission in consultation with the Governing Council.

**6.2 DIRECT**

- By external advertisement and competitive interview based on qualifications experience stated above.

**7.0 PROGRESSION**

By progression to the grade of Executive Secretary subject to the following:

- Availability of vacancy in the grade of Executive Director;
- A minimum of five (5) years in the grade of Director;
- Satisfactory work and conduct;
- Success at an interview conducted by Public Services Commission in consultation with Governing Council.

## **8.0 TRAINING AND DEVELOPMENT OPPORTUNITIES**

- Relevant professional training;
- People management skills;
- Strategic and general management;
- Gender training;
- Project management;
- Organizational change and development.

## **Deputy Director-Research, Monitoring And Evaluation And Quality Assurance**

### **1.0 JOB TITLE: Deputy Director-Research, Monitoring And Evaluation and Quality Assurance**

### **2.0 GRADE LEVEL:**

### **3.0 JOB PURPOSE:**

- To provide research and evaluation technical support for the achievement of the mandate of the Council.

### **4.0 JOB SUMMARY**

- Identify and conduct education quality improvement research needs;
- Plan and undertake National Education Assessment, School Education Assessment and educational quality improvement research;
- Ensure school governing bodies include the National Council for Curriculum and Assessment mandate in the planning schedule;
- Analyze tests and assessments (National Education Assessment and School Education Assessment) to ascertain national educational system performance research needs;
- Undertake periodic review of curriculum and selection of samples for trial testing in schools (as referred to in Act 778);
- Collaborate with all stakeholders in the use of assessment data and information;
- Ensure quality control through timely analysis of assessments;
- Monitor own performance against agreed objectives;
- Perform any other duties that may be assigned from time to time by the Director Research, Monitoring and Evaluation, and Quality Assurance.

### **5.0 QUALIFICATIONS AND EXPERIENCE**

- Minimum of a Master's Degree from an accredited Tertiary Institution in Education, Engineering, Science and other related field;
- Minimum of eight (8) years post qualification relevant work experience in a reputable Institutions, four (4) years of which should be in a senior management position;
- Teaching experience would be an advantage
- Must pass a competitive selection interview conducted by the Governing Council in collaboration with the Public Services Commission.

### **6.0 MODE OF ENTRY**

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

- At least five (5) years in the grade of Assistant Director I;
- Satisfactory staff performance assessment report;
- Must pass a competitive selection interview conducted by the Public Services Commission in consultation with the Governing Council.

#### **6.2 DIRECT**

- By external advertisement and competitive interview based on qualifications experience stated above.

### **7.0 PROGRESSION**

By progression to the grade of Director subject to the following:

- Availability of vacancy in the grade of Director;
- A minimum of five (5) years in the grade of Deputy Director;
- Satisfactory work and conduct;
- Success at an interview conducted by the Public Services Commission in consultation with the Governing Council.

### **8.0 TRAINING AND DEVELOPMENT OPPORTUNITIES**

- Relevant professional training;
- People management skills;

- Strategic and general management;
- Gender training;
- Project management;
- Organizational change and development.

## **Director-Finance And Administration**

**1.0 JOB TITLE: Director-Finance And Administration**

**2.0 GRADE LEVEL:**

**3.0 JOB PURPOSE:**

- To provide technical and administrative support with respect to general services including Information Technology, procurement and transport to undertake the mandate of the Council.

**4.0 DUTIES AND RESPONSIBILITIES**

- Ensure the availability, effective and efficient management of resources to support the activities of the Council;
- Provide input for the development of policy proposals for strategic human resource management
- Assist Executive Director in serving the Council;
- Responsible for the development and management of Information and Computer Technology infrastructure for the Council;
- Ensure the preparation of annual budget, work-plan and strategic plan;
- Design and maintain internal control systems for the procurement of goods and services in accordance with the relevant procurement law and other regulations;
- Develop guidelines for determining the human resource requirements and training needs;
- Provides technical advice on administration and logistics of the Council;
- Coordinates the development of framework for policies and practices related to administration and logistics;
- Advises management on Financial Administration Act, Internal Audit Agency Act, Procurement Act, and any other financial regulations approved by the Government of Ghana;
- Ensures the judicious use of funds in accordance with relevant financial regulations;
- Develops financial policies and procedures for planning and budgeting;
- Perform any other duties that may be assigned from time to time by the Executive Director.

**5.0 QUALIFICATIONS AND EXPERIENCE**

- Minimum of a Master's Degree from an accredited Tertiary Institution in Administration, Social Sciences or other related field;
- Minimum of ten (10) years post qualification relevant work experience in a reputable Institutions, five (5) years of which should be in a senior management position;
- Teaching experience would be an advantage;
- Pass a competitive selection interview conducted by the Public Services Commission in consultation with the Governing Council.

**6.0 MODE OF ENTRY**

**6.1 IN-SERVICE**

- At least five (5) years in the grade of Deputy Director;
- Satisfactory staff performance assessment report;
- Must pass a competitive selection interview conducted by the Public Services Commission in consultation with the Governing Council.

**6.2 DIRECT**

- By external advertisement and competitive interview based on qualifications experience stated above.

**7.0 PROGRESSION**

- This is a terminal grade.

**8.0 TRAINING AND DEVELOPMENT OPPORTUNITIES**

- Relevant professional training;
- People management skills;

- Strategic and general management;
- Organizational change and development;
- Gender concepts and budgeting training.

## **Deputy Director-Finance**

**1.0 JOB TITLE:** Deputy Director-Finance

**2.0 GRADE LEVEL:**

**3.0 JOB PURPOSE:**

- To provide technical and administrative support with respect to financial management to carry out the mandate of the Council.

**4.0 JOB SUMMARY**

- Lead the preparation of annual budget, work-plan and strategic plan;
- Implement and maintain internal control systems for financial and budgetary systems;
- Implement and maintain internal control systems for procurement of goods and services in accordance with the relevant procurement law and other regulations;
- Ensure management of goods received and store functions are carried out in accordance with existing regulations;
- Ensure the preparation of financial reports for the Council;
- Keeping a database on budget and financial reports for monitoring and evaluation
- Perform any other duties that may be assigned from time to time by the Director of Finance and Administration.

**5.0 QUALIFICATIONS AND EXPERIENCE**

- Minimum of a Master's Degree from an accredited Tertiary Institution in Business Administration, Professional Qualifications (Association of Chartered Certified Accountants, Chartered Accountant Ghana, or equivalent);
- Minimum of eight (8) years post qualification relevant work experience in a reputable Institutions, four (4) years of which should be in a senior management position;
- Pass a competitive selection interview conducted by the Public Services Commission in consultation with the Governing Council.

**6.0 MODE OF ENTRY**

**6.1 IN-SERVICE**

- At least five (5) years in the grade of Assistant Director I;
- Satisfactory staff performance assessment report;
- Must pass a competitive selection interview conducted by the Public Services Commission in consultation with the Governing Council.

**6.2 DIRECT**

- By external advertisement and competitive interview based on qualifications experience stated above.

**7.0 PROGRESSION**

A Deputy Director is eligible for promotion to the grade of Director subject to the following:

- Availability of vacancy in the grade of Director;
- A minimum of five (5) years in the grade of Deputy Director;
- Satisfactory work and conduct;
- Success at an interview conducted by Governing Council in consultation with the Public Services Commission.

**8.0 TRAINING AND DEVELOPMENT OPPORTUNITIES**

- Relevant professional training;
- People management skills;
- Strategic and general management;
- Gender concepts and budgeting training;
- Project management;
- Organizational change and development.

## **Deputy Director-Administration, Human Resources And General Services**

### **1.0 JOB TITLE: Deputy Director-Administration, Human Resources And General Services**

### **2.0 GRADE LEVEL:**

### **3.0 JOB PURPOSE:**

- To provide technical and administrative support with respect to administration, Human Resources and general services including Information Technology, procurement, and transport to carry out the mandate of the Council.

### **4.0 JOB SUMMARY**

- Ensure effective and efficient management of resources to support the activities of the Council;
- Implement and disseminate current policy and changes for human resource management;
- Responsible for the implementation, development and management of Information Communication Technology infrastructure for the Council;
- Develop guidelines for determining the human resource requirements and training needs;
- Perform any other duties that may be assigned from time to time by the Director for Finance and Administration.

### **5.0 QUALIFICATIONS AND EXPERIENCE**

- Minimum of a Master's Degree from an accredited Tertiary Institution in Administration, Social Sciences or other related field;
- Minimum of eight (8) years post qualification relevant work experience in a reputable Institutions, four (4) years of which should be in a senior management position;
- Pass a competitive selection interview conducted by the Public Services Commission in consultation with the Governing Council.

### **6.0 MODE OF ENTRY**

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

- At least five (5) years in the grade of Assistant Director I;
- Satisfactory staff performance assessment report;
- Must pass a competitive selection interview conducted by the Public Services Commission in consultation with the Governing Council.

#### **6.2 DIRECT**

- By external advertisement and competitive interview based on qualifications experience stated above.

### **7.0 PROGRESSION**

A Deputy Director is eligible for promotion to the grade of Director subject to the following:

- Availability of vacancy in the grade of Director;
- A minimum of five (5) years in the grade of Deputy Director;
- Satisfactory work and conduct;
- Success at an interview conducted by the Governing Council in consultation with the Public Services Commission.

### **8.0 TRAINING AND DEVELOPMENT OPPORTUNITIES**

- Relevant professional training;
- Gender concepts and mainstreaming training;
- People management skills;
- Strategic and general management;
- Organizational change and development.



## **Administrative Class**

### ***Principal Administrative Officer, General Services***

#### **1.0 JOB TITLE: Principal Administrative Officer, General Services**

#### **2.0 GRADE LEVEL:**

#### **3.0 JOB PURPOSE:**

- To provide operational support, with respect to general services for the achievement of the objectives of the Council.

#### **4.0 JOB SUMMARY:**

- Assists in the coordination, and implements, plans to ensure the availability, effective and efficient management of resources to support the activities of the Council;
- Provides inputs for preparation of annual budget, strategic plan;
- Supervises the collection and collation of data for the preparation of annual and other relevant reports;
- Prepares and reviews operational reports and schedules to ensure accuracy and efficiency;
- Designs and maintains internal control systems for the procurement of goods and services in accordance with the relevant procurement law and other regulations;
- Performs any other duties as assigned by the Deputy Director, Administration.

#### **5.0 QUALIFICATIONS AND EXPERIENCE:**

- A minimum of Master's degree in Social Sciences or relevant field from an accredited tertiary education institution;
- A minimum of eight (8) years of post qualification relevant working experience in a reputable organisations, four (4) years of which must be in a senior management position;
- Pass a competitive selection interview conducted by the Governing Council in consultation with Public Service Commission.

#### **6.0 MODE OF ENTRY:**

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

- At least three (3) years on the grade of Senior Administrative Officer;
- Satisfactory staff performance assessment report;
- Success at a competitive selection interview conducted by the Governing Council in consultation with the Public Services Commission.

##### **6.2 DIRECT**

- No Direct Entry

#### **7.0 PROGRESSION:**

- To the grade of Deputy Director, Administration subject to the following:
- Availability of vacancy in the grade of Deputy Director, Administration;
- Satisfactory staff performance assessment report;
- A minimum of five (5) years in the grade of Principal Administrative Officer;
- Success at competitive selection interview conducted by the Governing Council in consultation with the Public Services Commission.

#### **8.0 TRAINING AND DEVELOPMENT OPPORTUNITIES:**

- Relevant professional training;
- Gender concepts and mainstreaming training;
- People management skills;
- Strategic and general management.

### **Chief Administrative Assistant**

**1.0 JOB TITLE: Chief Administrative Assistant**

**2.0 GRADE LEVEL:**

**3.0 JOB PURPOSE:**

- To provide operational support for the achievement of the objectives of the Council.

**4.0 JOB SUMMARY:**

- Supervises the preparation of documents for programme and institutional accreditation;
- Compiles data for the preparation of annual and other relevant reports;
- Records and produces draft minutes of meetings;
- Makes local travel arrangements for committees and panel members;
- Ensures effective and efficient use of resources within the Division;
- Keeps safe custody of confidential reports and minutes of the Council and its committees;
- Draft relevant correspondence;
- Manages the general registry;
- Undertakes any other duties that may be assigned by the Assistant Secretary I.

**5.0 QUALIFICATIONS AND EXPERIENCE:**

- A minimum of Higher National Diploma in Secretaryship and Management or related field from an accredited institution;
- A minimum of six (6) years post qualification relevant work experience in a reputable organisation;
- Must pass a competitive selection interview conducted by the Governing Council.

**6.0 MODE OF ENTRY:**

**6.1 IN-SERVICE**

- At least three (3) years in the grade of Principal Administrative Assistant;
- Satisfactory staff performance appraisal report;
- Must pass a competitive selection interview conducted by the Governing Council in collaboration with the Public Service Commission.

**6.2 DIRECT**

- No Direct Entry

**7.0 PROGRESSION:**

- This is a terminal grade.

**8.0 TRAINING AND DEVELOPMENT OPPORTUNITIES:**

- Relevant professional training;
- Gender training;
- Office management and records keeping;
- Report writing

***Principal Administrative Assistant***

**1.0 JOB TITLE: Principal Administrative Assistant**

**2.0 GRADE LEVEL:**

**3.0 JOB PURPOSE:**

- To provide operational support for the achievement of the objectives of the Council.

**4.0 DUTIES AND RESPONSIBILITIES:**

- Prepares documents for programme and institutional accreditation;
- Compiles data for the preparation of annual and other relevant reports;
- Records and produces draft minutes of meetings;
- Makes local travel arrangements for committees and panel members;
- Draft relevant correspondence;
- Ensures proper maintenance of files;
- Prepares correspondence for dispatch;
- Undertakes any other duties that may be assigned by the Chief Administrative Assistant.

**5.0 QUALIFICATIONS AND EXPERIENCE:**

- A minimum of Higher National Diploma in Secretaryship and Management or related field from an accredited institution;
- A minimum of three (3) years post qualification relevant work experience in reputable organisations;
- Must pass a competitive selection interview conducted by the Governing Council in collaboration with the Public Services Commission.

**6.0 MODE OF ENTRY:**

**6.1 IN-SERVICE**

- At least three (3) years in the grade of Senior Administrative Assistant;
- Satisfactory staff performance appraisal report;
- Must pass a competitive selection interview conducted by the Governing Council in collaboration with the Public Service Commission.

**6.2 DIRECT**

- No Direct Entry

**7.0 PROGRESSION:**

By progression to the grade of Chief Administrative Assistant subject to the following:

- Availability of vacancy in the grade of Chief Administrative Assistant;
- A minimum of three (3) years in the grade of Principal Administrative Assistant;
- Satisfactory staff performance appraisal report;
- Success at an interview conducted by the Governing Council in collaboration with Public Service Commission.

**8.0 TRAINING AND DEVELOPMENT OPPORTUNITIES**

- Relevant professional training
- Office management and records keeping
- Report writing

### **Senior Administrative Assistant**

**1.0 JOB TITLE: Senior Administrative Assistant**

**2.0 GRADE LEVEL:**

**3.0 JOB PURPOSE:**

- To provide frontline operational support for the achievement of the objectives of the Council.

**4.0 JOB SUMMARY:**

- Prepares documents for programme and institutional accreditation;
- Compiles data for the preparation of annual and other relevant reports;
- Makes local travel arrangements for committees and panel members;
- Files and retrieves documents and reports;
- Prepares and dispatches correspondence;
- Undertakes any other duties that may be assigned by the Chief Administrative Assistant.

**5.0 QUALIFICATIONS AND EXPERIENCE:**

- A minimum of Higher National Diploma from an accredited institution or related field;
- Must have completed one (1) year National Service;
- Must pass a competitive selection interview conducted by the Governing Council in collaboration with the Public Services Commission.

**6.0 MODE OF ENTRY:**

**6.1 IN-SERVICE**

- At least three (3) years in the grade of Senior Administrative Assistant;
- Satisfactory staff performance appraisal report;
- Must pass a competitive selection interview conducted by the Governing Council in collaboration with the Public Services Commission.

**6.2 DIRECT**

- No Direct Entry

**7.0 PROGRESSION:**

By progression to the grade of Principal Administrative Assistant subject to the following:

- Availability of vacancy in the grade of Principal Administrative Assistant;
- A minimum of three (3) years in the grade of Senior Administrative Assistant;
- Satisfactory staff performance appraisal report;
- Success at an interview conducted by the Governing Council in collaboration with Public Services Commission.

**8.0 TRAINING AND DEVELOPMENT OPPORTUNITIES**

- Relevant professional training;
- Induction into the work environment;
- Office management and records keeping;
- Report writing

## Accounting Class

### Chief Accountant

**1.0 JOB TITLE:** Chief Accountant

**2.0 GRADE LEVEL:**

**3.0 JOB PURPOSE:**

- To provide technical support, with respect to the financial administration for the achievement of the objectives of the Department.

**4.0 JOB SUMMARY:**

- Administers personnel emoluments;
- Manages and reports on project and other funds;
- Supervises the implementation of internal controls;
- Ensure the maintenance of proper books of accounts and records for the preparation and analysis of financial reports;
- Coordinates the collation of the department's inputs for the preparation of the annual budget;
- Supervises the management of value books;
- Develops, implements and monitors training programmes for staff of the Department;
- Performs any other duties as assigned by the Director, Finance.

**5.0 QUALIFICATIONS AND EXPERIENCE:**

- A Master's degree in Finance or Accounting from an accredited tertiary education institution;

OR

- A Bachelor's degree in a relevant field **and** a member of a recognised professional accounting body e.g. Institute of Chartered Accountants Ghana, Association of Chartered Certified Accountants, Certified Public Accountant, Chartered Institute of Management Accountants;
- A minimum of eight (8) years of post qualification relevant working experience in professional accounting in a reputable organisations, four (4) years of which must be in a senior management position.
- Pass a competitive selection interview conducted by the Governing Council in consultation with the Public Services Commission.

**6.0 MODE OF ENTRY:**

**6.1 IN-SERVICE**

- At least five (5) years on the grade of Principal Accountant;
- Satisfactory staff performance appraisal report;
- Must pass a competitive selection interview conducted by the Governing Council in collaboration with the Public Services Commission.

**6.2 DIRECT**

- No Direct Entry

**7.0 PROGRESSION:**

To the grade of Director of Finance subject to the following:

- Availability of vacancy in the grade of Director of Finance;
- Satisfactory staff performance assessment report;
- A minimum of five (5) years in the grade of Chief Accountant ;
- Success at competitive selection interview conducted by the Governing Council in consultation with Public Services Commission.

**8.0 TRAINING AND DEVELOPMENT OPPORTUNITIES:**

- Relevant professional training;
- Gender training;
- People management skills;
- Strategic and general management and organisational change and development.

### **Principal Accountant**

**1.0 JOB TITLE:** Principal Accountant

**2.0 GRADE LEVEL:**

**3.0 JOB PURPOSE:**

- To provide technical support, with respect to the financial administration for the achievement of the objectives of the Department.

**4.0 JOB SUMMARY:**

- Oversees the preparation of personnel emoluments;
- Implements internal controls;
- Coordinates the maintenance of proper books of accounts and records for the preparation and analysis of financial reports;
- Collates the department's inputs for the preparation of the annual budget;
- Provides input for analysing the Council's operations, trends, costs, revenues, financial commitments and obligations;
- Oversees the implementation of training programmes for staff of the Department;
- Performs any other duties as assigned by the Chief Accountant.

**5.0 QUALIFICATIONS AND EXPERIENCE:**

- A Master's degree in Finance or Accounting from an accredited tertiary education institution;

OR

- A Bachelor's degree in a relevant field and a member of a recognised professional accounting body e.g.; Institute of Chartered Accountants Ghana, Association of Chartered Certified Accountants, Certified Public Accountant, Chartered Institute of Management Accountants
- A minimum of six (6) years of post qualification relevant working experience in professional accounting in a reputable organisations, three (3) years of which must be in a senior management position.
- Pass a competitive selection interview conducted by the Governing Council in consultation with Public Services Commission.

**6.0 MODE OF ENTRY:**

**6.1 IN-SERVICE**

- At least three (3) years on the grade of Senior Accountant;
- Satisfactory staff performance appraisal report;
- Must pass a competitive selection interview conducted by the Governing Council in collaboration with the Public Services Commission.

**6.2 DIRECT**

- No Direct Entry

**7.0 PROGRESSION:**

To the grade of Chief Accountant subject to the following:

- Availability of vacancy in the grade of Chief Accountant;
- Satisfactory staff performance assessment report;
- A minimum of three (3) years in the grade of Principal Accountant;
- Success at competitive selection interview conducted by the Governing Council in consultation with the Public Services Commission.

**8.0 TRAINING AND DEVELOPMENT OPPORTUNITIES**

- Relevant professional training;
- Gender training;
- People management skills;
- Strategic and general management.

## **Senior Accountant**

**1.0 JOB TITLE:** Senior Accountant

**2.0 GRADE LEVEL:**

**3.0 JOB PURPOSE:**

- To provide support, with respect to the financial administration for the achievement of the objectives of the Department.

**4.0 JOB SUMMARY:**

- Assists in the preparation of personnel emoluments;
- Assists in the implementation of internal controls;
- Maintains proper books of accounts and records for the preparation and analysis of financial reports;
- Assists in collating the department's inputs for the preparation of the annual budget
- Prepares budget, final accounts;
- Prepares quarterly financial reports to management;
- Performs any other duties as assigned by the Principal Accountant.

**5.0 QUALIFICATIONS AND EXPERIENCE**

- A Master's degree in Finance or Accounting from an accredited tertiary education institution;

OR

- A Bachelor's degree in a relevant field and a member of a recognised professional accounting body e.g. Institute of Chartered Accountants Ghana, Association of Chartered Certified Accountants, Certified Public Accountant, Chartered Institute of Management Accountants;
- A minimum of one (1) year post qualification relevant working experience in professional accounting in a reputable organisation,
- Pass a competitive selection interview conducted by the Governing Council in consultation with the Public Services Commission.

**6.0 MODE OF ENTRY:**

**6.1 IN-SERVICE**

- At least three (3) years on the grade of Accountant;
- Satisfactory staff performance appraisal report;
- Must pass a competitive selection interview conducted by the Governing Council in collaboration with the Public Services Commission.

**6.2 DIRECT**

- No Direct Entry

**7.0 PROGRESSION:**

To the grade of Principal Accountant subject to the following:

- Availability of vacancy in the grade of Principal Accountant;
- Satisfactory staff performance assessment report;
- A minimum of three (3) years in the grade of Senior Accountant ;
- Success at competitive selection interview conducted by the Governing Council in consultation with the Public Services Commission.

**8.0 TRAINING AND DEVELOPMENT OPPORTUNITIES:**

- Relevant professional training;
- Gender training;
- Strategic and general management.

## **Accountant**

**1.0 JOB TITLE:** Accountant

**2.0 GRADE LEVEL:**

**3.0 JOB PURPOSE:**

- To provide support, with respect to the financial administration for the achievement of the objectives of the Department.

**4.0 JOB SUMMARY:**

- Prepares payroll and payment of salaries;
- Checks financial accounting records for authorisation ;
- Analyses accounting and financial records to assess accuracy;
- Collates the department's inputs for the preparation of the annual budget;
- Computes taxes owed and prepare tax returns;
- Assists in the preparation of quarterly financial reports to management;
- Performs any other duties as assigned by the Senior Accountant.

**5.0 QUALIFICATIONS AND EXPERIENCE:**

- A Bachelor's degree in Finance or Accounting from an accredited tertiary education institution;
- OR
- An Higher National Diploma in a relevant field and part membership of a recognised professional accounting body e.g. Institute of Chartered Accountants Ghana, Association of Chartered Certified Accountants, Certified Public Accountant, Chartered Institute of Management Accountants;
  - A minimum of one (1) year post qualification relevant working experience in professional accounting in a reputable organisation,
  - Pass a competitive selection interview conducted by the Governing Council in consultation with the Public Services Commission.

**6.0 MODE OF ENTRY:**

**6.1 IN-SERVICE**

- Not Promotional.

*Note: There may not be in-service entry from the grade of Chief Accounting Assistant, except that the officer obtains a relevant Bachelor's degree in a relevant field or part membership of a relevant professional body.*

**6.2 DIRECT**

- By external advertisement and competitive interview based on the qualifications and experience stated above.

**7.0 PROGRESSION:**

To the grade of Senior Accountant subject to the following:

- Availability of vacancy in the grade of Senior Accountant;
- Satisfactory staff performance assessment report;
- A minimum of three (3) years in the grade of Accountant;
- Success at competitive selection interview conducted by the Governing Council in consultation with the Public Services Commission.

**8.0 TRAINING AND DEVELOPMENT OPPORTUNITIES:**

- Relevant professional training;
- Strategic and general management.



### **Chief Accounting Assistant**

**1.0 JOB TITLE:** Chief Accounting Assistant

**2.0 GRADE LEVEL:**

**3.0 JOB PURPOSE:**

- To provide accounting support to the Department for the achievement of the objectives of the Council.

**4.0 JOB SUMMARY:**

- Supervises subordinate staff in the maintenance of the detailed accounts of the Council;
- Classifies and summarises financial data to compile and keep financial records, using journals and ledgers or computers;
- Compiles financial and accounting reports pertaining to such matters as cash receipts, expenditures, and accounts payable and receivable;
- Reviews the codification of documents in accordance with established procedures;
- Reviews accounts reconciliations and corrects discrepancies found;
- Undertakes any other duties that may be assigned by the Accountant.

**5.0 QUALIFICATIONS AND EXPERIENCE:**

- A minimum of Higher National Diploma in Accounting from an accredited institution or related field;
- A minimum of six (6) years post qualification relevant work experience in reputable organisations;
- Must pass a competitive selection interview conducted by the Governing Council in collaboration with the Public Service Commission.

**6.0 MODE OF ENTRY:**

**6.1 IN-SERVICE**

- At least three (3) years on the grade of Principal Accounting Assistant;
- Satisfactory staff performance appraisal report;
- Must pass a competitive selection interview conducted by the Governing Council in collaboration with the Public Service Commission.

**6.2 DIRECT**

- No Direct Entry

**7.0 PROGRESSION:**

- A Chief Accounting Assistant may be upgraded to Accountant when he/she obtains a relevant Bachelor's degree in a relevant field or part membership of a relevant professional body.

**8.0 TRAINING AND DEVELOPMENT OPPORTUNITIES:**

- Relevant professional training.

### ***Principal Accounting Assistant***

**1.0 JOB TITLE:** Principal Accounting Assistant

**2.0 GRADE LEVEL:**

**3.0 JOB PURPOSE:**

- To provide accounting support to the Department for the achievement of the objectives of the Council.

**4.0 JOB SUMMARY:**

- Assists in supervising subordinate staff in the maintenance of the detailed accounts of the Council;
- Assists in classifying and summarizing financial data to compile and keep financial records, using journals and ledgers or computers;
- Assists in compiling financial and accounting reports pertaining to such matters as cash receipts, expenditures, and accounts payable and receivable;
- Codes documents according to established procedures;
- Reconcile accounting records;
- Undertakes any other duties that may be assigned by the Accountant.

**5.0 QUALIFICATIONS AND EXPERIENCE:**

- A minimum of Higher National Diploma in Accounting from an accredited institution or related field;
- A minimum of three (3) years post qualification relevant work experience in a reputable organisations;
- Must pass a competitive selection interview conducted by the Governing Council in collaboration with the Public Service Commission.

**6.0 MODE OF ENTRY:**

**6.1 IN-SERVICE**

- At least three (3) years on the grade of Senior Accounting Assistant;
- Satisfactory staff performance appraisal report;
- Must pass a competitive selection interview conducted by the Governing Council in collaboration with the Public Service Commission.

**6.2 DIRECT**

- No Direct Entry

**7.0 PROGRESSION:**

By progression to the grade of Chief Accounting Assistant subject to the following:

- Availability of vacancy in the grade of Chief Accounting Assistant;
- A minimum of three (3) years in the grade of Principal Accounting Assistant;
- Satisfactory work and conduct;
- Success at an interview conducted by the Governing Council in collaboration with the Public Service Commission.

**8.0 TRAINING AND DEVELOPMENT OPPORTUNITIES**

- Relevant professional training.

### **Senior Accounting Assistant**

**1.0 JOB TITLE:** Senior Accounting Assistant

**2.0 GRADE LEVEL:**

**3.0 JOB PURPOSE:**

- To provide accounting support to the Department for the achievement of the objectives of the Council.

**4.0 JOB SUMMARY:**

- Operate computers programmed with accounting software to record and store information;
- Assists in classifying and summarizing financial data to compile and keep financial records, using journals and ledgers or computers;
- Receives, records and banks cash, cheques, and vouchers;
- Assists in compiling financial and accounting reports pertaining to such matters as cash receipts, expenditures, and accounts payable and receivable;
- Assists in coding documents according to established procedures;
- Undertakes any other duties that may be assigned by the Accountant.

**5.0 QUALIFICATIONS AND EXPERIENCE:**

- A minimum of Higher National Diploma in Accounting from an accredited institution or related field;
- A minimum of one (1) year post qualification relevant work experience in a reputable organisation;
- Must pass a competitive selection interview conducted by the Governing Council in collaboration with the Public Service Commission.

**6.0 MODE OF ENTRY:**

**6.1 IN-SERVICE**

- At least three (3) years on the grade of Administrative Assistant;
- Satisfactory staff performance appraisal report;
- Must pass a competitive selection interview conducted by the Governing Council in collaboration with the Public Service Commission.

**6.2 DIRECT**

- No Direct Entry

**7.0 PROGRESSION:**

By progression to the grade of Principal Accounting Assistant subject to the following:

- Availability of vacancy in the grade of Principal Accounting Assistant;
- A minimum of three (3) years in the grade of Senior Accounting Assistant;
- Satisfactory work and conduct;
- Success at an interview conducted by the Governing Council in collaboration with the Public Service Commission.

**8.0 TRAINING AND DEVELOPMENT OPPORTUNITIES:**

- Relevant professional training.

## **Accounting Assistant**

**1.0 JOB TITLE:** Accounting Assistant

**2.0 GRADE LEVEL:**

**3.0 JOB PURPOSE:**

- To provide accounting support to the Department for the achievement of the objectives of the Council.

**4.0 JOB SUMMARY:**

- Operate computers programmed with accounting software to record and store information;
- Assists in classifying and summarizing financial data to compile and keep financial records, using journals and ledgers or computers;
- Receives, records and banks cash, cheques, and vouchers;
- Assists in compiling financial and accounting reports pertaining to such matters as cash receipts, expenditures, and accounts payable and receivable;
- Assists in coding documents according to established procedures;
- Undertakes any other duties that may be assigned by the Accountant.

**5.0 QUALIFICATIONS AND EXPERIENCE:**

- A minimum of Higher National Diploma in Accounting from an accredited institution or related field;
- A minimum of one (1) year post qualification relevant work experience in a reputable organisation;
- Must pass a competitive selection interview conducted by the Governing Council in collaboration with the Public Service Commission.

**6.0 MODE OF ENTRY:**

**6.1 IN-SERVICE**

- Not Promotional.

**6.2 DIRECT**

- By external advertisement and competitive interview based on the qualifications and experience stated above.

**7.0 PROGRESSION:**

By progression to the grade of Senior Accounting Assistant subject to the following:

- Availability of vacancy in the grade of Senior Accounting Assistant;
- A minimum of three (3) years in the grade of Accounting Assistant;
- Satisfactory work and conduct;
- Success at an interview conducted by the Governing Council in collaboration with the Public Service Commission.

**8.0 TRAINING AND DEVELOPMENT OPPORTUNITIES:**

- Relevant professional training.

## **Information Technology Class**

### ***Principal Information Technology Officer***

**1.0 JOB TITLE:** Principal Information Technology Officer

**2.0 GRADE LEVEL:**

**3.0 JOB PURPOSE:**

- To provide operational support, with respect to Information Technology for the achievement of the objectives of the Council.

**4.0 JOB SUMMARY:**

- Assists the Deputy Director, Information Technology in constructing and maintaining the Council's website;
- Oversees network and internet operations;
- Organises and directs the work of subordinate Information and Communication Technology related staff;
- Supervises the installation and upgrading of hardware and software; programming and system design, development of computer networks;
- Supervises the implementation of internet and intranet sites;
- Organises training of Information and Communication Technology related staff;
- Performs any other duties as assigned by the Deputy Director, Information Technology.

**5.0 QUALIFICATIONS AND EXPERIENCE:**

- A minimum of Master's degree in Information Technology, Management Information systems, Computer Science or relevant field from an accredited tertiary education institution;
- A minimum of six (6) years of post qualification relevant working experience in a reputable organisations, three (3) years of which must be in management position;
- Pass a competitive selection interview conducted by the Governing Council in consultation with the Public Services Commission.

**6.0 MODE OF ENTRY:**

**6.1 IN-SERVICE**

- At least three (3) years on the grade of Senior Information Technology Officer;
- Satisfactory staff performance appraisal report;
- Must pass a competitive selection interview conducted by the Governing Council in consultation with the Public Services Commission.

**6.2 DIRECT**

- No Direct Entry

**7.0 PROGRESSION:**

To the grade of Deputy Director, Information Technology subject to the following:

- Availability of vacancy in the grade of Deputy Director, Information Technology;
- Satisfactory staff performance assessment report;
- A minimum of three (3) years in the grade of Principal Information Technology Officer;
- Success at competitive selection interview conducted by the Governing Council in consultation with the Public Services Commission.

**8.0 TRAINING AND DEVELOPMENT OPPORTUNITIES:**

- Relevant professional training;
- Gender training;
- People management skills;
- Strategic and general management.

### ***Senior Information Technology Officer***

**1.0 JOB TITLE:** Senior Information Technology Officer

**2.0 GRADE LEVEL:**

**3.0 JOB PURPOSE:**

- To for operational support, with respect to Information Technology for the achievement of the objectives of the Council.

**4.0 JOB SUMMARY:**

- Maintains network and internet operations;
- Supervises the work of subordinate Information and Communication Technology related staff;
- Performs installation and upgrading of hardware and software; programming and system design, development of computer networks;
- Supervises the upload of information onto the Council's website;
- Draws up training schedules for Information Technology related staff and other users;
- Performs any other duties as assigned by the Principal Information Technology Officer.

**5.0 QUALIFICATIONS AND EXPERIENCE:**

- A minimum of Master's degree in Information Technology, Management Information systems, Computer Science or relevant field from an accredited tertiary education institution;
- A minimum of one (1) year of post qualification relevant working experience in a reputable organisation;
- Pass a competitive selection interview conducted by the Governing Council in consultation with the Public Services Commission.

**6.0 MODE OF ENTRY:**

**6.1 IN-SERVICE**

- At least three (3) years on the grade of Information Technology Officer;
- Satisfactory staff performance appraisal report;
- Must pass a competitive selection interview conducted by the Governing Council in consultation with the Public Services Commission.

**6.2 DIRECT**

- No Direct Entry

**7.0 PROGRESSION:**

To the grade of Principal Information Technology Officer subject to the following:

- Availability of vacancy in the grade of Principal Information Technology Officer;
- Satisfactory staff performance assessment report;
- A minimum of three (3) years in the grade of Information Technology Officer;
- Success at competitive selection interview conducted by the Governing Council in consultation with the Public Services Commission.

**8.0 TRAINING AND DEVELOPMENT OPPORTUNITIES:**

- Relevant professional training;
- Gender training;
- Strategic and general management.

## ***Information Technology Officer***

**1.0 JOB TITLE:** Information Technology Officer

**2.0 GRADE LEVEL:**

**3.0 JOB PURPOSE:**

- To provide operational support, with respect to Information Technology for the achievement of the objectives of the Council.

**4.0 JOB SUMMARY**

- Analyses problems to develop solutions involving computer hardware and software.
- Tests, maintains, and monitors computer programmes and systems;
- Uploads relevant information onto the Council's website upon approval;
- Supervises the work of subordinate Information Technology related staff;
- Performs installation and upgrading of hardware and software; programming and system design, development of computer networks;
- Conducts training for Information Technology related staff and other users;
- Performs any other duties as assigned by the Principal Information Technology Officer.

**5.0 QUALIFICATIONS AND EXPERIENCE:**

- A minimum of bachelor's degree in Information Technology, Computer Science or relevant field from an accredited tertiary education institution;
- A minimum of one (1) year of post qualification relevant working experience in a reputable organisation;
- Pass a competitive selection interview conducted by the Governing Council in consultation with the Public Services Commission.

**6.0 MODE OF ENTRY:**

**6.1 IN-SERVICE**

- Not Promotional.

**6.2 DIRECT**

- By external advertisement and competitive interview based on the qualifications and experience stated above.

**7.0 PROGRESSION:**

To the grade of Senior Information Technology Officer subject to the following:

- Availability of vacancy in the grade of Senior Information Technology Officer;
- Satisfactory staff performance assessment report;
- A minimum of three (3) years in the grade of Information Technology Officer;
- Success at competitive selection interview conducted by the Governing Council in consultation with the Public Services Commission.

**8.0 TRAINING AND DEVELOPMENT OPPORTUNITIES:**

- Relevant professional training;
- Gender training;
- Strategic and general management.

## **Secretarial Class**

### ***Private Secretary***

**1.0 JOB TITLE:** Private Secretary

**2.0 GRADE LEVEL:**

**3.0 JOB PURPOSE:**

- To provide secretarial support to the Departments for the achievement of the objectives of the Council.

**4.0 JOB SUMMARY:**

- Assists the Executive Secretary/Directors in all aspects of their official responsibilities that relate to the Council's business;
- Handles correspondence and other documents submitted to the Executive Secretary/Directors and responds to them as directed;
- Takes and prepares minutes of Management meetings, and communicates follow-up actions to respective officers;
- Coordinates the engagements of the Executive Secretary/Directors and prepares briefs and speeches as required;
- Manages, organises and facilitates the smooth running of the Executive Secretary/Directors' offices;
- Undertakes any other duties that may be assigned by the Executive Secretary/Directors.

**5.0 QUALIFICATIONS AND EXPERIENCE:**

- A minimum of Higher National Diploma in Secretary ship and Management or related field from an accredited institution;
- A minimum of six (6) years post qualification relevant work experience in a reputable organisations;
- Must pass a competitive selection interview conducted by the Governing Council in collaboration with the Public Service Commission.

**6.0 MODE OF ENTRY:**

**6.1 IN-SERVICE**

- At least three (3) years in the grade of Stenographer Secretary;
- Satisfactory staff performance appraisal report;
- Must pass a competitive selection interview conducted by the Governing Council in collaboration with the Public Service Commission.

**6.2 DIRECT**

- No Direct Entry

**7.0 PROGRESSION:**

By progression to the grade of Administrative Officer subject to the following:

- Availability of vacancy in the grade of Administrative Officer;
- A minimum of Bachelor's degree in Management or related field from an accredited tertiary educational institution;
- A minimum of three (3) on the grade of Private Secretary;
- Satisfactory work and conduct;
- Success at an interview conducted by the Governing Council in collaboration with the Public Service Commission.

**8.0 TRAINING AND DEVELOPMENT OPPORTUNITIES:**

- Relevant professional training;
- Gender training.



### ***Stenographer Secretary***

**1.0 JOB TITLE:** Stenographer Secretary

**2.0 GRADE LEVEL:**

**3.0 JOB PURPOSE:**

- To provide secretarial support to the Departments for the achievement of the objectives of the Council.

**4.0 JOB SUMMARY:**

- Assists the Executive Secretary/Directors in all aspects of their official responsibilities that relate to the Council's business;
- Handles correspondence and other documents submitted to the Executive Secretary/Directors and responds to them as directed;
- Takes and prepares minutes of Management meetings, and communicates follow-up actions to respective officers;
- Records the engagements of the Executive Secretary/Directors and prepares briefs as required;
- Assists in managing, organising and facilitating the smooth running of the Executive Secretary/Directors' offices;
- Undertakes any other duties that may be assigned by the Executive Secretary/Directors.

**5.0 QUALIFICATIONS AND EXPERIENCE:**

- A minimum of Higher National Diploma in Secretary ship and Management or related field from an accredited institution;
- A minimum of three (3) years post qualification relevant work experience in a reputable organisations;
- Must pass a competitive selection interview conducted by the Governing Council in collaboration with the Public Service Commission.

**6.0 MODE OF ENTRY:**

**6.1 IN-SERVICE**

- Not Promotional

**6.2 DIRECT**

- By external advertisement and competitive interview based on the qualifications and experience stated above.

**7.0 PROGRESSION:**

By progression to the grade of Private Secretary subject to the following:

- Availability of vacancy in the grade of Private Secretary;
- A minimum of three (3) on the grade of Stenographer Secretary;
- Satisfactory work and conduct;
- Success at an interview conducted by the Governing Council in collaboration with the Public Service Commission.

**8.0 TRAINING AND DEVELOPMENT OPPORTUNITIES**

- Relevant professional training

## **Administrative Class–Human Resource**

### ***Principal Administrative Officer, Human Resource***

**1.0 JOB TITLE:** Principal Administrative Officer, Human Resource

**2.0 GRADE LEVEL:**

**3.0 JOB PURPOSE:**

- To provide operational support, with respect to human resource management, for the achievement of the objectives of the Council.

**4.0 JOB SUMMARY:**

- Assists in the implementation of human resource policies on recruitment, promotion for staff and personnel records;
- Designs, evaluates and modifies benefits policies to ensure that programmes are current, competitive and in compliance with legal requirements;
- Analyses compensation policies and advises management;
- Implements welfare schemes for staff;
- Administers staff performance management system;
- Discusses job performance challenges with employees to identify causes and issues and to work on resolving them;
- Performs any other duties as assigned by the Deputy Director, Administration, Human Resource.

**5.0 QUALIFICATIONS AND EXPERIENCE:**

- A minimum of Master's degree in Social Sciences or relevant field from an accredited tertiary education institution. A qualification in Human Resource will be an added advantage.
- A minimum of six (6) years of post qualification relevant working experience in a reputable organisation, three (3) years of which must be in a management position in a reputable organisation;
- Pass a competitive selection interview conducted by the Governing Council in consultation with the Public Services Commission.

**6.0 MODE OF ENTRY:**

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

- At least three (3) years on the grade of Senior Administrative Officer, Human Resource;
- Satisfactory staff performance appraisal report;
- Must pass a competitive selection interview conducted by the Governing Council in consultation with the Public Services Commission.

#### **6.2 DIRECT**

- No Direct Entry

**7.0 PROGRESSION:**

To the grade of Deputy Director, Administration, Human Resource subject to the following:

- Availability of vacancy in the grade of Deputy Director, Administration, Human Resource;
- Satisfactory staff performance assessment report;
- A minimum of three (3) years in the grade of Principal Administrative Officer, Human Resource;
- Success at competitive selection interview conducted by the Governing Council in consultation with the Public Services Commission.

**8.0 TRAINING AND DEVELOPMENT OPPORTUNITIES**

- Relevant professional training;
- Gender concepts and mainstreaming training;
- People management skills;
- Strategic and general management.

**Senior Administrative Officer, Human Resource**

**1.0 JOB TITLE:** Senior Administrative Officer, Human Resource

**2.0 GRADE LEVEL:**

**3.0 JOB PURPOSE:**

- To provide operational support, with respect to human resource management, for the achievement of the objectives of the Council.

**4.0 JOB SUMMARY:**

- Assists in the implementation of human resource policies on employee training and development;
- Assess training needs through surveys, interviews with employees, focus groups, or in consultation with management;
- Monitor training costs to ensure budget is not exceeded, and prepares budget reports to justify expenditures;
- Evaluates the effectiveness of training programmes, providing recommendations for improvement;
- Prepares and reviews operational reports and schedules to ensure accuracy and efficiency;
- Performs any other duties as assigned by the Principal Administrative Officer, Human Resource.

**5.0 QUALIFICATIONS AND EXPERIENCE:**

- A minimum of Master's degree in Social Sciences or relevant field from an accredited tertiary education institution. A qualification in Human Resources will be an added advantage;
- A minimum of one (1) year of post qualification relevant working experience in a reputable organisation;
- Pass a competitive selection interview conducted by the Governing Council in collaboration with the Public Services Commission.

**6.0 MODE OF ENTRY:**

**6.1 IN-SERVICE**

- At least three (3) years on the grade of Administrative Officer, Human Resource;
- Satisfactory staff performance appraisal report;
- Must pass a competitive selection interview conducted by the Governing Council in collaboration with the Public Services Commission.

**6.2 DIRECT**

- No Direct Entry

**7.0 PROGRESSION:**

To the grade of Principal Administrative Officer, Human Resource subject to the following:

- Availability of vacancy in the grade of Principal Administrative Officer, Human Resource;
- Satisfactory staff performance assessment report;
- A minimum of three (3) years in the grade of Senior Administrative Officer, Human Resource;
- Success at competitive selection interview conducted by the Governing Council in collaboration with the Public Services Commission.

**8.0 TRAINING AND DEVELOPMENT OPPORTUNITIES:**

- Relevant professional training;
- Gender concepts and mainstreaming training;
- Strategic and general management.

**Administrative Officer, Human Resource**

**1.0 JOB TITLE:** Administrative Officer, Human Resource

**2.0 GRADE LEVEL:**

**3.0 JOB PURPOSE:**

- To provide operational support, with respect to human resource management, for the achievement of the objectives of the Council.

**4.0 JOB SUMMARY:**

- Assists in the management and maintenance of employee records
- Processes, verifies, and maintains personnel related documentation, including staffing, recruitment, training, grievances, performance evaluations, classifications, and employee leaves of absence.
- Gathers personnel records from other departments or employees, compiles and prepares reports and documents pertaining to personnel activities.
- Plans and coordinates work activities of subordinates and staff relating to employment, labour and employee relations.
- Assists in preparing operational reports and schedules to ensure accuracy and efficiency.
- Performs any other duties as assigned by the Senior Administrative Officer, Human Resource.

**5.0 QUALIFICATIONS AND EXPERIENCE:**

- A minimum of Bachelors degree in Social Sciences or relevant field from an accredited tertiary education institution. A qualification in Human Resource will be an added advantage.
- A minimum of one (1) year of post qualification relevant working experience.
- Pass a competitive selection interview conducted by the Governing Council in consultation with the Public Services Commission.

**6.0 MODE OF ENTRY:**

**6.1 IN-SERVICE**

- Not Promotional

**6.2 DIRECT**

- By external advertisement and competitive interview based on the qualifications and experience stated above.

**7.0 PROGRESSION:**

To the grade of Senior Administrative Officer, Human Resource subject to the following:

- Availability of vacancy in the grade of Senior Administrative Officer, Human Resource;
- Satisfactory staff performance assessment report;
- A minimum of three (3) years in the grade of Administrative Officer, Human Resource;
- Success at competitive selection interview conducted by the Governing Council in consultation with the Public Services Commission.

**8.0 TRAINING AND DEVELOPMENT OPPORTUNITIES:**

- Relevant professional training;
- Gender training;
- Strategic and general management.

## **Transport Class**

### ***Principal Transport Officer***

**1.0 JOB TITLE:** Principal Transport Officer

**2.0 GRADE LEVEL:**

**3.0 JOB PURPOSE:**

- To provide technical support, with respect to transportation management, for the achievement of the objectives of the Council.

**4.0 JOB SUMMARY:**

- Designs operational policies and standards, including determination of safety procedures for the management of the Council's vehicles;
- Plans, organises and manages the work of drivers to ensure that work is accomplished in a manner consistent with the Council's requirements;
- Recommends to the Council system improvement in its transport management;
- Promotes observance of safety regulations by conducting safety audits;
- Supervises the inspection of vehicles for evidence of abuse, damage, or mechanical malfunction;
- Recommends vehicle purchase and disposal;
- Provides inputs for the preparation of annual budget and strategic plan;
- Performs any other duties as assigned by the Deputy Director, Administration.

**5.0 QUALIFICATIONS AND EXPERIENCE:**

- A minimum of Master's degree in Logistics and Transport Management from an accredited institution or Membership of the Chartered Institute of Logistics and Transport;
- A minimum of six (6) years of post qualification relevant working experience in reputable organisations, three (3) years of which must be in a management position in a reputable organisation;
- Pass a competitive selection interview conducted by the Governing Council in collaboration with the Public Services Commission.

**6.0 MODE OF ENTRY:**

**6.1 IN-SERVICE**

- At least three (3) years on the grade of Senior Transport Officer;
- Satisfactory staff performance appraisal report;
- Must pass a competitive selection interview conducted by the Governing Council in collaboration with the Public Services Commission.

**6.2 DIRECT**

- No Direct Entry

**7.0 PROGRESSION:**

- This is a terminal grade.

**8.0 TRAINING AND DEVELOPMENT OPPORTUNITIES:**

- Relevant professional training;
- Gender training;
- People management skills;
- Strategic and general management.

### **Senior Transport Officer**

**1.0 JOB TITLE:** Senior Transport Officer

**2.0 GRADE LEVEL:**

**3.0 JOB PURPOSE:**

- To provide operational support, with respect to transportation management, for the achievement of the objectives of the Council.

**4.0 JOB SUMMARY:**

- Assists in designing operational policies and standards, including determination of safety procedures for the management of the Council's vehicles;
- Supervises the work of drivers to ensure that work is accomplished in a manner consistent with the Council's requirements;
- Designs and maintains a regular maintenance schedule of the Council's vehicles;
- Inspects vehicles for evidence of abuse, damage, or mechanical malfunction;
- Assists in the collation of inputs for the preparation of annual budget and strategic plan;
- Performs any other duties as assigned by the Principal Transport Officer.

**5.0 QUALIFICATIONS AND EXPERIENCE:**

- A minimum of Master's degree in Logistics and Transport Management from an accredited institution or Membership of the Chartered Institute of Logistics and Transport;
- A minimum of one (1) year of post qualification relevant working experience in a reputable organisation.
- Pass a competitive selection interview conducted by the Governing Council in consultation with the Public Services Commission.

**6.0 MODE OF ENTRY:**

**6.1 IN-SERVICE**

- At least three (3) years on the grade of Transport Officer;
- Satisfactory staff performance appraisal report;
- Must pass a competitive selection interview conducted by the Governing Council in consultation with the Public Services Commission.

**6.2 DIRECT**

- No Direct Entry

**7.0 PROGRESSION:**

To the grade of Principal Transport Officer subject to the following:

- Availability of vacancy in the grade of Principal Transport Officer;
- Satisfactory staff performance assessment report;
- A minimum of three (3) years in the grade of Senior Transport Officer;
- Success at competitive selection interview conducted by the Governing Council in consultation with the Public Services Commission.

**8.0 TRAINING AND DEVELOPMENT OPPORTUNITIES:**

- Relevant professional training;
- Gender training;
- Strategic and general management.

### ***Transport Officer***

**1.0 JOB TITLE:** Transport Officer

**2.0 GRADE LEVEL:**

**3.0 JOB PURPOSE:**

- To provide operational support, with respect to transportation management, for the achievement of the objectives of the Council.

**4.0 JOB SUMMARY:**

- Arranges and takes charge for vehicle registration and insurance;
- Oversees the day-to-day movement of vehicles;
- Manages the work of drivers to ensure that work is accomplished in a manner consistent with the Council's requirements;
- Assists in promoting observance of safety regulations through the conduct of safety audits;
- Inspects vehicles for evidence of abuse, damage, or mechanical malfunction;
- Collects inputs for the preparation of annual budget and strategic plan;
- Performs any other duties as assigned by the Senior Transport Officer.

**5.0 QUALIFICATIONS AND EXPERIENCE:**

- A minimum of Bachelors degree in Logistics and Transport Management or a Member of Chartered Institute of Logistics and Transport from an accredited institution;
- A minimum of one (1) year of post qualification relevant working experience;
- Pass a competitive selection interview conducted by the Governing Council in consultation with the Public Services Commission.

**6.0 MODE OF ENTRY:**

**6.1 IN-SERVICE**

- Not Promotional.

**6.2 DIRECT**

- By external advertisement and competitive interview based on the qualifications and experience stated above

**7.0 PROGRESSION:**

To the grade of Senior Transport Officer subject to the following:

- Availability of vacancy in the grade of Senior Transport Officer ;
- Satisfactory staff performance assessment report;
- A minimum of three (3) years in the grade of Transport Officer;
- Success at competitive selection interview conducted the Governing Council in consultation with the Public Services Commission.

**8.0 TRAINING AND DEVELOPMENT OPPORTUNITIES:**

- Relevant professional training;
- Gender training;
- Strategic and general management.

### **Chief Driver**

**1.0 JOB TITLE:** Chief Driver

**2.0 GRADE LEVEL:**

**3.0 JOB PURPOSE:**

- To provide driving services for achievement of the objectives of the Council.

**4.0 JOB SUMMARY:**

- Prepares charts for drivers and monitors travelling schedules for official assignments;
- Drives vehicles on specified assignments according to time schedules, complying with traffic regulations;
- Conducts routine checks on vehicles prior to departure for assignments;
- Checks vehicle mileage travelled and advises the Transport Officer on maintenance and routine servicing;
- Ensures the safety of vehicles in his/her care at all times;
- Reports all forms of accidents when, where, and how they occurred;
- Performs any other duties that may be assigned from time to time by the Transport Officer.

**5.0 QUALIFICATIONS AND EXPERIENCE:**

- A minimum of 'O' Level/Senior Secondary School Certificate Examination/West African Senior Secondary Certificate Examination/National Veterans Training Institute from a recognised institution;
- Must have been tested by Driver and Vehicle Licensing Authority and obtained the Driver Licence of at least Class 'C';
- A minimum of eight (8) years accident-free post qualification relevant work experience in a reputable institutions;
- Must pass a competitive selection interview conducted by the Governing Council.

**6.0 MODE OF ENTRY:**

**6.1 IN-SERVICE**

- At least three (3) years on the grade of Principal Driver;
- Satisfactory staff performance appraisal report.

**6.2 DIRECT**

- No Direct Entry

**7.0 PROGRESSION:**

- This is a terminal grade.

**8.0 TRAINING AND DEVELOPMENT OPPORTUNITIES:**

- Relevant professional training.



**Principal Driver**

**1.0 JOB TITLE:** Principal Driver

**2.0 GRADE LEVEL:**

**3.0 JOB PURPOSE:**

- To provide driving services for achievement of the objectives of the Council.

**4.0 JOB SUMMARY:**

- Prepares charts for drivers and monitors travelling schedules for official assignments;
- Drives vehicles on specified assignments according to time schedules, complying with traffic regulations;
- Conducts routine checks on vehicles prior to departure for assignments;
- Checks vehicle mileage travelled and advises the Transport Officer on maintenance and routine servicing;
- Ensures the safety of vehicles in his/her care at all times;
- Reports all forms of accidents when, where, and how they occurred;
- Performs any other duties that may be assigned from time to time by the Transport Officer.

**5.0 QUALIFICATIONS AND EXPERIENCE:**

- A minimum of 'O' Level/ Senior Secondary School Certificate Examination/West African Senior Secondary Certificate Examination/National Veterans Training Institute from a recognised institution;
- Must have been tested by Driver and Vehicle Licensing Authority and obtained the Driver Licence of at least Class 'C';
- A minimum of eight (8) years accident-free post qualification relevant work experience in a reputable institutions;
- Must pass a competitive selection interview conducted by the Governing Council.

**6.0 MODE OF ENTRY:**

**6.1 IN-SERVICE**

- At least three (3) years on the grade of Senior Driver;
- Satisfactory staff performance appraisal report.

**6.2 DIRECT**

- No Direct Entry

**7.0 PROGRESSION:**

- At least three (3) years in the grade of Senior Driver;
- Satisfactory staff performance assessment report;
- Must pass a competitive selection interview conducted by the Governing Council.

**8.0 TRAINING AND DEVELOPMENT OPPORTUNITIES:**

- Relevant professional training.

### **Senior Driver**

**1.0 JOB TITLE:** Senior Driver

**2.0 GRADE LEVEL:**

**3.0 JOB PURPOSE:**

- To provide driving services for achievement of the objectives of the Council.

**4.0 JOB SUMMARY:**

- Assists in monitoring travelling schedules of drivers for official assignments;
- Drives vehicles on specified assignments according to time schedules, complying with traffic regulations;
- Conducts routine checks on vehicles prior to departure for assignments;
- Checks vehicle mileage travelled and advises Transport Officer on maintenance and routine servicing;
- Ensures the safety of vehicles in his/her care at all times;
- Reports all forms of accidents when, where, and how they occurred;
- Performs any other duties that may be assigned from time to time by the Chief Driver.

**5.0 QUALIFICATIONS AND EXPERIENCE:**

- A minimum of 'O' Level/ Senior Secondary School Certificate Examination/West African Senior Secondary Certificate Examination/National Veterans Training Institute from a recognised institution or related field;
- Must have been tested by Driver and Vehicle Licensing Authority and obtained the Driver Licence of at least Class 'C';
- A minimum of five (5) years accident-free post qualification relevant work experience in a reputable institutions;
- Must pass a competitive selection interview conducted by the Governing Council.

**6.0 MODE OF ENTRY:**

**6.1 IN-SERVICE**

- At least three (3) years in the grade of Driver;
- Satisfactory staff performance appraisal report;
- Must pass a competitive selection interview conducted by the Governing Council.

**6.2 DIRECT**

- A minimum of 'O' Level/ Senior Secondary School Certificate Examination/West African Senior Secondary Certificate Examination/National Veterans Training Institute from a recognised institution or related field;
- Must have been tested by Driver and Vehicle Licensing Authority and obtained the Driver Licence of at least Class 'C';
- A minimum of five (5) years accident-free post qualification relevant work experience in reputable institutions;
- Must pass a competitive selection interview conducted by the Governing Council.

**7.0 PROGRESSION:**

By progression to the grade of Chief Driver subject to the following:

- Availability of vacancy in the grade of Chief Driver;
- A minimum of three (3) years in the grade of Senior Driver;
- Satisfactory work and conduct;
- Success at an interview conducted by the Governing Council.

**8.0 TRAINING AND DEVELOPMENT OPPORTUNITIES:**

- Relevant professional training.

**Driver**

**1.0 JOB TITLE:** Driver

**2.0 GRADE LEVEL:**

**3.0 JOB PURPOSE:**

- To provide driving services for achievement of the objectives of the Council.

**4.0 JOB SUMMARY:**

- Drives vehicles on specified assignments according to time schedules, complying with traffic regulations;
- Conducts routine checks on vehicles prior to departure for assignments;
- Checks vehicle mileage travelled and advises Transport Officer on maintenance and routine servicing;
- Ensures the safety of vehicles in his/her care at all times;
- Reports all forms of accidents when, where, and how they occurred;
- Dispatches letters occasionally when required;
- Performs any other duties that may be assigned from time to time by the Senior Driver.

**5.0 QUALIFICATIONS AND EXPERIENCE:**

- A minimum of 'O' Level/ Senior Secondary School Certificate Examination/West African Senior Secondary Certificate Examination/National Veterans Training Institute from a recognised institution or related field;
- Must have been tested by Driver and Vehicle Licensing Authority and obtained the Driver Licence of at least Class 'C';
- A minimum of three (3) years accident-free post qualification relevant work experience in reputable institutions;
- Must pass a competitive selection interview conducted by the Governing Council.

**6.0 MODE OF ENTRY:**

**6.1 IN-SERVICE**

- Not Promotional.

**6.2 DIRECT**

- By external advertisement and competitive interview based on the qualifications and experience stated above.

**7.0 PROGRESSION:**

By progression to the grade of Senior Driver subject to the following:

- Availability of vacancy in the grade of Senior Driver;
- A minimum of three (3) years in the grade of Driver;
- Satisfactory work and conduct;
- Success at an interview conducted by the Governing Council.

**8.0 TRAINING AND DEVELOPMENT OPPORTUNITIES:**

- Relevant professional training.

## **Procurement Class**

### ***Principal Procurement Officer***

**1.0 JOB TITLE:** Principal Procurement Officer

**2.0 GRADE LEVEL:**

**3.0 JOB PURPOSE:**

- To provide operational support, with respect to procurement services for the achievement of the objectives of the Council.

**4.0 JOB SUMMARY:**

- Assists in developing purchasing and contract management instructions, policies, and procedures for implementation;
- Coordinates the preparation of annual procurement plans for the organisation;
- Collates inputs for preparation of annual budget, strategic plan;
- Coordinates all tender and contract documents for the award of contract;
- Assists in the collection and collation of data for the preparation of annual and other relevant reports;
- Prepares and processes requisitions and purchase orders for supplies and equipment;
- Performs any other duties as assigned by the Deputy Director, Procurement.

**5.0 QUALIFICATIONS AND EXPERIENCE:**

- A minimum of Master's degree in Procurement or Supply Chain Management or relevant field from an accredited tertiary education institution;
- A minimum of six (6) years of post qualification relevant working experience in a reputable organisations, three (3) years of which must be in a senior management position;
- Pass a competitive selection interview conducted by the Governing Council in consultation with the Public Services Commission.

**6.0 MODE OF ENTRY:**

**6.1 IN-SERVICE**

- At least three (3) years on the grade of Senior Procurement Officer
- Satisfactory staff performance appraisal report;
- Must pass a competitive selection interview conducted by the Governing Council in consultation with the Public Services Commission.

**6.2 DIRECT**

- No Direct Entry

**7.0 PROGRESSION:**

- This is a terminal grade.

**8.0 TRAINING AND DEVELOPMENT OPPORTUNITIES**

- Relevant professional training;
- Gender training;
- People management skills;
- Strategic and general management.

### ***Senior Procurement Officer***

**1.0 JOB TITLE:** Senior Procurement Officer

**2.0 GRADE LEVEL:**

**3.0 JOB PURPOSE:**

- To provide operational support, with respect to procurement services for the achievement of the objectives of the Council.

**4.0 JOB SUMMARY:**

- Assists in the preparation of annual procurement plans for the Council;
- Assists in the provision of inputs for preparation of annual budget, strategic plan;
- Assists in the preparation of tender and contract documents for the award of contract;
- collects data for the preparation of annual and other relevant reports;
- Assists in the preparation and processing of requisitions and purchase orders for supplies and equipment;
- Maintain records of goods ordered and received;
- Correspond with suppliers, contractors and consultants;
- Performs any other duties as assigned by the Principal Procurement Officer.

**5.0 QUALIFICATIONS AND EXPERIENCE:**

- A minimum of Master's degree in Procurement or Supply Chain Management or relevant field from an accredited tertiary education institution;
- A minimum of one (1) year of post qualification relevant working experience in a reputable organisation;
- Pass a competitive selection interview conducted by the Governing Council in consultation with the Public Services Commission.

**6.0 MODE OF ENTRY:**

**6.1 IN-SERVICE**

- At least three (3) years on the grade of Procurement Officer;
- Satisfactory staff performance appraisal report;
- Must pass a competitive selection interview conducted by the Governing Council in consultation with the Public Services Commission

**6.2 DIRECT**

- No Direct Entry

**7.0 PROGRESSION:**

To the grade of Principal Procurement Officer subject to the following:

- Availability of vacancy in the grade of Principal Procurement Officer;
- Satisfactory staff performance assessment report;
- A minimum of three (3) years in the grade of Senior Procurement Officer;
- Success at competitive selection interview conducted by the Governing Council in consultation with the Public Services Commission.

**8.0 TRAINING AND DEVELOPMENT OPPORTUNITIES:**

- Relevant professional training;
- Gender training;
- Strategic and general management.

## ***Procurement Officer***

**1.0 JOB TITLE:** Procurement Officer

**2.0 GRADE LEVEL:**

**3.0 JOB PURPOSE:**

- To provide operational support, with respect to procurement services for the achievement of the objectives of the Council.

**4.0 JOB SUMMARY:**

- Collects data for the preparation of annual procurement plans for the organisation;
- Provides inputs for the preparation of annual budget, strategic plan;
- Assists in the preparation of tender and contract documents for the award of contract;
- Prepares and maintains purchasing files, reports and price lists;
- Compares prices, specifications, and delivery dates in order to determine the best bid among potential suppliers;
- Maintains records of goods ordered and received;
- Performs any other duties as assigned by the Senior Procurement Officer.

**5.0 QUALIFICATIONS AND EXPERIENCE:**

- A minimum of Bachelor's degree in Procurement or Supply Chain Management or relevant field from an accredited tertiary education institution;
- A minimum of one (1) year of post qualification relevant working experience in a reputable organisation;
- Pass a competitive selection interview conducted by the Governing Council in consultation with the Public Services Commission.

**6.0 MODE OF ENTRY:**

**6.1 IN-SERVICE**

- Not Promotional.

**6.2 DIRECT**

- By external advertisement and competitive interview based on the qualifications and experience stated above.

**7.0 PROGRESSION:**

To the grade of Senior Procurement Officer subject to the following:

- Availability of vacancy in the grade of Senior Procurement Officer;
- Satisfactory staff performance assessment report;
- A minimum of three (3) years in the grade of Procurement Officer;
- Success at competitive selection interview conducted by the Governing Council in consultation with the Public Services Commission.

**8.0 TRAINING AND DEVELOPMENT OPPORTUNITIES:**

- Relevant professional training;
- Gender training;
- Strategic and general management.

### **Chief Procurement Assistant**

**1.0 JOB TITLE:** Chief Procurement Assistant

**2.0 GRADE LEVEL:**

**3.0 JOB PURPOSE:**

- To provide operational support to the Department for the achievement of the objectives of the Council.

**4.0 DUTIES AND RESPONSIBILITIES:**

- Collate needs of the Council and prepares list of goods and services to be procured accordingly;
- Assists in providing input for the preparation of purchase orders for all goods and services required;
- Supervises and determines inventory levels of goods and services;
- Responds to customer and supplier inquiries about order status, changes, or cancellations;
- Tracks the status of requisitions, contracts, and orders;
- Assists in corresponding with suppliers, contractors and consultants;
- Performs any other duties that may be assigned by the Procurement Officer.

**5.0 QUALIFICATIONS AND EXPERIENCE:**

- A minimum of Higher National Diploma in Purchasing and Supply or relevant qualification from an accredited institution;
- A minimum of six (6) years post qualification relevant work experience in a reputable organisation;
- Must pass a competitive selection interview conducted by the Governing Council.

**6.0 MODE OF ENTRY:**

**6.1 IN-SERVICE**

- At least three (3) years in the grade of Principal Procurement Assistant;
- Satisfactory staff performance appraisal report;
- Must pass a competitive selection interview conducted by the Governing Council.

**6.2 DIRECT**

- No Direct Entry

**7.0 PROGRESSION:**

By progression to the grade of Procurement Officer subject to the following:

- Availability of vacancy in the grade of Procurement Officer;
- A minimum of Bachelor's degree in Procurement or Supply Chain Management or relevant field from a reputable organisation;
- Satisfactory work and conduct;
- Success at an interview conducted by the Governing Council.

**8.0 TRAINING AND DEVELOPMENT OPPORTUNITIES:**

- Relevant professional training.

### ***Principal Procurement Assistant***

**1.0 JOB TITLE:** Principal Procurement Assistant

**2.0 GRADE LEVEL:**

**3.0 JOB PURPOSE:**

- To provide administrative support to the Department for the achievement of the objectives of the Council.

**4.0 JOB SUMMARY:**

- Assists in collating needs of the Council and prepare list of goods and services to be procured accordingly;
- Assists in providing input for the preparation of purchase orders for all goods and services required;
- Assists in determining inventory levels of goods and services if quantities are sufficient for needs;
- Assists in responding to customer and supplier inquiries about order status, changes, or cancellations;
- Assists in tracking the status of requisitions, contracts, and orders;
- Assists in corresponding with suppliers, contractors and consultants;
- Undertakes any other duties that may be assigned by the Chief Procurement Assistant.

**5.0 QUALIFICATIONS AND EXPERIENCE:**

- A minimum of Higher National Diploma in Purchasing and Supply from an accredited institution or related field;
- A minimum of three (3) years post qualification relevant work experience in a reputable organisation;
- Must pass a competitive selection interview conducted by the Governing Council.

**6.0 MODE OF ENTRY:**

**6.1 IN-SERVICE**

- At least three (3) years in the grade of Senior Procurement Assistant;
- Satisfactory staff performance assessment report;
- Must pass a competitive selection interview conducted by the Governing Council.

**6.2 DIRECT**

- No Direct Entry

**7.0 PROGRESSION:**

By progression to the grade of Chief Procurement Assistant subject to the following:

- Availability of vacancy in the grade of Chief Procurement Assistant;
- A minimum of three (3) years in the grade of Principal Procurement Assistant;
- Satisfactory work and conduct;
- Success at an interview conducted by the Governing Council.

**8.0 TRAINING AND DEVELOPMENT OPPORTUNITIES:**

- Relevant professional training.



### **Senior Procurement Assistant**

**1.0 JOB TITLE:** Senior Procurement Assistant

**2.0 GRADE LEVEL:**

**3.0 JOB PURPOSE:**

- To provide administrative support to the Department for the achievement of the objectives of the Council.

**4.0 JOB SUMMARY:**

- Assists in collating needs of the Council and prepare list of goods and services to be procured accordingly;
- Assists in providing input for the preparation of purchase orders for all goods and services required;
- Assists in determining inventory levels of goods and services if quantities are sufficient for needs;
- Assists in tracking the status of requisitions, contracts, and orders;
- Undertakes any other duties that may be assigned by the Chief Procurement Assistant.

**5.0 QUALIFICATIONS AND EXPERIENCE:**

- A minimum of Higher National Diploma in Purchasing and Supply from an accredited institution or related field;
- A minimum of one (1) year post qualification relevant work experience in a reputable organisation;
- Must pass a competitive selection interview conducted by the Governing Council.

**6.0 MODE OF ENTRY:**

**6.1 IN-SERVICE**

- At least three (3) years on the grade of Procurement Assistant;
- Satisfactory staff performance appraisal report;
- Must pass a competitive selection interview conducted by the Governing Council.

**6.2 DIRECT**

- No Direct Entry

**7.0 PROGRESSION:**

By progression to the grade of Principal Procurement Assistant subject to the following:

- Availability of vacancy in the grade of Principal Procurement Assistant;
- A minimum of three (3) years in the grade of Senior Procurement Assistant;
- Satisfactory work and conduct;
- Success at an interview conducted by the Governing Council.

**8.0 TRAINING AND DEVELOPMENT OPPORTUNITIES**

- Relevant professional training

## **Public Relations Class**

### ***Principal Public Relations Officer***

**1.0 JOB TITLE:** Principal Public Relations Officer

**2.0 GRADE LEVEL:**

**3.0 JOB PURPOSE:**

- To provide operational support, with respect to public relations, for the achievement of the objectives of the Council.

**4.0 JOB SUMMARY:**

- Assists in maintaining effective working relationships with clients, government officials, and media representatives;
- Assists in the developing and maintaining the Council 's corporate image and identity, which includes the use of logos and signage;
- Prepares or edits the Council's publications for internal and external publics, including employee newsletters and stakeholder information;
- Assists in drafting speeches for the Executive Secretary and arranging interviews and other forms of contact for them;
- Responds to requests for information about the Council's operations and activities;
- Assists in the supervision and review of the activities of public relations staff;
- Assists in the writing of press releases and preparation of information for the media;
- Performs any other duties as assigned by the Deputy Director, Public Relations.

**5.0 QUALIFICATIONS AND EXPERIENCE:**

- A minimum of Master's degree in Communication Studies or Public Relations, or relevant field from an accredited tertiary education institution;
- A minimum of six (6) years of post qualification relevant working experience in a reputable organisations, three (3) years of which must be in a senior management position;
- Pass a competitive selection interview conducted by the Governing Council in consultation with the Public Services Commission.

**6.0 MODE OF ENTRY:**

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

- At least three (3) years on the grade of Senior Public Relations Officer;
- Satisfactory staff performance assessment report;
- Success at a competitive selection interview conducted by the Governing Council in consultation with the Public Services Commission.

#### **6.2 DIRECT**

- No Direct Entry

**7.0 PROGRESSION:**

To the grade of Deputy Director, Public Relations subject to the following:

- Availability of vacancy in the grade of Deputy Director, Public Relations;
- Satisfactory staff performance assessment report;
- A minimum of three (3) years in the grade of Principal Public Relations Officer;
- Success at competitive selection interview conducted by the Governing Council in consultation with the Public Services Commission.

**8.0 TRAINING AND DEVELOPMENT OPPORTUNITIES:**

- Relevant professional training;
- Gender training;
- People management skills;
- Strategic and general management.

### ***Senior Public Relations Officer***

**1.0 JOB TITLE:** Senior Public Relations Officer

**2.0 GRADE LEVEL:**

**3.0 JOB PURPOSE:**

- To provide operational support, with respect to public relations, for the achievement of the objectives of the Council.

**4.0 DUTIES AND RESPONSIBILITIES:**

- Write press releases, prepares information for media kits and maintain company the Council's website;
- Assists in preparing or editing the Council's publications for internal and external publics, including employee newsletters and stakeholder information;
- Assists in drafting speeches for the Executive Secretary and arranging interviews and other forms of contact for them;
- Responds to requests for information about the Council's operations and activities;
- Assists in the supervision and review of the activities of public relations staff;
- Assists in the collection and collation of inputs for the preparation of annual budget and strategic plan;
- Performs any other duties as assigned by the Principal Public Relations Officer.

**5.0 QUALIFICATIONS AND EXPERIENCE:**

- A minimum of Master's degree in Communication Studies or Public relations, or relevant field from an accredited tertiary education institution;
- A minimum of one (1) year of post qualification relevant working experience in a reputable organisation;
- Pass a competitive selection interview conducted by the Governing Council in consultation with the Public Services Commission.

**6.0 MODE OF ENTRY:**

**6.1 IN-SERVICE**

- At least three (3) years on the grade of Public relations, Officer;
- Satisfactory staff performance assessment report;
- Success at a competitive selection interview conducted by the Governing Council in consultation with the Public Services Commission.

**6.2 DIRECT**

- No Direct Entry

**7.0 PROGRESSION:**

To the grade of Principal Public relations, subject to the following:

- Availability of vacancy in the grade of Principal Public relations,;
- Satisfactory staff performance assessment report;
- A minimum of three (3) years in the grade of Senior Public Relations Officer;
- Success at competitive selection interview conducted by the Governing Council in consultation with the Public Services Commission.

**8.0 TRAINING AND DEVELOPMENT OPPORTUNITIES:**

- Relevant professional training;
- Gender training;
- Strategic and general management.

### ***Public Relations Officer***

**1.0 JOB TITLE:** Public Relations Officer

**2.0 GRADE LEVEL:**

**3.0 JOB PURPOSE:**

- To provide operational support, with respect to public relations, for the achievement of the objectives of the Council.

**4.0 JOB SUMMARY:**

- Provides inputs for press releases, prepares information for media kits and maintains the Council's website;
- Assists in preparing or editing the Council's publications for internal and external publics, including employee newsletters and stakeholder information;
- Responds to requests for information about the Council's operations and activities;
- Collects and collates inputs for the preparation of annual budget and strategic plan;
- Coordinates the production of advertisements and promotions;
- Performs any other duties as assigned by the Senior Public Relations Officer.

**5.0 QUALIFICATIONS AND EXPERIENCE:**

- A minimum of Bachelor's degree in Communication Studies or Public relations, or relevant field from an accredited tertiary education institution;
- A minimum of one (1) year of post qualification relevant working experience in a reputable organisation;
- Pass a competitive selection interview conducted by the Governing Council in consultation with the Public Services Commission.

**6.0 MODE OF ENTRY:**

**6.1 IN-SERVICE**

- Not Promotional.

**6.2 DIRECT**

- By external advertisement and competitive interview based on the qualifications and experience stated above.

**7.0 PROGRESSION:**

To the grade of Senior Public Relations Officer subject to the following:

- Availability of vacancy in the grade of Senior Public Relations Officer;
- Satisfactory staff performance assessment report;
- A minimum of three (3) years in the grade of Public Relations Officer;
- Success at competitive selection interview conducted by the Governing Council in consultation with the Public Services Commission.

**8.0 TRAINING AND DEVELOPMENT OPPORTUNITIES:**

- Relevant professional training;
- Gender training.

## **Legal Class**

### ***Principal Legal Officer***

**1.0 JOB TITLE:** Principal Legal Officer

**2.0 GRADE LEVEL:**

**3.0 JOB PURPOSE:**

- To provide operational support with respect to legal services for the achievement of the objectives of the Council.

**4.0 DUTIES AND RESPONSIBILITIES:**

- Assists in preparing legal briefs and opinions for the Council;
- Represents the Council in court as may be deemed expedient;
- Provide legal support for the preparation, application and review of the Council's contracts and agreements;
- Examine legal data to determine advisability of defending or prosecuting lawsuit.
- Collates inputs for preparation of annual budget, strategic plan;
- Performs any other duties as assigned by the Executive Secretary.

**5.0 QUALIFICATIONS AND EXPERIENCE:**

- A minimum of LLB degree or relevant field from an accredited institution and must have been called to the Bar in Ghana;
- A Master's degree in law will be an advantage;
- A minimum of six (6) years of post qualification relevant working experience in a reputable organisations, three (3) years of which must be in a senior management position;
- Pass a competitive selection interview conducted by the Governing Council in consultation with Public Services Commission.

**6.0 MODE OF ENTRY**

**6.1 IN-SERVICE**

- At least three (3) years on the grade of Senior Legal Officer;
- Satisfactory staff performance assessment report;
- Success at a competitive selection interview conducted by the Governing Council in consultation with the Public Services Commission.

**6.2 DIRECT**

- No Direct Entry

**7.0 PROGRESSION**

To the grade of Deputy Director, Legal Services subject to the following:

- Availability of vacancy in the grade of Deputy Director, Legal Services;
- Satisfactory staff performance assessment report;
- A minimum of three (3) years in the grade of Principal Legal Officer;
- Success at competitive selection interview conducted by the Governing Council in consultation with the Public Services Commission.

**8.0 TRAINING AND DEVELOPMENT OPPORTUNITIES**

- Continuous Professional Development;
- People management skills;
- Strategic and general management;
- Gender training.

### **Senior Legal Officer**

**1.0 JOB TITLE:** Senior Legal Officer

**2.0 GRADE LEVEL:**

**3.0 JOB PURPOSE:**

- To provide operational support with respect to legal services for the achievement of the objectives of the Council.

**4.0 DUTIES AND RESPONSIBILITIES:**

- Carries out research and assists in the interpretation of laws, rulings and regulations for the Council;
- Represents the Council in court as may be deemed expedient;
- Provides legal support for the preparation, application and review of the Council's contracts and agreements;
- Assists in examining legal data to determine advisability of defending or prosecuting lawsuit;
- Provides inputs for preparation of annual budget, strategic plan;
- Performs any other duties as assigned by the Principal Legal Officer.

**5.0 QUALIFICATIONS AND EXPERIENCE:**

- A minimum of LLB degree or relevant field from an accredited institution and must have been called to the Bar in Ghana;
- A Master's degree in law will be an advantage;
- A minimum of one (1) year of post qualification relevant working experience in a reputable organisation;
- Pass a competitive selection interview conducted by the Governing Council in consultation with the Public Services Commission.

**6.0 MODE OF ENTRY:**

**6.1 IN-SERVICE**

- At least three (3) years on the grade of Legal Officer;
- Satisfactory staff performance assessment report;
- Success at a competitive selection interview conducted by the Governing Council in consultation with the Public Services Commission.

**6.2 DIRECT**

- No Direct Entry

**7.0 PROGRESSION:**

To the grade of Principal Legal Officer subject to the following:

- Availability of vacancy in the grade of Principal Legal Officer;
- Satisfactory staff performance assessment report;
- A minimum of three (3) years in the grade of Senior Legal Officer;
- Success at competitive selection interview conducted by the Governing Council in consultation with the Public Services Commission.

**8.0 TRAINING AND DEVELOPMENT OPPORTUNITIES:**

- Continuous Professional Development;
- Strategic and general management;
- Gender training.

**Legal Officer**

**1.0 JOB TITLE:** Legal Officer

**2.0 GRADE LEVEL:**

**3.0 JOB PURPOSE:**

- To provide operational support with respect to legal services for the achievement of the objectives of the Council.

**4.0 JOB SUMMARY:**

- Carries out research and assists in the interpretation of laws, rulings and regulations for the Council;
- Represents the Council in court as may be deemed expedient;
- Assists in providing legal support for the preparation, application and review of the Council's contracts and agreements;
- Assists in examining legal data to determine advisability of defending or prosecuting lawsuit;
- Collects inputs for preparation of annual budget, strategic plan;
- Performs any other duties as assigned by the Executive Secretary.

**5.0 QUALIFICATIONS AND EXPERIENCE:**

- A minimum of LLB degree or relevant field from an accredited institution and must have been called to the Bar in Ghana;
- A minimum of one (1) year of post qualification relevant working experience in a reputable organisation;
- Pass a competitive selection interview conducted by the Governing Council in consultation with the Public Services Commission.

**6.0 MODE OF ENTRY:**

**6.1 IN-SERVICE**

- Not Promotional.

**6.2 DIRECT**

- By external advertisement and competitive interview based on the qualifications and experience stated above.

**7.0 PROGRESSION:**

To the grade of Senior Legal Officer subject to the following:

- Availability of vacancy in the grade of Senior Legal Officer;
- Satisfactory staff performance assessment report;
- A minimum of three (3) years in the grade of Legal Officer;
- Success at competitive selection interview conducted by the Governing Council in consultation with the Public Services Commission.

**8.0 TRAINING AND DEVELOPMENT OPPORTUNITIES:**

- Continuous Professional Development;
- Strategic and general management;
- Gender training.

## **Internal Audit Class**

### **Chief Internal Auditor**

**1.0 JOB TITLE:** Chief Internal Auditor

**2.0 GRADE LEVEL:**

**3.0 JOB PURPOSE:**

- To advise the Executive Secretary on the effectiveness of Risk Management controls and governance processes in the Council.

**4.0 JOB SUMMARY:**

- Prepares internal audit reports for the Council;
- Provides inputs and proposals for the update of standards, procedures, and guidelines for internal audit in the Council;
- Monitors implementation of recommendations raised in internal audit reports on the Council;
- Undertakes assurance engagements and investigation of records of the Council;
- Assists in the design and implementation of appropriate training programmes for staff in the internal audit unit of the Council;
- Reviews the administration of programmes and operations of the organisation and recommends corrective action;
- Provides input into the preparation of the strategic planning processes and annual budget of the Council;
- Performs any other duties as assigned by the Executive Secretary.

**5.0 QUALIFICATIONS AND EXPERIENCE:**

- A Master's degree in Auditing or Accounting from an accredited tertiary education institution;

OR

- A Bachelor's degree in a relevant field and a member of a recognised professional accounting body e.g. Institute of Chartered Accountants Ghana, Association of Chartered Certified Accountants, Certified Public Accountant, Chartered Institute of Management Accountants;
- A minimum of eight (8) years of post qualification relevant working experience in professional accounting in reputable organisations, four (4) years of which must be in a senior management position;
- Pass a competitive selection interview conducted by the Governing Council in consultation with the Public Services Commission.

**6.0 MODE OF ENTRY:**

**6.1 IN-SERVICE**

- At least three (3) years on the grade of Principal Internal Auditor;
- Satisfactory staff performance assessment report ;
- Pass a competitive selection interview conducted by the Governing Council in consultation with the Public Services Commission.

**6.2 DIRECT**

- No Direct Entry

**7.0 PROGRESSION:**

- This is a terminal grade.

**8.0 TRAINING AND DEVELOPMENT OPPORTUNITIES:**

- Project management training;
- Facilitation skills;
- Continuous professional development in Auditing;
- Gender concepts, auditing, budgeting and mainstreaming training;
- People management skills;
- Leadership training.



### **Principal Internal Auditor**

**1.0 JOB TITLE:** Principal Internal Auditor

**2.0 GRADE LEVEL:**

**3.0 JOB PURPOSE:**

- To provide operational support with respect to the effectiveness of Risk Management controls and governance processes in the Council.

**4.0 JOB SUMMARY:**

- Coordinates the preparation of internal audit reports for the Council;
- Collates inputs for the preparation of proposals for the update of standards, procedures, and guidelines for internal audit in the Council;
- Assists in implementation of recommendations raised in internal audit reports on the Council;
- Undertakes assurance engagements and investigation of records of the Council;
- Assists in the design and implementation of appropriate training programmes for staff in the internal audit unit of the Council;
- Collates inputs for the strategic planning processes and the preparation of the annual budget of the Council;
- Performs any other duties as assigned by the Chief Internal Auditor.

**5.0 QUALIFICATIONS AND EXPERIENCE:**

- A Master's degree in Auditing or Accounting from an accredited tertiary education institution;

OR

- A Bachelor's degree in a relevant field and a member of a recognised professional accounting body e.g. Institute of Chartered Accountants Ghana, Association of Chartered Certified Accountants, Certified Public Accountant, Chartered Institute of Management Accountants;
- Minimum of six (6) years of post qualification relevant working experience in professional accounting in a reputable organisations, three (3) years which must be in senior management position;
- Pass a competitive selection interview conducted by the Governing Council in consultation with the Public Services Commission.

**6.0 MODE OF ENTRY:**

**6.1 IN-SERVICE**

- At least three (3) years on the grade of Senior Internal Auditor;
- Satisfactory staff performance assessment report;
- Pass a competitive selection interview conducted by the Governing Council in consultation with the Public Services Commission.

**6.2 DIRECT**

- No Direct Entry

**7.0 PROGRESSION:**

To the grade of Chief Internal Auditor subject to the following:

- Availability of vacancy in the grade of Chief Internal Auditor;
- Satisfactory staff performance assessment report;
- A minimum of three (3) years in the grade of Principal Internal Auditor;
- Success at competitive selection interview conducted by the Governing Council in consultation with the Public Services Commission.

**8.0 TRAINING AND DEVELOPMENT OPPORTUNITIES:**

- Project management training;
- Facilitation skills;
- Continuous professional development in Auditing;
- Gender concepts, auditing, budgeting and mainstreaming training.
- People management skills and leadership training.

### **Senior Internal Auditor**

**1.0 JOB TITLE:** Senior Internal Auditor

**2.0 GRADE LEVEL:**

**3.0 JOB PURPOSE:**

- To provide operational support with respect to the effectiveness of Risk Management controls and governance processes in the Council.

**4.0 JOB SUMMARY:**

- Assists in the preparation of internal audit reports for the Council
- Assists in monitoring implementation of recommendations raised in internal audit reports on the Council;
- Assists in audit assignments;
- Assists in the training of staff in the internal audit unit;
- Performs any other duties as assigned by the Principal Internal Auditor.

**5.0 QUALIFICATIONS AND EXPERIENCE:**

- A Master's degree in Auditing or Accounting from an accredited tertiary education institution;

OR

- A Bachelor's degree in a relevant field and a member of a recognised professional accounting body e.g. Institute of Chartered Accountants Ghana, Association of Chartered Certified Accountants, Certified Public Accountant, Chartered Institute of Management Accountants;
- A minimum of one (1) year of post qualification relevant working experience in professional accounting in a reputable organisation;
- Pass a competitive selection interview conducted by the Governing Council in consultation with Public Services Commission.

**6.0 MODE OF ENTRY:**

**6.1 IN-SERVICE**

- At least three (3) years on the grade of Internal Auditor;
- Satisfactory staff performance assessment report;
- Pass a competitive selection interview conducted by the Governing Council in consultation with the Public Services Commission.

**6.2 DIRECT**

- No Direct Entry

**7.0 PROGRESSION:**

To the grade of Principal Internal Auditor subject to the following:

- Availability of vacancy in the grade of Principal Internal Auditor;
- Satisfactory staff performance assessment report;
- A minimum of three (3) years in the grade of Senior Internal Auditor ;
- Success at competitive selection interview conducted by the Governing Council in consultation with the Public Services Commission.

**8.0 TRAINING AND DEVELOPMENT OPPORTUNITIES:**

- Project management training;
- Facilitation skills;
- Continuous professional development in Auditing;
- Gender concepts, auditing, budgeting and mainstreaming training;
- Team-building skills;
- Ethical leadership.

### **Internal Auditor**

**1.0 JOB TITLE:** Internal Auditor

**2.0 GRADE LEVEL:**

**3.0 JOB PURPOSE:**

- To provide operational support with respect to the effectiveness of Risk Management controls and governance processes in the Council.

**4.0 JOB SUMMARY:**

- Assists in monitoring implementation of recommendations raised in internal audit reports on the Council;
- Undertakes audit verification assignments;
- Prepares and submits audit findings to team leader;
- Prepares and maintains audit working papers for jobs assigned;
- Assists in the training of staff in the internal audit unit;
- Performs any other duties as assigned by the Senior Internal Auditor.

**5.0 QUALIFICATIONS AND EXPERIENCE:**

- A Bachelor's degree in Auditing or Accounting from an accredited tertiary education institution;
- OR
- Part II of a recognised professional accounting body e.g. Institute of Chartered Accountants Ghana, Association of Chartered Certified Accountants, Certified Public Accountant, Chartered Institute of Management Accountants;
  - A minimum of one (1) year of post qualification relevant working experience in professional accounting in a reputable organisation;
  - Pass a competitive selection interview conducted by the Governing Council in consultation with the Public Services Commission.

**6.0 MODE OF ENTRY:**

**6.1 IN-SERVICE**

- Not Promotional.

**6.2 DIRECT**

- By external advertisement and competitive interview based on the qualifications and experience stated above.

**7.0 PROGRESSION:**

To the grade of Senior Internal Auditor subject to the following:

- Availability of vacancy in the grade of Senior Internal Auditor;
- Satisfactory staff performance assessment report;
- A minimum of three (3) years in the grade of Internal Auditor ;
- Success at competitive selection interview conducted by the Governing Council in consultation with the Public Services Commission.

**8.0 TRAINING AND DEVELOPMENT OPPORTUNITIES:**

- Project management training;
- Team-building skills;
- Communication skills;
- Ethical leadership and Gender training;
- Attachment to an auditing firm;
- On-the-job training.

### ***Chief Internal Audit Technician***

**1.0 JOB TITLE:** Chief Internal Audit Technician

**2.0 GRADE LEVEL:**

**3.0 JOB PURPOSE:**

- To provide operational support to the Department for the effectiveness of Risk Management controls and governance processes of the Council.

**4.0 JOB SUMMARY:**

- Vouches sample transaction in audit verification assignments and submits findings to supervisor;
- Records proceedings of entry and exit conferences;
- Collects and analyses data and statistics;
- Prepares audit working papers for review by supervisor;
- Supervises subordinate staff;
- Undertakes any other duties that may be assigned by the Internal Auditor.

**5.0 QUALIFICATIONS AND EXPERIENCE:**

- A minimum of Higher National Diploma in Accounting from an accredited institution or related field;
- A minimum of six (6) years post qualification relevant work experience in a reputable organisations;
- Must pass a competitive selection interview conducted by the Governing Council.

**6.0 MODE OF ENTRY:**

**6.1 IN-SERVICE**

- At least three (3) years in the grade of Principal Internal Audit Technician;
- Satisfactory staff performance assessment report;
- Must pass a competitive selection interview conducted by the Governing Council.

**6.2 DIRECT**

- No Direct Entry.

**7.0 PROGRESSION**

- This is a terminal grade.

**8.0 TRAINING AND DEVELOPMENT OPPORTUNITIES:**

- Team-building skills;
- Ethics and Gender training;
- Internal Audit Practice;
- Report writing;
- Communication skills.

### ***Principal Internal Audit Technician***

**1.0 JOB TITLE:** Principal Internal Audit Technician

**2.0 GRADE LEVEL:**

**3.0 JOB PURPOSE:**

- To provide operational support to the Department for the effectiveness of Risk Management controls and governance processes of the Council.

**4.0 JOB SUMMARY:**

- Vouches sample transaction in audit verification assignments and submits findings to supervisor;
- Records proceedings of entry and exit conferences;
- Collects and analyses data and statistics;
- Prepares audit working papers for review by supervisor;
- Undertakes any other duties that may be assigned by the Chief Internal Audit Technician.

**5.0 QUALIFICATIONS AND EXPERIENCE:**

- A minimum of Higher National Diploma in Accounting or related field from an accredited institution;
- A minimum of three (3) years post qualification relevant work experience in a reputable organisation;
- Must pass a competitive selection interview conducted by the Governing Council.

**6.0 MODE OF ENTRY:**

**6.1 IN-SERVICE**

- At least three (3) years in the grade of Senior Internal Audit Technician;
- Satisfactory staff performance assessment report;
- Must pass a competitive selection interview conducted by the Governing Council.

**6.2 DIRECT**

- No Direct Entry

**7.0 PROGRESSION:**

By progression to the grade of Chief Internal Audit Technician subject to the following:

- Availability of vacancy in the grade of Chief Internal Audit Technician;
- A minimum of three (3) years in the grade of Principal Internal Audit Technician;
- Satisfactory work and conduct;
- Success at an interview conducted by the Governing Council.

**8.0 TRAINING AND DEVELOPMENT OPPORTUNITIES**

- Team-building skills;
- Ethics and Gender training;
- Internal Audit Practice;
- Report writing;
- Communication skills.

### **Senior Internal Audit Technician**

**1.0 JOB TITLE:** Senior Internal Audit Technician

**2.0 GRADE LEVEL:**

**3.0 JOB PURPOSE:**

- To provide operational support to the Department for the effectiveness of Risk Management controls and governance processes of the Council.

**4.0 JOB SUMMARY:**

- Vouches sample transaction in audit verification assignments and submits findings to supervisor;
- Records proceedings of entry and exit conferences;
- Collects and analyses data and statistics;
- Prepares audit working papers for review by supervisor;
- Undertakes any other duties that may be assigned by the Chief Internal Audit Technician.

**5.0 QUALIFICATIONS AND EXPERIENCE:**

- A minimum of Higher National Diploma in Accounting or related field from an accredited institution;
- A minimum of one (1) year post qualification relevant work experience in a reputable organisation;
- Must pass a competitive selection interview conducted by the Governing Council.

**6.0 MODE OF ENTRY:**

**6.1 IN-SERVICE**

- At least three (3) years in the grade of Senior Internal Audit Technician;
- Satisfactory staff performance assessment report;
- Must pass a competitive selection interview conducted by the Governing Council.

**6.2 DIRECT**

- No Direct Entry

**7.0 PROGRESSION:**

By progression to the grade of Principal Internal Audit Technician subject to the following:

- Availability of vacancy in the grade of Principal Internal Audit Technician;
- A minimum of three (3) years in the grade of Senior Internal Audit Technician;
- Satisfactory work and conduct;
- Success at an interview conducted by the Governing Council.

**8.0 TRAINING AND DEVELOPMENT OPPORTUNITIES**

- Team-building skills;
- Ethics and Gender training;
- Internal Audit Practice;
- Report writing;
- Communication skills.

### ***Internal Audit Technician***

#### **1.0 JOB TITLE: Internal Audit Technician**

#### **2.0 GRADE LEVEL:**

#### **3.0 JOB PURPOSE:**

- To provide operational support to the Department for the effectiveness of Risk Management controls and governance processes of the Council.

#### **4.0 JOB SUMMARY:**

- Vouches sample transaction in audit verification assignments and submits findings to supervisor;
- Records proceedings of entry and exit conferences;
- Collects and analyses data and statistics;
- Prepares audit working papers for review by supervisor;
- Undertakes any other duties that may be assigned by the Chief Internal Audit Technician.

#### **5.0 QUALIFICATIONS AND EXPERIENCE:**

- A minimum of Higher National Diploma in Accounting or related field from an accredited institution;
- A minimum of one (1) year post qualification relevant work experience in a reputable organisation;
- Must pass a competitive selection interview conducted by the Governing Council.

#### **6.0 MODE OF ENTRY:**

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

- Not Promotional.

##### **6.2 DIRECT**

- By external advertisement and competitive interview based on the qualifications and experience stated above.

#### **7.0 PROGRESSION:**

By progression to the grade of Principal Internal Audit Technician subject to the following:

- Availability of vacancy in the grade of Senior Internal Audit Technician;
- A minimum of three (3) years in the grade of Internal Audit Technician;
- Satisfactory work and conduct;
- Success at an interview conducted by the Governing Council.

#### **8.0 TRAINING AND DEVELOPMENT OPPORTUNITIES**

- Team-building skills;
- Ethics and Gender training;
- Internal Audit Practice;
- Report writing;
- Communication skills.