

## TABLE OF CONTENTS

Contents	Page
CHAPTER ONE .....	- 6 -
INTRODUCTION.....	- 6 -
1.1 BACKGROUND .....	- 6 -
1.2 MANDATE .....	- 6 -
1.3 VISION .....	- 6 -
1.4 MISSION.....	- 6 -
1.5 CORE VALUES .....	- 6 -
1.6 OBJECT AND FUNCTIONS.....	- 7 -
1.7 COMPOSITION OF GRADES .....	- 7 -
1.8 STRUCTURE OF THE AUTHORITY.....	- 13 -
1.9 DATE OF IMPLEMENTATION OF THE SCHEME OF SERVICE.....	- 13 -
CHAPTER TWO .....	- 14 -
OFFICES OF THE CHIEF EXECUTIVE OFFICER AND DEPUTY CHIEF EXECUTIVE OFFICER..	- 14 -
JOB TITLE: CHIEF EXECUTIVE OFFICER .....	- 14 -
JOB TITLE: DEPUTY CHIEF EXECUTIVE OFFICER, TECHNICAL.....	- 17 -
JOB TITLE: DEPUTY CHIEF EXECUTIVE OFFICER (GENERAL SERVICES).....	- 20 -
CHAPTER THREE.....	- 23 -
PROCESSING DIRECTORATE.....	- 23 -
JOB TITLE: DIRECTOR, PROCESSING .....	- 23 -
JOB TITLE: DEPUTY DIRECTOR, CATALOGUING .....	- 26 -
JOB TITLE: DEPUTY DIRECTOR, ACQUISITION AND DISTRIBUTION.....	- 29 -
JOB TITLE: PRINCIPAL LIBRARIAN, PROCESSING.....	- 32 -
JOB TITLE: SENIOR LIBRARIAN, PROCESSING .....	- 34 -
JOB TITLE: LIBRARIAN, PROCESSING .....	- 36 -
JOB TITLE: ASSISTANT LIBRARIAN, PROCESSING.....	- 38 -
JOB TITLE: PRINCIPAL LIBRARY ASSISTANT, PROCESSING .....	- 42 -
JOB TITLE: SENIOR LIBRARY ASSISTANT, PROCESSING .....	- 44 -
JOB TITLE: LIBRARY ASSISTANT, PROCESSING * * * .....	- 46 -
EXTENSION SERVICES DIRECTORATE.....	- 47 -
JOB TITLE: DIRECTOR, EXTENSION SERVICES .....	- 47 -
JOB TITLE: DEPUTY DIRECTOR, MOBILE LIBRARY SERVICES.....	- 50 -
JOB TITLE: DEPUTY DIRECTOR, SCHOOL & COLLEGE LIBRARIES.....	- 53 -

JOB TITLE: PRINCIPAL LIBRARIAN, EXTENSION SERVICES .....	56 -
JOB TITLE: LIBRARIAN, EXTENSION SERVICES .....	61 -
JOB TITLE: ASSISTANT LIBRARIAN, EXTENSION SERVICES .....	63 -
PRINCIPAL LIBRARY ASSISTANT, EXTENSION SERVICES .....	67 -
JOB TITLE: SENIOR LIBRARY ASSISTANT, EXTENSION SERVICES .....	69 -
JOB TITLE: LIBRARY ASSISTANT, EXTENSION SERVICES * * * .....	71 -
CHAPTER FIVE .....	72 -
RESEARCH, MONITORING AND EVALUATION (RM & E) DIRECTORATE .....	72 -
JOB TITLE: DIRECTOR, RM & E .....	72 -
JOB TITLE: DEPUTY DIRECTOR, RESEARCH .....	75 -
JOB TITLE: PRINCIPAL RM&E MANAGER .....	78 -
JOB TITLE: SENIOR MANAGER, RM&E .....	81 -
JOB TITLE: MANAGER, RM&E .....	85 -
JOB TITLE: ASSISTANT MANAGER, RM&E .....	88 -
JOB TITLE: CHIEF ASSISTANT, RM&E .....	90 -
JOB TITLE: PRINCIPAL ASSISTANT, RM&E .....	92 -
JOB TITLE: SENIOR ASSISTANT, RM&E .....	94 -
CHAPTER SIX .....	96 -
REGIONAL OFFICE .....	96 -
JOB TITLE: REGIONAL DIRECTOR .....	96 -
CHAPTER SEVEN .....	99 -
FINANCE DEPARTMENT .....	99 -
JOB TITLE: DIRECTOR, FINANCE .....	99 -
JOB TITLE: DEPUTY DIRECTOR, FINANCE .....	102 -
JOB TITLE: PRINCIPAL MANAGER, FINANCE .....	105 -
JOB TITLE: SENIOR MANAGER, FINANCE .....	107 -
JOB TITLE: MANAGER, FINANCE .....	109 -
JOB TITLE: ASSISTANT MANAGER, FINANCE .....	111 -
JOB TITLE: PRINCIPAL FINANCE ASSISTANT .....	115 -
JOB TITLE: SENIOR FINANCE ASSISTANT .....	117 -
JOB TITLE: FINANCE ASSISTANT ** .....	119 -
CHAPTER EIGHT .....	120 -
HUMAN RESOURCE MANAGEMENT DEPARTMENT .....	120 -
JOB TITLE: DIRECTOR, HR .....	120 -
JOB TITLE: DEPUTY DIRECTOR, HR .....	123 -
JOB TITLE: PRINCIPAL MANAGER, HR .....	126 -

JOB TITLE: SENIOR MANAGER, HR.....	- 129 -
JOB TITLE: MANAGER, HR .....	- 132 -
JOB TITLE: ASSISTANT MANAGER, HR.....	- 134 -
CHAPTER NINE.....	- 137 -
ADMINISTRATION DEPARTMENT.....	- 137 -
JOB TITLE: DIRECTOR, ADMINISTRATION.....	- 137 -
JOB TITLE: PRINCIPAL MANAGER, ADMINISTRATION.....	- 142 -
JOB TITLE: SENIOR MANAGER, ADMINISTRATION.....	- 144 -
JOB TITLE: MANAGER, ADMINISTRATION.....	- 146 -
JOB TITLE: CHIEF ASSISTANT ADMINISTRATION .....	- 150 -
SECRETARY .....	- 157 -
JOB TITLE: SENIOR PRIVATE SECRETARY.....	- 157 -
JOB TITLE: STENOGRAPHER SECRETARY.....	- 161 -
JOB TITLE: STENOGRAPHER (I OR II)/ TYPIST* .....	- 163 -
PROCUREMENT:.....	- 164 -
JOB TITLE: SENIOR MANAGER, PROCUREMENT .....	- 166 -
JOB TITLE: MANAGER, PROCUREMENT .....	- 169 -
JOB TITLE: PRINCIPAL ASSISTANT, PROCUREMENT .....	- 176 -
JOB TITLE: SENIOR ASSISTANT, PROCUREMENT .....	- 178 -
JOB TITLE: ASSISTANT, PROCUREMENT* .....	- 180 -
INFORMATION TECHNOLOGY (I.T).....	- 181 -
JOB TITLE: DEPUTY DIRECTOR, INFORMATION TECHNOLOGY (I.T).....	- 181 -
JOB TITLE: PRINCIPAL MANAGER, I.T. ....	- 184 -
JOB TITLE: SENIOR MANAGER, I.T. ....	- 187 -
JOB TITLE: MANAGER, I.T. ....	- 190 -
JOB TITLE: ASSISTANT MANAGER, I.T.....	- 192 -
JOB TITLE: CHIEF I.T ASSISTANT.....	- 194 -
JOB TITLE: PRINCIPAL I.T ASSISTANT .....	- 196 -
ESTATES:.....	- 200 -
JOB TITLE: PRINCIPAL MANAGER, ESTATES.....	- 200 -
JOB TITLE: SENIOR MANAGER, ESTATES.....	- 203 -
JOB TITLE: MANAGER, ESTATES. ....	- 205 -
JOB TITLE: ASSISTANT MANAGER, ESTATES.....	- 207 -
JOB TITLE: CHIEF ASSISTANT, ESTATES .....	- 209 -
JOB TITLE: PRINCIPAL ASSISTANT, ESTATES .....	- 211 -
JOB TITLE: SENIOR ASSISTANT, ESTATES .....	- 213 -

JOB TITLE:	TECHNICAL ASSISTANT *	- 214 -
JOB TITLE:	CHIEF LABOURER /CHIEFCLEANER	- 215 -
JOB TITLE:	SENIOR LABOURER/ SENIOR CLEANER	- 217 -
JOB TITLE:	LABOURER I/CLEANER I	- 219 -
SECURITY		- 221 -
JOB TITLE:	CHIEF SECURITY GUARD	- 221 -
JOB TITLE:	SENIOR SECURITY GUARD	- 223 -
DIVISION:	GENERAL SERVICES	- 223 -
JOB TITLE:	SECURITY GUARD	- 225 -
DIVISION:	GENERAL SERVICES	- 225 -
JOB TITLE:	SENIOR SECURITY GUARD	- 227 -
TRANSPORT		- 229 -
JOB TITLE:	MANAGER, TRANSPORT	- 229 -
JOB TITLE:	ASSISTANT MANAGER, TRANSPORT	- 232 -
DIVISION:	GENERAL SERVICES	- 234 -
JOB TITLE:	PRINCIPAL ASSISTANT, TRANSPORT	- 236 -
DIVISION:	GENERAL SERVICES	- 236 -
JOB TITLE:	SENIOR ASSISTANT, TRANSPORT	- 238 -
DIVISION:	GENERAL SERVICES	- 238 -
JOB TITLE:	CHIEF DRIVER	- 240 -
JOB TITLE:	SENIOR DRIVER	- 242 -
JOB TITLE:	DRIVER GRADE I	- 244 -
LEGAL AFFAIRS UNIT		- 248 -
JOB TITLE:	PRINCIPAL MANAGER, LEGAL	- 248 -
JOB TITLE:	SENIOR MANAGER, LEGAL AFFAIRS	- 250 -
JOB TITLE:	MANAGER, LEGAL	- 253 -
JOB TITLE:	ASSISTANT MANAGER, LEGAL	- 255 -
CORPORATE AFFAIRS		- 257 -
JOB TITLE:	PRINCIPAL MANAGER CORPORATE AFFAIRS	- 257 -
JOB TITLE:	MANAGER, CORPORATE AFFAIRS	- 261 -
JOB TITLE:	ASSISTANT MANAGER, CORPORATE AFFAIRS	- 263 -
INTERNAL AUDIT		- 265 -
JOB TITLE:	PRINCIPAL INTERNAL AUDITOR	- 265 -
JOB TITLE:	SENIOR INTERNAL AUDITOR	- 267 -
JOB TITLE:	INTERNAL AUDITOR	- 269 -
JOB TITLE:	ASSISTANT INTERNAL AUDITOR	- 271 -

JOB TITLE:	CHIEF TECHNICIAN, INTERNAL AUDIT .....	- 273 -
JOB TITLE:	PRINCIPAL TECHNICIAN, INTERNAL AUDIT .....	- 275 -
JOB TITLE:	SENIOR TECHNICIAN, INTERNAL AUDIT .....	- 277 -
RECORDS.....		- 279 -
JOB TITLE:	MANAGER, RECORDS .....	- 279 -
JOB TITLE:	ASSISTANT MANAGER, RECORDS.....	- 281 -
JOB TITLE:	CHIEF ASSISTANT RECORDS.....	- 283 -
JOB TITLE:	PRINCIPAL ASSISTANT, RECORDS .....	- 285 -
JOB TITLE:	SENIOR ASSISTANT, RECORDS .....	- 287 -

# **CHAPTER ONE**

## **INTRODUCTION**

### **1.1 BACKGROUND**

A Scheme of Service is an approved framework developed to guide the placement, progression and systematic training and career development of an organization. The objective is to ensure that persons who are appointed into the organization are able to perform efficiently towards the attainment of the organization's goal.

This Scheme of Service of the Ghana Library Authority is therefore a framework for career management designed to specify:

- (a) The hierarchical structure of the Authority;
- (b) The various occupational staffing groups;
- (c) Entry requirements (direct and in-service) into each job grade/position;
- (d) A summary of the key duties and responsibilities of occupiers of each established position;
- (e) The qualifications, competencies and, in some cases, relevant work experience required for each job grade;
- (f) The relevant training programmes and other career development opportunities; and
- (g) The conditions for promotion/progression on designated career paths.

### **1.2 MANDATE**

Is to establish, equip, manage and maintain public libraries in Ghana.

### **1.3 VISION**

To connect Ghanaians to knowledge resources.

### **1.4 MISSION**

Be a leading knowledge services hub in the sub region by connecting all citizenry to knowledge to radically improve literacy and development outcomes which transforms lives and communities.

### **1.5 CORE VALUES**

- Think customer first
- Do the right thing
- Keep it simple, move fast and achieve excellence
- Think innovatively
- Be transparent
- Harness the collective power of one
- Treat all fairly

## **1.6 OBJECT AND FUNCTIONS**

Section 3 of Act (327) 1970 provides the functions of Authority as follows:

### **1.1.1. Functions**

- To establish public libraries in Ghana
- To equip and manage public libraries
- To advise on the development of libraries services in the regions
- To encourage the use of existing library services in the regions
- Networking and International exchange programmes with other countries
- Consultancy services to organizations
- Provide user education

## **1.7 COMPOSITION OF GRADES**

### **COMPOSITION OF GRADES GhLA**

The following are the composition of grades with the Ghana Library Authority:

Technical and General Services:

- Chief Executive Officer
- Deputy Chief Executive Officer, Technical
- Deputy Chief Executive Officer, General Services

### **Processing:**

#### *Professionals*

- Director, Processing
- Deputy Director, Cataloguing
- Deputy Director, Acquisition and Distribution
- Principal Librarian
- Senior Librarian
- Librarian
- Assistant Librarian

*Sub-Professionals*

- Chief Library Assistant
- Principal Library Assistant
- Senior Library Assistant
- Library Assistant\*

Extension Services

*Professionals*

- Director, Extension Services
- Deputy Director, Mobile Library Services
- Deputy Director, School & College Libraries
- Principal Librarian, Extension Services
- Senior Librarian, Extension Services
- Librarian, Extension Services
- Assistant Librarian, Extension Services

*Sub-Professionals*

- Chief Library Assistant
- Principal Library Assistant
- Senior Library Assistant
- Library Assistant \*

Regional Office

Regional Director

Research, Monitoring and Evaluation (RM&E)

*Professionals*

- Director, RM&E
- Deputy Director, Research
- Deputy Director, Monitoring and Evaluation
- Principal Manager, RM&E

- Senior Manager, RM&E
- Manager, RM&E
- Assistant Manager, RM&E

## Finance

### *Professionals*

- Director, Finance
- Deputy Director, Finance
- Principal Manager, Finance
- Senior Manager, Finance
- Manager, Finance
- Assistant Manager, Finance

### *Sub-Professionals*

- Chief Finance Assistant
- Principal Finance Assistant
- Senior Finance Assistant
- Finance Assistant\*

## Human Resource

### *Professionals*

- Director, Human Resource
- Deputy Director, Human Resource
- Principal Manager, Human Resource
- Senior Manager, Human Resource
- Manager, Human Resource
- Assistant Manager, Human Resource

### *Sub-Professionals*

- Chief HR Assistant
- Principal HR Assistant
- Senior HR Assistant
- HR Assistant\*

## Administration

### *Professionals*

- Director, Administration
- Deputy Director, Administration
- Principal Manager, Administration
- Senior Manager, Administration
- Manager, Administration
- Assistant Manager, Administration

### *Sub-Professionals*

- Chief Administrative Assistant
- Principal Administrative Assistant
- Senior Administrative Assistant
- Administrative Assistant\*

## Secretarial

- Senior Private Secretary
- Private Secretary
- Stenographer Secretary
- Typist \*

## Procurement

### *Professionals*

- Principal Manager, Procurement
- Senior Manager, Procurement
- Manager, Procurement
- Assistant Manager, Procurement

### *Sub Professionals*

- Chief Procurement Assistant
- Principal Procurement Assistant
- Senior Procurement Assistant
- Procurement Assistant\*

## Information Technology (I.T)

### *Professionals*

- Deputy Director, I.T
- Principal Manager, I.T
- Senior Manager, I.T
- Manager, I.T
- Assistant Manager, I.T

### *Sub-Professionals*

- Chief I.T Assistant
- Principal I.T Assistant
- Senior I.T Assistant

## Estate

### *Professionals*

- Principal Manager, Estate
- Senior Manager, Estate
- Manager, Estate
- Assistant Manager, Estate

### *Sub-Professional*

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

## Labourers /Cleaners

Chief Labourer/ Chief Cleaner

Senior Labourer/ Senior Cleaner

Labourer 1/ Cleaner 1

## Security Guard

- Chief Security Guard
- Senior Security Guard
- Security Guard

## Transport

### *Professionals*

- Manager, Transport
- Assistant Manager, Transport

### *Sub-Professionals*

- Chief Transport Assistant
- Principal Transport Assistant
- Senior Transport Assistant

## Drivers

- Chief Driver
- Senior Driver
- Driver I
- Driver II

## Legal

### *Professionals*

- Principal Manager, Legal
- Senior Manager, Legal
- Manager, Legal
- Assistant Manager, Legal

## Corporate Affairs

### *Professionals*

- Principal Manager, Corporate Affairs
- Senior Manager, Corporate Affairs
- Manager, Corporate Affairs
- Assistant Manager, Corporate Affairs

## Internal Audit

### *Professionals*

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

*Sub-Professionals*

- Chief Internal Audit Assistant
- Principal Internal Audit Assistant
- Senior Internal Audit Assistant

Records Management Unit

*Professional*

- Manager, Records
- Assistant Manager, Records

*Sub-Professionals*

- Chief Records Assistant
- Principal Records Assistant
- Senior Records Assistant

**1.8 STRUCTURE OF THE AUTHORITY**

The organizational structure of the Authority is provided as an Appendix to this Scheme of Service.

**1.9 DATE OF IMPLEMENTATION OF THE SCHEME OF SERVICE**

This Scheme of Service will become operational with effect from .....dd/mm/yy.

## **CHAPTER TWO**

### **OFFICES OF THE CHIEF EXECUTIVE OFFICER AND DEPUTY CHIEF EXECUTIVE OFFICER**

**JOB TITLE:** CHIEF EXECUTIVE OFFICER  
**DEPARTMENT:** CHIEF EXECUTIVE'S OFFICE  
**REPORTS TO:** GOVERNING BOARD  
**SUPERVISES:** DEPUTY CHIEF EXECUTIVE OFFICER, TECHNICAL  
DEPUTY CHIEF EXECUTIVE OFFICER, GENERAL SERVICES  
INTERNAL AUDITOR

#### **JOB PURPOSE:**

To provide strategic leadership, technical and administrative direction for the achievement of the mandate of the Authority.

#### **DUTIES AND RESPONSIBILITIES:**

1. Initiates action for the formulation of policies of the Authority.
2. Oversees the implementation of policies, programmes and activities of the Authority.
3. Serves as a member and secretary to the Board.
4. Represents the Authority at local and international levels on matters relating to the mandate of the Authority.
5. Oversees the effective and efficient management of resources (human, material and financial) of the Authority.
6. Ensures effective coordination, monitoring and evaluation of all Authority's programmes.
7. Ensures the establishment and maintenance of appropriate internal structures and control systems and processes of the Authority.
8. Collaborates and builds relationships with Government, public and private sector partners and other stakeholders in carrying out the mandate of the Authority.
9. Coordinates the mobilization of resources from both local and international Development Partners and other stakeholders for the Authority.
10. Ensures the preparation and submission of an annual budget to the Board.
11. Oversees the preparation and submission of annual and other periodic reports of the Authority.
12. Oversees the implementation of performance management policy in the Authority.

## **QUALIFICATION AND EXPERIENCE:**

### **Direct Entry:**

- A minimum of a Master's degree in Library Studies, Information Studies or any related field from an accredited tertiary institution.
- Must be a member of relevant professional body.
- A minimum of fifteen (15) years post-bachelors relevant work experience, five (5) years of which must be in a senior management position in a reputable institution.
- Must pass a competitive selection interview conducted by the Public Services Commission in consultation with the Governing Board.

### **In-Service Entry:**

- Availability of vacancy in the grade of Chief Executive Officer.
- A minimum of five (5) years in the grade of Deputy Chief Executive Officer, Technical.
- Must have satisfactory Staff Performance Appraisal Report.
- Must pass a competitive selection interview conducted by the Public Services Commission in consultation with the Governing Board.

## **CAREER PROGRESSION**

- Nil

## **COMPETENCIES**

- Extensive leadership, networking, monitoring and management skills.
- Excellent communication, interpersonal and presentation skills. Negotiation, lobbying and conflict management skills
- Capacity to inspire and motivate staff.
- Extensive knowledge in financial, procurement, budgeting, auditing regulations.
- Extensive knowledge and experience in Library and Information Services.
- Excellent knowledge in relevant Information Technology applications.

## **TRAINING**

- Strategic and Project Management
- Continuous professional development programmes
- Public Administration
- Public Policy
- Organizational Development and Change Management
- Relevant Information Technology applications
- Financial Resource Management
- Communication and Public Relations
- Negotiations, Diplomacy, Lobbying and Resource Mobilization.

**JOB TITLE:** DEPUTY CHIEF EXECUTIVE OFFICER, TECHNICAL  
**DIVISION:** TECHNICAL  
**REPORTS TO:** CHIEF EXECUTIVE OFFICER  
**SUPERISES:** DIRECTOR, PROCESSING,  
DIRECTOR, EXTENSION  
DIRECTOR, RESEARCH, MONITORING AND EVALUATION  
REGIONAL DIRECTORS

**JOB PURPOSE:**

To provide technical, administrative direction and support for the achievement of the functions of the Division.

**DUTIES AND RESPONSIBILITIES**

1. Provides inputs for the formulation of policies
2. Provides technical and managerial leadership for the Division;
3. Oversees the implementation of programmes and activities of the Division;
4. Liaises with key Government, Public and Private sector partners and other stakeholders, in carrying out the functions of the Division;
5. Coordinates, monitors and evaluates programmes and projects of the Division;
6. Coordinates the development and review of appropriate internal structures and systems of the Division;
7. Oversees the development of strategic plans.
8. Ensures the implementation, monitoring and evaluation of the programmes and activities of the Division.
9. Coordinates the development of funding proposal for the Division;
10. Supervises the preparation of annual and other periodic reports of the Division;
11. Builds and manages an effective and dedicated cross-cultural work team;
12. Coordinates the preparation of the annual work plan and budget of the Division.
13. Oversees the implementation of the Performance Management System within the Division;
14. Supervises and appraises the performance of subordinate staff of the Division.

**QUALIFICATIONS AND EXPERIENCE**

**Direct Entry:**

- A minimum of a Master's degree in Library Studies, Information Studies or any related field from an accredited tertiary institution.

- A minimum of twelve (12) years post-bachelors relevant work experience, five (5) years of which must be in a senior management position in a reputable institution.
- Must be a member of relevant professional body.
- Must pass a competitive selection interview conducted by the Public Services Commission in consultation with the Governing Board.

### **In-Service Entry:**

- Availability of vacancy in the grade of Deputy Chief Executive Officer, Technical.
- A minimum of five (5) years in the grade of Director, Technical.
- Must have satisfactory Staff Performance Appraisal Reports.
- Must pass a competitive selection interview conducted by the Public Services Commission in consultation with the Governing Board.

### **CAREER PROGRESSION**

By appointment to the grade of the Chief Executive Officer, subject to the following:

- Availability of vacancy on the grade of the Chief Executive Officer;
- A minimum of five [5] years on the grade of Deputy Chief Executive Officer, Technical
- Must have satisfactory staff performance appraisal reports;
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Board.

### **COMPETENCIES**

- Extensive leadership, networking, monitoring and management skills.
- Excellent communication, interpersonal and presentation skills. Negotiation, lobbying and conflict management skills
- Capacity to inspire and motivate staff.
- Extensive knowledge in financial, procurement, budgeting, auditing regulations.
- Extensive knowledge and experience in Library and Information Services.
- Excellent knowledge in relevant Information Technology applications.

### **TRAINING**

- Strategic and Project Management
- Continuous professional development programmes
- Public Administration

- Public Policy
- Organizational Development and Change Management
- Relevant Information Technology applications
- Financial Resource Management
- Communication and Public Relations
- Negotiations, Diplomacy, Lobbying and Resource Mobilization.

**JOB TITLE: DEPUTY CHIEF EXECUTIVE OFFICER (GENERAL SERVICES)**

**DIVISION: GENERAL SERVICES**

**REPORTS TO: CHIEF EXECUTIVE OFFICER**

**SUPERVISES: DIRECTOR, FINANCE**

**DIRECTOR, ADMINISTRATION**

**DIRECTOR, HUMAN RESOURCE**

**JOB PURPOSE:**

To provide technical, administrative direction and support for the achievement of the functions of the Division.

**DUTIES AND RESPONSIBILITIES**

1. Provides inputs for the formulation of policies.
2. Ensures the efficient and effective management of the human, material and financial resources of the Authority.
3. Ensures effective and efficient mobilization of funds for the programmes and projects of the Authority.
4. Liaises with key Government, Public and Private sector partners and other stakeholders, in carrying out the functions of the Division.
5. Ensures the preparation and submission of the annual budget and work plan of the Division.
6. Ensures the preparation and submission of the annual budget and work plan of the Authority.
7. Ensures the preparation of annual and other periodic reports of the Division.
8. Ensures the preparation of annual and other periodic reports of the Authority.
9. Ensures the implementation, monitoring and evaluation of the programmes and activities of the Division.
10. Oversees the implementation of the Performance Management Systems of the Authority.
11. Supervises and appraises the performance of subordinate staff of the Division.

## **QUALIFICATIONS AND EXPERIENCE**

### **DIRECT ENTRY**

- A minimum of a Master's Degree in either Administration, Finance, Human Resource Management, Social Sciences or any other relevant field from an accredited tertiary institution.
- Must be a member of a relevant professional body.
- A minimum of twelve (12) years post Bachelor's degree relevant work experience, five (5) years of which must be in a senior management position in a reputable organisation.
- Must pass an interview conducted by the Public Services Commission in consultation with the Board.

### **IN-SERVICE ENTRY**

- Availability of vacancy on the grade of Deputy Chief Executive Officer, (General Services)
- A minimum of five (5) years in the grade of Director, General Services.
- Must have satisfactory Staff Performance Appraisal Reports.
- Must pass an interview conducted by the Public Services Commission in consultation with the Board.

## **CAREER PROGRESSION**

NIL

## **COMPETENCIES**

- High integrity and good ethical standards.
- Good communication, presentation and interpersonal skills.
- Team work.
- Alternative Dispute Management.
- Good knowledge in financial management laws and regulations.
- Good knowledge in labour laws and regulations.
- Good leadership, networking, mentoring, lobbying skills.
- Good knowledge in relevant IT applications.
- Good strategic planning and evaluation skills.
- Guidance and counseling.

## **TRAINING**

- Continuous professional development programmes.
- Negotiation and Lobbying

- Industrial Relations.
- Public Administration,
- Policy and Financial Management.
- Organizational Development and Change Management.
- Strategic and Project Management.

## **CHAPTER THREE**

### **PROCESSING DIRECTORATE**

<b>JOB TITLE:</b>	<b>DIRECTOR, PROCESSING</b>
<b>DIVISION:</b>	<b>TECHNICAL</b>
<b>DIRECTORATE:</b>	<b>PROCESSING</b>
<b>REPORTS TO:</b>	<b>DEPUTY CHIEF EXECUTIVE OFFICER (TECHNICAL)</b>
<b>SUPERVISES:</b>	<b>DEPUTY DIRECTOR, CATALOGUING AND CLASSIFICATION</b> <b>DEPUTY DIRECTOR, AND ACQUISITION AND DISTRIBUTION</b>

#### **JOB PURPOSE:**

To provide technical, administrative direction and leadership for the efficient and effective performance of the processing functions of the Authority.

#### **DUTIES AND RESPONSIBILITIES**

1. Provides inputs for the formulation of policies;
2. Ensures the efficient and effective management of the human, material and financial resources of the Directorate;
3. Ensures the implementation of the programmes and activities of the Directorate;
4. Ensures the acquisition, classification, cataloguing and distribution of library collections.
5. Ensures the development and implementation of collection policy and guidelines.
6. Ensures the development and maintenance of an Online Public Access Catalogue (OPAC) and Integrated Library Management System.
7. Collaborate with relevant stakeholders for the performance and functions of the directorate.
8. Oversees the implementation of the performance management system within the Directorate;
9. Ensures the preparation of annual and other periodic reports for the Directorate.
10. Ensures the preparation of the annual budget and work plan of the Directorate.
11. Supervises and appraises the performance of immediate subordinate staff.

#### **QUALIFICATION AND EXPERIENCE**

##### **Direct Entry:**

- A minimum of a Master's degree in Library Studies, Information Studies or any related field from an accredited tertiary institution.

- A minimum of ten (10) years post-bachelors relevant work experience, five (5) years of which must be in a senior management position in a reputable institution.
- Must be a member of relevant professional body.
- Must pass a competitive selection interview conducted by the Public Services Commission in consultation with the Governing Board.

#### **In-Service Entry:**

- Availability of vacancy in the grade of Director, Processing.
- A minimum of five (5) years in the grade of Deputy Director, Technical.
- Must have satisfactory Staff Performance Appraisal Reports.
- Must pass a competitive selection interview conducted by the Public Services Commission in consultation with the Governing Board.

#### **CAREER PROGRESSION**

By appointment to the grade of the Deputy Chief Executive Officer, Technical subject to the following:

- Availability of vacancy on the grade of the Deputy Chief Executive Officer, Technical.
- A minimum of five [5] years on the grade of Director, Technical.
- Must have satisfactory staff performance appraisal reports.
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Board.

#### **COMPETENCIES**

- Good leadership, networking, monitoring and management skills.
- Good communication, interpersonal and presentation skills. Negotiation, lobbying and conflict management skills
- Capacity to inspire and motivate staff.
- Knowledge of labour laws and regulations.
- Good knowledge in financial, procurement, budgeting, auditing regulations.
- Good knowledge and experience in Library and Information Services.
- Good knowledge in relevant Information Technology applications.

#### **TRAINING**

- Continuous professional development programmes
- Strategic and Project Management
- Public Administration
- Public Policy
- Organizational Development and Change Management

- Relevant Information Technology applications
- Financial Resource Management
- Communication and Public Relations
- Negotiations, Diplomacy, Lobbying and Resource Mobilization.

**JOB TITLE: DEPUTY DIRECTOR, CATALOGUING**

**DIVISION: TECHNICAL**

**DIRECTORATE: PROCESSING**

**UNIT: CATALOGUING AND  
CLASSIFICATION**

**REPORTS TO: DIRECTOR, PROCESSING**

**SUPERVISES: PRINCIPAL LIBRARIAN**

**JOB PURPOSE:**

To provide technical, administrative support and operational leadership for the efficient and effective performance of the cataloguing functions of the Authority.

**DUTIES AND RESPONSIBILITIES**

1. Provides inputs for the formulation of policies;
2. Oversees the efficient and effective management of the human, material and financial resources of the Unit;
3. Oversees the implementation of the programmes and activities of the Unit;
4. Oversees the classification and cataloguing of library collections.
5. Oversees the development and implementation of policies and guidelines on cataloguing.
6. Oversees the development and maintenance of an Online Public Access Catalogue (OPAC) and Integrated Library Management System.
7. Oversees the implementation of the performance management system within the Unit;
8. Ensures the preparation of annual and other periodic reports for the Unit.
9. Ensures the preparation of the annual budget and work plan of the Unit.
10. Supervises and appraises the performance of immediate subordinate staff.

**QUALIFICATION AND EXPERIENCE**

**Direct Entry:**

- A minimum of a Master's degree in Library Studies, Information Studies or any related field from an accredited tertiary institution.
- A minimum of eight (8) years post-bachelors relevant work experience, four (4) years of which must be in a senior management position in a reputable institution.
- Must be a member of relevant professional body.
- Must pass a competitive selection interview conducted by the Authority in collaboration with the Public Services Commission.

### **In-Service Entry:**

- Availability of vacancy in the grade of Deputy Director, Cataloguing.
- A minimum of Three (3) years in the grade of Principal Librarian.
- Must have satisfactory Staff Performance Appraisal Reports.
- Must pass a competitive selection interview conducted by the Authority in collaboration with the Public Services Commission.

### **CAREER PROGRESSION**

By appointment to the grade of the Director, Technical subject to the following:

- Availability of vacancy on the grade of the Director, Technical.
- A minimum of five [5] years on the grade of Deputy Director, Technical.
- Must have satisfactory staff performance appraisal reports;
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Board.

### **COMPETENCIES**

- Good leadership, networking, monitoring and management skills.
- Good communication, interpersonal and presentation skills. Negotiation, lobbying and conflict management skills
- Capacity to inspire and motivate staff.
- Knowledge of labour laws and regulations.
- Good knowledge in financial, procurement, budgeting, auditing regulations.
- Good knowledge and experience in Library and Information Services.
- Good knowledge in relevant Information Technology applications.

### **TRAINING**

- Continuous professional development programmes
- Strategic and Project Management
- Public Administration
- Public Policy
- Organizational Development and Change Management
- Relevant Information Technology applications

- Financial Resource Management
- Communication and Public Relations
- Negotiations, Diplomacy, Lobbying and Resource Mobilization.

**JOB TITLE: DEPUTY DIRECTOR, ACQUISITION AND DISTRIBUTION**  
**DIVISION: TECHNICAL**  
**DIRECTORATE: PROCESSING**  
**UNIT: CATALOGUING, CLASSIFICATION**  
**AND ACQUISITION**  
**AND DISTRIBUTION**  
**REPORTS TO: DIRECTOR, PROCESSING**  
**SUPERVISES: PRINCIPAL LIBRARIAN**

**JOB PURPOSE:**

To provide technical, administrative support and operational leadership for the efficient and effective performance of the acquisition and distribution functions of the Authority.

**DUTIES AND RESPONSIBILITIES**

1. Provides inputs for the formulation of policies;
2. Oversees the efficient and effective management of the human, material and financial resources of the Unit;
3. Oversees the implementation of the programmes and activities of the Unit;
4. Oversees the acquisition and distribution of library materials.
5. Oversees the development and implementation of policies and guidelines for acquisition and distribution.
6. Oversees the development and maintenance of an Online Public Access Catalogue (OPAC) and Integrated Library Management System.
7. Oversees the implementation of the performance management system within the Unit;
8. Ensures the preparation of annual and other periodic reports for the Unit.
9. Ensures the preparation of the annual budget and work plan of the Unit.
10. Supervises and appraises the performance of immediate subordinate staff

**QUALIFICATION AND EXPERIENCE**

**Direct Entry:**

- A minimum of a Master's degree in Library Studies, Information Studies or any related field from an accredited tertiary institution.
- A minimum of eight (8) years post-bachelors relevant work experience, four (4) years of which must be in a senior management position in a reputable institution.
- Must be a member of relevant professional body.
- Must pass a competitive selection interview conducted by the Authority in collaboration with the Public Services Commission.

### **In-Service Entry:**

- Availability of vacancy in the grade of Deputy Director, Acquisition and Distribution.
- A minimum of Three (3) years in the grade of Principal Librarian.
- Must have satisfactory Staff Performance Appraisal Reports.
- Must pass a competitive selection interview conducted by the Authority in collaboration with the Public Services Commission.

### **CAREER PROGRESSION**

By appointment to the grade of the Director, Technical subject to the following:

- Availability of vacancy on the grade of the Director, Technical.
- A minimum of five [5] years on the grade of Deputy Director, Technical.
- Must have satisfactory staff performance appraisal reports;
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Board.

### **COMPETENCIES**

- Good leadership, networking, monitoring and management skills.
- Good communication, interpersonal and presentation skills. Negotiation, lobbying and conflict management skills
- Capacity to inspire and motivate staff.
- Knowledge of labour laws and regulations.
- Good knowledge in financial, procurement, budgeting, auditing regulations.
- Good knowledge and experience in Library and Information Services.
- Good knowledge in relevant Information Technology applications.

### **TRAINING**

- Continuous professional development programmes
- Strategic and Project Management
- Public Administration
- Public Policy
- Organizational Development and Change Management

- Relevant Information Technology applications
- Financial Resource Management
- Communication and Public Relations
- Negotiations, Diplomacy, Lobbying and Resource Mobilization.

**JOB TITLE: PRINCIPAL LIBRARIAN, PROCESSING**  
**DIVISION: TECHNICAL**  
**DIRECTORATE: PROCESSING**  
**UNIT: CATALOGUING, CLASSIFICATION/ACQUISITION  
AND DISTRIBUTION**  
**REPORTS TO: DEPUTY DIRECTOR, CATALOGUING/ACQUISITION DISTRIBUTION**  
**SUPERVISES: SENIOR LIBRARIAN**

**JOB PURPOSE:**

To provide technical and operational support for the efficient and effective performance of the processing functions of the Authority.

**DUTIES AND RESPONSIBILITIES**

1. Supervises the collation of data for the formulation of policies;
2. Supervises the implementation of the programmes and activities of the Unit;
3. Supervises the acquisition, classification, cataloguing and distribution of library materials.
4. Develops and implements policies and guidelines for cataloguing, acquisition and distribution of library materials.
5. Develops and maintains an Online Public Access Catalogue (OPAC) and Integrated Library Management System.
6. Supervises the preparation of annual and other periodic reports for the Unit.
7. Supervises the preparation of the annual budget and work plan of the Unit.
8. Supervises and appraises the performance of immediate subordinate staff.

**QUALIFICATION AND EXPERIENCE**

**Direct Entry:**

- A minimum of a Master's degree in Library Studies, Information Studies or any related field from an accredited tertiary institution.
- A minimum of six (6) years post-bachelors relevant work experience, two (2) years of which must be in a senior management position in a reputable institution.
- Must be a member of relevant professional body.
- Must pass a competitive selection interview conducted by the Authority in collaboration with the Public Services Commission.

**In-Service Entry:**

- Availability of vacancy in the grade of Principal Librarian, Processing.
- A minimum of Three (3) years in the grade of Senior Librarian.
- Must have satisfactory Staff Performance Appraisal Reports.

- Must pass a competitive selection interview conducted by the Authority in collaboration with the Public Services Commission.

### **CAREER PROGRESSION**

By promotion to the grade of the Deputy Director, Technical subject to the following:

- Availability of vacancy on the grade of the Deputy Director, Technical.
- A minimum of three [3] years on the grade of Principal Librarian.
- Must have satisfactory staff performance appraisal reports;
- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

### **COMPETENCIES**

- Good leadership, networking, monitoring and management skills.
- Good communication, interpersonal and presentation skills.
- Negotiation, lobbying and conflict management skills
- Capacity to inspire and motivate staff.
- Good knowledge in financial, procurement, budgeting, auditing regulations.
- Good knowledge and experience in Library and Information Services.
- Good knowledge in relevant Information Technology applications.

### **TRAINING**

- Continuous professional development programmes
- Strategic and Project Management
- Public Administration
- Public Policy
- Organizational Development and Change Management
- Relevant Information Technology applications
- Financial Resource Management
- Communication and Public Relations
- Negotiations, Diplomacy, Lobbying and Resource Mobilization.

**JOB TITLE:** SENIOR LIBRARIAN, PROCESSING  
**DIVISION:** TECHNICAL  
**DIRECTORATE:** PROCESSING  
**UNIT:** CATALOGUING, CLASSIFICATION/ACQUISITION  
AND DISTRIBUTION  
**REPORTS TO:** PRINCIPAL LIBRARIAN, PROCESSING  
**SUPERVISES:** LIBRARIAN

**JOB PURPOSE:**

To provide technical and operational support for the efficient and effective performance of the processing functions of the Authority.

**DUTIES AND RESPONSIBILITIES**

1. Collate data for the formulation of policies;
2. Implements programmes and activities of the Unit;
3. Acquire, classify, catalogue and distribute of library materials.
4. Provides input for the development of policies and guidelines for cataloguing, acquisition and distribution of library materials.
5. Provides input for the development of an Online Public Access Catalogue (OPAC) and Integrated Library Management System.
6. Prepares the annual and other periodic reports for the Unit.
7. Prepares the annual budget and work plan of the Unit.
8. Supervises and appraises the performance of immediate subordinate staff.

**QUALIFICATION AND EXPERIENCE**

**Direct Entry:**

- A minimum of a Master's degree in Library Studies, Information Studies or any related field from an accredited tertiary institution.
- A minimum of four (4) years post-bachelors relevant work experience in a reputable institution.
- Must be a member of relevant professional body.
- Must pass a competitive selection interview conducted by the Authority in collaboration with the Public Services Commission.

**In-Service Entry:**

- Availability of vacancy in the grade of Senior Librarian, Processing.
- A minimum of Three (3) years in the grade of Librarian.
- Must have a relevant Master's degree from an accredited tertiary institution.

- Must have satisfactory Staff Performance Appraisal Reports.
- Must pass a competitive selection interview conducted by the Authority in collaboration with the Public Services Commission.

### **CAREER PROGRESSION**

By promotion to the grade of the Principal Librarian, Technical subject to the following:

- Availability of vacancy on the grade of the Principal Librarian, Technical.
- A minimum of three [3] years on the grade of Senior Librarian.
- Must have satisfactory staff performance appraisal reports;
- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

### **COMPETENCIES**

- Leadership, networking, monitoring and management skills.
- Communication, interpersonal and presentation skills.
- Negotiation, lobbying and conflict management skills
- Capacity to inspire and motivate staff.
- Knowledge in financial, procurement, budgeting, auditing regulations.
- Knowledge and experience in Library and Information Services.
- Knowledge in relevant Information Technology applications.

### **TRAINING**

- Continuous professional development programmes
- Project Management
- Public Administration
- Organizational Development and Change Management
- Relevant Information Technology applications
- Financial Resource Management
- Communication and Public Relations
- Negotiations, Diplomacy, Lobbying and Resource Mobilization.

**JOB TITLE:** LIBRARIAN, PROCESSING  
**DIVISION:** TECHNICAL  
**DIRECTORATE:** PROCESSING  
**UNIT:** CATALOGUING, CLASSIFICATION/  
ACQUISITION AND DISTRIBUTION  
**REPORTS TO:** SENIOR LIBRARIAN, PROCESSING  
**SUPERVISES:** ASSISTANT LIBRARIAN  
CHIEF LIBRARY ASSISTANT

**JOB PURPOSE:**

To provide operational support for the efficient and effective performance of the processing functions of the Authority.

**DUTIES AND RESPONSIBILITIES**

1. Supervises the collection of data for the formulation of policies;
2. Implements programmes and activities of the Unit;
3. Collate data for the acquisition, classification, cataloguing and distribution of library materials.
4. Collate data for the development of policies and guidelines for cataloguing, acquisition and distribution of library materials.
5. Collate data for the development of an Online Public Access Catalogue (OPAC) and Integrated Library Management System.
6. Collate data for the preparation of the annual and other periodic reports for the Unit.
7. Collate data for the preparation the annual budget and work plan of the Unit.
8. Supervises and appraises the performance of immediate subordinate staff.

**QUALIFICATION AND EXPERIENCE**

**Direct Entry:**

- A minimum of a Master's degree in Library Studies, Information Studies or any related field from an accredited tertiary institution.
- A minimum of one (1) years post-bachelors relevant work experience in a reputable institution.
- Must be a member of relevant professional body.
- Must pass a competitive selection interview conducted by the Authority in collaboration with the Public Services Commission.

**In-Service Entry:**

- Availability of vacancy in the grade of Librarian, Processing.
- A minimum of Three (3) years in the grade of Assistant Librarian.
- Must have satisfactory Staff Performance Appraisal Reports.
- Must pass a competitive selection interview conducted by the Authority in collaboration with the Public Services Commission.

**CAREER PROGRESSION**

By promotion to the grade of Senior Librarian, Technical subject to the following:

- Availability of vacancy on the grade of the Senior Librarian, Technical.
- A minimum of three [3] years on the grade of Librarian.
- Must have a relevant Master's degree from an accredited tertiary institution.
- Must have satisfactory staff performance appraisal reports;
- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

**COMPETENCIES**

- Leadership, networking, monitoring and management skills.
- Communication, interpersonal and presentation skills.
- Negotiation, lobbying and conflict management skills
- Capacity to inspire and motivate staff.
- Knowledge in financial, procurement, budgeting, auditing regulations.
- Knowledge and experience in Library and Information Services.
- Knowledge in relevant Information Technology applications.

**TRAINING**

- Continuous professional development programmes.
- Project Management
- Public Administration
- Organizational Development and Change Management
- Relevant Information Technology applications
- Financial Resource Management
- Communication and Public Relations
- Negotiations, Diplomacy, Lobbying and Resource Mobilization.

**JOB TITLE:** ASSISTANT LIBRARIAN, PROCESSING  
**DIVISION:** TECHNICAL  
**DIRECTORATE:** PROCESSING  
**UNIT:** CATALOGUING, CLASSIFICATION/ACQUISITION AND  
DISTRIBUTION  
**REPORTS TO:** LIBRARIAN, PROCESSING  
**SUPERVISES:** NIL

**JOB PURPOSE:**

To provide operational support for the efficient and effective performance of the processing functions of the Authority.

**DUTIES AND RESPONSIBILITIES**

1. Collects data for the formulation of policies;
2. Implements programmes and activities of the Unit;
3. Collects data for the acquisition, classification, cataloguing and distribution of library materials.
4. Collects data for the development of policies and guidelines for cataloguing, acquisition and distribution of library materials.
5. Collects data for the development of an Online Public Access Catalogue (OPAC) and Integrated Library Management System.
6. Collects data for the preparation of the annual and other periodic reports for the Unit.
7. Collects data for the preparation the annual budget and work plan of the Unit.

**QUALIFICATION AND EXPERIENCE**

**Direct Entry:**

- A minimum of a Bachelor's degree in Library Studies, Information Studies or any related field from an accredited tertiary institution.
- Must be a member of relevant professional body.
- Must have completed National Service.
- Must pass a competitive selection interview conducted by the Authority in collaboration with the Public Services Commission.

**In-Service Entry:**

By conversion/Upgrading of an Officer below the grade of Assistant Librarian, who acquires a relevant Bachelor's degree in Information Studies, Library Studies or any other related field from an accredited tertiary institution, subject to the following:

- Availability of vacancy in the grade of Assistant Librarian, Processing.
- Must have satisfactory Staff Performance Appraisal Reports.
- Must be a member of relevant professional body.
- Must pass a competitive selection interview conducted by the Authority in collaboration with the Public Services Commission.

### **CAREER PROGRESSION**

By promotion to the grade of Librarian, Technical subject to the following:

- Availability of vacancy on the grade of the Librarian, Technical.
- A minimum of three [3] years on the grade of Assistant Librarian.
- Must have satisfactory staff performance appraisal reports;
- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

### **COMPETENCIES**

- Communication and interpersonal skills.
- Knowledge in Library and Information Services.
- Team player
- Knowledge in relevant Information Technology applications.

### **TRAINING**

- Continuous professional development programmes.
- Public Administration
- Relevant Information Technology applications
- Financial Resource Management
- Communication and Public Relations
- Report writing
- Administrative procedure

**JOB TITLE: CHIEF LIBRARY ASSISTANT, PROCESSING**  
**DIVISION: TECHNICAL**  
**DIRECTORATE : PROCESSING**  
**UNIT: CATALOGUING, CLASSIFICATION/ACQUISITION AND**  
**DISTRIBUTION**

**JOB PURPOSE:**

To provide operational support for the efficient and effective performance of the processing functions of the Authority.

**DUTIES AND RESPONSIBILITIES**

1. Implements programmes and activities of the Unit;
2. Supervises cataloguing entries,
3. Supervises embossment and stamping of library materials,
4. Supervises the binding of library materials
5. Supervises pocketing, carding and date labeling
6. Supervises labeling of books
7. Supervises accessioning of books
8. Supervises the performance of subordinate staff

**QUALIFICATION AND EXPERIENCE**

**Direct Entry:**

- A minimum of an HND/ University Diploma in Library Science, Information Studies or any other related field from an accredited tertiary institution.
- A minimum of six (6) years post qualification relevant work experience in a reputable organization.
- Must be a member of relevant professional body.
- Must pass a competitive selection interview conducted by the Authority in collaboration with the Public Services Commission.

**In-Service Entry:**

- Availability of vacancy in the grade of Chief Library Assistant, Processing.
- A minimum of three (3) years in the grade of Principal Library Assistant.
- Must have satisfactory Staff Performance Appraisal Reports.
- Must pass a competitive selection interview conducted by the Authority in collaboration with the Public Services Commission.

## **CAREER PROGRESSION**

By conversion/Upgrading of an Officer in the sub professional grade, to the grade of Assistant Librarian, upon the acquisition of a relevant Bachelor's degree in Information Studies, Library Studies or any other related field from an accredited tertiary institution, subject to the following:

- Availability of vacancy on the grade of the Assistant Librarian, Technical.
- Must have satisfactory staff performance appraisal reports;
- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

## **COMPETENCIES**

- Communication and interpersonal skills.
- Knowledge and experience in Information Services.
- Team player
- Knowledge in relevant Information Technology applications.
- Report writing skills

## **TRAINING**

- Binding
- Continuous professional development programmers.
- Public Administration
- Relevant Information Technology applications
- Financial Resource Management
- Communication and Public Relations
- Administrative procedures

**JOB TITLE:** PRINCIPAL LIBRARY ASSISTANT, PROCESSING  
**DIVISION:** TECHNICAL  
**DIRECTORATE :** PROCESSING  
**UNIT:** CATALOGUING, CLASSIFICATION/ACQUISITION AND DISTRIBUTION  
**REPORTS TO:** CHIEF LIBRARY ASSISTANT, PROCESSING  
**SUPERVISES:** SENIOR LIBRARY ASSISTANT, PROCESSING

**JOB PURPOSE:**

To provide operational support for the efficient and effective performance of the processing functions of the Authority.

**DUTIES AND RESPONSIBILITIES**

1. Implements programmes and activities of the Unit;
2. Enters cataloguing details,
3. Embosses and stamps library materials,
4. Binding of library materials
5. Pocketing, carding and date labeling
6. Labeling of books
7. Accessioning of books
8. Supervises the performance of subordinate staff

**QUALIFICATION AND EXPERIENCE**

**Direct Entry:**

- A minimum of an HND/ University Diploma in Library Science, Information Studies or any other related field from an accredited tertiary institution.
- A minimum of three (3) years post qualification relevant work experience in a reputable organization.
- Must be a member of relevant professional body.
- Must pass a competitive selection interview conducted by the Authority in collaboration with the Public Services Commission.

**In-Service Entry:**

- Availability of vacancy in the grade of Principal Library Assistant, Processing.
- A minimum of three (3) years in the grade of Senior Library Assistant.

- Must have satisfactory Staff Performance Appraisal Reports.
- Must pass a competitive selection interview conducted by the Authority in collaboration with the Public Services Commission.

### **CAREER PROGRESSION**

- By promotion to the grade of Chief Library Assistant, subject to the following,
- Availability of vacancy on the grade of the Chief Library Assistant, Technical.
- A minimum of three (3) years in the grade of Principal Library Assistant.
- Must have satisfactory staff performance appraisal reports;
- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

### **COMPETENCIES**

- Communication and interpersonal skills.
- Knowledge and experience in Information Services.
- Team player
- Knowledge in relevant Information Technology applications.
- Report writing skills

### **TRAINING**

- Continuous professional development programmes.
- Public Administration
- Relevant Information Technology applications
- Financial Resource Management
- Binding
- Communication and Public Relations
- Administrative procedures

**JOB TITLE: SENIOR LIBRARY ASSISTANT, PROCESSING**

**DIVISION: TECHNICAL**

**DIRECTORATE : PROCESSING**

**UNIT: CATALOGUING, /ACQUISITION AND DISTRIBUTION**

**REPORTS TO: PRINCIPAL LIBRARY ASSISTANT, PROCESSING**

**SUPERVISES: NIL**

### **JOB PURPOSE:**

To provide operational support for the efficient and effective performance of the processing functions of the Authority.

### **DUTIES AND RESPONSIBILITIES**

1. Implements programmes and activities of the Unit;
2. Enters cataloguing details,
3. Embosses and stamps library materials,
4. Binding of library materials
5. Pocketing, carding and date labeling
6. Labeling of books
7. Accessioning of books

### **QUALIFICATION AND EXPERIENCE**

#### **Direct Entry:**

- A minimum of an HND/ University Diploma in Library Science, Information Studies or any other related field from an accredited tertiary institution.
- Must have completed National Service.
- Must be a member of a relevant professional body
- Must pass a competitive selection interview conducted by the Authority in collaboration with the Public Services Commission.

#### **In-Service Entry:**

- Not Applicable

### **CAREER PROGRESSION**

By promotion to the grade of Principal Library Assistant, subject to the following:

- Availability of vacancy on the grade of the Principal Library Assistant, Technical.
- A minimum of three (3) years in the grade of Senior Library Assistant.

- Must have satisfactory staff performance appraisal reports;
- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

## **COMPETENCIES**

- Communication and interpersonal skills.
- Knowledge and experience in Information Services.
- Team player
- Knowledge in relevant Information Technology applications.

## **TRAINING**

- Continuous professional development programmes.
- Public Administration
- Relevant Information Technology applications
- Financial Resource Management
- Communication and Public Relations
- Binding
- Administrative procedure
- Report writing

**JOBTITLE: LIBRARY ASSISTANT, PROCESSING \* \* \***  
**DIVISION: TECHNICAL**  
**DIRECTORATE : PROCESSING**  
**UNIT: CATALOGUING/ACQUISITION AND DISTRIBUTION**  
**REPORTS TO: CHIEF LIBRARY ASSISTANT, PROCESSING**  
**SUPERVISES: NIL**

**JOB PURPOSE:**

To provide operational support for the efficient and effective performance of the extension services functions of the Authority.

**DUTIES AND RESPONSIBILITIES**

1. Implements programmes and activities of the Unit;
2. Enters cataloguing details,
3. Embosses and stamps library materials,
4. Binding of library materials
5. Pocketing, carding and date labeling
6. Labeling of books
7. Accessioning of books

\*\*\*

**THIS GRADE HAS BEEN CREATED FOR MIGRATION PURPOSES ONLY. IT IS NOT MEANT TO BE FILLED AFTER OFFICERS EXIT. THIS GRADE IS EXITED EITHER BY RETIRING, ACQUISITION OF A HIGHER QUALIFICATION, DISMISSAL OR DEATH.**

## **CHAPTER FOUR**

### **EXTENSION SERVICES DIRECTORATE**

<b>JOB TITLE:</b>	<b>DIRECTOR, EXTENSION SERVICES</b>
<b>DIVISION:</b>	<b>TECHNICAL</b>
<b>DIRECTORATE:</b>	<b>EXTENSION SERVICES</b>
<b>REPORTS TO:</b>	<b>DEPUTY CHIEF EXECUTIVE OFFICER (TECHNICAL)</b>
<b>SUPERVISES:</b>	<b>DEPUTY DIRECTOR, MOBILE LIBRARY SERVICES</b> <b>DEPUTY DIRECTOR, SCHOOLS AND COLLEGES</b>

#### **JOB PURPOSE:**

To provide technical, administrative direction and leadership for the efficient and effective performance for the extension services function of the Authority.

#### **DUTIES AND RESPONSIBILITIES**

1. Provides inputs for the formulation of policies;
2. Ensures the efficient and effective management of the human, material and financial resources of the Directorate;
3. Ensures the implementation of the programmes and activities of the Directorate;
4. Ensures efficient and effective Mobile Library Services.
5. Ensures the development and implementation of policy, guidelines for school libraries.
6. Ensures the design and implementation of outreach programmes.
7. Collaborate with relevant stakeholders for the performance and functions of the directorate.
8. Ensures the provision of training and technical assistance for school & College Libraries
9. Ensures the assessment of school & College Libraries.
10. Ensures the development and maintenance of database for all school libraries.
11. Oversees the implementation of the performance management system within the Directorate;
12. Ensures the preparation of annual and other periodic reports for the Directorate.
13. Ensures the preparation of the annual budget and work plan of the Directorate.
14. Supervises and appraises the performance of immediate subordinate staff.

#### **QUALIFICATION AND EXPERIENCE**

##### **Direct Entry:**

- A minimum of a Master's degree in Library Studies, Information Studies or any related field from an accredited tertiary institution.
- A minimum of ten (10) years post-bachelors relevant work experience, five (5) years of which must be in a senior management position in a reputable institution.

- Must be a member of a relevant professional body
- Must pass a competitive selection interview conducted by the Public Services Commission in consultation with the Governing Board.

### **In-Service Entry:**

- Availability of vacancy in the grade of Director, Extension Services.
- A minimum of five (5) years in the grade of Deputy Director, Technical.
- Must have satisfactory Staff Performance Appraisal Reports.
- Must pass a competitive selection interview conducted by the Public Services Commission in consultation with the Governing Board.

### **CAREER PROGRESSION**

By appointment to the grade of the Deputy Chief Executive Officer, Technical subject to the following:

- Availability of vacancy on the grade of the Deputy Chief Executive Officer, Technical.
- A minimum of five [5] years on the grade of Director, Technical.
- Must have satisfactory staff performance appraisal reports;
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Board.

### **COMPETENCIES**

- Good leadership, networking, monitoring and management skills.
- Good communication, interpersonal and presentation skills. Negotiation, lobbying and conflict management skills
- Capacity to inspire and motivate staff.
- Good knowledge in financial, procurement, budgeting, auditing regulations.
- Good knowledge and experience in Library and Information Services.
- Good knowledge in relevant Information Technology applications.

### **TRAINING**

- Continuous professional development programmes
- Strategic and Project Management

- Public Administration
- Public Policy
- Organizational Development and Change Management
- Relevant Information Technology applications
- Financial Resource Management
- Communication and Public Relations
- Negotiations, Diplomacy, Lobbying and Resource Mobilization.

**JOB TITLE:** DEPUTY DIRECTOR, MOBILE LIBRARY SERVICES  
**DIVISION:** TECHNICAL  
**DIRECTORATE:** EXTENSION SERVICES  
**UNIT:** MOBILE LIBRARY SERVICES  
**REPORTS TO:** DIRECTOR, EXTENSION SERVICES  
**SUPERVISES:** PRINCIPAL LIBRARIAN, EXTENSION SERVICES

**JOB PURPOSE:**

To provide technical, administrative direction and leadership for the efficient and effective performance for the mobile library services function of the Authority.

**DUTIES AND RESPONSIBILITIES**

1. Provides inputs for the formulation of policies;
2. Oversees the efficient and effective management of the human, material and financial resources of the unit;
3. Oversees the implementation of the programmes and activities of the unit;
4. Oversees efficient and effective Mobile Library Services.
5. Oversees the development and implementation of policy, guidelines for mobile library services.
6. Oversees the design and implementation of outreach programmes.
9. Oversees the development and maintenance of database for all mobile library services
10. Oversees the implementation of the performance management system within the unit;
11. Ensures the preparation of annual and other periodic reports for the unit.
12. Ensures the preparation of the annual budget and work plan of the unit.
13. Supervises and appraises the performance of immediate subordinate staff.

**QUALIFICATION AND EXPERIENCE**

**Direct Entry:**

- A minimum of a Master's degree in Library Studies, Information Studies or any other related field from an accredited tertiary institution.

- A minimum of eight (8) years post-bachelors relevant work experience, four (4) years of which must be in a senior management position in a reputable institution.
- Must be a member of a relevant professional body
- Must pass a competitive selection interview conducted by the Authority in collaboration with the Public Services Commission.

#### **In-Service Entry:**

- Availability of vacancy in the grade of Deputy Director, Mobile Library Services.
- A minimum of three (3) years in the grade of Principal Librarian.
- Must have satisfactory Staff Performance Appraisal Reports.
- Must pass a competitive selection interview conducted by the Authority in collaboration with the Public Services Commission.

#### **CAREER PROGRESSION**

By appointment to the grade of the Director, Technical subject to the following:

- Availability of vacancy on the grade of the Director, Technical.
- A minimum of five [5] years on the grade of Deputy Director, Technical.
- Must have satisfactory staff performance appraisal reports;
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Board.

#### **COMPETENCIES**

- Good leadership, networking, monitoring and management skills.
- Good communication, interpersonal and presentation skills. Negotiation, lobbying and conflict management skills
- Capacity to inspire and motivate staff.
- Good knowledge in financial, procurement, budgeting, auditing regulations.
- Good knowledge and experience in Library and Information Services.
- Knowledge of labour laws and regulations.
- Good knowledge in relevant Information Technology applications.

#### **TRAINING**

- Continuous professional development programmes
- Strategic and Project Management

- Public Administration
- Public Policy
- Organizational Development and Change Management
- Relevant Information Technology applications
- Financial Resource Management
- Communication and Public Relations
- Negotiations, Diplomacy, Lobbying and Resource Mobilization.

**JOB TITLE:** DEPUTY DIRECTOR, SCHOOL & COLLEGE LIBRARIES  
**DIVISION:** TECHNICAL  
**DIRECTORATE:** EXTENSION SERVICES  
**UNIT:** SCHOOL & COLLEGE LIBRARIES  
**REPORTS TO:** DIRECTOR, EXTENSION SERVICES  
**SUPERVISES:** PRINCIPAL LIBRARIAN, EXTENSION SERVICES  
**JOB PURPOSE:**

To provide technical, administrative direction and leadership for the efficient and effective performance for the school & college libraries function of the Authority.

### **DUTIES AND RESPONSIBILITIES**

1. Provides inputs for the formulation of policies;
2. Oversees the efficient and effective management of the human, material and financial resources of the unit;
3. Oversees the implementation of the programmes and activities of the unit;
4. Oversees efficient and effective School & College Libraries.
5. Oversees the development and implementation of policy, guidelines for School & College Libraries
6. Oversees the design and implementation of outreach programmes.
7. Oversees the provision of training and technical assistance for school & College Libraries
8. Oversees the assessment of school & College Libraries
9. Oversees the development and maintenance of database for all School & College Libraries.
10. Oversees the implementation of the performance management system within the unit;
11. Ensures the preparation of annual and other periodic reports for the unit.
12. Ensures the preparation of the annual budget and work plan of the unit.
13. Supervises and appraises the performance of immediate subordinate staff

### **QUALIFICATION AND EXPERIENCE**

#### **Direct Entry:**

- A minimum of a Master's degree in Library Studies, Information Studies or any other related field from an accredited tertiary institution.
- A minimum of eight (8) years post-bachelors relevant work experience, four (4) years of which must be in a senior management position in a reputable institution.
- Must be a member of a relevant professional body.

- Must pass a competitive selection interview conducted by the Authority in collaboration with the Public Services Commission.

### **In-Service Entry:**

- Availability of vacancy in the grade of Deputy Director, School & College Libraries.
- A minimum of three (3) years in the grade of Principal Librarian.
- Must have satisfactory Staff Performance Appraisal Reports.
- Must pass a competitive selection interview conducted by the Authority in collaboration with the Public Services Commission.

### **CAREER PROGRESSION**

By appointment to the grade of the Director, Technical subject to the following:

- Availability of vacancy on the grade of the Director, Technical.
- A minimum of five [5] years on the grade of Deputy Director, Technical.
- Must have satisfactory staff performance appraisal reports;
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Board.

### **COMPETENCIES**

- Good leadership, networking, monitoring and management skills.
- Good communication, interpersonal and presentation skills. Negotiation, lobbying and conflict management skills
- Capacity to inspire and motivate staff.
- Good knowledge in financial, procurement, budgeting, auditing regulations.
- Good knowledge and experience in Library and Information Services.
- Knowledge of labour laws and regulations.
- Good knowledge in relevant Information Technology applications.

### **TRAINING**

- Continuous professional development programmes
- Strategic and Project Management
- Public Administration
- Public Policy
- Organizational Development and Change Management
- Relevant Information Technology applications

- Financial Resource Management
- Communication and Public Relations
- Negotiations, Diplomacy, Lobbying and Resource Mobilization.

**JOB TITLE: PRINCIPAL LIBRARIAN, EXTENSION SERVICES**  
**DIVISION: TECHNICAL**  
**DIRECTORATE: EXTENSION SERVICES**  
**UNIT: SCHOOL & COLLEGE LIBRARIES/MOBILE LIBRARY SERVICES**  
**REPORTS TO: DEPUTY DIRECTOR, SCHOOL & COLLEGE LIBRARIES/MOBILE LIBRARY SERVICES**  
**SUPERVISES: SENIOR LIBRARIAN, EXTENSION SERVICES**

**JOB PURPOSE:**

To provide technical and operational support for the efficient and effective performance for the school & college libraries function of the Authority.

**DUTIES AND RESPONSIBILITIES**

1. Supervises the collation of data for the formulation of policies;
2. Supervises the implementation of the programmes and activities of the unit;
3. Supervises efficient and effective School & College Libraries and Mobile Library Services
4. Develop and implements policies and guidelines for School & College Libraries and Mobile Library Services
5. Supervises the design and implementation of outreach programmes.
6. Provides training and technical assistance for school & College Libraries
7. Conducts assessment of school & College Libraries
8. Develops and maintains database for all School & College Libraries and Mobile Library Services
9. Supervises the preparation of annual and other periodic reports for the unit.
10. Supervises the preparation of the annual budget and work plan of the unit.
11. Supervises and appraises the performance of immediate subordinate staff

**QUALIFICATION AND EXPERIENCE**

**Direct Entry:**

- A minimum of a Master's degree in Library Studies, Information Studies or any other related field from an accredited tertiary institution.
- A minimum of six (6) years post-bachelors relevant work experience, two (2) years of which must be in a senior management position in a reputable institution.
- Must be a member of a relevant professional body.
- Must pass a competitive selection interview conducted by the Authority in collaboration with the Public Services Commission.

### **In-Service Entry:**

- Availability of vacancy in the grade of Principal Librarian, Extension Services.
- A minimum of three (3) years in the grade of Senior Librarian.
- Must have satisfactory Staff Performance Appraisal Reports.
- Must pass a competitive selection interview conducted by the Authority in collaboration with the Public Services Commission.

### **CAREER PROGRESSION**

By promotion to the grade of the Deputy Director, Technical subject to the following:

- Availability of vacancy on the grade of the Deputy Director, Technical.
- A minimum of three [3] years on the grade of Principal Librarian.
- Must have satisfactory staff performance appraisal reports;
- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

### **COMPETENCIES**

- Good leadership, networking, monitoring and management skills.
- Good communication, interpersonal and presentation skills.
- Negotiation, lobbying and conflict management skills
- Capacity to inspire and motivate staff.
- Good knowledge in financial, procurement, budgeting, auditing regulations.
- Good knowledge and experience in Library and Information Services.
- Good knowledge in relevant Information Technology applications.

### **TRAINING**

- Continuous professional development programmes
- Strategic and Project Management
- Public Administration
- Public Policy
- Organizational Development and Change Management
- Relevant Information Technology applications
- Financial Resource Management
- Communication and Public Relations
- Negotiations, Diplomacy, Lobbying and Resource Mobilization.

**JOB TITLE: SENIOR LIBRARIAN, EXTENSION SERVICES**  
**DIVISION: TECHNICAL**  
**DIRECTORATE: EXTENSION SERVICES**  
**UNIT: SCHOOL & COLLEGE LIBRARIES/MOBILE LIBRARY SERVICES**  
**REPORTS TO: PRINCIPAL LIBRARIAN, SCHOOL & COLLEGE LIBRARIES /  
MOBILE LIBRARY SERVICES**  
**SUPERVISES: LIBRARIAN, EXTENSION SERVICES**

**JOB PURPOSE:**

To provide technical and operational support for the efficient and effective performance for the school & college libraries function of the Authority.

**DUTIES AND RESPONSIBILITIES**

1. collates data for the formulation of policies;
3. Implements programmes and activities of the unit;
4. Undertakes efficient and effective School & College Libraries and Mobile Library Services
5. Provides inputs for the development of policies and guidelines for School & College Libraries and Mobile Library Services
6. Designs and implements outreach programmes.
9. Provides inputs for the development of database for all School & College Libraries and Mobile Library Services
11. Prepares annual and other periodic reports for the unit.
12. Prepares annual budget and work plan of the unit.
13. Supervises and appraises the performance of immediate subordinate staff

**QUALIFICATION AND EXPERIENCE**

**Direct Entry:**

- A minimum of a Master's degree in Library Studies, Information Studies or any other related field from an accredited tertiary institution.
- A minimum of four (4) years post-bachelors relevant work experience in a reputable institution.
- Must be a member of a relevant professional body.

- Must pass a competitive selection interview conducted by the Authority in collaboration with the Public Services Commission.

### **In-Service Entry:**

- Availability of vacancy in the grade of Senior Librarian, Extension Services.
- A minimum of three (3) years in the grade of Librarian.
- Must have a relevant Master's degree from an accredited tertiary institution.
- Must have satisfactory Staff Performance Appraisal Reports.
- Must pass a competitive selection interview conducted by the Authority in collaboration with the Public Services Commission.

### **CAREER PROGRESSION**

By promotion to the grade of the Principal librarian subject to the following:

- Availability of vacancy on the grade of the Principal librarian
- A minimum of three [3] years on the grade of Senior Librarian.
- Must have satisfactory staff performance appraisal reports;
- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

### **COMPETENCIES**

- Leadership, networking, monitoring and management skills.
- Communication, interpersonal and presentation skills.
- Negotiation, lobbying and conflict management skills
- Capacity to inspire and motivate staff.
- Knowledge in financial, procurement, budgeting, auditing regulations.
- Knowledge and experience in Library and Information Services.
- Knowledge in relevant Information Technology applications.

### **TRAINING**

- Continuous professional development programmes
- Project Management
- Public Administration
- Public Policy
- Organizational Development and Change Management
- Relevant Information Technology applications

- Financial Resource Management
- Communication and Public Relations
- Negotiations, Diplomacy, Lobbying and Resource Mobilization.

**JOB TITLE:** LIBRARIAN, EXTENSION SERVICES  
**DIVISION:** TECHNICAL  
**DIRECTORATE:** EXTENSION SERVICES  
**UNIT:** SCHOOL & COLLEGE LIBRARIES/MOBILE LIBRARY SERVICES  
**REPORTS TO:** SENIOR LIBRARIAN, SCHOOL & COLLEGE LIBRARIES/MOBILE LIBRARY SERVICES  
**SUPERVISES:** ASSISTANT LIBRARIAN, EXTENSION SERVICES  
CHIEF LIBRARY ASSISTANT, EXTENSION SERVICES

### **JOB PURPOSE**

To provide operational support for the efficient and effective performance of the school & college libraries/mobile library services functions of the Authority.

### **DUTIES AND RESPONSIBILITIES**

1. Supervises the collection of data for the formulation of policies;
2. Implements programmes and activities of the unit;
3. Undertakes efficient and effective School & College Libraries and Mobile Library Services
4. Collates data for the development of policies and guidelines for School & College Libraries and Mobile Library Services
5. Implements outreach programmes.
6. Collates data for the development of database for all School & College Libraries and Mobile Library Services
7. Maintains database for all School & College Libraries and Mobile Library Services
8. Collates data for the preparation of annual and other periodic reports for the unit.
9. Collates data for the preparation of annual budget and work plan of the unit.
10. Supervises and appraises the performance of immediate subordinate staff

### **QUALIFICATION AND EXPERIENCE**

#### **Direct Entry:**

- A minimum of a Master's degree in Library Studies, Information Studies or any related field from an accredited tertiary institution.
- A minimum of one (1) years post-bachelors relevant work experience in a reputable institution.
- Must be a member of a relevant professional body.
- Must pass a competitive selection interview conducted by the Authority in collaboration with the Public Services Commission.

**In-Service Entry:**

- Availability of vacancy in the grade of Librarian, Extension Services.
- A minimum of Three (3) years in the grade of Assistant Librarian.
- Must have satisfactory Staff Performance Appraisal Reports.
- Must pass a competitive selection interview conducted by the Authority in collaboration with the Public Services Commission.

**CAREER PROGRESSION**

By promotion to the grade of Senior Librarian subject to the following:

- Availability of vacancy on the grade of the Senior Librarian.
- A minimum of three [3] years on the grade of Librarian.
- Must have a relevant Master's degree from an accredited tertiary institution.
- Must have satisfactory staff performance appraisal reports;
- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

**COMPETENCIES**

- Leadership, networking, monitoring and management skills.
- Communication, interpersonal and presentation skills.
- Negotiation, lobbying and conflict management skills
- Capacity to inspire and motivate staff.
- Knowledge in financial, procurement, budgeting, auditing regulations.
- Knowledge and experience in Library and Information Services.
- Knowledge in relevant Information Technology applications.

**TRAINING**

- Continuous professional development programmes.
- Project Management
- Public Administration
- Organizational Development and Change Management
- Relevant Information Technology applications
- Financial Resource Management
- Communication and Public Relations
- Negotiations, Diplomacy, Lobbying and Resource Mobilization.

**JOB TITLE:** ASSISTANT LIBRARIAN, EXTENSION SERVICES  
**DIVISION:** TECHNICAL  
**DIRECTORATE:** EXTENSION SERVICES  
**UNIT:** SCHOOL & COLLEGE LIBRARIES/MOBILE LIBRARY SERVICES  
**REPORTS TO:** LIBRARIAN, SCHOOL & COLLEGE LIBRARIES/MOBILE LIBRARY SERVICES  
**SUPERVISES:** NIL

### **JOB PURPOSE**

To provide operational support for the efficient and effective performance of the school & college libraries/mobile library services functions of the Authority.

### **DUTIES AND RESPONSIBILITIES**

1. Collects data for the formulation of policies;
2. Implements programmes and activities of the unit;
3. Undertakes efficient and effective School & College Libraries and Mobile Library Services
4. Collects data for the development of policies and guidelines for School & College Libraries and Mobile Library Services
5. Implements outreach programmes.
6. Collects data for the development of database for all School & College Libraries and Mobile Library Services
7. Collects data for the preparation of annual and other periodic reports for the unit.
8. Collects data for the preparation of annual budget and work plan of the unit.

### **QUALIFICATION AND EXPERIENCE**

#### **Direct Entry:**

- A minimum of a Bachelor's degree in Library Studies, Information Studies or any related field from an accredited tertiary institution.
- Must be a member of a relevant professional body
- Must have completed National Service.
- Must pass a competitive selection interview conducted by the Authority in collaboration with the Public Services Commission.

### **In-Service Entry:**

By conversion/Upgrading of an Officer below the grade of Assistant Librarian, who acquires a relevant Bachelor's degree in Information Studies, Library Studies or any other related field from an accredited tertiary institution, subject to the following:

- Availability of vacancy in the grade of Assistant Librarian, Extension Services.
- Must have satisfactory Staff Performance Appraisal Reports.
- Must pass a competitive selection interview conducted by the Authority in collaboration with the Public Services Commission.

### **CAREER PROGRESSION**

By promotion to the grade of Librarian, Technical subject to the following:

- Availability of vacancy on the grade of the Librarian, Technical.
- A minimum of three [3] years on the grade of Assistant Librarian.
- Must have satisfactory staff performance appraisal reports;
- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

### **COMPETENCIES**

- Communication and interpersonal skills.
- Knowledge in Library and Information Services.
- Team player
- Knowledge in relevant Information Technology applications.

### **TRAINING**

- Continuous professional development programmes.
- Public Administration
- Relevant Information Technology applications
- Financial Resource Management
- Communication and Public Relations
- Report writing
- Administrative procedure

**JOB TITLE:** CHIEF LIBRARY ASSISTANT, EXTENSION SERVICES

**DIVISION:** TECHNICAL

**DIRECTORATE :** EXTENSION SERVICES

**UNIT:** SCHOOL & COLLEGE LIBRARIES/MOBILE LIBRARY SERVICES

**REPORTS TO:** LIBRARIAN, EXTENSION SERVICES

**SUPERVISES:** PRINCIPAL LIBRARY ASSISTANT, EXTENSION SERVICES

**JOB PURPOSE:**

To provide operational support for the efficient and effective performance of the extension services functions of the Authority.

**DUTIES AND RESPONSIBILITIES**

1. Implements programmes and activities of the Unit;
2. Supervises the recording of periodicals
3. Supervises the preservation of library materials.
4. Supervises counter duties
5. Supervises book box services
6. Supervises the shelving of books
7. Supervises the weeding of stock
8. Supervises the performance of subordinate staff

**QUALIFICATION AND EXPERIENCE**

**Direct Entry:**

- A minimum of an HND/ University Diploma in Library Science, Information Studies or any other related field from an accredited tertiary institution.
- A minimum of six (6) years post qualification relevant work experience in a reputable organization.
- Must be a member of a relevant professional body.
- Must pass a competitive selection interview conducted by the Authority in collaboration with the Public Services Commission.

**In-Service Entry:**

- Availability of vacancy in the grade of Chief Library Assistant, Extension Services.
- A minimum of three (3) years in the grade of Principal Library Assistant.
- Must have satisfactory Staff Performance Appraisal Reports.

- Must pass a competitive selection interview conducted by the Authority in collaboration with the Public Services Commission.

### **CAREER PROGRESSION**

By conversion/Upgrading of an Officer in the sub professional grade, to the grade of Assistant Librarian, upon the acquisition of a relevant Bachelor's degree in Information Studies, Library Studies or any other related field from an accredited tertiary institution, subject to the following:

- Availability of vacancy on the grade of the Assistant Librarian, Technical.
- Must have satisfactory staff performance appraisal reports;
- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

### **COMPETENCIES**

- Communication and interpersonal skills.
- Knowledge and experience in Information Services.
- Team player
- Knowledge in relevant Information Technology applications.
- Report writing skills

### **TRAINING**

- Binding
- Continuous professional development programmes.
- Public Administration
- Relevant Information Technology applications
- Financial Resource Management
- Communication and Public Relations
- Administrative procedures

**JOB TITLE:** PRINCIPAL LIBRARY ASSISTANT, EXTENSION SERVICES  
**DIVISION:** TECHNICAL

**DIRECTORATE :** EXTENSION SERVICES  
**UNIT:** SCHOOL & COLLEGE LIBRARIES /MOBILE LIBRARY SERVICES  
**REPORTS TO:** CHIEF LIBRARY ASSISTANT, EXTENSION SERVICES  
**SUPERVISES:** SENIOR LIBRARY ASSISTANT, EXTENSION SERVICES

**JOB PURPOSE:**

To provide operational support for the efficient and effective performance of the extension services functions of the Authority.

**DUTIES AND RESPONSIBILITIES**

1. Implements programmes and activities of the Unit;
2. Keeps records of periodicals
3. Assembles mutilated library materials for binding.
4. Undertakes counter duties
5. Carries out book box services
6. Shelves books
7. Weeds stock

**QUALIFICATION AND EXPERIENCE**

**Direct Entry:**

- A minimum of an HND/ University Diploma in Library Science, Information Studies or any other related field from an accredited tertiary institution.
- A minimum of three (3) years post qualification relevant work experience in a reputable organization.
- Must be a member of relevant professional body
- Must pass a competitive selection interview conducted by the Authority in collaboration with the Public Services Commission.

**In-Service Entry:**

- Availability of vacancy in the grade of Principal Library Assistant, Extension Services.
- A minimum of three (3) years in the grade of Senior Library Assistant.
- Must have satisfactory Staff Performance Appraisal Reports.
- Must pass a competitive selection interview conducted by the Authority in collaboration with the Public Services Commission.

**CAREER PROGRESSION**

By promotion to the grade of Chief Library Assistant, subject to the following:

- Availability of vacancy on the grade of the Chief Library Assistant.
- A minimum of three (3) years in the grade of Principal Library Assistant.

- Must have satisfactory staff performance appraisal reports;
- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

### **COMPETENCIES**

- Communication and interpersonal skills.
- Knowledge and experience in Information Services.
- Team player
- Knowledge in relevant Information Technology applications.
- Report writing skills

### **TRAINING**

- Continuous professional development programmes.
- Public Administration
- Relevant Information Technology applications
- Financial Resource Management
- Binding
- Communication and Public Relations
- Administrative procedures

**JOB TITLE:** SENIOR LIBRARY ASSISTANT, EXTENSION SERVICES  
**DIVISION:** TECHNICAL  
**DIRECTORATE:** EXTENSION SERVICES  
**UNIT:** SCHOOL & COLLEGE LIBRARIES/MOBILE LIBRARY SERVICES  
**REPORTS TO:** PRINCIPAL LIBRARY ASSISTANT, EXTENSION SERVICES  
**SUPERVISES:** NIL

**JOB PURPOSE:**

To provide operational support for the efficient and effective performance of the extension services functions of the Authority.

**DUTIES AND RESPONSIBILITIES**

1. Implements programmes and activities of the Unit;
2. Keeps records of periodicals
3. Assembles mutilated library materials for binding.
4. Undertakes counter duties
5. Carries out book box services
6. Shelves books
7. Weeds stock

**QUALIFICATION AND EXPERIENCE**

**Direct Entry:**

- A minimum of an HND/ University Diploma in Library Science, Information Studies or any other related field from an accredited tertiary institution.
- Must have completed National Service.
- Must be a member of a relevant professional body
- Must pass a competitive selection interview conducted by the Authority in collaboration with the Public Services Commission.

**In-Service Entry:**

- Not Applicable

**CAREER PROGRESSION**

By promotion to the grade of Principal Library Assistant, subject to the following:

- Availability of vacancy on the grade of the Principal Library Assistant
- A minimum of three (3) years in the grade of Senior Library Assistant.

- Must have satisfactory staff performance appraisal reports;
- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

## **COMPETENCIES**

- Communication and interpersonal skills.
- Knowledge and experience in Information Services.
- Team player
- Knowledge in relevant Information Technology applications.

## **TRAINING**

- Continuous professional development programmes.
- Public Administration
- Relevant Information Technology applications
- Financial Resource Management
- Communication and Public Relations
- Binding
- Administrative procedure
- Report writing

**JOB TITLE: LIBRARY ASSISTANT, EXTENSION SERVICES \* \* \***  
**DIVISION: TECHNICAL**  
**DIRECTORATE: EXTENSION SERVICES**  
**UNIT: SCHOOL & COLLEGE LIBRARIES/MOBILE LIBRARY SERVICES**  
**REPORTS TO: CHIEF LIBRARY ASSISTANT, EXTENSION SERVICES**  
**SUPERVISES: NIL**

**JOB PURPOSE:**

To provide operational support for the efficient and effective performance of the extension services functions of the Authority.

**DUTIES AND RESPONSIBILITIES**

1. Implements programmes and activities of the Unit;
2. Keeps records of periodicals
3. Assembles mutilated library materials for binding.
4. Undertakes counter duties
5. Carries out book box services
6. Shelves books
7. Weeds stock

\*\*\*

**THIS GRADE HAS BEEN CREATED FOR MIGRATION PURPOSES ONLY. IT IS NOT MEANT TO BE FILLED AFTER OFFICERS EXIT. THIS GRADE IS EXITED EITHER BY RETIRING, ACQUISITION OF A HIGHER QUALIFICATION, DISMISSAL OR DEATH.**

## **CHAPTER FIVE**

### **RESEARCH, MONITORING AND EVALUATION (RM & E) DIRECTORATE**

<b>JOB TITLE:</b>	<b>DIRECTOR, RM &amp; E</b>
<b>DIVISION:</b>	<b>TECHNICAL</b>
<b>DIRECTORATE:</b>	<b>RESEARCH, MONITORING &amp; EVALUATION</b>
<b>REPORTS TO:</b>	<b>DEPUTY CHIEF EXECUTIVE OFFICER, TECHNICAL</b>
<b>SUPERVISES:</b>	<b>DEPUTY DIRECTOR, RESEARCH</b> <b>DEPUTY DIRECTOR, MONITORING &amp; EVALUATION</b>

#### **JOB PURPOSE**

To provide technical, operational and administrative direction for the performance of the Research, Monitoring and Evaluation functions of the Authority.

#### **DUTIES AND RESPONSIBILITIES**

1. Provides inputs for the formulation of policies;
2. Ensures the preparation of the strategic plan of the Authority.
3. Ensures the efficient and effective management of the human, material and financial resources of the Directorate.
4. Oversees the monitoring and evaluation of the programmes and activities of the Authority.
5. Ensures the implementation of the programmes and activities of the Directorate.
6. Ensures the development of guidelines, strategies and performance indicators for the conduct of research, monitoring and evaluation activities of the Authority.
7. Ensures the timely preparation, production and dissemination of fact sheets, policy briefs, research findings, reports and peer-reviewed articles.
8. Oversees the development of research agenda, research proposals and the preparation of resource mobilization plan.
9. Ensures the conduct of research.
10. Oversees the implementation of the performance management system within the Directorate.
11. Collaborates with other Directorate and external bodies in identifying areas of research.
12. Ensures the preparation of annual and other periodic reports for the Directorate.
13. Ensures the preparation of annual and other periodic reports for the Authority.
14. Ensures the preparation of the annual budget and work plan of the Directorate
15. Supervises and appraises the performance of subordinate staff.

## **QUALIFICATION AND EXPERIENCE**

### **DIRECT ENTRY**

- A minimum of a Master's Degree from an accredited tertiary institution in Information Studies, Library Studies or any other related field.
- A minimum of ten (10) years post-Bachelor Degree relevant work experience, five (5) years of which must be in a senior management.
- Must be a member of a relevant professional body.
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Board.

### **IN-SERVICE ENTRY**

- Availability of vacancy in the grade of Director, RM&E
- A minimum of five (5) years on the grade of Deputy Director, Research/M&E
- Must have satisfactory Staff Performance Appraisal Reports.
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Board.

### **CAREER PROGRESSION**

By appointment to the grade of Deputy Chief Executive Officer, Technical subject to the following:

- Availability of vacancy in the grade of Deputy Chief Executive Officer, Technical.
- A minimum of five (5) years in the grade of Director, Technical.
- Must have satisfactory Staff Performance Appraisal Reports.
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Board.

### **COMPETENCIES**

- Good analytical and problem-solving skills
- Good knowledge in the use of Statistical applications
- Good knowledge in quantitative and qualitative research skills
- Knowledge of project management
- Good leadership, management and networking skills

- Good monitoring and evaluation skills
- Technical and innovative skills
- Excellent communication and presentation skills
- Negotiation, lobbying and conflict resolution skills
- Ability to inspire and motivate
- Knowledge of financial management laws and regulations
- Knowledge of labour laws and regulations.
- Knowledge in relevant IT applications.

## **TRAINING**

- Continuous professional development programmes;
- Leadership, Governance and Management
- Financial Management
- Public Policy Analysis and Implementation
- Public Administration;
- Strategic and Project Management;
- Organizational Development and Change Management
- Negotiation, diplomacy, lobbying and sourcing of funds
- Conflict Management.

**JOB TITLE: DEPUTY DIRECTOR, RESEARCH**  
**DIVISION: TECHNICAL**  
**DIRECTORATE: RESEARCH, MONITORING & EVALUATION**  
**REPORTS TO: DIRECTOR, RM&E**  
**SUPERVISES: PRINCIPAL RM&E MANAGER**

### **JOB PURPOSE**

To provide technical, operational and administrative support for the performance of the Research functions of the Authority.

### **DUTIES AND RESPONSIBILITIES**

1. Provides input for the formulation of policies
2. Oversees the preparation of the strategic plan of the Authority.
3. Oversees the implementation of the programmes and activities of the Unit.
4. Coordinates the development of guidelines and strategies for the conduct of research.
5. Coordinates the timely preparation, production and dissemination of fact sheets, policy briefs, research findings, reports and peer-reviewed articles.
6. Supervises the development of research agenda, research proposals and the preparation of resource mobilization plan.
7. Oversees the conduct of research.
8. Liaises with other divisions and external bodies in identifying areas of research.
9. Oversee the preparation of annual and other periodic reports for the unit.
10. Oversee the preparation of the annual budget and work plan of the unit.
11. Supervises and appraises the performance of subordinate staff.

### **QUALIFICATION AND EXPERIENCE**

#### **DIRECT ENTRY**

- A minimum of a Master's Degree from an accredited tertiary institution in Information Studies or Library Studies or any other related field
- A minimum of eight (8) years post-Bachelor Degree relevant work experience, four (4) years of which must be in a senior management position.
- Must be a member of a relevant professional body.
- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

## **IN-SERVICE ENTRY**

- Availability of vacancy in the grade of Deputy Director, Research.
- A minimum of three (3) years on the grade of Principal RM&E Manager.
- Must have satisfactory Staff Performance Appraisal Reports.
- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

## **CAREER PROGRESSION**

By promotion to the grade of Director, RM&E subject to the following:

- Availability of vacancy in the grade of Director, RM&E
- A minimum of five (5) years in the grade of Deputy Director, Research.
- Must have satisfactory Staff Performance Appraisal Reports.
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Board.

## **COMPETENCIES**

- Good analytical and problem-solving skills
- Good knowledge in the use of Statistical applications
- Good knowledge in quantitative and qualitative research skills
- Knowledge of project management
- Good leadership, management and networking skills
- Good monitoring and evaluation skills
- Technical and innovative skills
- Excellent communication and presentation skills
- Negotiation, lobbying and conflict resolution skills
- Ability to inspire and motivate
- Knowledge of financial management laws and regulations
- Knowledge of labour laws and regulations.
- Knowledge in relevant IT applications.

## **TRAINING**

- Continuous professional development programmes;
- Leadership, Governance and Management
- Financial Management
- Public Policy Analysis and Implementation
- Public Administration;
- Strategic and Project Management;
- Organizational Development and Change Management
- Negotiation, diplomacy, lobbying and sourcing of funds
- Conflict Management.

**JOB TITLE: PRINCIPAL RM&E MANAGER**  
**DIVISION: TECHNICAL**  
**DIRECTORATE: RESEARCH, MONITORING & EVALUATION**  
**REPORTS TO: DEPUTY DIRECTOR, RM&E**  
**SUPERVISES: SENIOR RM&E OFFICER**

**JOB PURPOSE:**

To provide technical and operational support for the performance of the Research, Monitoring & Evaluation functions of the Board.

**DUTIES AND RESPONSIBILITIES**

1. Supervises the collation of data for the formulation of policies;
2. Coordinates the preparation of the strategic plan of the Authority;
3. Monitors and evaluates the programmes and activities of the Authority;
4. Supervises the implementation of the programmes and activities of the Directorates;
5. Develops guidelines and strategies for the conduct of research, monitoring and evaluations activities of the Authority.
6. Supervises the timely preparation, production and dissemination of fact sheets, policy briefs, research findings, reports and peer-reviewed articles;
7. Develops research agenda, research proposals and the preparation of resource mobilization plan;
8. Supervises the conduct of research;
9. Prepares annual and other periodic reports of the Directorate;
10. Supervises the preparation of annual reports of the Authority;
11. Prepares the annual budget and work plan of the Directorate;
12. Supervises and appraises the performance of subordinate staff.

## **QUALIFICATION AND EXPERIENCE**

### **DIRECT ENTRY**

- A minimum of a Master's Degree in Information Studies, Library Studies or any other related field from an accredited tertiary institution.
- A minimum of six (6) years post-Bachelor Degree relevant work experience, two (2) years of which must be in a senior management position.
- Must be a member of a relevant professional body.
- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

### **IN-SERVICE ENTRY**

- Availability of vacancy in the grade of Principal RM&E Officer.
- A minimum of three (3) years on the grade of Senior RM&E Officer.
- Must have satisfactory Staff Performance Appraisal Reports.
- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

### **CAREER PROGRESSION**

By promotion to the grade of Deputy Director, RM&E subject to the following:

- Availability of vacancy in the grade of Deputy Director, RM&E;
- Must have satisfactory Staff Performance Appraisal Reports.
- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

### **COMPETENCIES**

- Good analytical and problem-solving skills
- Good knowledge in the use of Statistical applications
- Good knowledge in quantitative and qualitative research skills
- Knowledge of project management
- Good leadership, management and networking skills
- Good monitoring and evaluation skills

- Technical and innovative skills
- Excellent communication and presentation skills
- Negotiation, lobbying and conflict resolution skills
- Ability to inspire and motivate
- Knowledge of financial management laws and regulations
- Knowledge of labour laws and regulations;
- Knowledge in relevant IT applications.

## **TRAINING**

- Continuous professional development programmes;
- Leadership, Governance and Management
- Financial Management
- Public Policy Analysis and Implementation
- Public Administration;
- Strategic and Project Management;
- Educational Policies;
- Organizational Development and Change Management.
- Negotiation, diplomacy, lobbying and sourcing of funds.
- Conflict Management.

**JOB TITLE: SENIOR MANAGER, RM&E**  
**DIVISION: OPERATIONS**  
**DIRECTORATE: RESEARCH, MONITORING & EVALUATION**  
**REPORTS TO: PRINCIPAL RM&E OFFICER**  
**SUPERVISES: MANAGER, RM&E**

### **JOB PURPOSE**

To provide technical and operational support for the performance of the Research, Monitoring & Evaluation functions of the Authority.

### **DUTIES AND RESPONSIBILITIES**

1. Collates data for the formulation of policies;
2. Facilitates the preparation of the strategic plan of the Authority;
3. Evaluates the programmes and activities of the Authority;
4. Implements the programmes and activities of the Directorate;
5. Provides inputs for development of guidelines and strategies for the conduct of research, monitoring and evaluations activities of the Authority;
6. Prepares, produces and disseminates fact sheets, policy briefs, research findings, reports and peer-reviewed articles;
7. Provides inputs for the development of research agenda, research proposals and the preparation of resource mobilization plan;
8. Leads in the conduct of research;
9. Provides inputs for the preparation of annual and other periodic reports of the Directorate;
10. Facilitates the preparation of annual reports of the Authority;
11. Provides inputs for the preparation of the annual budget and work plan of the Directorate;
12. Supervises and appraises the performance of subordinate staff of the Directorate;

## **QUALIFICATION AND EXPERIENCE**

### **DIRECT ENTRY**

- A minimum of a Master's Degree from an accredited tertiary institution in Information Studies, Library Studies or any other related field.
- A minimum of four (4) years post-Bachelor Degree relevant work experience.
- Must be a member of a relevant professional body.
- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

### **IN-SERVICE ENTRY**

- Availability of vacancy in the grade of Senior Inspector.
- A minimum of three (3) years on the grade of Inspector
- Must have a relevant Master's degree from an accredited tertiary institution
- Must have satisfactory Staff Performance Appraisal Reports.
- Must pass a selection interview conducted by the Board in collaboration with the Public Services Commission.

### **CAREER PROGRESSION**

By promotion to the grade of Principal Inspector, subject to the following:

- Availability of vacancy in the grade of Principal Inspector,
- A minimum of three (3) years in the grade of Senior Inspector,
- Must have satisfactory Staff Performance Appraisal Reports.
- Must pass a selection interview conducted by the Board in collaboration with the Public Services Commission.

### **COMPETENCIES**

- Good analytical and problem-solving skills
- Good knowledge in the use of Statistical applications
- Good knowledge in quantitative and qualitative research skills
- Knowledge of project management

- Good leadership, management and networking skills
- Good monitoring and evaluation skills
- Technical and innovative skills
- Very good communication and presentation skills
- Negotiation, lobbying and conflict resolution skills
- Ability to inspire and motivate
- Knowledge of financial management laws and regulations
- Knowledge of labour laws and regulations; • Knowledge in relevant IT applications.

## **TRAINING**

- Continuous professional development programmes;
- Leadership, Governance and Management
- Financial Management
- Public Policy Analysis and Implementation
- Public Administration;
- Project Management;
- Educational Policies;
- Change Management
- Conflict Management.



**JOB TITLE:** MANAGER, RM&E  
**DIVISION:** TECHNICAL  
**DIRECTORATE:** RESEARCH, MONITORING & EVALUATION  
**REPORTS TO:** SENIOR MANAGER, RM&E (OFFICER)  
**SUPERVISES:** ASSISTANT MANAGER RM&E (OFFICER)  
CHIEF RM&E ASSISTANT

### **JOB PURPOSE**

To provide operational support for the performance of the Research, Monitoring & Evaluation functions of the Authority.

### **DUTIES AND RESPONSIBILITIES**

1. Supervises the collection of data for the formulation of policies.
2. Facilitates the preparation of the strategic plan of the Authority.
3. Evaluates the programmes and activities of the Authority.
4. Implements the programmes and activities of the Unit.
5. Provides inputs for development of guidelines and strategies for the conduct of research, monitoring and evaluations activities of the Authority.
6. Prepares and produces fact sheets, policy briefs, research findings, reports and peer reviewed articles.
7. Provides inputs for the development of research agenda, research proposals and the preparation of resource mobilization plan.
8. Leads in the conduct of research.
9. Collates data for the preparation of annual and other periodic reports of the Unit.
10. Facilitates the preparation of annual reports of the Authority.
11. Collates data for the preparation of the annual budget and work plan of the Unit.
12. Supervises and appraises the performance of subordinate staff of the Unit.

## **QUALIFICATION AND EXPERIENCE**

### **DIRECT ENTRY**

- A minimum of a Master's Degree from an accredited tertiary institution in Social Sciences with research, Statistics or any other related field
- A minimum of one (1) year post-Bachelor Degree relevant work experience in education sector.
- Must be a member of a relevant professional body.
- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

### **IN-SERVICE ENTRY**

- Availability of vacancy in the grade of Inspector.
- A minimum of three (3) years on the grade of Assistant Inspector
- Must have satisfactory Staff Performance Appraisal Reports.
- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

### **CAREER PROGRESSION**

By promotion to the grade of Senior Inspector, subject to the following:

- Availability of vacancy in the grade of Senior I Inspector.
- A minimum of three (3) years in the grade of Inspector.
- Must have a relevant Master's degree from an accredited tertiary institution.
- Must have satisfactory Staff Performance Appraisal Reports.
- Must pass a selection interview conducted by the Board in collaboration with the Public Services Commission.

### **COMPETENCIES**

- Analytical and problem-solving skills
- Knowledge in the use of Statistical applications
- Knowledge in quantitative and qualitative research skills
- Management and networking skills

- Monitoring and evaluation skills
- Technical and innovative skills
- Good communication and presentation skills
- Ability to inspire and motivate
- Knowledge of financial management laws and regulations
- Knowledge of labour laws and regulations; • Knowledge in relevant IT applications.

## **TRAINING**

- Continuous professional development programmes;
- Management
- Financial Management
- Public Administration;
- Project Management;
- Educational Policies;
- Change Management
- Conflict Management.

**JOB TITLE:** ASSISTANT MANAGER, RM&E  
**DIVISION:** OPERATIONS  
**DEPARTMENT:** RESEARCH, MONITORING & EVALUATION  
**UNIT:** R/M&E  
**REPORTS TO:** MANAGER, RM&E  
**SUPERVISES:** NIL

**JOB PURPOSE:**

To provide operational support for the performance of the Research, Monitoring & Evaluation functions of the Authority.

**DUTIES AND RESPONSIBILITIES**

1. Collects data for the formulation of policies;
2. Implements the programmes and activities;
3. Collects data for the development of guidelines and strategies for the conduct of research, monitoring and evaluations activities of the Authority;
4. Collects and collates data for the preparation of fact sheets, policy briefs, research findings, reports and peer-reviewed articles;
5. Collects data for the development of research agenda, research proposals and the preparation of resource mobilization plan;
6. Participates in the conduct of research;
7. Collects data for the preparation of annual and other periodic reports of the Unit;
8. Collects data for the preparation of the annual budget and work plan of the Unit;

**QUALIFICATION AND EXPERIENCE**

**DIRECT ENTRY**

- A minimum of a Bachelor's Degree from an accredited tertiary institution in Statistics, Economics or any other relevant field.
- Must have completed National Service;
- Must be a member of a relevant professional body.
- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

## **IN-SERVICE ENTRY**

By conversion/upgrading of an Officer below the grade of Assistant Inspector, RM&E, who acquires a relevant Bachelor's degree in Statistics, Economics or any other related discipline from an accredited tertiary institution, subject to the following:

- Availability of vacancy in the grade of Assistant Inspector, RM&E;
- Must have satisfactory staff appraisal reports;
- Must pass a selection interview conducted by the Authority in collaboration with Public Services Commission.

## **CAREER PROGRESSION**

By promotion to the grade of Inspector, subject to the following:

- Availability of vacancy in the grade of Inspector,
- A minimum of three (3) years in the grade of Assistant Inspector,
- Must have satisfactory Staff Performance Appraisal Reports.
- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

## **COMPETENCIES**

- Analytical and problem-solving skills
- Knowledge in the use of Statistical applications
- Knowledge in quantitative and qualitative research skills
- Knowledge of project management
- Good team-player
- Monitoring and evaluation skills
- Innovative skills
- Good communication and presentation skills
- Knowledge in relevant IT applications.

## **TRAINING**

- Continuous professional development programmes;
- Management
- Public Administration;
- Project Management;
- Educational Policies;
- Change Management
- Conflict Management.

**JOB TITLE:** CHIEF ASSISTANT, RM&E  
**DIVISION:** OPERATIONS  
**DEPARTMENT:** RESEARCH, MONITORING & EVALUATION  
**UNIT:** R/M&E  
**REPORTS TO:** MANAGER, RM&E  
**SUPERVISES:** PRINCIPAL ASSISTANT, RM&E

### **JOB PURPOSE**

To provide operational support for the performance of the Research, Monitoring & Evaluation functions of the Authority.

### **DUTIES AND RESPONSIBILITIES**

1. Administers questionnaires for the conduct of research.
2. Collates data for the conduct of research.
3. Supervises the coding and accurate entry of data collected from the field
4. Supervises the collection and validation of data.
5. Supervises the compilation of data for the preparation of annual and other periodic reports.
6. Supervises and appraises the performance of subordinate staff.

### **QUALIFICATIONS AND EXPERIENCE**

#### **DIRECT ENTRY**

- A minimum of an HND/University Diploma in Statistics, Public Administration or any other related field from an accredited tertiary institution
- A minimum of six (6) years post-qualification relevant work experience in a reputable organization.
- Must be a member of relevant professional body.
- Must pass a selection interview conducted by the Board in collaboration with the Public Services Commission.

#### **IN-SERVICE ENTRY**

- Availability of vacancy in the grade of Chief Assistant, RM&E.
- A minimum of three (3) years on the grade of Principal Assistant, RM&E.
- Must have satisfactory Staff Performance Appraisal Reports.

- Must pass a selection interview conducted by the Board in collaboration with the Public Services Commission.

### **CAREER PROGRESSION**

By conversion/upgrading of an Officer to the grade of Assistant Inspector, RM&E, upon the acquisition of a relevant Bachelor's degree in Statistics, Economics or any other related discipline from an accredited tertiary institution, subject to the following:

- Availability of vacancy in the grade of Assistant Inspector, RM&E;
- Must have satisfactory staff performance appraisal reports;
- Must pass an interview conducted by the Board in collaboration with the Public Services Commission.

### **COMPETENCIES**

- Good analytical and problem-solving skills
- Good knowledge in the use of Statistical applications
- Good knowledge in quantitative and qualitative research skills
- Leadership and supervisory skills
- High integrity and ethics
- Knowledge in field work
- Team Player
- Communication and inter-personal skills
- Knowledge in relevant IT applications

### **TRAINING**

- Continuous professional development programmes
- Public Administration
- Relevant IT application
- Management
- Administrative procedure
- Report writing

**JOB TITLE:** PRINCIPAL ASSISTANT, RM&E  
**DIVISION:** OPERATIONS  
**DEPARTMENT:** RESEARCH, MONITORING & EVALUATION  
**UNIT:** R/M&E  
**REPORTS TO:** CHIEF ASSISTANT, RM&E  
**SUPERVISES:** SENIOR ASSISTANT, RM&E

### **JOB PURPOSE**

To provide operational support for the performance of the Research, Monitoring & Evaluation functions of the Authority.

### **DUTIES AND RESPONSIBILITIES**

1. Administers questionnaires for the conduct of research.
2. Collates data for the conduct of research.
3. Undertakes coding and accurate entry of data collected from the field
4. Collects and validates research data.
5. Compiles data for the preparation of annual and other periodic reports.
6. Supervises and appraises the performance of subordinate staff.

### **QUALIFICATIONS AND EXPERIENCE**

#### **DIRECT ENTRY**

- A minimum of an HND/University Diploma in Statistics, Public Administration or any other related field from an accredited tertiary institution
- A minimum of three (3) years post-qualification relevant work experience in a reputable organization
- Must be a member of relevant professional body.
- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

#### **IN-SERVICE ENTRY**

- Availability of vacancy in the grade of Principal Assistant, RM&E.
- A minimum of three (3) years on the grade of Senior Assistant, RM&E.
- Must have satisfactory Staff Performance Appraisal Reports.
- Must be a member of a relevant professional body.

- Must pass a selection interview conducted by the Board in collaboration with the Public Services Commission.

### **CAREER PROGRESSION**

By promotion to the grade of Chief Assistant, RM&E, subject to the following:

- Availability of vacancy in the grade of Chief Assistant, RM&E;
- A minimum of three (3) years on the grade of Principal Assistant, RM&E;
- Must have satisfactory staff performance appraisal reports;
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

### **COMPETENCIES**

- Good analytical and problem-solving skills
- Good knowledge in the use of Statistical applications
- Good knowledge in quantitative and qualitative research skills
- Leadership and supervisory skills
- High integrity and ethics
- Knowledge in field work
- Team Player
- Communication and inter-personal skills
- Knowledge in relevant IT applications

### **TRAINING**

- Continuous professional development programmes
- Public Administration
- Relevant IT application
- Management
- Administrative procedure
- Report writing

**JOB TITLE:** SENIOR ASSISTANT, RM&E  
**DIVISION:** OPERATIONS  
**DEPARTMENT:** RESEARCH, MONITORING & EVALUATION  
**UNIT:** R/M&E  
**REPORTS TO:** PRINCIPAL ASSISTANT, RM&E  
**SUPERVISES:** NIL

### **JOB PURPOSE**

To provide operational support for the performance of the Research, Monitoring & Evaluation functions of the Authority.

### **DUTIES AND RESPONSIBILITIES**

1. Administers questionnaires for the conduct of research;
2. Collects data for the conduct of research;
3. Participates in the coding and entry of data collected from the field;
4. Collects research data.
5. Compiles data for the preparation of annual and other periodic reports.

### **QUALIFICATIONS AND EXPERIENCE**

#### **Direct Entry**

- A minimum of an HND/University Diploma in Statistics, Public Administration or any other related field from an accredited tertiary institution
- Must have completed National Service.
- Must be a member of relevant professional body.
- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

#### **In-Service Entry**

Not Applicable

### **CAREER PROGRESSION**

By promotion to the grade of Principal Assistant, RM&E, subject to the following:

- Availability of vacancy in the grade of Principal Assistant, RM&E;

- A minimum of three (3) years on the grade of Senior Assistant, RM&E;
- Must have satisfactory staff performance appraisal reports;
- Must be a member of a relevant professional body.
- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

## **COMPETENCIES**

- Analytical and problem-solving skills
- Knowledge in the use of Statistical applications
- Knowledge in quantitative and qualitative research skills
- High integrity and ethics
- Knowledge in field work
- Team Player
- Communication and Inter-personal skills
- Knowledge in relevant IT applications

## **TRAINING**

- Continuous professional development programmes
- Public Administration
- Relevant IT application
- Management
- Administrative Procedure
- Report writing

## **CHAPTER SIX**

### **REGIONAL OFFICE**

<b>JOB TITLE:</b>	<b>REGIONAL DIRECTOR</b>
<b>DIVISION:</b>	<b>TECHNICAL</b>
<b>DIRECTORATE:</b>	<b>REGIONAL OFFICE</b>
<b>REPORTS TO:</b>	<b>DEPUTY CHIEF EXECUTIVE OFFICER (TECHNICAL)</b>
<b>SUPERVISES:</b>	<b>REGIONAL OFFICERS</b>

**JOB PURPOSE: \*\*\***

To provide technical, administrative direction and leadership for the efficient and effective performance for the Regional function of the Authority.

#### **DUTIES AND RESPONSIBILITIES**

1. Provides inputs for the formulation of policies.
2. Ensures the efficient and effective management of the human, material and financial resources in the region.
3. Ensures the implementation of the programmes and activities of the region.
4. Ensures the implementation of an efficient and effective Mobile library Services in the region.
5. Ensures the implementation of an outreach programmes in the region.
6. Ensures the implementation of children's library Services in the region.
7. Ensures the provision of an effective library services in the region.
8. Collaborate with relevant stakeholders to improve library services in the region.
9. Collaborate with Extension Services for the training and technical assistance for school & College Libraries in the region.
10. Ensures the assessment of school & College Libraries.
11. Ensures the development and maintenance of database for school & college libraries in the Region.
12. Oversees the implementation of the performance management system within the Region.
13. Ensures the classification, cataloguing and distribution of library collections in the Region.
14. Ensures the implementation of collection guidelines in the region.
15. Provides input for the development and maintenance of an Online Public Access Catalogue (OPAC) and Integrated Library Management System.
16. Ensures the preparation of annual and other periodic reports in the region.
17. Ensures the preparation of the annual budget and work plan in the region.
18. Supervises and appraises the performance of immediate subordinate staff in the Region

## **QUALIFICATION AND EXPERIENCE**

### **DIRECT ENTRY**

- A minimum of a Master's Degree from an accredited tertiary institution in Information Studies or Library Studies or any other related field
- A minimum of ten (10) years post-Bachelor Degree relevant work experience, five (5) years of which must be in a senior management position.
- Must be a member of a relevant professional body
- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

### **In-Service Entry:**

- Availability of vacancy in the grade of Regional Director.
- A minimum of five (5) years in the grade of Deputy Director, Technical.
- Must have satisfactory Staff Performance Appraisal Reports.
- Must pass a competitive selection interview conducted by the Public Services Commission in consultation with the Governing Board.

## **CAREER PROGRESSION**

By appointment to the grade of the Deputy Chief Executive Officer, Technical subject to the following:

- Availability of vacancy on the grade of the Deputy Chief Executive Officer, Technical.
- A minimum of five [5] years on the grade of Director, Technical.
- Must have satisfactory staff performance appraisal reports;
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Board.

## **COMPETENCIES**

- Good leadership, networking, monitoring and management skills.
- Good communication, interpersonal and presentation skills.
- Negotiation, lobbying and conflict management skills
- Capacity to inspire and motivate staff.
- Good knowledge in financial, procurement, budgeting, auditing regulations.
- Good knowledge and experience in Library and Information Services.
- Good knowledge in relevant Information Technology applications.

## **TRAINING**

- Continuous professional development programmes
- Strategic and Project Management
- Public Administration
- Public Policy
- Organizational Development and Change Management
- Relevant Information Technology applications
- Financial Resource Management
- Communication and Public Relations
- Negotiations, Diplomacy, Lobbying and Resource Mobilization.

## **CHAPTER SEVEN**

### **FINANCE DEPARTMENT**

<b>JOB TITLE:</b>	<b>DIRECTOR, FINANCE</b>
<b>DIVISION:</b>	<b>GENERAL SERVICES</b>
<b>DEPARTMENT:</b>	<b>FINANCE</b>
<b>REPORTS TO:</b>	<b>DEPUTY CHIEF EXECUTIVE (GENERAL SERVICES)</b>
<b>SUPERVISES:</b>	<b>DEPUTY DIRECTOR, FINANCE</b>

#### **JOB PURPOSE**

To provide leadership, technical and administrative direction for the effective and efficient performance financial management functions of the Authority.

#### **DUTIES AND RESPONSIBILITIES**

1. Oversees the provision of inputs for the formulation of policies;
2. Oversees the implementation, monitoring and evaluation of the programmes and activities of the Department;
3. Exercises oversight responsibility for the efficient and effective management of the human, material and financial resources of the department.
4. Co-ordinates the preparation of the annual budget of the Authority ;
5. Oversees the preparation and submission of the annual budget of the Department.
6. Oversees the analysis and interpretation of financial reports for the Authority.
7. Oversees the preparation of annual financial performance reports of the Authority
8. Maintains appropriate relationship with relevant Ministries, Department and Agencies of government and stakeholders on issues relating to finance.
9. Identifies sources of funding to improve the revenue base of the Authority.
10. Advises Management on the financial management laws, regulations, fiscal policies and any other financial issues
11. Provides financial advice for the development of proposals;
12. Ensures the implementation of financial recommendations contained in audit reports;
13. Ensures the judicious use of funds in accordance with relevant financial regulations;
14. Ensures the development and implementation of financial control system for the Authority.
15. Ensures the preparation of annual and other periodic reports of the department.
16. Oversees the implementation of the Performance Management systems within the department;
17. Supervises and appraises the performance of subordinate staff.

## **QUALIFICATION AND EXPERIENCE**

### **DIRECT ENTRY**

- A minimum of a Master's Degree from an accredited tertiary institution in any of the following fields: Finance, Accounting or other related disciplines.
- Must be a chartered member of a recognized and relevant professional body (e.g. ICA-GH, ACCA, CPA or CIMA).
- A minimum of ten (10) years post-Bachelor's degree or its professional equivalent relevant work experience, five (5) years of which must be in Senior Management position.
- Must be a member of a relevant professional body.
- Must pass a selection interview conducted by the Public Services Commission in consultation with Authority.

### **IN-SERVICE ENTRY**

- Availability of vacancy on the grade of Director, Finance.
- A minimum of five (5) years on the grade of Deputy Director, Finance.
- Must have satisfactory Staff Performance Appraisal Reports.
- Must pass a selection interview conducted by the Public Services Commission in consultation with Authority.

### **CAREER PROGRESSION**

By appointment to the grade of Deputy Chief Executive, subject to the following:

- Availability of vacancy on the grade of Deputy Chief Executive.
- A minimum of five (5) years on the grade of Director, Finance.
- Must have satisfactory Staff Performance Appraisal Reports.
- Must pass a selection interview conducted by the Public Services Commission in consultation with Authority.

### **COMPETENCIES**

- In-depth knowledge in financial management laws, regulations and fiscal policies.
- Good knowledge in labour laws and regulations.
- Extensive leadership, networking, monitoring and management skills.
- Good communication, interpersonal and presentation skills.
- Negotiating, lobbying and conflict management skills.
- Ability to inspire and motivate.
- Knowledge of relevant IT applications.
- Good strategic management skills
- Good monitoring and evaluation skills.
- High integrity and good ethical standard
- Knowledge in Administrative procedures.
- Report Writing.

## **TRAINING**

- Continuous professional development programmes
- Strategic and Project Management
- Public Policy Analysis
- Leadership and Management
- Organisational Development and Change Management
- Negotiation, Diplomacy and Lobbying.

**JOB TITLE:** DEPUTY DIRECTOR, FINANCE  
**DIVISION:** GENERAL SERVICES  
**DEPARTMENT:** FINANCE  
**REPORTS TO:** DIRECTOR, FINANCE  
**SUPERVISES:** PRINCIPAL MANAGER, FINANCE

### **JOB PURPOSE**

To provide technical and administrative support for the effective and efficient performance of the financial management functions of the Authority.

### **DUTIES AND RESPONSIBILITIES**

1. Provides inputs for the formulation of policies;
2. supervises the implementation, monitoring and evaluation of the programmes and activities of the department ;
3. supervises the preparation of the annual budget of the Authority ;
4. Coordinates the preparation of annual financial performance report of the Authority ;
5. Coordinates the analysis and interpretation of financial reports.
6. Ensures compliance with the provisions in the financial management laws and regulations and other fiscal policies;
7. Provides financial advice for the development of proposals;
8. Supervises the implementation of financial recommendations contained in audit report.
9. Develops mechanism for the judicious use of funds in accordance with relevant financial regulations and directives.
10. Coordinates the implementation of financial control system.
11. Responds to audit queries on financial matters.
12. Supervises the preparation of annual budget of the Department.
13. Supervises the preparation of the annual and other periodic reports of the Department.
14. Supervises and appraises the performance of the staff;

### **QUALIFICATIONS AND EXPERIENCE**

#### **DIRECT ENTRY**

- A minimum of a Master's Degree from an accredited tertiary institution in any of the following fields: Finance, Accounting or other related disciplines.
- Must be a chartered member of a recognized and relevant professional body (e.g. ICA-GH, ACCA, CPA or CIMA)
- Must be a member of a relevant Professional Body.
- A minimum of eight (8) years post-Bachelor's or its professional equivalent relevant work experience, four (4) years of which must be in Senior Management position.

- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

### **IN-SERVICE ENTRY**

- Availability of vacancy on the grade of Deputy Director, Finance.
- A minimum of three (3) years on the grade of Principal Finance Officer.
- Must have a Master's Degree or must be a chartered member of a relevant professional qualification.
- Must have satisfactory Staff Performance Appraisal Reports.
- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

### **CAREER PROGRESSION**

By appointment to the grade of Director, Finance, subject to the following:

- Availability of vacancy on the grade of Director, Finance.
- A minimum of five (5) years on the grade of Deputy Director, Finance.
- Must have a Master's Degree and must be a chartered member of a relevant professional qualification.
- Must have satisfactory Staff Performance Appraisal Reports.
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Authority.

### **COMPETENCIES**

- In-depth knowledge in financial management laws, regulations and fiscal policies.
- Good knowledge in labour laws and regulations.
- Good leadership, networking, monitoring and management skills.
- Good communication, interpersonal and presentation skills.
- Negotiating, lobbying and conflict management skills.
- Ability to inspire and motivate.
- Knowledge in relevant IT applications.
- Good strategic management skills
- Good monitoring and evaluation skills.
- Knowledge in Administrative procedures.
- Report Writing.

### **TRAINING**

- Continuous professional development programmes
- Strategic and Project Management
- Public Policy Analysis

- Leadership and Management
- Organisational Development and Change Management
- Negotiation, Diplomacy and Lobbying
- Contract Management;

**JOB TITLE:** **PRINCIPAL MANAGER, FINANCE**  
**DIVISION:** **GENERAL SERVICES**  
**DEPARTMENT:** **FINANCE**  
**REPORTS TO:** **DEPUTY DIRECTOR, FINANCE**  
**SUPERVISES:** **SENIOR MANAGER, FINANCE**

**JOB PURPOSE:**

To provide technical and operational support for effective and efficient performance of the financial management functions of the Authority.

**DUTIES AND RESPONSIBILITIES**

1. Supervises the collation of data for the formulation of policies;
2. Supervises the implementation of projects, programmes and activities of the Department;
3. Prepares the annual budget of the Authority ;
4. Prepares annual financial report of the Authority
5. Analyses and interprets financial reports;
6. Implements financial recommendations contained in audit reports.
7. Prepares the annual work plan and budget of the department;
8. Prepares annual and other periodic reports of the department;
9. Supervises and appraises the performance of subordinate staff.

**QUALIFICATIONS AND EXPERIENCE**

**DIRECT ENTRY**

- A minimum of a Master's Degree from an accredited tertiary institution in any of the following fields: Finance, Accounting or other related disciplines.
- A chartered member of a recognised and relevant professional body (e.g. ICA-GH, ACCA, CPA or CIMA)
- Must be a member of a relevant professional body.
- A minimum of six (6) years post-Bachelor's degree or its professional equivalent relevant work experience, two (2) years of which must be in Senior Management position.
- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

**IN-SERVICE ENTRY**

- Availability of vacancy on the grade of Principal Finance Officer
- A minimum of three (3) years on the grade of Senior Finance Officer
- Must have satisfactory Staff Performance Appraisal Reports;
- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

## **CAREER PROGRESSION**

By promotion to the grade of Deputy Director, Finance, subject to the following:

- Availability of vacancy on the grade of Deputy Director, Finance.
- A minimum of three (3) years on the grade of Principal Finance Officer
- Must have a Master's Degree or a relevant professional qualification.
- Must have satisfactory Staff Performance Appraisal Reports.
- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

## **COMPETENCIES**

- In-depth knowledge in financial management laws, regulations and fiscal policies.
- Good knowledge in labour laws and regulations.
- Good leadership, networking and management skills.
- Good communication, interpersonal and presentation skills.
- Negotiation, lobbying and conflict management skills.
- Ability to inspire and motivate.
- Knowledge in relevant IT applications.
- Good strategic management skills
- Good monitoring and evaluation skills
- High integrity and good ethical standard
- Knowledge in Administrative procedures.
- Report Writing.

## **TRAINING**

- Continuous professional development programmes
- Strategic and Project Management
- Public Policy Analysis
- Team Building
- Leadership and Management
- Organisational Development and Change Management
- Negotiation, Diplomacy and Lobbying

**JOB TITLE:** SENIOR MANAGER, FINANCE  
**DIVISION:** GENERAL SERVICES  
**DIRECTORATE:** FINANCE  
**REPORTS TO:** PRINCIPAL MANAGER, FINANCE  
**SUPERVISES:** MANAGER, FINANCE

### **JOB PURPOSE**

To provide technical and operational support for the effective and efficient performance of the financial management functions of the Authority.

### **DUTIES AND RESPONSIBILITIES**

1. Collates data for the formulation of policies;
2. Implements programmes and activities of the Department;
3. Provides inputs for the preparation of annual budget of the Department
4. Provides inputs for the preparation of annual budget of the Authority
5. Provides inputs for the preparation of annual financial report of the Authority.
6. Complies with the provisions of the financial management laws, regulations and other fiscal policies;
7. Supervises the vetting of all financial vouchers and relevant documents before payments are effected.
8. Oversees the maintenance of appropriate ledgers;
9. Implements financial recommendations contained in audit reports.
10. Provides inputs for the preparation of the annual and other periodic reports of the Department.
11. Provides inputs for the preparation of the annual work plan and budget of the Department;
12. Supervises and appraises the performance of subordinate staff.

### **QUALIFICATIONS AND EXPERIENCE**

#### **DIRECT ENTRY**

- A minimum of a Master's Degree from an accredited tertiary institution in any of the following fields: Finance, Accounting or other related disciplines.
- Must be a chartered member of a recognised and relevant professional body (e.g. ICA-GH, ACCA, CPA or CIMA).
- Must be a member of a relevant professional body.
- A minimum of four (4) years post- Bachelor's degree or its professional equivalent relevant work experience in a reputable organization.
- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

## **IN-SERVICE ENTRY**

- Availability of vacancy on the grade of Senior Finance Officer.
- A minimum of three (3) years on the grade of Finance Officer.
- Must have satisfactory Staff Performance Appraisal Reports.
- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

## **CAREER PROGRESSION**

By promotion to the grade of Principal Finance Officer, subject to the following:

- Availability of vacancy on the grade of Principal Finance Officer.
- A minimum of three (3) years on the grade of Senior Finance Officer.
- Must have satisfactory Staff Performance Appraisal Reports.
- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

## **COMPETENCIES**

- Good knowledge in financial management laws, regulations and fiscal policies.
- Good leadership, networking and management skills.
- Good communication, interpersonal and presentation skills.
- Conflict management skills.
- Ability to inspire and motivate
- Proficiency in relevant computer applications
- Good knowledge in labour laws and regulations.
- Good strategic management skills
- Good monitoring and evaluation skills
- **High integrity and good ethical standard**
- Knowledge in Administrative procedures.
- Report Writing.

## **TRAINING**

- Continuous professional development programmes
- Project Management
- Team Building
- Leadership and Management
- Organisational Development and Change Management
- Negotiation, Diplomacy and Lobbying.

**JOB TITLE:** MANAGER, FINANCE  
**DIVISION:** GENERAL SERVICES  
**DEPARTMENT:** FINANCE  
**REPORTS TO:** SENIOR MANAGER, FINANCE  
**SUPERVISES:** ASSISTANT MANAGER, FINANCE  
CHIEF FINANCE ASSISTANT

### **JOB PURPOSE**

To provide operational support for the effective and efficient performance of the financial management functions of the Authority.

### **DUTIES AND RESPONSIBILITIES**

1. Supervises the collection of data for the formulation of policies;
2. Implements programmes and activities of the Department;
3. Collates data for the preparation of annual budget for the Department;
4. Collates data for the preparation of annual budget for the Authority
5. Complies with the provisions of the financial management laws, regulation and other fiscal policies;
6. Collates data for the preparation of annual financial report of the Authority ;
7. Collates data for the analysis of financial report;
8. Checks all financial vouches and relevant documents before payments are made
9. Maintains appropriate ledgers;
10. Implements financial recommendations contained in audit reports.
11. Collates data for the preparation of annual and other periodic reports for the Department.
12. Collates data for the preparation of annual work plan and budget reports for the Department.
13. Supervises and appraises the performance of subordinate staff.

### **QUALIFICATIONS AND EXPERIENCE**

#### **DIRECT ENTRY**

- A minimum of a Master's Degree from an accredited tertiary institution in any of the following fields: Finance, Accounting or other related disciplines.
- A minimum of Level II qualification from a recognised and relevant professional body (e.g. ICA-GH, ACCA, CPA or CIMA).
- A minimum of one (1) year post- Bachelor's degree or its professional equivalent relevant work experience.
- Must be a member of a relevant professional body.
- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

#### **IN-SERVICE ENTRY**

- Availability of vacancy on the grade of Finance Officer.
- A minimum of three (3) years on the grade of Assistant Finance Officer..
- Must have satisfactory Staff Performance Appraisal Reports.

- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

## **CAREER PROGRESSION**

By promotion to the grade of Senior Finance Officer, subject to the following:

- Availability of vacancy on the grade of Senior Finance Officer.
- A minimum of three (3) years on the grade of Finance Officer.
- Must have satisfactory Staff Performance Appraisal Reports.
- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

## **COMPETENCIES**

- Good knowledge in financial management laws, regulations and fiscal policies.
- Leadership and management skills.
- Communication, interpersonal and presentation skills.
- Conflict management skills.
- Ability to inspire and motivate.
- Knowledge in relevant IT applications.
- Good monitoring and evaluation skills
- **High integrity and good ethical standard**
- Knowledge in Administrative procedures.
- Report Writing.

## **TRAINING**

- Continuous professional development programmes
- Project Management
- Team Building
- Leadership
- Change Management
- Public Administration

**JOB TITLE:** ASSISTANT MANAGER, FINANCE  
**DIVISION:** GENERAL SERVICES  
**DEPARTMENT:** FINANCE  
**REPORTS TO:** MANAGER, FINANCE  
**SUPERVISES:** NIL

### **JOB PURPOSE**

To provide operational support for effective and efficient performance of the financial management functions of the Authority.

### **DUTIES AND RESPONSIBILITIES**

1. Implements programmes and activities of the Department;
2. Collects data for the preparation of annual budget for the Department;
3. Complies with the provisions of the financial management laws, regulations and other fiscal policies;
4. Collects data for the preparation of annual financial reports of the Authority.
5. Collects data for the analysis of financial reports;
6. Implements financial recommendations contained in audit reports.
7. Collects data for the preparation of annual and other periodic reports for the Department;
8. Collects data for the preparation of annual work plan and budget for the Department;

### **QUALIFICATIONS AND EXPERIENCE**

#### **DIRECT ENTRY**

- A minimum of a Bachelor's degree from an accredited tertiary institution in any of the following fields: Finance, Accounting or other related disciplines.

OR

- A minimum of Level II qualification from a recognised and relevant professional body (e.g. ICA-GH, ACCA, CPA or CIMA).
- Must be a member of a relevant professional body.
- Must have completed National Service.
- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

#### **IN-SERVICE ENTRY**

By conversion/upgrading of an officer below the grade of Assistant Finance Officer who acquires a relevant Bachelor's degree in Finance, Accounting or its professional equivalent subject to the following:

- Availability of vacancy on the grade of Assistant Finance Officer.
- Must have satisfactory Staff Performance Appraisal Reports.
- **Must be a member of relevant professional body.**
- Must pass a selection interview conducted by the Authority, in collaboration with the Public Services Commission.

### **CAREER PROGRESSION**

By promotion to the grade of Finance Officer, subject to the following:

- Availability of vacancy on the grade of Finance Officer.
- A minimum of three (3) years on the grade of Assistant Finance Officer.
- Must have satisfactory Staff Performance Appraisal Reports.
- Must pass selection interview conducted by the Authority in collaboration with the Public Services Commission.

### **COMPETENCIES**

- Knowledge in financial management laws, regulations and fiscal policies.
- Communication, interpersonal and presentation skills
- Knowledge in relevant IT applications.
- Meticulous and attention to details
- High integrity and good ethical standard

### **TRAINING**

- Continuous professional development programmes
- Change Management
- Administrative Procedures
- Report Writing

**JOB TITLE: CHIEF FINANCE ASSISTANT**  
**DIVISION: GENERAL SERVICES**  
**DEPARTMENT: FINANCE**  
**REPORTS TO: FINANCE MANAGER**  
**SUPERVISES: PRINCIPAL FINANCE ASSISTANT**

### **JOB PURPOSE**

To provide operational support for the effective and efficient performance of the financial management functions of the Authority.

### **DUTIES AND RESPONSIBILITIES**

1. Collects data for the preparation of financial statements;
2. Supervises the preparation of bank reconciliation statements;
3. Supervises the preparation of tax returns, SSNIT and other superannuation schedules
4. Supervises the preparation of payrolls and other schedules for allowances;
5. Supervises the maintenance of ledgers and extraction of trial balance;
6. Oversees the preparation of payment vouchers;
7. Oversees the preparation of cash and bank accounts;
8. Oversees the maintenance of the imprest system.
9. Supervises and appraises the performance of subordinate staff;

### **QUALIFICATIONS AND EXPERIENCE**

#### **DIRECT ENTRY**

- A minimum of an HND/University Diploma in Accounting or any related field.
- A minimum of six (6) years post-qualification relevant work experience in a reputable organisation.
- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

#### **IN-SERVICE ENTRY**

- Availability of vacancy on the grade of Chief Finance Assistant.
- A minimum of three (3) years on the grade of Principal Finance Assistant.
- Must have satisfactory staff performance appraisal reports.
- Must pass a selection interview conducted by the Authority in collaboration with Public Services Commission.

## **CAREER PROGRESSION**

By conversion/upgrading of an officer below the grade of Assistant Finance Officer who acquires the relevant Bachelor's Degree in Accounting, Finance, or relevant professional qualification from an accredited tertiary institution subject to the following:

- Availability of vacancy on the grade of Assistant Finance Officer.
- Must have satisfactory Staff Performance Appraisal Reports.
- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

## **COMPETENCIES**

- Knowledge in financial management laws, regulations and fiscal policy.
- Good communication, interpersonal and presentation skills.
- Good knowledge in conflict management.
- Good knowledge of ICT applications.
- Good knowledge in Administrative Procedures.
- High integrity and good ethical standard
- Report writing skills.

## **TRAINING**

- Continuous professional development programmes
- Public Administration
- Negotiation, Diplomacy and Lobbying.

**JOB TITLE:** PRINCIPAL FINANCE ASSISTANT  
**DIVISION:** GENERAL SERVICES  
**DEPARTMENT:** FINANCE  
**REPORTS TO:** CHIEF FINANCE ASSISTANT  
**SUPERVISES:** SENIOR FINANCE ASSISTANT

### **JOB PURPOSE**

To provide operational support for the performance of the financial management functions of the Authority.

### **DUTIES AND RESPONSIBILITIES**

1. Collects data for the preparation of financial statements;
2. Prepares bank reconciliation statements.
3. Prepares tax returns, SSNIT and other superannuation schedules;
4. Prepares payrolls and other schedule of allowances;
5. Keeps ledgers and extracts trial balance;
6. Prepares payment vouchers.
7. Supervises the preparation of cash and bank accounts
8. Supervises the maintenance of the imprest system
9. Supervises the receipt of revenues
10. Supervises and appraises the performance of subordinate staff

### **QUALIFICATIONS AND EXPERIENCE**

#### **DIRECT ENTRY**

- A minimum of an HND/University Diploma in Accounting or any related field.
- A minimum of three (3) years post-qualification relevant work experience in a reputable organisation.
- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

#### **IN-SERVICE ENTRY**

- Availability of vacancy on the grade of Principal Finance Assistant.
- A minimum of three (3) years on the grade of Senior Finance Assistant.
- Must have satisfactory staff performance appraisal reports.
- Must pass a selection interview conducted by the Authority in collaboration with Public Services Commission

## **CAREER PROGRESSION**

By promotion to the grade of Chief Finance Assistant, subject to the following:

- Availability of vacancy on the grade of Chief Finance Assistant.
- A minimum of three (3) years on the grade of Principal Finance Assistant.
- Must have satisfactory Staff Performance Appraisal Reports.
- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

## **COMPETENCIES**

- Knowledge in financial management laws, regulations and fiscal policies
- Good communication skills, interpersonal and presentation skills.
- Good knowledge of ICT applications.
- Knowledge in Administrative Procedures.
- High integrity and good ethical standards
- Report writing skills.

## **TRAINING**

- Continuous professional development programmes
- Public Administration
- Team Building
- Leadership
- Conflict Management
- Negotiation, Diplomacy and Lobbying

**JOB TITLE: SENIOR FINANCE ASSISTANT**  
**DIVISION: GENERAL SERVICES**  
**DEPARTMENT: FINANCE**  
**REPORTS TO: PRINCIPAL FINANCE ASSISTANT**  
**SUPERVISES: NIL**

### **JOB PURPOSE**

To provide operational support for effective and efficient performance of the financial management functions of the Authority.

### **DUTIES AND RESPONSIBILITIES**

1. Collects data for the preparation of financial statements;
2. Prepares bank reconciliation statements.
3. Prepares tax returns, SSNIT and superannuation schedules
4. Prepares payroll and other schedule of allowances;
5. Provides inputs for the preparation of ledgers;
6. Prepares payment vouchers.
7. Prepares cash and bank accounts
8. Receives revenues and issues receipts

### **QUALIFICATIONS AND EXPERIENCE**

#### **DIRECT ENTRY**

- A minimum of an HND/University Diploma in Accounting or any related field.
- Must have completed National Service.
- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

#### **IN-SERVICE ENTRY**

N/A

#### **CAREER PROGRESSION**

By promotion to the grade of Principal Finance Assistant subject to the following:

- Availability of vacancy on the grade of Principal Finance Assistant.
- A minimum of three (3) years on the grade of Senior Finance Assistant.
- Must have satisfactory Staff Performance Appraisal Reports.
- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

#### **COMPETENCIES**

- Knowledge in financial management laws, regulations and fiscal policies
- Good communication and interpersonal skills
- Good knowledge of ICT applications
- High integrity and good ethical standard

## **TRAINING**

- Continuous professional development programmes
- Administrative Procedures
- Report writing.
- Presentation

**JOB TITLE: FINANCE ASSISTANT \*\***  
**DIVISION: GENERAL SERVICES**  
**DEPARTMENT: FINANCE**  
**REPORTS TO: SENIOR ASSISTANT FINANCE**  
**SUPERVISES: NIL**

### **JOB PURPOSE**

To provide operational support for the efficient and effective functioning of the Department.

### **DUTIES AND RESPONSIBILITIES**

1. Provide inputs for the efficient collection of revenue and the maintenance of detailed Accounts of all financial transactions.
2. Provide inputs for the preparation of Statements of Accounts.
3. Collate data to check and verify current accounts and reconcile Bank Statements.
4. Provide inputs for the collection and analyses of financial data and statistics.
5. Handle correspondence on accounts.
6. Provide inputs for the preparation of Tax and SSNIT schedules.
7. Provide inputs for the preparation of salaries.

N/A

### **CAREER PROGRESSION**

**\*\*\*NB: THIS GRADE IS SPECIFICALLY CREATED FOR SERVING OFFICERS WITHIN THE AUTHORITY WHO DO NOT POSSESS HND/UNIVERSITY DIPLOMA AND OTHER HIGHER QUALIFICATIONS. NO APPOINTMENT SHALL HENCEFORTH BE MADE INTO IT. OFFICERS IN IT ARE NOT ELIGIBLE FOR PROMOTION. THOSE WHO ACQUIRE RELEVANT HIGHER QUALIFICATION MAY APPLY FOR CONVERSION/UPGRADING, SUBJECT TO THE AVAILABILITY OF VACANCY. ON THE DEPARTURE OF ALL OFFICERS FROM THIS GRADE THE POSITION SHALL BE EXPUNGED FROM THE SCHEME OF SERVICE.**

## **CHAPTER EIGHT**

### **HUMAN RESOURCE MANAGEMENT DEPARTMENT**

<b>JOB TITLE:</b>	<b>DIRECTOR, HR</b>
<b>DIVISION:</b>	<b>GENERAL SERVICES</b>
<b>DEPARTMENT:</b>	<b>HUMAN RESOURCE</b>
<b>REPORTS TO:</b>	<b>DEPUTY EXECUTIVE DIRECTOR (GENERAL SERVICES)</b>
<b>SUPERVISES:</b>	<b>DEPUTY DIRECTOR, HR</b>

#### **JOB PURPOSE**

To provide technical and administrative leadership in human resource management for the achievement of the objectives of the Authority.

#### **DUTIES AND RESPONSIBILITIES**

1. Provide input for the formulation and review of policies.
2. \*Ensure the implementation, monitoring and evaluation of policies, programmes and activities for the Department.
3. Ensure the development and implementation of human resource management policies, systems and manuals of the Authority.
4. Ensure the organisational design and HR planning of the Authority.
5. Ensure the maintenance of cordial Management-Union relationship.
6. Ensure the development and maintenance of an effective Human Resource Management Information System (HRMIS) for the Authority.
7. Interpret and advise on HR policies, rules and regulations
8. Coordinate, monitor and review the Training and Development policies and plans for the Authority.
9. Develop mechanisms for succession planning and the smooth exit of staff.
10. Facilitate the development and implementation of welfare and safety policies
11. Ensure the preparation of budget and work plan for the Department.
12. Provides inputs for the preparation of the Authority's Annual Budget.
13. Oversee the preparation of annual and other periodic reports of the department.
14. Coordinate the implementation of the Performance Management System of the Authority.
15. Supervise and appraise the performance of staff of the department.

## **QUALIFICATIONS AND EXPERIENCE**

### **DIRECT ENTRY**

- A minimum of a Master's degree from an accredited tertiary institution in Human Resource Management, Business/Public Administration or any related field.
- Membership of a relevant HR Professional body OR a member of a relevant professional body
- A minimum of ten (10) years post-Bachelor's degree work experience in a reputable organization, five (5) years of which must be in a senior management position.
- Must pass an interview conducted by the Public Services Commission in consultation with the Governing Board.

### **IN-SERVICE ENTRY**

- Availability of vacancy in the grade of Director, HR.
- A minimum of five (5) years on the grade of Deputy Director, HR
- Must have satisfactory Staff Performance Appraisal reports.
- Must pass an interview conducted by the Public Services Commission in consultation with the Governing Board.

### **CAREER PROGRESSION**

By appointment to the grade of Deputy Executive Director subject to the following:

- Availability of vacancy in the grade of Deputy Executive Director
- A minimum of five (5) years on the grade of Director
- Must have satisfactory Staff Performance Appraisal reports
- Must pass an interview conducted by the Public Services Commission in consultation with the Governing Board.

### **COMPETENCIES**

- Good knowledge and understanding of Public Administration System.
- Good knowledge in Strategic HR management.
- Strong leadership, networking and monitoring skills.
- Good knowledge in financial management laws and regulations
- Good knowledge in labour laws and regulations
- Good knowledge in policies, rules, processes and procedures relating to Human Resource Management in the Public Services.
- Good knowledge of the Financial Management laws of Ghana.
- Good strategic planning and evaluation skills
- Strong analytical skills
- Good negotiation and advocacy skills

- Alternative Dispute management
- High integrity.
- Good communication skills.
- Strong interpersonal skills.
- Good knowledge of I T applications.

## **TRAINING**

- Continuous professional development programmes.
- Relevant computer application.
- Alternative Dispute Resolution (ADR)
- Leading Strategic Change
- Public Sector Management
- Corporate Leadership and Governance
- Organisational Development and Change management.

**JOB TITLE: DEPUTY DIRECTOR, HR**  
**DIVISION: GENERAL SERVICES**  
**DEPARTMENT: HUMAN RESOURCE**  
**REPORTS TO: DIRECTOR, HR**  
**SUPERVISES: PRINCIPAL HUMAN RESOURCE MANAGER**

### **JOB PURPOSE**

To provide leadership, technical and administrative direction for the effective management of human resources for the achievement of the mandate of the Authority.

### **DUTIES AND RESPONSIBILITIES**

1. Supervise the collation of inputs for the formulation of HRM policies, guidelines and procedures.
2. Exercise oversight responsibility for the efficient and effective management of the Department.
3. Supervise the collation of inputs for the development of medium and long term strategic plans for the Department.
4. Supervise the implementation of programmes and activities of the Department.
5. Oversee the preparation of the annual budget of the Department.
6. Supervise effective monitoring and evaluation of the Department's programmes and objectives and make recommendations for improvement.
7. Supervise effective internal communication within the Department.
8. Oversee the development of the Human Resource Information System (HRMIS) of the Authority.
9. Coordinate the organizational design and HR planning of the Authority.
10. Oversee the development and implementation of employee compensation and benefits Authority s.
11. Oversee employee wellbeing and the establishment of a conducive and enabling work environment.
12. Maintain cordial Management-Union relationship.
13. Supervise the effective implementation of disciplinary processes and procedures in the Authority.
14. Supervise the implementation of training, learning and development policies of the Authority.
15. Supervise the preparation of quarterly, mid-year, annual and other periodic reports of the Department.
16. Appraise the performance of subordinate staff of the Department.

## **QUALIFICATION AND EXPERIENCE**

### **DIRECT ENTRY**

- A minimum of a Master's Degree from an accredited tertiary institution in any of the following fields: Business/Public Administration, Human Resources Management, Social Sciences or other related disciplines.
- Must be a member of an HR professional body OR a member of a relevant professional body.
- A minimum of eight (8) years post-qualification relevant work experience, four (4) years of which must be in a senior management level.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

### **IN-SERVICE ENTRY**

- Availability of vacancy in the grade of Deputy Director, HR.
- A minimum three (3) years on the grade of Principal Manager, HR.
- Must have a relevant Master's degree from an accredited Tertiary Institution.
- Must have satisfactory Staff Performance Appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

### **CAREER PROGRESSION**

By appointment to the grade of Director, HR subject to the following:

- Availability of vacancy in the grade of Director, HR.
- A minimum five (5) years on the grade of Deputy Director, HR.
- Must have satisfactory Staff Performance Appraisal reports.
- Must pass an interview conducted by the Public Services Commission in consultation with the Governing Board.

### **COMPETENCIES**

- Good knowledge and understanding of Public Administration System.
- Good knowledge in Strategic HR management.
- Strong leadership, networking and monitoring skills.
- Good knowledge in labour laws and regulation
- Good knowledge in Financial Management laws and regulations
- Strong analytical skills.
- Alternative Dispute management
- Good negotiation and advocacy skills
- High integrity.
- Strong communication skills.

- Strong interpersonal skills.
- Good knowledge of computer applications.

## **TRAINING**

- Continuous professional development programmes.
- Relevant computer application.
- Alternative Dispute Resolution (ADR)
- Leading Strategic Change
- Public Sector Management
- Corporate Leadership and Governance
- Organizational Development and Change management.

**JOB TITLE:** PRINCIPAL MANAGER, HR  
**DIVISION:** GENERAL SERVICES  
**DEPARTMENT:** HUMAN RESOURCE  
**REPORTS TO:** DEPUTY DIRECTOR, HR  
**SUPERVISES:** SENIOR MANAGER, HR

### **JOB PURPOSE**

To provide technical and operational support for the effective management of human resources for the achievement of the mandate of the Authority.

### **DUTIES AND RESPONSIBILITIES**

1. Coordinate the collation of inputs for the formulation of HRM policies, guidelines and procedures.
2. Coordinate the implementation of programmes and activities of the Department.
3. Prepare and submit draft annual budget of the Department.
4. Monitor and evaluate the Department's programmes and activities.
5. Coordinate the operational processes to ensure compliance with the Human Resource Management Information System (HRMIS).
6. Coordinate the organisational design and HR planning of the Authority.
7. Supervise the development and implementation of employee compensation and benefits Authority s.
8. Implement programmes and activities relating to employee wellbeing and conducive work environment.
9. Coordinate activities relating to Management – Union relationship.
10. Supervise the implementation of disciplinary processes and procedures in the Authority.
11. Implement Training, learning and development activities of the Authority.
12. Prepare and submit quarterly, mid-year, annual and other periodic reports of the Department.
13. Appraise the performance of subordinate staff of the Department.

### **QUALIFICATION AND EXPERIENCE**

#### **DIRECT ENTRY**

- A minimum of a Master's Degree from an accredited tertiary institution in any of the following fields: Business/Public Administration, Human Resource Management, Social Sciences or other related fields.

- Must be a member of a recognized HR professional body OR a member of a relevant professional body.
- A minimum of six (6) years post-Bachelor's relevant work experience, two (2) years of which must be in a senior management level.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

### **IN-SERVICE ENTRY**

- Availability of vacancy on the grade of Principal Manager HR.
- A minimum of three (3) years on the grade of Senior Manager HR.
- Must have satisfactory Staff Performance Appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

### **CAREER PROGRESSION**

By promotion to the grade of Deputy Director HR subject to the following:

- Availability of vacancy on the grade of Deputy Director HR.
- A minimum of three (3) years on the grade of Principal Manager HR.
- Must have a relevant Master's degree from an accredited Tertiary Institution.
- Must have satisfactory Staff Performance Appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

### **COMPETENCIES**

- Good strategic planning and evaluation skills.
- Good knowledge in Labour laws and regulations.
- Good knowledge in Administrative procedures.
- Good leadership, networking, monitoring and management skills.
- Good communication, interpersonal and presentation skills.
- Negotiating, lobbying and conflict management skills.
- Alternative dispute management.
- Ability to inspire and motivate.
- Knowledge in financial management laws and regulations.
- Knowledge in relevant I T applications.
- Report writing skills.

## **TRAINING**

- Strategic and Project Management
- Continuous professional development programmes
- Public Administration
- Compensation Management
- Public Policy Analysis
- Organisational Development and Change Management
- Negotiating, Diplomacy and Lobbying

**JOB TITLE:** SENIOR MANAGER, HR  
**DIVISION:** GENERAL SERVICE  
**DEPARTMENT:** HUMAN RESOURCE  
**REPORTS TO:** PRINCIPAL MANAGER, HR  
**SUPERVISES:** MANAGER, HR

### **JOB PURPOSE**

To Provide Technical and Operational Support for The Effective Management of Human Resources for The Achievement of The Mandate of The Authority.

### **DUTIES AND RESPONSIBILITIES**

1. Collate inputs for the formulation of HRM policies, guidelines and procedures.
2. Implement programmes and activities of the Department.
3. Collect data for the development of medium and long term strategic plans for the Department.
4. Supervise the collation of data for the preparation of draft annual budget of the Department.
5. Monitor the Department's programmes and activities.
6. Implement the management systems within the Department.
7. Maintain and update the Human Resource Management Information System (HRMIS) for the Authority.
8. Provide inputs for the preparation of the organisational design and HR planning.
9. Provide inputs for the preparation of employee compensation and benefits Authority s.
10. Implement programmes and activities relating to employee wellbeing and conducive work environment.
11. Implement directives relating to disciplinary matters.
12. Facilitate Training, learning and development activities.
13. Provide inputs for the preparation of quarterly, mid-year, annual and other periodic reports of the Department.
14. Appraise the performance of subordinate staff of the Department.

## **QUALIFICATION AND EXPERIENCE**

### **DIRECT ENTRY**

- A minimum of a Master's Degree from an accredited tertiary institution in any of the following fields: Business/Public Administration, Human Resource Management, Social Sciences or other related fields.
- Must be a member of a recognized HR professional body OR a member of a relevant professional body.
- A minimum of four (4) years post-Bachelor's degree relevant work experience in a reputable organisation.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

### **IN-SERVICE ENTRY**

- Availability of vacancy in the grade of Senior Manager, HR.
- A minimum of three (3) years on the grade of Manager.
- Must have satisfactory Staff Performance Appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

### **CAREER PROGRESSION**

By promotion to the grade of Principal Manager HR subject to the following:

- Availability of vacancy in the grade of Principal Manager HR.
- A minimum three (3) years on the grade of Senior Manager, HR.
- Must have satisfactory Staff Performance Appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

### **COMPETENCIES**

- Good strategic planning and evaluation skills.
- Good knowledge in Labour Laws and regulations.
- Good knowledge in Administrative procedures.
- Good leadership, networking, monitoring and management skills.
- Good communication, interpersonal and presentation skills.
- Negotiating, lobbying and conflict management skills.
- Ability to inspire and motivate.

- Alternative dispute management.
- Knowledge in financial management laws and regulations.
- Knowledge in relevant I T applications.
- Report writing skills.

## **TRAINING**

- Strategic and Project Management
- Continuous professional development programmes
- Public Administration
- Compensation Management
- Public Policy Analysis
- Team Building
- Leadership
- Organisational Development and Change Management
- Negotiating, Diplomacy and Lobbying

**JOB TITLE:** MANAGER, HR  
**DIVISION:** GENERAL SERVICES  
**DEPARTMENT:** HUMAN RESOURCE  
**REPORTS TO:** SENIOR MANAGER, HR  
**SUPERVISES:** ASSISTANT MANAGER, HR  
CHIEF ASSISTANT, HR

### **JOB PURPOSE**

To provide operational support for the effective management of human resources for the achievement of the mandate of the Authority.

### **DUTIES AND RESPONSIBILITIES**

1. Collect data for the formulation of HRM policies, guidelines and procedures.
2. Implement programmes and activities of the department.
3. Collect data for the development of medium and long term strategic plans for the department
4. Collate data for the preparation of draft annual budget of the Department.
5. Collate data for the preparation of the organisational design and HR planning.
6. Implement employee compensation and benefits Authority s.
7. Implement programmes and activities relating to employee wellbeing and conducive work environment.
8. Implement directives relating to disciplinary matters.
9. Facilitate Training, learning and development activities.
10. Collate data for the preparation of quarterly, mid-year, annual and other periodic reports of the Department.
11. Appraise the performance of subordinate staff of the Department.

### **QUALIFICATION AND EXPERIENCE**

#### **DIRECT ENTRY**

- A minimum of a Master's Degree from an accredited tertiary institution in any of the following fields: Business/Public Administration, Human Resource Management, Social Sciences or other related fields.
- Must be a member of a recognised HR professional body OR a member of a relevant professional bodd.
- A minimum of one (1) year post-Bachelor's degree relevant work experience in reputable organisation.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

## **IN-SERVICE ENTRY**

- Availability of vacancy in the grade of Manager HR.
- A minimum of three (3) years on the grade of Assistant Manager.
- Must have satisfactory Staff Performance Appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

## **CAREER PROGRESSION**

By promotion to the grade of Senior Manager, HR subject to the following:

- Availability of vacancy on the grade of Senior Manager, HR.
- A minimum of three (3) years on the grade of Manager, HR.
- Must have satisfactory Staff Performance Appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

## **COMPETENCIES**

- Good strategic planning and evaluation skills.
- Good knowledge in Labour Laws and regulations.
- Good knowledge in Administrative procedures.
- Good Report writing skills.
- Good leadership, networking, monitoring and management skills.
- Good communication, interpersonal and presentation skills.
- Negotiating, lobbying and conflict management skills.
- Ability to inspire and motivate.
- Knowledge in financial management laws and regulations.
- Knowledge in relevant I T applications.

## **TRAINING**

- Project Management
- Continuous professional development programmes
- Public Administration
- Compensation Management
- Public Policy Analysis
- Alternative Dispute Resolution (ADR)
- Leadership
- Organisational Development and Change Management
- Negotiating, Diplomacy and Lobbying

**JOB TITLE:** ASSISTANT MANAGER, HR  
**DIVISION:** GENERAL SERVICES  
**DEPARTMENT:** HUMAN RESOURCE  
**REPORTS TO:** MANAGER, HR  
**SUPERVISES:** NIL

### **JOB PURPOSE**

To provide operational support for the effective management of human resources for the achievement of the mandate of the Authority.

### **DUTIES AND RESPONSIBILITIES**

1. Implement programmes and activities of the Department.
2. Collect data for the preparation of draft annual budget of the Department.
3. Collect data for the preparation of the organizational design and HR planning.
4. Implement programmes and activities relating to employee wellbeing and conducive work environment.
5. Implement directives relating to disciplinary matters.
6. Facilitate Training, learning and development activities.
7. Collect data for the preparation of quarterly, mid-year, annual and other periodic reports of the Department.

### **QUALIFICATION AND EXPERIENCE**

#### **DIRECT ENTRY**

- A minimum of a Bachelor's Degree from an accredited tertiary institution in any of the following fields: Business/Public Administration, Human Resource Management, Social Sciences or other related fields.
- Must have completed national service.
- Must be member of a relevant professional body.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

#### **IN-SERVICE ENTRY**

By conversion/upgrading of an officer below the grade of Assistant Manager, HR who acquires a relevant Bachelor's degree in Business/Public Administration, Human Resources, Social Sciences subject to the following:

- Availability of vacancy on the grade of Assistant Manager HR.

- Must have satisfactory Staff Performance Appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

### **CAREER PROGRESSION**

By promotion to the grade of Manager, HR subject to the following:

- Availability of vacancy on the grade of Manager HR.
- A minimum of three (3) years on the grade of Assistant Manager HR.
- Must have satisfactory Staff Performance Appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

### **COMPETENCIES**

- Communication, interpersonal and presentation skills.
- Knowledge in relevant I T applications.
- Basic knowledge in Labour Laws and regulations.

### **TRAINING**

- Administrative procedures
- Report writing
- Conflict management
- Continuous professional development programmes
- Public Administration
- Compensation Management



## **CHAPTER NINE**

### **ADMINISTRATION DEPARTMENT**

<b>JOB TITLE:</b>	<b>DIRECTOR, ADMINISTRATION</b>
<b>DIVISION:</b>	<b>GENERAL SERVICES</b>
<b>DEPARTMENT:</b>	<b>ADMINISTRATION</b>
<b>REPORTS TO:</b>	<b>DEPUTY EXECUTIVE DIRECTOR, GENERAL SERVICES</b>
<b>SUPERVISES:</b>	<b>DEPUTY DIRECTOR, ADMINISTRATION</b>
	<b>DEPUTY DIRECTOR, PROCUREMENT</b>
	<b>DEPUTY DIRECTOR, INFORMATION TECHNOLOGY</b>
	<b>DEPUTY DIRECTOR, ESTATES</b>

#### **JOB PURPOSE**

To provide leadership, technical and administrative direction for the efficient and effective management for the achievement of the objective of the Authority.

#### **DUTIES AND RESPONSIBILITIES**

1. Oversee the formulation and implementation of administrative policies, guidelines and procedures.
2. Ensure the implementation, monitoring and evaluation of policies, programmes and activities pertaining to procurement, estates, transport, records, Information Technology, security and secretarial services, library.
3. Exercise oversight responsibility for the efficient and effective management of the human, material and financial resources of the department.
4. Ensure the development and implementation of administrative systems of the Authority.
5. Coordinate plans to ensure the availability of resources to support the activities of the Authority.
6. Ensure the effective organization of meetings, seminars, conferences and workshops.
7. Ensure effective internal communication within the Department.
8. Maintain appropriate relationship with relevant Ministries, Departments and Agencies of government and stakeholders on issues relating to administration.
9. Supervise the monitoring and evaluation of the Department's programmes and activities.
10. Supervise the preparation and submission of quarterly, mid-year, annual and other periodic reports of the Department.
11. Appraises the performance of staff of the Department.

## **QUALIFICATION AND EXPERIENCE**

### **DIRECT ENTRY**

- A minimum of a Master's Degree from an accredited tertiary institution in any of the following fields: Business/Public Administration, Social Sciences or other related fields.
- Must be a member of a recognized professional body.
- A minimum of ten (10) years post-Bachelor's degree relevant work experience, five (5) years of which must be in a senior management level.
- Must pass an interview conducted by the Public Services Commission in consultation with the governing board.

### **IN-SERVICE ENTRY**

- Availability of vacancy in the grade of Director, Administration.
- A minimum of five (5) years on the grade of Deputy Director.
- Must have satisfactory Staff Performance Appraisal reports.
- Must pass an interview conducted by the Public Services Commission in consultation with the governing Board.

### **CAREER PROGRESSION**

By appointment to the grade of Deputy Executive Director subject to the following:

- Availability of vacancy in the grade of Deputy Executive Director.
- A minimum of five (5) years on the grade of Director.
- Must have satisfactory Staff Performance Appraisal reports.
- Must pass an interview conducted by the Public Services Commission in consultation with the governing Board.

### **COMPETENCIES**

- Good strategic planning, implementation and evaluation skills.
- Knowledge in Administrative procedures.
- Good knowledge in Labour Laws and regulations.
- Good leadership, networking, monitoring and management skills.
- Good communication, interpersonal and presentation skills.
- Negotiating, lobbying and conflict management skills.
- Alternative dispute management.
- Ability to inspire and motivate.

- Good knowledge in financial management laws and regulations.
- Knowledge in relevant I T applications.
- Report writing skills.

## **TRAINING**

- Strategic and Project Management
- Continuous professional development programmes
- Public Administration
- Public Policy Analysis
- Alternative Dispute Resolution (ADR)
- Organisational Development and Change Management
- Negotiating, Diplomacy and Lobbying

**JOB TITLE: DEPUTY DIRECTOR, ADMINISTRATION**  
**DIVISION: GENERAL SERVICES**  
**DEPARTMENT: ADMINISTRATION**  
**REPORTS TO: DIRECTOR, ADMINISTRATION**  
**SUPERVISES: PRINCIPAL MANAGER, ADMINISTRATION**  
**PRINCIPAL MANAGER, TRANSPORT**  
**PRINCIPAL MANAGER, PROCUMENT**

### **JOB PURPOSE**

To provide technical and administrative direction for the effective management for the achievement of the mandate of the Authority.

### **DUTIES AND RESPONSIBILITIES**

1. Supervise the collation of inputs for the formulation of administrative policies, guidelines and procedures.
2. Ensure effective internal communication within the Department.
3. Supervise the implementation of programmes and activities of the Department.
4. Ensure effective monitoring and evaluation of the Department's programmes and objectives and make recommendations for improvement.
5. Supervise the establishment of management systems within the Department.
6. Supervise the preparation of quarterly, mid-year, annual and other periodic reports of the Department.
7. Supervise the implementation, monitoring and evaluation of policies, programmes and activities pertaining to procurement, estates, transport, records, IT, security and secretarial services, library.
8. Oversee the development and implementation of administrative systems of the Authority.
9. Coordinate plans to ensure the availability of resources to support the activities of the Authority.
10. Coordinate the organization of meetings, seminars, conferences and workshops.
11. Appraises the performance of subordinate staff of the Department.

### **QUALIFICATION AND EXPERIENCE**

#### **DIRECT ENTRY**

- A minimum of a Master's Degree from an accredited tertiary institution in any of the following fields: Business/Public Administration, Social Sciences or other related fields.
- Must be a member of a relevant professional body.
- A minimum of eight (8) years post-Bachelor's relevant work experience, four (4) years of which must be in a senior management level.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

## **IN-SERVICE ENTRY**

- Availability of vacancy in the grade of Deputy Director.
- A minimum of three (3) years on the grade of Principal Manager, Administration.
- Must have a relevant Master's degree from an accredited tertiary institution.
- Must have satisfactory Staff Performance Appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

## **CAREER PROGRESSION**

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

- Availability of vacancy in the grade of Director.
- A minimum of five (5) years on the grade of Deputy Director.
- Must have satisfactory Staff Performance Appraisal reports.
- Must pass an interview conducted by the Public Services Commission in consultation with the governing Board.

## **COMPETENCIES**

- Good strategic planning and evaluation skills.
- Good knowledge in Administrative procedures.
- Good knowledge in Labour Laws and regulations.
- Good leadership, networking, monitoring and management skills.
- Good communication, interpersonal and presentation skills.
- Negotiating, lobbying and conflict management skills.
- Alternative Dispute management.
- Ability to inspire and motivate.
- Good knowledge in financial management laws and regulations.
- Knowledge in relevant I T applications.
- Report writing skills.

## **TRAINING**

- Strategic and Project Management
- Continuous professional development programmes
- Public Administration
- Public Policy Analysis
- Organisational Development and Change Management
- Negotiating, Diplomacy and Lobbying

**JOB TITLE:** PRINCIPAL MANAGER, ADMINISTRATION  
**DIVISION:** GENERAL SERVICES  
**DEPARTMENT:** ADMINISTRATION  
**REPORTS TO:** DEPUTY DIRECTOR, ADMINISTRATION  
**SUPERVISES:** SENIOR MANAGER ADMINISTRATION  
SENIOR MANAGER LIBRARY  
SENIOR MANAGER RECORDS  
SENIOR MANAGER SECURITY  
SENIOR PRIVATE SECRETARY

### **JOB PURPOSE**

To provide technical and operational support for the effective management for the achievement of the mandate of the Authority.

### **DUTIES AND RESPONSIBILITIES**

1. Collate data for the formulation of administrative policies, guidelines and procedures.
2. Implement programmes and activities relating to the department.
3. Prepare quarterly, mid-year, annual and other periodic reports of the Department.
4. Monitor and evaluate the Department's programmes and objectives.
5. Provide inputs for the establishment of management systems within the Department.
6. Develop and implement administrative systems of the Authority.
7. Oversee the availability of resources to support the activities of the Authority.
8. Supervise the organization of meetings, seminars, conferences and workshops.
9. Appraise the performance of subordinate staff.

### **QUALIFICATION AND EXPERIENCE**

#### **DIRECT ENTRY**

- A minimum of a Master's Degree from an accredited tertiary institution in any of the following fields: Business/Public Administration, Social Sciences or other related fields.
- Membership of a relevant professional body is an advantage.
- Must be a member of a relevant professional body.
- A minimum of six (6) years post-Bachelor's degree relevant work experience, two (2) years of which must be in a senior management level.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

## **IN-SERVICE ENTRY**

- Availability of vacancy on the grade of Principal Manager, Administration.
- A minimum of three (3) years on the grade of Senior Manager, Administration.
- Must have satisfactory Staff Performance Appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

## **CAREER PROGRESSION**

By promotion to the grade of Chief Administrative Officer subject to the following:

- Availability of vacancy on the grade of Chief Administrative Officer.
- A minimum of three (3) years on the grade of Senior Administrative Officer.
- Must have a satisfactory Staff Performance Appraisal Report.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission .

## **COMPETENCIES**

- Good strategic planning and evaluation skills.
- Good knowledge in Labour Laws and regulations.
- Knowledge in Administrative procedures.
- Good leadership, networking, monitoring and management skills.
- Good communication, interpersonal and presentation skills.
- Negotiating, lobbying and conflict management skills.
- Alternative Dispute Management
- Ability to inspire and motivate.
- Knowledge in financial management laws and regulations.
- Knowledge in relevant I T applications.
- Report writing skills.

## **TRAINING**

- Strategic and Project Management
- Continuous professional development programmes
- Public Administration
- Public Policy Analysis
- Organisational Development and Change Management
- Negotiating, Diplomacy and Lobbying

**JOB TITLE:** SENIOR MANAGER, ADMINISTRATION  
**DIVISION:** GENERAL SERVICES  
**DEPARTMENT:** ADMINISTRATION  
**REPORTS TO:** PRINCIPAL MANAGER, ADMINISTRATION  
**SUPERVISES:** MANAGER, ADMINISTRATION

### **JOB PURPOSE**

To provide technical and operational support for the effective management for the achievement of the mandate of the Authority.

### **DUTIES AND RESPONSIBILITIES**

1. Supervise the collection of data for the formulation of administrative policies, guidelines and procedures.
2. Implement programmes and activities of the Department.
3. Monitor the Department's programmes and activities.
4. Implement management systems within the Department.
5. Facilitate the organisation of meetings, seminars, conferences and workshops.
6. Provide inputs for the preparation of quarterly, mid-year, annual and other periodic reports of the Department.
7. Implement administrative systems of the Authority.
8. Supervise the allocation of resources to support the activities of the Authority.
9. Facilitate the organization of meetings, seminars, conferences and workshops.
10. Appraise the performance of subordinate staff.

### **QUALIFICATION AND EXPERIENCE**

#### **DIRECT ENTRY**

- A minimum of a Master's Degree from an accredited tertiary institution in any of the following fields: Business/Public Administration, Social Sciences or other related fields.
- A minimum of four (4) years post-Bachelor's relevant work experience.
- Must be a member of a relevant professional body.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

#### **IN-SERVICE ENTRY**

- Availability of vacancy in the grade of Senior Manager, Administration.
- A minimum of three (3) years on the grade of Manager, Administration.
- Must have satisfactory Staff Performance Appraisal Reports.

- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

## **CAREER PROGRESSION**

By promotion to the grade of Principal Manager, Administration subject to the following:

- Availability of vacancy in the grade of Principal Manager, Administration.
- A minimum of three (3) years on the grade of Senior Manager, Administration.
- Must have satisfactory Staff Performance Appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

## **COMPETENCIES**

- Good strategic planning and evaluation skills.
- Good knowledge in Labour Laws and regulations.
- Knowledge in Administrative procedures.
- Good leadership, networking, monitoring and management skills.
- Good communication, interpersonal and presentation skills.
- Negotiating, lobbying and conflict management skills.
- Alternative dispute management
- Ability to inspire and motivate.
- Knowledge in financial management laws and regulations.
- Knowledge in relevant I T applications.
- Report writing skills.

## **TRAINING**

- Project Management
- Continuous professional development programmes
- Public Administration
- Public Policy Analysis
- Organisational Development and Change Management
- Negotiating, Diplomacy and Lobbying

**JOB TITLE:** MANAGER, ADMINISTRATION  
**DIVISION:** GENERAL SERVICES  
**DEPARTMENT:** ADMINISTRATION  
**REPORTS TO:** SENIOR MANAGER ADMINISTRATION  
**SUPERVISES:** ASSISTANT MANAGER, ADMINISTRATION  
CHIEF ASSISTANT, ADMINISTRATION

### **JOB PURPOSE**

To provide operational support for the effective management for the achievement of the mandate of the Authority.

### **DUTIES AND RESPONSIBILITIES**

1. Collect data for the formulation of administrative policies, guidelines and procedures.
2. Implement programmes and activities of the department.
3. Facilitate the organisation of meetings, seminars, conferences and workshops.
4. Collate data for the preparation of quarterly, mid-year, annual and other periodic reports of the Department.
5. Appraise the performance of subordinate staff.

### **QUALIFICATION AND EXPERIENCE**

#### **DIRECT ENTRY**

- A minimum of a Master's Degree from an accredited tertiary institution in any of the following fields: Business/Public Administration, Human Resource Management, Social Sciences or other related fields.
- Must be a member of a relevant professional body.
- A minimum of one (1) year post-Bachelor's degree relevant work experience.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

#### **IN-SERVICE ENTRY**

- Availability of vacancy in the grade of Manager, Administration.
- A minimum of three (3) years on the grade of Assistant Manager, Administration.
- Must have satisfactory Staff Performance Appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

## **CAREER PROGRESSION**

By promotion to the grade of Senior Manager, Administration subject to the following:

- Availability of vacancy in the grade of Senior Manager, Administration.
- A minimum of three (3) years on the grade of Manager, Administration.
- Must have satisfactory Staff Performance Appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

## **COMPETENCIES**

- Basic knowledge in Labour Laws and regulations.
- Knowledge in Administrative procedures.
- Leadership, networking, monitoring and management skills.
- Communication, interpersonal and presentation skills.
- Conflict management skills.
- Ability to inspire and motivate.
- Knowledge in relevant I T applications.
- Report writing skills.

## **TRAINING**

- Project Management
- Continuous professional development programmes
- Public Administration
- Public Policy Analysis
- Alternative Dispute Resolution (ADR)
- Team Building
- Leadership
- Organisational Development and Change Management
- Negotiating, Diplomacy and Lobbying

**JOB TITLE:** ASSISTANT MANAGER, ADMINISTRATION  
**DIVISION:** GENERAL SERVICES  
**DEPARTMENT:** ADMINISTRATION  
**REPORTS TO:** MANAGER, ADMINISTRATION  
**SUPERVISES:** NIL

### **JOB PURPOSE**

To provide operational support for the effective management for the achievement of the mandate of the Authority.

### **DUTIES AND RESPONSIBILITIES**

1. Implement programmes and activities of the Department.
2. Facilitate the organisation of meetings, seminars, conferences and workshops.
3. Collect data for the preparation of quarterly, mid-year, annual and other periodic reports of the Department.
4. Cover and produce minutes of meetings.
5. Draft routine correspondence.

### **QUALIFICATION AND EXPERIENCE**

#### **DIRECT ENTRY**

- A minimum of a Bachelor's Degree from an accredited tertiary institution in any of the following fields: Business/Public Administration, Social Sciences or other related fields.
- Must be a member of a relevant professional body.
- Must have completed national service.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

#### **IN-SERVICE ENTRY**

By conversion/upgrading of an officer below the grade of Assistant Manager Administration who acquires a relevant Bachelor's degree in Business/Public Administration, Social Sciences subject to the following:

- Availability of vacancy in the grade of Assistant Manager, Administration.
- Must have satisfactory Staff Performance Appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

## **CAREER PROGRESSION**

By promotion to the grade of Manager, Administration subject to the following:

- Availability of vacancy on the grade of Manager, Administration.
- A minimum of three (3) years on the grade of Assistant Manager, Administration.
- Must have satisfactory Staff Performance Appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

## **COMPETENCIES**

- Communication, interpersonal and presentation skills
- Knowledge in relevant I T applications.
- Basic knowledge in Labour Laws and regulations.

## **TRAINING**

- Administrative Procedures
- Report Writing
- Continuous professional development programmes.
- Public Administration

**JOB TITLE:** CHIEF ASSISTANT ADMINISTRATION  
**DIVISION:** GENERAL SERVICES  
**DEPARTMENT:** ADMINISTRATION  
**REPORTS TO:** MANAGER, ADMIN.  
**SUPERVISES:** PRINCIPAL ASSISTANT, ADMINISTRATION

### **JOB PURPOSE**

To provide operational support for the achievement of the objectives of the Administration. Department.

### **DUTIES AND RESPONSIBILITIES**

1. Collect data for the implementation of assigned programmes and activities of the Department.
2. Facilitate in the organisation of conferences, seminars, meetings and workshops.
3. Facilitate the implementation of administrative systems of the Authority.
4. Collect data for the preparation of budget for the Department.
5. Collect data for the preparation of the organisational design and HR planning.
6. Implement programmes and activities relating to employee wellbeing and conducive work environment.
7. Implement directives relating to disciplinary matters.
8. Implement directives relating to Training, learning and development activities.
9. Collect data for the preparation of quarterly, mid-year, annual and other periodic reports of the Department.
10. Supervise and appraise the performance of subordinate staff.

### **QUALIFICATION AND EXPERIENCE**

#### **DIRECT ENTRY**

- A minimum of HND in Management & Secretaryship /University Diploma in Management/Public Administration.
- Must have worked for six (6) years at a reputable organisation.
- Must be a member of relevant professional body.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

#### **IN-SERVICE ENTRY**

- Availability of vacancy on the grade of Chief Assistant, Administration.
- A minimum of three (3) years on the grade of Principal Assistant, Administration.
- Must have satisfactory staff performance assessment reports.

- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

### **CAREER PROGRESSION**

By conversion/upgrading of an officer below the grade of Assistant Manager, Administrative who acquires the relevant Bachelor's degree in Human Resource Management, Business/Public Administration from an accredited tertiary institution subject to the following:

- Availability of vacancy on the grade of Assistant Manager, Administrative.
- Must have satisfactory Staff Performance Appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with Public Services Commission.

### **COMPETENCIES**

- Good knowledge in Administrative procedures
- Leadership skills
- Knowledge in relevant IT applications.
- Communication, interpersonal and presentation skills
- Report writing skills

### **TRAINING**

- Public Administration.
- Continuous professional development
- Relevant IT application.

**JOB TITLE:** PRINCIPAL ASSISTANT, ADMINISTRATION  
**DIVISION:** GENERAL SERVICES  
**DEPARTMENT:** ADMINISTRATION  
**REPORTS TO:** CHIEF ASSISTANT, ADMINISTRATION  
**SUPERVISES:** SENIOR ASSISTANT, ADMINISTRATION

### **JOB PURPOSE**

To provide operational support for the achievement of the objectives of the Administration Department.

### **DUTIES AND RESPONSIBILITIES**

1. Facilitate in the organisation of conferences, seminars, meetings and workshops.
2. Facilitate the implementation of administrative systems of the Authority.
3. Provide input for the preparation of annual and other periodic reports.
4. Collect data for HR planning.
5. Implement activities relating to employee wellbeing and conducive work environment.
6. Implement directives relating to disciplinary matters.
7. Implement directives relating to Training, learning and development activities.
8. Supervise and appraise the performance of subordinate staff.

### **QUALIFICATION AND EXPERIENCE**

#### **DIRECT ENTRY**

- A minimum of HND in Management & Secretaryship/University Diploma in Management/Public Administration.
- A minimum of three (3) years post-qualification relevant work experience
- Must be a member of a relevant professional body.
- Must pass an interview conducted by the Authority in collaboration with the Public Service Commission.

#### **IN-SERVICE ENTRY**

- Availability of vacancy in the grade of Principal Assistant, Administrative.
- A minimum of three (3) years on the grade of Senior Assistant, Administration.
- Must have satisfactory Staff Performance Appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

## **CAREER PROGRESSION**

By promotion to the grade of Chief Assistant, Administration subject to the following:

- Availability of vacancy on the grade of Chief Assistant, Administration.
- A minimum of three (3) years on the grade of Principal Assistant, Administration.
- Must have satisfactory Staff Performance Appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

## **COMPETENCIES**

- Knowledge in Administrative procedures
- Report writing skills
- Knowledge in relevant IT applications.
- Communication, interpersonal and presentation skills
- Leadership skills

## **TRAINING**

- Public Administration
- Continuous professional development
- Knowledge in relevant IT applications.

**JOB TITLE:** SENIOR ASSISTANT, ADMINISTRATION.  
**DIVISION:** GENERAL SERVICES  
**DEPARTMENT:** ADMINISTRATION  
**REPORTS TO:** PRINCIPAL ASSISTANT, ADMINISTRATION.  
**SUPERVISES:** NIL

### **JOB PURPOSE**

To provide operational support for the achievement of the objectives of the Administration Department.

### **DUTIES AND RESPONSIBILITIES**

1. Perform routine administrative duties.
2. Facilitate in the organisation of conferences, seminars, meetings and workshops.
3. Facilitate the implementation of administrative systems of the Authority.
4. Implement directives relating to Training, learning and development activities.

### **QUALIFICATION AND EXPERIENCE**

#### **DIRECT ENTRY**

- A minimum of HND in Management & Secretaryship/University Diploma in Management/Public Administration.
- Must have completed national service.
- Must pass an interview conducted by the Authority in collaboration with the Public Service Commission.

#### **IN-SERVICE ENTRY**

N/A

### **CAREER PROGRESSION**

By promotion to the grade of Principal Assistant, Administration subject to the following:

- Availability of vacancy in the grade of Principal Assistant, Administration.
- A minimum three (3) years on the grade of Senior Assistant, Administrative.
- Must have satisfactory Staff Performance Appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

## **COMPETENCIES**

- Knowledge of relevant IT applications.
- Communication and interpersonal skills.

## **TRAINING**

- Public Administration
- Continuous professional development
- Relevant IT application.
- Report writing

**JOB TITLE:** ADMINISTRATIVE ASSISTANT \*  
**DIVISION:** GENERAL SERVICES  
**DEPARTMENT:** ADMINISTRATION  
**REPORTS TO:** PRINCIPAL ASSISTANT, ADMINISTRATION.  
**SUPERVISES:** NIL

### **JOB PURPOSE**

To provide operational support for the achievement of the objectives of the Administration Department.

### **DUTIES AND RESPONSIBILITIES**

1. Perform routine administrative duties.
2. Facilitate in the organisation of conferences, seminars, meetings and workshops.
3. Facilitate the implementation of administrative systems of the Authority.
4. Implement directives relating to training, learning and development activities.

### **IN-SERVICE ENTRY**

N/A

### **CAREER PROGRESSION**

**\*\*\*NB: THIS GRADE IS SPECIFICALLY CREATED FOR SERVING OFFICERS WITHIN THE AUTHORITY WHO DO NOT POSSESS HND/UNIVERSITY DIPLOMA AND OTHER HIGHER QUALIFICATIONS. NO APPOINTMENT SHALL HENCEFORTH BE MADE INTO IT. OFFICERS IN IT ARE NOT ELIGIBLE FOR PROMOTION. THOSE WHO ACQUIRE RELEVANT HIGHER QUALIFICATION MAY APPLY FOR CONVERSION/UPGRADING, SUBJECT TO THE AVAILABILITY OF VACANCY. ON THE DEPARTURE OF ALL OFFICERS FROM THIS GRADE THE POSITION SHALL BE EXPUNGED FROM THE SCHEME OF SERVICE.**

## **SECRETARY**

**JOB TITLE:** SENIOR PRIVATE SECRETARY  
**DEPARTMENT:** ADMINISTRATION  
**REPORTS TO:** SUPERVISOR/SEN. MANAGER, ADMINISTRATION  
**SUPERVISES:** STENOGRAPHER SECRETARY

### **JOB PURPOSE**

To provide leadership for effective and efficient secretarial and administrative services.

### **DUTIES AND RESPONSIBILITIES**

1. Cover meetings and produce minutes and reports.
2. Draft correspondence for supervisor
3. Coordinate the work schedule of the Supervisor and manage his/her diary.
4. Facilitate the organisation of meetings for the supervisor.
5. Ensure safe keeping of confidential documents of the Supervisor.
6. Manage the office of the supervisor
7. Keep accurate record of movement of files and correspondence of the supervisor.
8. Allocate and supervise the work of subordinates
9. Answer, screen and transfer telephone enquiry
10. Receive, screen and keep records of visitors and clients.

### **QUALIFICATION AND EXPERIENCE**

#### **DIRECT ENTRY:**

- A HND/Diploma in Secretaryship & Management or its equivalent professional qualification from an accredited tertiary institution.
- A minimum of six (6) years post qualification relevant work experience in a reputable organisation.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

#### **IN-SERVICE ENTRY**

- Availability of vacancy in the grade of Senior Private Secretary
- A minimum of three (3) years on the grade of Private Secretary.
- Must have satisfactory Staff Performance Appraisal Reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

## **CAREER PROGRESSION**

N/A

## **COMPETENCIES**

- Knowledge of Business Communication systems.
- Good communication and Public Relations skills.
- Relevant I T application.
- Leadership and organizational skills.
- Problem solving and analytical skills.
- High integrity and ethics
- Ability to apply good telephone etiquette.
- Time consciousness

## **TRAINING**

- Office procedures and communication.
- Continuous Professional Development.
- **Imp**ression management, corporate image and Public Relations.
- Professional work attitude.
- Relevant I T application
- Security education.

**JOB TITLE:** PRIVATE SECRETARY  
**DEPARTMENT:** ADMINISTRATION  
**REPORTS TO:** SUPERVISOR/MANAGER, ADMINISTRATION  
**SUPERVISE:** STENOGRAPHER SECRETARY

### **JOB PURPOSE**

To provide leadership for effective and efficient secretarial and administrative services.

### **DUTIES AND RESPONSIBILITIES**

1. Cover meetings and produce minutes and reports.
2. Draft correspondence for supervisor
3. Coordinate the work schedule of the Supervisor and manage his/her diary.
4. Facilitate the organisation of meetings for the supervisor.
5. Ensure safe keeping of confidential documents of the Supervisor.
6. Manage the office of the supervisor
7. Keep accurate record of movement of files and correspondence of the supervisor.
8. Allocate and supervise the work of subordinates
9. Answer, screen and transfer telephone enquiry
10. Receive, screen and keep records of visitors and clients.

### **QUALIFICATION AND EXPERIENCE**

#### **DIRECT ENTRY**

- A HND/ Diploma in Secretaryship & Management or its equivalent professional qualification from an accredited tertiary institution.
- A minimum of three (3) years post qualification relevant work experience in a reputable organisation.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

#### **IN-SERVICE ENTRY**

- Availability of vacancy in the grade of Private Secretary
- A minimum of three (3) years on the grade of Stenographer Secretary.
- Must pass Private Secretaryship examination conducted by an accredited examining body.
- Must have satisfactory Staff Performance Appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

## **CAREER PROGRESSION**

By promotion to the grade of Senior Private Secretary subject to:

- Availability of vacancy in the grade of Senior Private Secretary
- A minimum of three (3) years on the grade of Private Secretary
- Must have satisfactory Staff Performance Appraisal Reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

## **COMPETENCIES**

- Knowledge of Business Communication systems.
- Good communication and Public Relations skills.
- Relevant I T application.
- Leadership and organizational skills.
- Problem solving and analytical skills.
- High integrity and ethics
- Ability to apply good telephone etiquette.
- Time consciousness

## **TRAINING**

- Office procedures and communication.
- Continuous Professional Development.
- Impression management, corporate image and Public Relations.
- Professional work attitude.
- Knowledge in relevant I T applications
- Security education.

**JOB TITLE:** STENOGRAPHER SECRETARY  
**DEPARTMENT:** ADMINISTRATION  
**REPORTS TO:** PRIVATE SECRETARY/SUPERVISOR  
**SUPERVISES:** STENOGRAPHER (I OR II)

### **JOB PURPOSE**

To provide leadership for effective and efficient secretarial and administrative services.

### **DUTIES AND RESPONSIBILITIES**

1. Cover meetings and produce minutes and reports.
2. Type correspondence and reports.
3. Facilitate the organisations of meetings.
4. Keep accurate record of movement of files and correspondence.
5. Answer, screen and transfer telephone enquiry
6. Receive, screen and keep records of visitors and clients.

### **QUALIFICATION AND EXPERIENCE**

#### **DIRECT ENTRY:**

- A HND/Diploma in Secretaryship & Management or its equivalent professional qualification from an accredited tertiary institution.
- Must have completed national service.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

#### **IN-SERVICE ENTRY**

N/A

### **CAREER PROGRESSION**

By promotion to the grade of Private Secretary subject to:

- Availability of vacancy in the grade of Private Secretary
- A minimum of three (3) years on the grade of Stenographer Secretary
- Must pass Private Secretaryship examination conducted by an accredited examining body.
- Must have satisfactory Staff Performance Appraisal reports.

- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

## **COMPETENCIES**

- Knowledge of Business Communication systems.
- Good communication and Public Relations skills.
- Knowledge in relevant I T application.
- Organizational skills.
- Integrity and ethics

## **TRAINING**

- Office procedures and communication.
- Continuous Professional Development Programme.
- Impression management, corporate image and Public Relations.
- Professional work attitude.
- Knowledge in relevant I T applications
- Security education.

**JOB TITLE:** STENOGRAPHER (I OR II)/ TYPIST\*  
**REPORTS TO** STENOGRAPHER SECRETARY/RECEPTIONIST  
**JOB PURPOSE**

To provide leadership for effective and efficient secretarial and administrative services.

**DUTIES AND RESPONSIBILITIES**

1. Type correspondence and reports.
2. Facilitate the organisations of meetings.
3. Keep accurate record of movement of files and correspondence.
4. Answer, screen and transfer telephone enquiry
5. Receive, screen and keep records of visitors and clients.

**NOTE:**

**\*\*\*NB:**

**THIS GRADE IS SPECIFICALLY CREATED FOR SERVING OFFICERS WITHIN THE AUTHORITY WHO DO NOT POSSESS HND/UNIVERSITY DIPLOMA AND OTHER HIGHER QUALIFICATIONS. NO APPOINTMENT SHALL HENCEFORTH BE MADE INTO IT. OFFICERS IN IT ARE NOT ELIGIBLE FOR PROMOTION. THOSE WHO ACQUIRE RELEVANT HIGHER QUALIFICATION MAY APPLY FOR CONVERSION/UPGRADING, SUBJECT TO THE AVAILABILITY OF VACANCY. ON THE DEPARTURE OF ALL OFFICERS FROM THIS GRADE THE POSITION SHALL BE EXPUNGED FROM THE SCHEME OF SERVICE.**

## **PROCUREMENT**

<b>JOB TITLE:</b>	<b>PRINCIPAL MANAGER, PROCUREMENT</b>
<b>DIVISION:</b>	<b>GENERAL SERVICES</b>
<b>DEPARTMENT:</b>	<b>ADMINISTRATION</b>
<b>UNIT:</b>	<b>PROCUREMENT</b>
<b>REPORTS TO:</b>	<b>DEPUTY DIRECTOR, ADMINISTRATION</b>
<b>SUPERVISES:</b>	<b>SENIOR MANAGER, PROCUREMENT</b>

### **JOB PURPOSE**

To provide technical and administrative leadership for the management of the procurement function of the Authority.

### **DUTIES AND RESPONSIBILITIES**

1. Provide input for the formulation and review of policies for the unit.
2. Ensure the development of Procurement Manual and Procedures.
3. Ensure the development, maintenance and update of Suppliers Register.
4. Supervise the implementation, monitoring and evaluation of policies, programmes and activities pertaining to procurement.
5. Ensure the preparation of the Annual Procurement Plan of the Authority.
6. Ensure the effective management of the Procurement process.
7. Oversee the development of systems and mechanisms for effective stores management.
8. Coordinate the preparation of budget and work plan for the Unit.
9. Ensure the preparation of annual and other periodic reports.
10. Supervise and appraise the performance of subordinate staff.

### **QUALIFICATIONS AND EXPERIENCE**

#### **DIRECT ENTRY**

- A minimum of a Master's degree from an accredited tertiary institution in Supply Chain Management, Procurement Management, Purchasing & Supply or any other related field.
- Must be a member of a relevant professional body.
- A minimum of six (6) years post-Bachelor's relevant work experience in a reputable organisation, two (2) years of which must be in a senior management position.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

#### **IN-SERVICE ENTRY**

- Availability of vacancy in the grade of Principal Manager, Procurement.
- A minimum of three (3) years on the grade of Senior Manager, Procurement.

- Must have satisfactory staff performance appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

## **CAREER PROGRESSION**

By promotion to the grade of Deputy Director, Procurement subject to the following:

- Availability of vacancy in the grade of Deputy Director, Procurement.
- A minimum of three (3) years on the grade of Principal Manager, Procurement.
- Must have a relevant Master's degree from an accredited tertiary institution.
- Must have satisfactory performance appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

## **COMPETENCIES**

- Good knowledge in Public Procurement Act and Financial Management laws and regulations.
- Good knowledge and understanding of Public Administration.
- Good knowledge in Strategic Management.
- Good leadership, networking and monitoring skills.
- Good strategic planning and evaluation skills.
- Good analytical skills.
- Team player
- Good negotiation and advocacy skills.
- Good knowledge in conflict management.
- Good knowledge in labour laws and regulations.
- Ability to inspire and motivate.
- Good communication and interpersonal skills.
- Good knowledge in relevant I T applications.
- Knowledge in Administrative Procedures.
- Report writing skills.

## **TRAINING**

- Strategic and Project Management
- Continuous professional development programmes
- Public Administration
- Public Policy Analysis
- Organisational Development and Change Management
- Negotiating, Diplomacy and Lobbying

**JOB TITLE:** SENIOR MANAGER, PROCUREMENT  
**DIVISION:** GENERAL SERVICES  
**DEPARTMENT:** ADMINISTRATION  
**UNIT:** PROCURMENT  
**REPORTS TO:** PRINCIPAL MANAGER, PROCUREMENT  
**SUPERVISES:** MANAGER, PROCUREMENT

### **JOB PURPOSE**

To provide technical and operational support for the achievement of the objectives of the procurement unit.

### **DUTIES AND RESPONSIBILITIES**

1. Provide inputs for the formulation of policies.
2. Develop the Procurement Manual and Procedures.
3. Develop, maintain and update Suppliers Register.
4. Implement, monitor and evaluate policies, programmes and activities pertaining to procurement.
5. Supervise the preparation of the Annual Procurement Plan.
6. Coordinate the effective management of the Procurement process.
7. Supervise the development of systems and mechanisms for effective stores management.
8. Co-ordinate the activities of the procurement Unit.
9. Liaise with user departments, service providers and development partners for the procurement of goods and services.
10. Ensure the preparation of annual and other periodic reports.
11. Prepare draft budget and work plan for the Unit.

### **QUALIFICATIONS AND EXPERIENCE**

#### **DIRECT ENTRY**

- A minimum of a Master's degree from an accredited tertiary institution in either Supply Chain Management, Procurement Management, Purchasing & Supply or any related fields.
- Membership of a relevant Professional body.
- A minimum of four (4) years post-Bachelor's degree relevant work experience in a reputable organisation.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

#### **IN-SERVICE ENTRY**

- Availability of vacancy in the grade of Senior Manager, Procurement.
- A minimum of three (3) years on the grade of Manager, Procurement.
- Must have satisfactory staff performance appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

## **CAREER PROGRESSION**

By promotion to the grade of Principal Manager, Procurement subject to the following:

- Availability of vacancy in the grade of Principal Manager, Procurement.
- A minimum of three (3) years on the grade of Senior Manager, Procurement.
- Must have satisfactory performance appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

## **COMPETENCIES**

- Good knowledge in Public Procurement Act and Financial Management Laws.
- Good knowledge and understanding of Public Administration System.
- Knowledge of physical and chemical properties of materials.
- Good knowledge in Strategic Management.
- Leadership, networking and monitoring skills.
- Good analytical skills.
- Team player
- Good knowledge in conflict management.
- Good knowledge in labour laws and regulations.
- Ability to inspire and motivate.
- Good negotiation and advocacy skills.
- Good communication, presentation and interpersonal skills
- Good knowledge of computer applications
- Knowledge in Administrative Procedures
- Report writing skills

## **TRAINING**

- Project Management
- Continuous professional development programmes
- Public Administration

- Public Policy Analysis
- Team Building
- Leadership
- Organisational Development and Change Management
- Negotiating, Diplomacy and Lobbying

**JOB TITLE:** MANAGER, PROCUREMENT  
**DIVISION:** GENERAL SERVICES  
**DEPARTMENT:** ADMINISTRATION  
**UNIT:** PROCUREMENT  
**REPORTS TO:** SENIOR MANAGER, PROCUREMENT  
**SUPERVISES:** ASSISTANT MANAGER, PROCUREMENT  
CHIEF ASSISTANT, PROCUREMENT

### **JOB PURPOSE**

To provide operational support for the achievement of the objectives of the Procurement Unit.

### **DUTIES AND RESPONSIBILITIES**

1. Provide input for the preparation of Annual Procurement Plan.
2. Provide inputs for the development of Procurement Manual and Procedures.
3. Collate inputs for the development, maintenance and update of Suppliers Register.
4. Facilitate the effective management of the Procurement process.
5. Provide input for the development of systems and mechanisms for effective stores management.
6. Develop and maintain database on service providers.
7. Supervise the conduct of market survey.
8. Supervise and appraise the performance of subordinate staff.
9. Collate data for the preparation of budget and work plan for the Unit.
10. Collate data for the preparation of annual and other periodic reports.

### **QUALIFICATION AND EXPERIENCE**

#### **DIRECT ENTRY**

- A minimum of a Master's degree from an accredited tertiary institution in Supply Chain Management, Procurement Management, Purchasing & Supply or any related field.
- A minimum of one (1) year post-Bachelor's degree relevant work experience in a reputable organisation.
- Must be a member of a relevant professional body.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

#### **IN-SERVICE ENTRY**

- Availability of vacancy on the grade of Manager, Procurement.
- A minimum of three (3) years on the grade of Assistant Manager, Procurement.

- Must have satisfactory staff performance appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

## **CAREER PROGRESSION**

By promotion to the grade of Senior Manager, Procurement subject to the following:

- Availability of vacancy on the grade of Senior Manager, Procurement.
- A minimum of three (3) years on the grade of Manager, Procurement.
- Must have satisfactory performance appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

## **COMPETENCIES**

- Good knowledge in Public Procurement Act and Financial Management Laws.
- Good knowledge and understanding of Public Administration System.
- Good knowledge in Strategic Management.
- Leadership, networking and monitoring skills.
- Good analytical skills.
- Team player.
- Good negotiation and advocacy skills.
- Good communication, presentation and interpersonal skills.
- Good knowledge in conflict management.
- Knowledge in labour laws and regulations.
- Ability to inspire and motivate.
- Good knowledge of computer applications.
- Knowledge in Administrative Procedures.
- Report writing skills.

## **TRAINING**

- Project Management
- Continuous professional development programmes
- Public Administration
- Public Policy Analysis
- Team Building
- Leadership

- Change Management
- Negotiating, Diplomacy and Lobbying

**JOB TITLE:** ASSISTANT MANAGER, PROCUREMENT  
**DIVISION:** GENERAL SERVICE  
**DEPARTMENT:** ADMINISTRATION  
**UNIT:** PROCUREMENT  
**REPORTS TO:** MANAGER, PROCUREMENT  
**SUPERVISES:** NIL

### **JOB PURPOSE**

To provide operational support for the achievement of the objectives of the Procurement Unit.

### **DUTIES AND RESPONSIBILITIES**

1. Collate data for the preparation of Annual Procurement Plan.
2. Collate data for the development of Procurement Manual and Procedures.
3. Collect data for the development, maintenance and update of Suppliers Register.
4. Facilitate the effective management of the Procurement process.
5. Collate data for the development of systems and mechanisms for effective stores management.
6. Maintain database on service providers.
7. Conduct market survey.
8. Collect data for the preparation of budget and work plan for the unit.
9. Collect data for the preparation of annual and other periodic reports.

### **QUALIFICATIONS AND EXPERIENCE:**

#### **DIRECT ENTRY**

- A minimum of a Bachelor's degree from an accredited tertiary institution in either Supply Chain Management, Procurement Management, Purchasing & Supply or any related fields.
- Must have completed national service.
- Must be a member of a relevant professional body.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

#### **IN-SERVICE ENTRY**

By conversion/upgrading of an officer below the grade of Assistant Manager, Procurement who acquires the relevant Bachelor's degree in Supply Chain Management, Procurement Management, Purchasing & Supply from an accredited tertiary institution subject to the following:

- Availability of vacancy in the grade of Assistant Manager, Procurement.
- Must have satisfactory staff performance appraisal reports.

- Must pass an interview conducted by the Authority in collaboration with Public Services Commission.

### **CAREER PROGRESSION**

By promotion to the grade of Manager Procurement subject to the following:

- Availability of vacancy in the grade of Manager, Procurement.
- A minimum of three (3) years on the grade of Assistant Manager, Procurement.
- Must have satisfactory performance appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

### **COMPETENCIES**

- Knowledge in Public Procurement Act and Financial Management Laws.
- Knowledge and understanding of Public Administration System.
- Quantitative and Analytical skills
- Good negotiation and advocacy skills
- Good communication and interpersonal skills
- Good knowledge of computer applications

### **TRAINING**

- Continuous professional development programmes
- Public Administration
- Public Policy Analysis
- Change Management
- Administrative Procedures
- Report writing

**JOB TITLE:** CHIEF ASSISTANT, PROCUREMENT  
**DIVISION:** GENERAL SERVICES  
**DEPARTMENT:** ADMINISTRATION  
**UNIT:** PROCUREMENT  
**REPORTS TO:** MANAGER, PROCUREMENT  
**SUPERVISES:** PRINCIPAL ASSISTANT, PROCUREMENT

### **JOB PURPOSE**

To provide operational support for the achievement of the objectives of the Procurement Unit.

### **DUTIES AND RESPONSIBILITIES**

1. Plan the work of the Stores.
2. Ensure effective stock management.
3. Facilitate the disposal of assets.
4. Undertake market survey.
5. Vet standing orders for approval (verification).
6. Monitor call-off contracts and assist clients to receive request on time.
7. Supervise the generation of Stores Receipt Advise (SRA) and takes on-charge of stock items.
8. Ensure compliance with internal control systems.
9. Supervise stock taking and collate data for audit responses.
10. Supervise record keeping on disposal of assets.
11. Prepare annual budget for allocated and unallocated stores.
12. Cost and value end of year stores.
13. Collate and submit invoices for payment to service providers.
14. Prepare and submit relevant reports on stores activities.
15. Supervise and appraise the performance of subordinate staff.

### **QUALIFICATIONS AND EXPERIENCE:**

#### **DIRECT ENTRY**

- A minimum of an HND/University Diploma in Purchasing & Supply or any related field.
- A minimum of six (6) years post-qualification relevant work experience in a reputable organisation.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

## **IN-SERVICE ENTRY**

- Availability of vacancy on the grade of Chief Assistant, Procurement.
- A minimum of three (3) years on the grade of Principal Assistant Procurement.
- Must be a member of a relevant professional body.
- Must have satisfactory staff performance appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with Public Services Commission.

## **CAREER PROGRESSION**

By conversion/upgrading of an officer below the grade of Assistant Manager, Procurement who acquires the relevant Bachelor's degree in either Supply Chain Management, Procurement Management, Purchasing & Supply from an accredited tertiary institution subject to the following:

- Availability of vacancy in the grade of Assistant Manager, Procurement.
- Must have satisfactory Staff Performance Appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

## **COMPETENCIES**

- Knowledge in Public Procurement Act and Financial Management Laws.
- Knowledge and understanding of Public Administration System.
- Leadership, networking and monitoring skills.
- Quantitative and Analytical skills.
- Good negotiation and advocacy skills.
- Good communication, interpersonal and presentation skills.
- Good knowledge in conflict management.
- Ability to inspire and motivate.
- Knowledge relevant in I T applications.
- Knowledge in Administrative Procedures.
- Report writing skills.

## **TRAINING**

- Continuous professional development programmes.
- Public Administration.
- Negotiating, Diplomacy and Lobbying.

**JOB TITLE:** PRINCIPAL ASSISTANT, PROCUREMENT  
**DIVISION:** GENERAL SERVICES  
**DEPARTMENT:** ADMINISTRATION  
**UNIT:** PROCUREMENT  
**REPORTS TO:** CHIEF ASSISTANT, PROCUREMENT  
**SUPERVISES:** SENIOR ASSISTANT, PROCUREMENT

### **JOB PURPOSE**

To provide operational support for the achievement of the objectives of the Procurement Unit.

### **DUTIES AND RESPONSIBILITIES**

1. Check all goods delivered to the store or warehouse physically against the details on Contracts.
2. Maintain a register of performing suppliers.
3. Collate data on stock levels.
4. Maintain procurement records.
5. Compile list of obsolete stores.
6. Undertake market surveys.
7. Draft solicitation documents.
8. Undertake initial vetting of standing orders.
9. Collate information of potential service providers for registration.
10. Collect data for the development of plan(s) for the proper management of contracts.
11. Collate data on call-off contracts and assist clients to receive requests on time.
12. Generate Stores Receipt Advice (SRA).
13. Collect and submit invoices for payment to service providers.
14. Collect data for the preparation of relevant reports.
15. Supervise and appraise the performance of subordinate staff.

### **QUALIFICATIONS AND EXPERIENCE:**

#### **DIRECT ENTRY**

- A minimum of an HND/University Diploma in Purchasing & Supply or any related field.
- A minimum of three (3) years post-qualification relevant work experience in a reputable organisation.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

## **IN-SERVICE ENTRY**

- Availability of vacancy in the grade of Principal Assistant, Procurement.
- A minimum of three (3) years on the grade of Senior Assistant, Procurement.
- Must have satisfactory staff performance appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with Public Services Commission.

## **CAREER PROGRESSION**

By promotion to the grade of Chief Assistant, Procurement subject to the following:

- Availability of vacancy in the grade of Chief Assistant, Procurement.
- A minimum of three (3) years on the grade of Principal Assistant, Procurement.
- Must have satisfactory Staff Performance Appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

## **COMPETENCIES**

- Knowledge in Public Procurement Act and Financial Management Laws.
- Leadership, networking and monitoring skills.
- Good knowledge in conflict management.
- Ability to inspire and motivate.
- Team player
- Quantitative and Analytical skills.
- Good negotiation and advocacy skills.
- Good communication skills, interpersonal and presentation skills.
- Good knowledge of computer applications.
- Knowledge in Administrative Procedures.
- Report writing skills.

## **TRAINING**

- Continuous professional development programmes
- Public Administration
- Team Building
- Leadership
- Negotiating, Diplomacy and Lobbying

**JOB TITLE:** SENIOR ASSISTANT, PROCUREMENT  
**DIVISION:** GENERAL SERVICES  
**DEPARTMENT:** ADMINISTRATION  
**UNIT:** PROCUREMENT  
**REPORTS TO:** PRINCIPAL ASSISTANT, PROCUREMENT  
**SUPERVISES:** NIL

### **JOB PURPOSE**

To provide operational support for the achievement of the objectives of the Procurement Unit.

### **DUTIES AND RESPONSIBILITIES**

1. Ensure that goods received tally with details on the waybill.
2. Receive and inspect goods delivered in accordance with the contracts.
3. Record the details of the goods in the stores.
4. Process vouchers and make entries into the ledger.
5. Issue stores on authorized requests.
6. Collect data for contract management.
7. Identify obsolete and disposable items in stores.

### **QUALIFICATIONS AND EXPERIENCE:**

#### **DIRECT ENTRY**

- A minimum of an HND/University Diploma in Purchasing & Supply or any other related field.
- Must have completed national service.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

#### **IN-SERVICE ENTRY**

N/A

#### **CAREER PROGRESSION**

By promotion to the grade of Principal Assistant, Procurement subject to the following:

- Availability of vacancy in the grade of Principal Assistant, Procurement.
- A minimum of three (3) years on the grade of Senior Assistant, Procurement.
- Must have satisfactory Staff Performance Appraisal reports.

- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

## **COMPETENCIES**

- Knowledge in Public Procurement Act.
- Networking and monitoring skills
- Quantitative and Analytical skills
- Communication and interpersonal skills
- Good knowledge of computer applications

## **TRAINING**

- Continuous professional development programmes
- Public Administration
- Administrative Procedures
- Report writing

**JOB TITLE:** ASSISTANT, PROCUREMENT\*  
**DIVISION:** GENERAL SERVICES  
**DEPARTMENT:** ADMINISTRATION  
**UNIT:** PROCUREMENT  
**REPORTS TO:** SENIOR ASSISTANT, PROCUREMENT  
**SUPERVISES:** NIL

### **JOB PURPOSE**

To provide operational support for the achievement of the objectives of the Procurement Unit.

### **DUTIES AND RESPONSIBILITIES**

1. Receive and tally details on the waybill.
2. Receive and inspect goods delivered in accordance with the contracts.
3. Record the details of the goods in the stores.
4. Make entries into the ledger.
5. Issue stores on authorized requests.
6. Collect data for contract management.
7. Identify obsolete and disposable items in stores.

### **IN-SERVICE ENTRY**

N/A

### **CAREER PROGRESSION**

This position has been created for migration purposes for staff who do not possess the minimum qualification. This grade will be abolished after the current occupants acquire a relevant higher qualification, resign or retire from the service. It is not meant to be filled through recruitment.

### **COMPETENCIES**

- Knowledge in Public Procurement Act.
- Networking and monitoring skills
- Quantitative and Analytical skills
- Communication and interpersonal skills
- Good knowledge of computer applications

### **TRAINING**

- Continuous professional development programmes
- Public Administration
- Administrative Procedures
- Report writing

## **INFORMATION TECHNOLOGY (I.T)**

**JOB TITLE:** DEPUTY DIRECTOR, INFORMATION TECHNOLOGY (I.T)  
**DIVISION:** GENERAL SERVICES  
**DEPARTMENT:** ADMINISTRATION  
**UNIT:** INFORMATION TECHNOLOGY (I.T)  
**REPORTS TO:** DIRECTOR, ADMINISTRATION  
**SUPERVISES:** PRINCIPAL MANAGER, I.T

### **JOB PURPOSE**

To provide technical and administrative leadership in Information Technology for the achievement of the mandate of the Authority.

### **DUTIES AND RESPONSIBILITIES**

1. Ensure the provision of inputs for the formulation of I.T policies for the Authority.
2. Ensure the effective development, implementation, monitoring and evaluation of I.T programmes and activities.
3. Ensure the development and maintenance of IT infrastructure of the Authority.
4. Ensure the development and maintenance of the Authority's website.
5. Collaborate with the Mobilization, Deployment and Enforcement Department in the effective discharge of the Authority's mandate.
6. Oversee the conduct of negotiations on IT service level agreements with service providers.
7. Ensure close collaboration with relevant stakeholders in the management of IT systems of the Authority.
8. Ensure collaboration with relevant stakeholders on database management interface on the Authority's system.
9. Ensure an efficient, effective and sustainable operation of the Authority's I.T infrastructure and its security and integrity.
10. Ensure the preparation of budget and work plan for the Unit.
11. Manage the operational processes to ensure compliance with the relevant Laws and Information Technology Standards.
12. Oversee the preparation of annual and other periodic reports of the Unit.
13. Supervise and appraise the performance of subordinate staff.
14. Advise management on strategic systems upgrade and integration.
15. Ensure effective and efficient management of data relating to the functions of the Authority.
16. Review and recommend the IT Training needs of staff of the Authority.
17. Oversee the back office computer operations of the Authority's information system.

## **QUALIFICATIONS AND EXPERIENCE**

### **DIRECT ENTRY**

- A minimum of a Master's degree from an accredited tertiary institution in either Computer Science, Computer Engineering, Information Technology, (I.T) or any other related field.
- Must have a relevant industry skill-based certification(s).
- Must be a member of a relevant professional body.
- A minimum of eight (8) years post-Bachelor's relevant work experience in a reputable organization, four (4) years of which must be in a senior management position.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

### **IN SERVICE ENTRY**

- Availability of vacancy on the Grade of Deputy Director, I.T.
- A minimum of three (3) years on the grade of Principal Manager I.T.
- Must have a relevant Master's degree from an accredited tertiary institution.
- Must have satisfactory staff performance appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

### **CAREER PROGRESSION**

N/A

### **COMPETENCIES**

- Good knowledge in laws relating to I.T.
- Good Knowledge in relevant IT Standards.
- Good knowledge and understanding of Public Administration System.
- Good knowledge in Strategic Management.
- Good leadership, networking and monitoring skills.
- Team player
- Good analytical skills.
- Good negotiation and advocacy skills.
- Good communication, interpersonal and presentation skills.
- Good knowledge of computer applications.
- Knowledge in financial management laws and regulations.
- Knowledge in labour laws and regulations.
- Good knowledge in Administrative Procedures.
- Report Writing Skills.

- Good knowledge in conflict management.
- Ability to inspire and motivate.

## **TRAINING**

- Strategic and Project Management
- Continuous professional development programmes
- Public Administration
- Public Policy Analysis
- Team Building
- Organisational Development and Change Management
- IT Audit

**JOB TITLE:** PRINCIPAL MANAGER, I.T.  
**DIVISION:** GENERAL SERVICES  
**DEPARTMENT:** ADMINISTRATION  
**UNIT:** INFORMATION TECHNOLOGY (I.T)  
**REPORTS TO:** DEPUTY DIRECTOR, I.T  
**SUPERVISES:** SENIOR MANAGER, I.T

### **JOB PURPOSE**

To provide technical and administrative direction in Information Technology for the achievement of the objective of the Authority

### **DUTIES AND RESPONSIBILITIES**

1. Supervise the provision of inputs for the formulation of I.T policies for the Authority.
2. Supervise the development, implementation, monitoring and evaluation of I.T programmes and activities.
3. Oversee the development and maintenance of IT infrastructure of the Authority.
4. Oversee the development and maintenance of the Authority's website.
5. Liaise with the Mobilization, Deployment and Enforcement Department in the effective discharge of the Authority's mandate.
6. Participate in the conduct of negotiations on IT service level agreements with service providers.
7. Oversee the collaboration with relevant stakeholders in the management of information systems of the Authority.
8. Collaborate with relevant stakeholders on database management interface on the Authority's system.
9. Supervise the operation of the Authority's I.T infrastructure and its security and integrity.
10. Provide information on the status of the Management Information System.
11. Manage data relating to the core functions of the Authority.
12. Identify the IT Training needs of staff of the Authority.
13. Supervise back office operations of the Authority's information system.
14. Supervise the preparation of budget and work plan for the Unit.
15. Prepare annual and other periodic reports of the Unit.
16. Appraise the performance of subordinate staff.

## **QUALIFICATIONS AND EXPERIENCE**

### **DIRECT ENTRY**

- A minimum of a Master's degree from an accredited tertiary institution in Computer Science, Information Technology (I.T) or any other related fields.
- Must have a relevant industry skill-based certification(s).
- Must be a member of a relevant professional body.
- A minimum of six (6) years post-Bachelor's degree relevant work experience in a reputable organization, two (2) years of which must be in a senior management position.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

### **IN SERVICE ENTRY**

- Availability of vacancy in the Grade of Principal Manager I.T.
- A minimum of three (3) years on the grade of Senior Manager I.T.
- Must have satisfactory staff performance appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

### **CAREER PROGRESSION**

By promotion to the grade of Deputy Director, I.T subject to the following:

- Availability of vacancy in the grade of Deputy Director, I.T.
- A minimum of three (3) years on the grade of Principal Manager, I.T.
- Must have a relevant Master's degree from an accredited tertiary institution.
- Must have satisfactory performance appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

### **COMPETENCIES**

- Good knowledge in policies and laws relating to IT.
- Good knowledge and understanding of Public Administration System.
- Good knowledge in Strategic Management.
- Good leadership, networking and monitoring skills.
- Good negotiation and advocacy skills.
- Good communication, interpersonal and presentation skills.
- Good knowledge of computer applications.
- Knowledge in financial, procurement, auditing, labour and other relevant laws and regulations.
- Team player.

- Good knowledge in Administrative Procedures.
- Report writing skills.
- Good knowledge in conflict management.
- Ability to inspire and motivate.

## **TRAINING**

- Project Management
- Continuous professional development programmes
- Public Administration
- Public Policy Analysis
- Team Building
- Organisational Development and Change Management

**JOB TITLE:** SENIOR MANAGER, I.T.  
**DIVISION:** GENERAL SERVICES  
**DEPARTMENT:** ADMINISTRATION  
**UNIT:** INFORMATION TECHNOLOGY (I.T)  
**REPORTS TO:** PRINCIPAL MANAGER, I.T  
**SUPERVISES:** MANAGER, I.T

### **JOB PURPOSE**

To provide technical and operational support for the management of I.T of the Authority.

### **DUTIES AND RESPONSIBILITIES**

1. Provide inputs for the formulation of I.T policies for the Authority.
2. Develop, implement, monitor and evaluate I.T programmes and activities.
3. Develop and maintain IT infrastructure of the Authority.
4. Provide inputs for development of the Authority's website.
5. Collaborate with relevant stakeholders in the management of information systems of the Authority.
6. Liaise with relevant stakeholders on database management interface on the Authority's system.
7. Provide guidelines and monitor the operation of the Authority's I.T infrastructure to ensure its security and integrity.
8. Collate data on the status of the Management Information System.
9. Collate data relating to the core functions of the Authority.
10. Supervise the collation of the IT Training needs of staff of the Authority.
11. Participate in back office operations of the Authority's information system.
12. Prepare the budget and work plan of the Unit.
13. Provide inputs for the preparation of annual and other periodic reports.
14. Appraise the performance of subordinate staff.

### **QUALIFICATIONS AND EXPERIENCE**

#### **DIRECT ENTRY**

- A minimum qualification of a Master's degree from an accredited tertiary institution in either Computer Science, Information Technology, (I.T) any other relevant fields.
- Must have a relevant industry skill-based certification(s).
- Must be a member of a relevant professional body.
- A minimum of four (4) years post-Bachelor's work experience in a reputable organization.

- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

### **IN-SERVICE ENTRY**

- Availability of vacancy in the grade of Senior Manager, I.T.
- A minimum of three (3) years on the grade of Manager, I.T.
- Must have satisfactory staff performance appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

### **CAREER PROGRESSION**

By promotion to the grade of Principal Manager, I.T subject to the following:

- Availability of vacancy in the grade of Principal Manager, I.T.
- A minimum of three (3) years on the grade of Senior Manager, I.T.
- Must have satisfactory performance appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

### **COMPETENCIES**

- Good knowledge in policies and laws relating to IT.
- Good knowledge and understanding of Public Administration System.
- Good leadership, networking and monitoring skills.
- Good negotiation and advocacy skills.
- Good communication, interpersonal and presentation skills.
- Good knowledge of computer applications.
- Knowledge in financial management, labour and other relevant laws and regulations.
- Good knowledge in Administrative Procedures.
- Report Writing Skills.
- Good knowledge in conflict management.
- Ability to inspire and motivate.

### **TRAINING**

- Project Management
- Continuous professional development programmes
- Public Administration

- Public Policy Analysis
- Team Building
- Organisational Development and Change Management
- Negotiating, Diplomacy and Lobbying

**JOB TITLE:** MANAGER, I.T.  
**DIVISION:** GENERAL SERVICES  
**DEPARTMENT:** ADMINISTRATION  
**UNIT:** INFORMATION TECHNOLOGY (I.T)  
**REPORTS TO:** SENIOR MANAGER, I.T  
**SUPERVISES:** ASSISTANT MANAGER, I.T  
CHIEF TECHNICIAN, I.T

## **JOB PURPOSE**

To provide operational support for the management of I.T of the Authority.

## **DUTIES AND RESPONSIBILITIES**

1. Collate data for the formulation of I.T policies for the Authority.
2. Implement and monitor I.T programmes and activities.
3. Maintain IT infrastructure of the Authority.
4. Update the Authority's website.
5. Liaise with relevant stakeholders in the management of information systems of the Authority.
6. Provide inputs for the development of guidelines on IT operation and security.
7. Collect data on the status of the Management Information System.
8. Supervise the collection of data relating to the core functions of the Authority.
9. Provide effective user support services in the Authority.
10. Facilitate the Training Of staff in IT.
11. Participate in back office operations of the Authority's information system.
12. Provide inputs for the preparation of the budget and work plan of the Unit.
13. Collate data for the preparation of annual and other periodic reports.
14. Appraise the performance of subordinate staff.

## **QUALIFICATIONS AND EXPERIENCE**

### **DIRECT ENTRY**

- A minimum qualification of a Master's degree from an accredited tertiary institution in either Computer Science, Information Technology, (I.T) any other relevant field.
- Must have a relevant industry skill-based certification(s).
- Must be a member of a relevant professional body.
- A minimum of one (1) year post-Bachelor's degree work experience in a reputable organisation.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

## **IN-SERVICE ENTRY**

- Availability of vacancy in the grade of Manager, I.T.
- A minimum of three (3) years on the grade of Assistant Manager, I.T.
- Must have satisfactory staff performance appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

## **CAREER PROGRESSION**

By promotion to the grade of Senior Manager, I.T subject to the following:

- Availability of vacancy in the grade of Senior Manager, I.T.
- A minimum of three (3) years on the grade of Manager, I.T.
- Must have satisfactory performance appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

## **COMPETENCIES**

- Good knowledge in policies and laws relating to IT.
- Good knowledge and understanding of Public Administration System.
- Good leadership, networking and monitoring skills.
- Good negotiation and advocacy skills.
- Good communication, interpersonal and presentation skills.
- Good knowledge of computer applications.
- Knowledge in financial management, labour and other relevant laws and regulations.
- Good knowledge in Administrative Procedures.
- Report Writing Skills.
- Good knowledge in conflict management.
- Ability to inspire and motivate.

## **TRAINING**

- Project Management
- Continuous professional development programmes
- Public Administration
- Public Policy Analysis
- Team Building
- Organisational Development and Change Management
- Negotiating, Diplomacy and Lobbying
-

**JOB TITLE:** ASSISTANT MANAGER, I.T.  
**DIVISION:** GENERAL SERVICES  
**DEPARTMENT:** ADMINISTRATION  
**UNIT:** INFORMATION TECHNOLOGY (I.T)  
**REPORTS TO:** MANAGER, I.T  
**SUPERVISES:** NIL

### **JOB PURPOSE**

To provide operational support for the management of I.T functions of the Authority.

### **DUTIES AND RESPONSIBILITIES**

1. Collect data for the formulation of I.T policies for the Authority.
2. Implement I.T programmes and activities.
3. Maintain IT infrastructure of the Authority.
4. Collate data for the development of guidelines on IT operation and security.
5. Collect data relating to the core functions of the Authority.
6. Provide effective user support services in the Authority.
7. Facilitate the TRAINING of staff in IT.
8. Collate data for the preparation of the budget and work plan of the Unit.
9. Collect data for the preparation of annual and other periodic reports.

### **QUALIFICATIONS AND EXPERIENCE**

#### **DIRECT ENTRY**

- A minimum of a Bachelor's degree from an accredited tertiary institution in either Computer Science, Information Technology, (I.T) any other relevant fields.
- Possession of a relevant industry skill-based certification will be an advantage.
- Must be a member of a relevant professional body.
- Must have completed national service.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

#### **IN-SERVICE ENTRY**

By conversion/upgrading of an officer below the grade of Assistant Manager, I.T who acquires the relevant Bachelor's degree in Computer Science, Information Technology, (I.T) from an accredited tertiary institution subject to the following:

- Availability of vacancy in the grade of Assistant Manager, I.T.

- Must have satisfactory Staff Performance Appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

### **CAREER PROGRESSION**

By promotion to the grade of Manager, I.T subject to the following:

- Availability of vacancy in the grade of Manager, I.T.
- A minimum of three (3) years on the grade of Assistant Manager, I.T.
- Must have satisfactory performance appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

### **COMPETENCIES**

- Knowledge in policies and laws relating to IT.
- Networking and monitoring skills.
- Communication, interpersonal and presentation skills.
- Good knowledge in relevant I T applications.
- Good knowledge in Administrative Procedures.
- Report writing skills.

### **TRAINING**

- Continuous professional development programmes
- Public Administration
- Team Building
- Change Management
- Negotiating and Lobbying

**JOB TITLE:** CHIEF I.T ASSISTANT  
**DIVISION:** GENERAL SERVICES  
**DEPARTMENT:** ADMINISTRATION  
**UNIT:** MANAGEMENT INFORMATION SYSTEM  
**REPORTS TO:** MANAGER, I.T  
**SUPERVISES:** PRINCIPAL TECHNICIAN, I.T

### **JOB PURPOSE**

To provide operational support for the management of I.T functions of the Authority.

### **DUTIES AND RESPONSIBILITIES**

1. Supervise the maintenance and repair of IT equipment.
2. Supervise the installation of basic IT equipment.
3. Provide effective user support services.
4. Collect data for the preparation of budget for the Unit.
5. Collect data for the preparation of annual and other periodic reports.
6. Supervise and appraise the performance of subordinate staff.

### **QUALIFICATIONS AND EXPERIENCE:**

#### **DIRECT ENTRY**

- A minimum of an HND/University Diploma in Computer Science, Information Technology, Management Information System (I.T) or any other related fields.
- A minimum of six (6) years post-qualification relevant work experience in a reputable organisation.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

#### **IN-SERVICE ENTRY**

- Availability of vacancy in the grade of Chief Technician, I.T.
- A minimum of three (3) years on the grade of Principal Technician, I.T.
- Must have satisfactory staff performance appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with Public Services Commission.

### **CAREER PROGRESSION**

By conversion/upgrading of an officer below the grade of Assistant Manager, I.T who acquires the relevant Bachelor's degree in either Computer Science, Information Technology, (I.T) from an accredited tertiary institution subject to the following:

- Availability of vacancy in the grade of Assistant Manager, I.T.
- Must have satisfactory Staff Performance Appraisal reports.
- Must pass an Interview conducted by the Authority in collaboration with the Public Services Commission.

## **COMPETENCIES**

- Knowledge in policies and laws relating to IT.
- Knowledge in relevant IT standards.
- Networking and monitoring skills.
- Communication, interpersonal and presentation skills.
- Capacity to inspire and motivate.
- Knowledge of computer applications.
- Conflict resolution skills.
- Report Writing Skills.
- Knowledge in administrative procedures

## **TRAINING**

- Project Management
- Continuous professional development programmes
- Public Administration
- IT Audit
- Team building
- Change management

**JOB TITLE: PRINCIPAL I.T ASSISTANT**  
**DIVISION: GENERAL SERVICES**  
**DEPARTMENT: ADMINISTRATION**  
**UNIT: INFORMATION TECHNOLOGY (I.T)**  
**REPORTS TO: CHIEF I.T ASSISTANT**  
**SUPERVISES: SENIOR I.T ASSISTANT**

### **JOB PURPOSE**

To provide operational support for the management of I.T functions of the Authority.

### **DUTIES AND RESPONSIBILITIES**

1. Install, maintain and repair basic IT equipment.
2. Provide effective user support services.
3. Collect data for the preparation of budget for the unit.
4. Collect data for the preparation of annual and other periodic reports.
5. Supervise and appraise the performance of subordinate staff.

### **QUALIFICATIONS AND EXPERIENCE:**

#### **DIRECT ENTRY**

- A minimum of an HND/University Diploma in Computer Science, Information Technology, (I.T) or any related field.
- A minimum of three (3) years post qualification relevant work experience in a reputable organization.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

#### **IN-SERVICE ENTRY**

- Availability of vacancy in the grade of Principal Technician, I.T.
- A minimum of three (3) years on the grade of Senior Technician, I.T.
- Must have satisfactory staff performance appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

### **CAREER PROGRESSION**

By promotion to the grade of Chief Technician, I.T subject to the following:

- Availability of vacancy in the grade of Chief Technician, I.T.
- A minimum of three (3) years on the grade of Principal Technician, I.T.
- Must have satisfactory Staff Performance Appraisal reports.

- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

## **COMPETENCIES**

- Knowledge in policies and laws relating to IT.
- Knowledge in relevant IT Standards.
- Networking and monitoring skills.
- Communication, interpersonal and presentation skills.
- Capacity to inspire and motivate.
- Knowledge in relevant I T applications.
- Conflict resolution skills.
- Report writing skills.
- Knowledge in administrative procedures

## **TRAINING**

- Project Management
- Continuous professional development programmes
- Public Administration
- IT Audit
- Team building

**JOB TITLE:** SENIOR I.T ASSISTANT  
**DIVISION:** GENERAL SERVICES  
**DEPARTMENT:** ADMINISTRATION  
**UNIT:** INFORMATION TECHNOLOGY (I.T)  
**REPORTS TO:** PRINCIPAL I.T ASSISTANT  
**SUPERVISES:** NIL

### **JOB PURPOSE**

To provide operational support for the management of I.T. functions of the Authority.

### **DUTIES AND RESPONSIBILITIES**

1. Install, maintain and repair basic IT equipment.
2. Provide effective user support services.
3. Collect input for the preparation of budget for the unit.
4. Collect data for the preparation of annual and other periodic reports.

### **QUALIFICATIONS AND EXPERIENCE:**

#### **DIRECT ENTRY**

- A minimum of an HND/University Diploma in either Computer Science, Information Technology, (I.T) or any other related fields.
- Must have completed national service.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

#### **IN-SERVICE ENTRY**

N/A

#### **CAREER PROGRESSION**

By promotion to the grade of Principal I.T Assistant subject to the following:

- Availability of vacancy in the grade of Principal I.T. Assistant
- A minimum of three (3) years on the grade of Senior I.T. Assistant
- Must have satisfactory Staff Performance Appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

## **COMPETENCIES**

- Knowledge in policies and laws relating to IT.
- Knowledge in relevant IT Standards.
- Communication, interpersonal and presentation skills.
- Knowledge in relevant I T applications.

## **TRAINING**

- Continuous professional development programmes
- Team Building
- Administrative Procedures
- Report Writing
- IT Audit

## **ESTATES**

<b>JOB TITLE:</b>	<b>PRINCIPAL MANAGER, ESTATES</b>
<b>DIVISION:</b>	<b>GENERAL SERVICES</b>
<b>DEPARTMENT:</b>	<b>ADMINISTRATION</b>
<b>UNIT:</b>	<b>ESTATES</b>
<b>REPORTS TO:</b>	<b>DEPUTY DIRECTOR, ADMINISTRATION</b>
<b>SUPERVISES:</b>	<b>SENIOR MANAGER, ESTATES</b>

### **JOB PURPOSE**

To provide technical and administrative direction for effective management of the Estates functions of the Authority.

### **DUTIES AND RESPONSIBILITIES**

1. Provide inputs for the formulation of policies for the Unit.
2. Ensure the implementation, monitoring and evaluation of policies, programmes and guidelines pertaining to the unit.
3. Ensure the development of Estates procedures manual.
4. Liaise with the Legal Department on the acquisition of legal titles to the Authority's properties.
5. Provide input for the development of procedures for the acquisition, valuation, control, identification and maintenance of the Authority's physical assets.
6. Ensure the development and maintenance of the Assets Register of the Authority.
7. Ensure the implementation of decisions on the allocation of office, residential accommodation and other facilities.
8. Ensure the development of a system for the tenancy management activities of the Authority in collaboration with the Legal Department.
9. Oversee the maintenance and management of all moveable and immovable properties.
10. Ensure the preparation of estimates for repair works.
11. Coordinate the preparation of budget and work plan for the unit.
12. Ensure the preparation of annual and other periodic reports.
13. Supervise and appraise the performance of subordinate staff.

### **QUALIFICATION AND EXPERIENCE:**

#### **DIRECT ENTRY**

- A minimum of a Master's degree from an accredited tertiary institution in either Estate Management, Land Economy, Building Technology or any other related fields.
- Must be a member of relevant professional body.

- A minimum of six (6) year post-Bachelor's relevant work experience in a reputable organization, two (2) years of which must be in a senior management position.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

### **IN-SERVICE ENTRY**

- Availability of vacancy in the grade of Principal Manager, Estates.
- A minimum of three (3) years on the grade of Senior Manager, Estates.
- Must have satisfactory Staff Performance Assessment reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

### **CAREER PROGRESSION**

By promotion to the grade of Deputy Director, Estates subject to the following:

- Availability of vacancy in the grade of Deputy Director, Estate.
- A minimum of three (3) years on the grade of Principal Manager, Estates
- Must have a Master's degree in a relevant area from an accredited tertiary institution.
- Must have satisfactory Staff performance Appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

### **COMPETENCIES**

- Good knowledge in land administration laws and regulations.
- Good knowledge of Assets and Project Management.
- Good Knowledge of relevant IT applications.
- Good conflict management skills.
- Good knowledge and understanding of Public Administration System.
- Strong leadership, networking and monitoring skills.
- Strong analytical skills.
- Team player
- Strong negotiation and advocacy skills.
- Good communication, interpersonal and presentation skills.
- Good Knowledge of financial management laws and regulations.
- Good Report writing skills.
- Good Knowledge in Administrative procedures.
- Good knowledge in labour laws and regulations.

### **TRAINING**

- Strategic and Project Management
- Continuous professional development programmes

- Public Administration
- Team Building
- Leadership
- Organizational Development and Change Management
- Negotiating, Diplomacy and Lobbying
- Relevant I T applications

**JOB TITLE: SENIOR MANAGER, ESTATES.**  
**DIVISION: GENERAL SERVICES**  
**DEPARTMENT: ADMINISTRATION**  
**UNIT: ESTATES**  
**REPORTS TO: PRINCIPAL MANAGER, ESTATES**  
**SUPERVISES: MANAGER, ESTATES**

### **JOB PURPOSE**

To provide technical and operational support for the effective management of the estates functions of the Authority.

### **DUTIES AND RESPONSIBILITIES**

1. Collate data for the formulation of policies
2. Provide input for the development of Estates procedures manual.
3. Supervise the compilation of a list of obsolete and unserviceable assets for disposal.
4. Develop database on prevailing rental and capital values for rentals and purchases.
5. Prepare maintenance schedules for both owned and rented properties.
6. Provide inputs for the update of the assets register.
7. Collect data for the preparation of procedures for the acquisition, valuation, control, identification and maintenance of physical assets.
8. Supervise artisans, labourers and cleaners
9. Collect data for the preparation of estimates for repair works.
10. Provide inputs for the preparation of budget and work plan for the unit.
11. Supervise and appraise the performance of subordinate staff
12. Provide inputs for the preparation of annual and other periodic reports.

### **QUALIFICATION AND EXPERIENCE:**

#### **DIRECT ENTRY**

- A minimum of a Master's degree from an accredited tertiary institution in either Estate Management, Land Economy, Building Technology or any other related field.
- Must be a member of relevant professional body.
- A minimum of four (4) years post-Bachelor's relevant work experience in a reputable organization.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

#### **IN-SERVICE ENTRY**

- Availability of vacancy in the grade of Senior Manager, Estates.
- A minimum of three (3) years on the grade of Manager, Estates
- Must have satisfactory Staff Performance Appraisal Reports.

- Pass an interview conducted by the Authority in collaboration with the Public Services Commission.

## **CAREER PROGRESSION**

By promotion to the grade of Principal Manager, Estates subject to the following:

- Availability of vacancy on the grade of Principal Manager, Estate.
- A minimum of three (3) years on the grade of Senior Manager, Estates
- Must have satisfactory Staff performance Appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

## **COMPETENCIES**

- Good knowledge in land administration laws and regulations.
- Good knowledge of Assets and Project Management.
- Good Knowledge of relevant IT applications.
- Good conflict management skills.
- Good knowledge and understanding of Public Administration System.
- Strong leadership, networking and monitoring skills.
- Strong analytical skills.
- Team player
- Strong negotiation and advocacy skills.
- Good communication, interpersonal and presentation skills.
- Good Knowledge of financial management laws and regulations.
- Good Report writing skills.
- Good Knowledge in Administrative procedures.
- Good knowledge in labour laws and regulations.

## **TRAINING**

- Strategic and Project Management
- Continuous professional development programmes
- Public Administration
- Team Building
- Leadership
- Organizational Development and Change Management
- Negotiating, Diplomacy and Lobbying
- Relevant I T applications

**JOB TITLE:** MANAGER, ESTATES.  
**DIVISION:** GENERAL SERVICES  
**DEPARTMENT:** ADMINISTRATION  
**UNIT:** ESTATES  
**REPORTS TO:** SENIOR MANAGER, ESTATES  
**SUPERVISES:** ASSISTANT MANAGER, ESTATES  
CHIEF ASSISTANT, ESTATES

### **JOB PURPOSE**

To provide operational support for the effective management of the estates functions of the Authority.

### **DUTIES AND RESPONSIBILITIES**

1. Supervise the collection of data for the formulation of policies
2. Collate data for the development of Estates procedures manual.
3. Compile list of obsolete and unserviceable assets for disposal.
4. Provide inputs for the development of database on prevailing rental and capital values for rentals and purchases.
5. Provide inputs for the preparation of the maintenance schedules for both owned and rented properties.
6. Collate data for the update of the assets register.
7. Supervise the janitorial and waste management services.
8. Collect data for the preparation of estimates for repair works.
9. Collate data for the preparation of budget and work plan for the unit.
10. Supervise and appraise the performance of subordinate staff
11. Collate data for the preparation of annual and other periodic reports.

### **QUALIFICATION AND EXPERIENCE:**

#### **DIRECT ENTRY**

- A minimum of a Master's degree from an accredited tertiary institution in either Estate Management, Land Economy, Building Technology or any other related fields.
- Membership of a professional body will be an added advantage.
- A minimum of one (1) year post-Bachelor's relevant work experience in a reputable organization.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

#### **IN-SERVICE ENTRY**

- Availability of vacancy in the grade of Manager, Estates.
- A minimum of three (3) years on the grade of Assistant Manager, Estates

- Must have satisfactory Staff Performance Appraisal Reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

### **CAREER PROGRESSION**

By promotion to the grade of Senior Manager, Estates, subject to the following:

- Availability of vacancy in the grade of Senior Manager, Estates.
- A minimum of three (3) years on the grade of Manager, Estates
- Must have satisfactory Staff performance Appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

### **COMPETENCIES**

- Knowledge in land administration laws and regulations.
- Knowledge of Assets and Project Management.
- Knowledge of relevant IT applications.
- Conflict management skills.
- Knowledge and understanding of Public Administration System.
- Leadership, networking and monitoring skills.
- Analytical skills.
- Negotiation and advocacy skills.
- Communication, interpersonal and presentation skills.
- Knowledge of financial management laws and regulations.
- Report writing skills.
- Team player
- Knowledge in Administrative procedures.
- Knowledge in labour laws and regulations.
- Ethics

### **TRAINING**

- Project Management
- Continuous professional development programmes
- Public Administration
- Team Building
- Leadership
- Organizational Development and Change Management
- Negotiating and Lobbying
- Relevant I T applications

**JOB TITLE:** ASSISTANT MANAGER, ESTATES  
**DIVISION:** GENERAL SERVICES  
**DEPARTMENT:** ADMINISTRATION  
**UNIT:** ESTATES  
**REPORTS TO:** MANAGER  
**SUPERVISES:** NIL

### **JOB PURPOSE**

To provide operational support for the effective management of the estates functions of the Authority.

### **DUTIES AND RESPONSIBILITIES**

1. Collect data for the formulation of policies
2. Collect data for the development of Estates procedures manual.
3. Compile list of obsolete and unserviceable assets for disposal.
4. Collect and collate data for the update of the database on prevailing rental and capital values for rentals and purchases.
5. Collate data for the preparation of the maintenance schedules for both owned and rented properties.
6. Collect data for the update of the assets register.
7. Supervise the janitorial and waste management services.
8. Collect data for the preparation of estimates for repair works.
9. Collect data for the preparation of budget and work plan for the unit.
10. Collect data for the preparation of annual and other periodic reports.

### **QUALIFICATION AND EXPERIENCE:**

#### **DIRECT ENTRY**

- A minimum of a Bachelor's degree from an accredited tertiary institution in either Estate Management, Land Economy, Building Technology or any other related field.
- Must have completed national service.
- Membership of a professional body will be an added advantage.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

#### **IN-SERVICE ENTRY**

By conversion/upgrading of an officer below the grade of Assistant Manager, Estates, who acquires a Bachelor's degree in Estates Management, Land Economy and Building Technology from an accredited tertiary institutions subject to the following:

- Availability of vacancy in the grade of Assistant Manager, Estates.
- Must have satisfactory Staff Performance Appraisal Reports.

- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

### **CAREER PROGRESSION**

By promotion to the grade of Manager, Estates, subject to the following:

- Availability of vacancy in the grade of Manager, Estates.
- A minimum of three (3) years on the grade of Assistant Manager, Estates
- Must have satisfactory Staff performance Appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

### **COMPETENCIES**

- Knowledge in land administration laws and regulations.
- Knowledge of Assets and Project Management.
- Knowledge of relevant IT applications.
- Monitoring skills.
- Analytical skills.
- Communication, interpersonal and presentation skills.
- Knowledge of financial management laws and regulations.
- High integrity and ethical standards.

### **TRAINING**

- Project Management
- Continuous professional development programmes
- Public Administration
- Team Building
- Report writing
- Administrative procedure
- Leadership
- Change Management
- Negotiation
- Relevant I T applications

**JOB TITLE:** CHIEF ASSISTANT, ESTATES  
**DIVISION:** GENERAL SERVICES  
**DEPARTMENT:** ADMINISTRATION  
**UNIT:** ESTATES  
**REPORTS TO:** MANAGER, ESTATES.  
**SUPERVISES:** PRINCIPAL ASSISTANT, ESTATES

### **JOB PURPOSE**

To provide operational support for the effective management of the estates functions of the Authority.

### **DUTIES AND RESPONSIBILITIES**

1. Collect data for the development of Estates procedures manual.
2. Collect data for the compilation of a list of obsolete and unserviceable assets for disposal.
3. Collect data for the preparation of the maintenance schedules for both owned and rented properties.
4. Collect data for the update of the Assets Register.
5. Supervise the janitorial and waste management services.
6. Collect data for the preparation of estimates for repair works.
7. Collect data for the preparation of annual and other periodic reports.
8. Supervise and appraise the performance of subordinate staff.

### **QUALIFICATIONS AND EXPERIENCE:**

#### **DIRECT ENTRY**

- A minimum of an HND/University Diploma from an accredited tertiary institution in Estates Management or any related field.
- A minimum of six (6) years post-qualification relevant work experience in a reputable organization.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

#### **IN-SERVICE ENTRY**

- Availability of vacancy in the grade of Chief Assistant, Estate.
- A minimum three (3) years on the grade of Principal Assistant, Estate.
- Must have satisfactory staff performance appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with Public Services Commission.

## **CAREER PROGRESSION**

By conversion/upgrading of an officer in the sub-professional grades, who acquires a Bachelor's degree in Estates Management, Land Economy and Building Technology from an accredited tertiary institutions subject to the following:

- Availability of vacancy in the grade of Assistant Manager, Estates.
- Must have satisfactory Staff Performance Appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

## **COMPETENCIES**

- Knowledge of Assets and Project Management.
- Knowledge of relevant I.T applications.
- Knowledge in financial management laws and regulations.
- Knowledge in labour laws and regulations.
- Leadership, networking and monitoring skills.
- Analytical skills.
- Negotiation and advocacy skills.
- Communication, interpersonal and presentation skills.
- Knowledge in Administrative Procedures.
- Report writing skills.

## **TRAINING**

- Project Management
- Continuous professional development programmes
- Public Administration
- Team Building
- Leadership

**JOB TITLE: PRINCIPAL ASSISTANT, ESTATES**  
**DIVISION: GENERAL SERVICES**  
**DEPARTMENT: ADMINISTRATION**  
**UNIT: ESTATES**  
**REPORTS TO: CHIEF ASSISTANT, ESTATES**  
**SUPERVISES: SENIOR ASSISTANT, ESTATES**

### **JOB PURPOSE**

To provide operational support for the effective management of the estates functions of the Authority.

### **DUTIES AND RESPONSIBILITIES**

1. Identify obsolete and unserviceable assets for disposal.
2. Collect data for the preparation of the maintenance schedules for both owned and rented properties.
3. Collect data for the development and update of the assets register.
4. Supervise the janitorial and waste management services.
5. Collect data for the preparation of annual and other periodic reports.
6. Supervise and appraise the performance of subordinate staff.

### **QUALIFICATIONS AND EXPERIENCE:**

#### **DIRECT ENTRY**

- A minimum of an HND/University Diploma from an accredited tertiary institution in Estates Management or any related field.
- A minimum of three (3) years post-qualification relevant work experience in a reputable organization.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

#### **IN-SERVICE ENTRY**

- Availability of vacancy in the grade of Principal Assistant, Estates.
- A minimum of three (3) years on the grade of Senior Assistant, Estates.
- Must have satisfactory staff performance appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with Public Services Commission.

### **CAREER PROGRESSION**

By promotion to the grade of Chief Assistant, Estates subject to the following:

- Availability of vacancy in the grade of Chief Assistant, Estates.
- A minimum of three (3) years on the grade of Principal Assistant, Estates.
- Must have satisfactory Staff Performance Appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

## **COMPETENCIES**

- Knowledge of Assets and Project Management.
- Knowledge of relevant I.T applications.
- Report writing
- Analytical skills.
- Communication, interpersonal and presentation skills.
- Knowledge in financial management laws and regulations

## **TRAINING**

- Continuous professional development programmes
- Administrative Procedures
- Project Management
- Public Administration
- Team Building
- Leadership

**JOB TITLE:** SENIOR ASSISTANT, ESTATES  
**DIVISION:** GENERAL SERVICES  
**DEPARTMENT:** ADMINISTRATION  
**UNIT:** ESTATES  
**REPORTS TO:** PRINCIPAL ASSISTANT, ESTATES  
**SUPERVISES:** NIL

### **JOB PURPOSE**

To provide operational support for the effective management of the estates functions of the Authority.

### **DUTIES AND RESPONSIBILITIES**

1. Identify obsolete and unserviceable assets for disposal.
2. Collect data for the preparation of the maintenance schedules for both owned and rented properties.
3. Collect data for the development and update of the assets register.
4. Supervise the janitorial and waste management services.
5. Collect data for the preparation of annual and other periodic reports.

### **QUALIFICATIONS AND EXPERIENCE:**

#### **DIRECT ENTRY**

- A minimum of an HND/University Diploma in Estates Management or any related field.
- Must have completed national service.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

#### **IN-SERVICE ENTRY**

N/A

#### **CAREER PROGRESSION**

By promotion to the grade of Principal Assistant, Estates subject to the following:

- Availability of vacancy in the grade of Principal Assistant, Estates.
- A minimum of three (3) years on the grade of Senior Assistant, Estates.
- Must have satisfactory Staff Performance Appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

## **COMPETENCIES**

- Knowledge of Assets and Project Management.
- Knowledge of relevant I.T applications.
- Analytical skills.
- Communication, interpersonal and presentation skills.

## **TRAINING**

- Continuous professional development programmes
- Administrative Procedures
- Management Systems Standards
- Report Writing
- Financial management laws and regulations

**JOB TITLE: TECHNICAL ASSISTANT \***

**REPORTS TO: CHIEF ASSISTANT ESTATES**

### **NOTE:**

**\*\*\*NB:**

**THIS GRADE IS SPECIFICALLY CREATED FOR SERVING OFFICERS WITHIN THE AUTHORITY WHO DO NOT POSSESS HND/UNIVERSITY DIPLOMA AND OTHER HIGHER QUALIFICATIONS. NO APPOINTMENT SHALL HENCEFORTH BE MADE INTO IT. OFFICERS IN IT ARE NOT ELIGIBLE FOR PROMOTION. THOSE WHO ACQUIRE RELEVANT HIGHER QUALIFICATION MAY APPLY FOR CONVERSION/UPGRADING, SUBJECT TO THE AVAILABILITY OF VACANCY. ON THE DEPARTURE OF ALL OFFICERS FROM THIS GRADE THE POSITION SHALL BE EXPUNGED FROM THE SCHEME OF SERVICE.**

**JOB TITLE:** CHIEF LABOURER /CHIEFCLEANER  
**DIVISION:** GENERAL SERVICES  
**DEPARTMENT:** ADMINISTRATION  
**UNIT:** ESTATES  
**REPORTS TO:** CHIEF ASSISTANT, ESTATE  
**SUPERVISES:** SENIOR LABOURER/ SENIOR CLEANER

### **JOB PURPOSE**

To provide operational support for the effective management of the estates functions of the Authority.

### **DUTIES AND RESPONSIBILITIES**

1. Supervise loading and offloading of goods/materials.
2. Supervise the performance of manual duties
3. Supervise the performance of horticultural duties.
4. Supervise cleaning at the offices, farms, food joints and official residences.
5. Collaborate with security unit to keep the office premises secured

### **QUALIFICATION AND EXPERIENCE**

#### **DIRECT ENTRY**

- A minimum of six (6) years working experience
- MSLC or BECE will be an advantage.
- Must pass an interview conducted by the Authority in collaboration with Public Service Commission

#### **IN-SERVICE ENTRY**

- Availability of vacancy in the grade of Chief Labourer/ Chief Cleaner
- A minimum of three (3) years on the grade of Senior Labourer/ Chief Cleaner
- Must have satisfactory staff performance appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with Public Services Commission.

### **CAREER PROGRESSION**

By conversion/upgrading of an officer below the grade of a Labourer / Cleaner, who acquires an HND or University diploma from an accredited tertiary institution in a relevant field, subject to the following:

- Availability of vacancy in the grade of Senior Labourer or Senior Cleaner
- Must have satisfactory staff performance appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

## **COMPETENCIES**

- Good communication skills
- Physically fit
- Knowledge in health and safety standards

## **TRAINING**

- Security education
- Continuous professional development

**JOB TITLE: SENIOR LABOURER/ SENIOR CLEANER**  
**DIVISION: GENERAL SERVICES**  
**DEPARTMENT: ADMINISTRATION**  
**UNIT: ESTATES**  
**REPORTS TO: CHIEF ASSISTANT, ESTATE**  
**SUPERVISES: NIL**

### **JOB PURPOSE**

To provide operational support for the effective management of the estates functions of the Authority.

### **DUTIES AND RESPONSIBILITIES**

1. Load and offload goods/materials.
2. Perform manual duties
3. Perform horticultural duties.
4. Clean offices, farms, food joints and official residences.
5. Collaborate with security unit to keep the office premises secured

### **QUALIFICATION AND EXPERIENCE**

#### **DIRECT ENTRY**

- A minimum of three (3) years working experience
- MSLC or BECE will be an advantage.
- Must pass an interview conducted by the Authority in collaboration with Public Service Commission.

#### **IN-SERVICE ENTRY**

- Availability of vacancy in the grade of Cleaner or labourer
- A minimum of three (3) years on the grade of Cleaner or labourer
- Must have satisfactory staff performance appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with Public Services Commission.

#### **CAREER PROGRESSION**

By promotion to the grade of Chief Cleaner subject to the following:

- Availability of vacancy in the grade of Chief Cleaner.
- A minimum of three (3) years on the grade of Senior Cleaner
- Must have satisfactory staff performance appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

## **COMPETENCIES**

- Good communication skills
- Physically Fit
- Knowledge in health and safety standards

## **TRAINING**

- Security education
- Continuous professional development

**JOB TITLE:** LABOURER I/CLEANER I  
**DIVISION:** GENERAL SERVICES  
**DEPARTMENT:** ADMINISTRATION  
**UNIT:** ESTATES  
**REPORTS TO:** CHIEF ASSISTANT, ESTATE  
**SUPERVISES:** NIL

### **JOB PURPOSE**

To provide operational support for the effective management of the estates functions of the Authority.

### **DUTIES AND RESPONSIBILITIES**

1. Load and offload goods/materials.
2. Perform manual duties
3. Perform horticultural duties.
4. Clean offices, farms, food joints and official residences.
5. Collaborate with security unit to keep the office premises secured

### **QUALIFICATION AND EXPERIENCE**

#### **DIRECT ENTRY**

- MSLC or BECE will be an advantage.
- Must pass an interview conducted by the Authority in collaboration with Public Service Commission

#### **IN-SERVICE ENTRY**

N / A

#### **CAREER PROGRESSION**

By promotion to the grade of Senior Labourer/ Senior Cleaner subject to the following:

- Availability of vacancy on the grade of Senior Labourer I/Senior Cleaner I
- A minimum of three (3) years in the grade of Labourer I/ Cleaner I
- Must have satisfactory staff performance appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

#### **COMPETENCIES**

- Good communication skills
- Physically Fit

## **TRAINING**

- Security education
- Continuous professional development
- Health and safety standards

## **SECURITY**

**JOB TITLE:** CHIEF SECURITY GUARD  
**DISVISSION :** GENERAL SERVICES  
**DEPARTMENT:** ADMINISTRATION  
**UNIT:** SECURITY  
**REPORTS TO:** ESTATES MANAGER  
**SUPERVISES:** SENIOR SECURITY GUARD

### **JOB PURPOSE**

To provide technical and administrative leadership for the effective and efficient management of security.

### **DUTIES AND RESPONSIBILITIES**

1. Provide input for the formulation and review of security policies of the Authority
2. Oversee the implementation, monitoring and evaluation of security policies and guidelines of the Authority.
3. Ensure the protection of employees, clients, visitors and properties of the Authority.
4. Ensure the maintenance of records on security incidence.
5. Design and update emergency plans and procedures on security matters.
6. Undertake investigations and submit reports on security breaches.
7. Oversee the development of a system of security surveillance, inspection and threat assessment.
8. Collaborate with appropriate security agencies for effective security management.
9. Prepare budget and work plan for the Unit.
10. Prepare annual and other periodic reports on the Unit.
11. Supervise and appraise the performance of subordinate staff.

### **QUALIFICATIONS AND EXPERIENCE**

#### **DIRECT ENTRY**

- A minimum of SSSCE/WASSCE.
- A minimum of six (6) years relevant work experience.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

#### **IN-SERVICE ENTRY**

- Availability of vacancy in the grade of Chief Security Guard.
- Minimum of three (3) years on the grade of Senior Security Guard.
- Must have satisfactory staff performance appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with Public Services Commission.

## **CAREER PROGRESSION**

N/A

## **COMPETENCIES**

- Safety and security skills.
- Attention to details.
- Investigative skills.
- Conflict management skills.
- Ability to inspire and motivate.
- Relevant knowledge in I.T. applications.
- Knowledge in Administrative Procedures.
- Report writing skills.

## **TRAINING**

- Relevant knowledge I T application
- Continuous professional development programmes
- Occupational Health and safety procedures.

**JOB TITLE: SENIOR SECURITY GUARD**

**DIVISION: GENERAL SERVICES**

**DEPARTMENT: ADMINISTRATION**

**UNIT: SECURITY**

**REPORTS TO: CHIEF SECURITY GUARD**

**SUPERVISES: SECURITY GUARD**

### **JOB PURPOSE**

To provide operational support for the achievement of the objectives of the Security Unit.

### **DUTIES AND RESPONSIBILITIES:**

1. Protect life and property.
2. Detect and prevent unauthorized persons, vehicles etc. from entering Authority's premises.
3. Report on matters of security.
4. Ensure all electrical appliances are switched off and doors secured after close of work.
5. Provide guidance and direction to visitors and clients.
6. Supervise the performance of subordinate staff.

### **QUALIFICATIONS AND EXPERIENCE**

#### **DIRECT ENTRY**

- A minimum of SSSCE/WASSCE.
- A minimum of three (3) years relevant work experience.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

#### **IN-SERVICE ENTRY**

- Availability of vacancy in the grade of Senior Security Guard
- Minimum of three (3) years on the grade of Security Guard
- Must have satisfactory staff performance appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with Public Services Commission.

### **CAREER PROGRESSION**

By promotion to the grade of Chief Security Guard subject to the following:

- Availability of vacancy in the grade of Chief Security Guard.
- A minimum of three (3) years on the grade of Senior Security Guard.
- Must have satisfactory staff performance appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with Public Services Commission.

## **COMPETENCIES**

- Safety and security skills.
- Attention to details.
- Investigative skills.
- Conflict management skills.
- Ability to inspire and motivate.
- Relevant knowledge in I.T. applications.
- Knowledge in Administrative Procedures.
- Report writing skills.

## **TRAINING**

- Relevant I T knowledge and application
- Continuous professional development programmes
- Administrative Procedures.
- Report Writing.
- Occupational health and safety procedures

**JOB TITLE:** SECURITY GUARD  
**DIVISION:** GENERAL SERVICES  
**DEPARTMENT:** ADMINISTRATION  
**UNIT:** SECURITY  
**REPORTS TO:** SENIOR SECURITY GUARD  
**SUPERVISES:** NIL

### **JOB PURPOSE**

To provide operational support for the achievement of the objectives of the Security Unit.

### **DUTIES AND RESPONSIBILITIES:**

1. Protect life and property.
2. Detect and prevent unauthorized persons, vehicles etc. from entering Authority's premises.
3. Report on matters of security.
4. Ensure that relevant electrical appliances are switched off and doors secured after close of work.
5. Provide guidance and direction to visitors and clients.

### **QUALIFICATIONS AND EXPERIENCE**

#### **DIRECT ENTRY**

- A minimum of BECE.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

#### **IN-SERVICE ENTRY**

N/A

#### **CAREER PROGRESSION**

By promotion to the grade of Senior Security Guard subject to the following:

- Availability of vacancy in the grade of Senior Security Guard.
- A minimum of three years on the grade of Security Guard.
- Must have satisfactory staff performance appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with Public Services Commission.

#### **COMPETENCIES**

- Safety and security skills.
- Attention to details.
- Knowledge in relevant I T applications.

## **TRAINING**

- Security education
- Relevant I T application
- Continuous professional development programmes
- Report writing
- Administrative Procedures
- Occupational health and safety procedures

**JOB TITLE:** SENIOR SECURITY GUARD  
**DEPARTMENT:** ADMINISTRATION  
**UNIT:** SECURITY  
**REPORTS TO:** CHIEF SECURITY GUARD  
**SUPERVISES:** NIL

### **JOB PURPOSE**

To provide operational support for the achievement of the objectives of the Security Unit.

### **DUTIES AND RESPONSIBILITIES:**

1. Protect life and property.
2. Detect and prevent unauthorized persons, vehicles etc. from entering Authority's premises.
3. Report on matters of security.
4. Ensure that relevant electrical appliances are switched off and doors secured after close of work.
5. Provide guidance and direction to visitors and clients.

### **QUALIFICATIONS AND EXPERIENCE**

#### **DIRECT ENTRY**

- A minimum of BECE.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

#### **IN-SERVICE ENTRY**

N/A

#### **CAREER PROGRESSION**

By promotion to the grade of Senior Security Guard subject to the following:

- Availability of vacancy in the grade of Senior Security Guard.
- A minimum of three years on the grade of Security Guard.
- Must have satisfactory staff performance appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with Public Services Commission.

#### **COMPETENCIES**

- Safety and security skills.
- Attention to details.
- Knowledge in relevant I T applications.

## **TRAINING**

- Security education
- Relevant I T application
- Continuous professional development programmes
- Report writing
- Administrative Procedures
- Occupational health and safety procedures

## **COMPETENCIES**

- Safety and security skills.
- Attention to details.
- Knowledge in relevant I T applications.

## **TRAINING**

- Security education
- Relevant I T application
- Continuous professional development programmes
- Report writing
- Administrative Procedures
- Occupational health and safety procedures

## **TRANSPORT**

**JOB TITLE:** MANAGER, TRANSPORT  
**DIVISION:** GENERAL SERVICES  
**DEPARTMENT:** ADMINISTRATION  
**UNIT:** TRANSPORT  
**REPORTS TO:** DIRECTOR ADMINISTRATION  
**SUPERVISES:** ASSISTANT MANAGER, TRANSPORT  
CHIEF TRANSPORT ASSISTANT

### **JOB PURPOSE**

To provide technical and administrative leadership for the achievement of the objectives of the Transport Unit.

### **DUTIES AND RESPONSIBILITIES**

1. Provide inputs for the formulation of Transport policies of the Authority.
2. Oversee the implementation of guidelines, procedures and safety standards on transport management.
3. Provide advice and guidelines on the acquisition, distribution, maintenance, utilization and disposal of fleet of the Authority.
4. Oversee the development and management of Transport Information Technology.
5. Ensure the development and update of Vehicle Register.
6. Ensure the preparation of budget and work plan for the Unit.
7. Ensure the preparation of annual and other periodic reports.
8. Supervise and appraise the performance of subordinate staff.

### **JOB PURPOSE**

To provide operational support for the achievement of the objectives of the Transport Unit.

### **DUTIES AND RESPONSIBILITIES**

1. Collate data for the formulation of transport policies.
2. Implement guidelines, procedures and safety standards on transport management.
3. Provide inputs for the preparation of guidelines on the maintenance, utilization and disposal of fleet of the Authority.
4. Provide input for the development and update of transport Information Technology.
5. Develop and update Vehicle Register.
6. Collate data for the preparation of budget and work plan for the Unit.
7. Collate data for the preparation of annual and other periodic reports.
8. Supervise and appraise the performance of subordinate staff.

## **QUALIFICATIONS AND EXPERIENCE**

### **DIRECT ENTRY**

- A minimum of a Master's degree from an accredited tertiary institution in either Transport & Logistics, Mechanical Engineering or any other related field.
- Must be a member of a relevant professional body.
- A minimum of one (1) year post-Bachelor's relevant work experience in a reputable organization.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

### **IN SERVICE ENTRY**

- Availability of vacancy in the grade of Manager, Transport.
- A minimum of three (3) years on the grade of Assistant Manager, Transport.
- Must have satisfactory staff performance appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

### **CAREER PROGRESSION**

N/A

### **COMPETENCIES**

- Knowledge in Road Traffic Act, 2004, (Act 683) and regulations.
- Knowledge in relevant Road Vehicle Standards.
- Knowledge and understanding of Public Administration System.
- Knowledge in Strategic Management.
- Leadership and monitoring skills.
- Communication, interpersonal and presentation skills.
- Knowledge of I T applications.
- Knowledge in Administrative Procedures.
- Report Writing Skills.
- Defensive Driving.
- Knowledge of financial management laws and regulations.
- Knowledge of labour laws and regulations.
- Knowledge in conflict management.
- Ability to inspire and motivate.
- Security awareness

### **TRAINING**

- Strategic and Project Management
- Continuous professional development programmes
- Public Administration

- Public Policy Analysis
- Organizational Development and Change Management
- Negotiating, Diplomacy and Lobbying

**JOB TITLE:** ASSISTANT MANAGER, TRANSPORT  
**DIVISION:** GENERAL SERVICES  
**DEPARTMENT:** ADMINISTRATION  
**UNIT:** TRANSPORT  
**REPORTS TO:** MANAGER, TRANSPORT  
**SUPERVISES:** NIL

### **JOB PURPOSE**

To provide operational support for the achievement of the objectives of the Transport Unit.

### **DUTIES AND RESPONSIBILITIES**

1. Collect data for the formulation of transport policies.
2. Implement guidelines, procedures and safety standards on transport management.
3. Collate data for the preparation of guidelines on the maintenance, utilization and disposal of fleet of the Authority.
4. Collate data for the development and update of Transport Information Technology.
5. Update Vehicle Register.
6. Collect data for the preparation of budget and work plan for the Unit.
7. Collect data for the preparation of annual and other periodic reports.

### **QUALIFICATIONS AND EXPERIENCE**

#### **DIRECT ENTRY**

- A minimum of a Bachelor's degree from an accredited tertiary institution in Transport and Logistics, Mechanical Engineering or any other related field.
- Must have completed national service.
- Must be a member of a relevant professional body.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

#### **IN SERVICE ENTRY**

- Availability of vacancy in the grade of Manager, Transport.
- A minimum of three (3) years in the grade of Assistant Manager, Transport.
- Must have satisfactory staff performance appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

## **CAREER PROGRESSION**

By conversion/upgrading of an officer below the grade of Assistance Manager, Transport who acquires the relevant Bachelor's degree in either Transport & Logistics or Mechanical Engineering from an accredited tertiary institution subject to the following:

- Availability of vacancy in the grade of Assistant Manager, Transport.
- Must have satisfactory staff performance appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with Public Services Commission.

## **COMPETENCIES**

- Knowledge in Road Traffic Act, 2004, (Act 683) and regulations.
- Knowledge in relevant Road Vehicle Standards.
- Knowledge and understanding of Public Administration System.
- Communication, interpersonal and presentation skills.
- Knowledge of I T applications.
- Knowledge in Administrative Procedures.
- Defensive Driving.
- Ability to inspire and motivate.
- Security awareness

## **TRAINING**

- Strategic and Project Management
- Continuous professional development programmes
- Public Administration
- Report writing
- Administrative procedure
- Public Policy Analysis
- Change Management
- Negotiation

**JOB TITLE:** CHIEF ASSISTANT, TRANSPORT  
**DIVISION:** GENERAL SERVICES  
**DEPARTMENT:** ADMINISTRATION  
**UNIT:** TRANSPORT  
**REPORTS TO:** MANAGER, TRANSPORT  
**SUPERVISES:** PRINCIPAL ASSISTANT, TRANSPORT  
CHIEF DRIVER

### **JOB PURPOSE**

To provide operational support for the achievement of the objectives of the Transport Unit.

### **DUTIES AND RESPONSIBILITIES**

1. Maintain proper records on the movement of official vehicles and logging of trips.
2. Investigate incidents involving official vehicles.
3. Assign drivers to perform official duties.
4. Ensure that the Authority's vehicles reflect appropriate and valid documentation.
5. Ensure that the Authority's drivers possess appropriate and valid driver's license and other documentations.
6. Prepare reports on vehicle usage statistics, operating costs and operational efficiency.
7. Supervise the preparation of fleet management and maintenance schedule for the Authority.
8. Ensure the servicing and repairs of the Authority's vehicles.
9. Implement guidelines on transport management.
10. Supervise the collection of data for the development of the Transport Information Technology.
11. Supervise the collection of data for the preparation of annual and other periodic reports.
12. Supervise and appraise subordinate staff.

### **QUALIFICATIONS AND EXPERIENCE**

#### **DIRECT ENTRY**

- A minimum of HND/University Diploma from an accredited tertiary institution in either Automobile/Mechanical Engineering or any other related field.
- A minimum of six (6) years post qualification relevant work experience in a reputable organization.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

## **IN-SERVICE ENTRY**

- Availability of vacancy in the grade of Chief Assistant Transport.
- A minimum of three (3) years on the grade of Principal Assistant, Transport.
- Must have satisfactory staff performance appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with Public Services Commission.

## **CAREER PROGRESSION**

By conversion/upgrading of an officer on a sub-professional grades who acquires the relevant Bachelor's degree in Transport and Logistics, Mechanical Engineering from an accredited tertiary institution subject to the following:

- Availability of vacancy in the grade of Assistant Manager, Transport.
- Must have satisfactory Staff Performance Appraisal Reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

## **COMPETENCIES**

- Knowledge in relevant Road Vehicle Standards.
- Knowledge in Road Traffic Act, 2004, (Act 683) and regulations.
- Leadership and monitoring skills.
- Communication, interpersonal and presentation skills.
- Proficiency in relevant I T applications.
- Defensive Driving.
- Knowledge in financial management laws and regulations.
- Knowledge in Administrative Procedures.
- Report Writing Skills.
- Knowledge in conflict management.
- Ability to inspire and motivate.

## **TRAINING**

- Continuous professional development programmes
- Public Administration
- Team Building
- Leadership
- Change management

**JOB TITLE:** PRINCIPAL ASSISTANT, TRANSPORT  
**DIVISION:** GENERAL SERVICES  
**DEPARTMENT:** ADMINISTRATION  
**UNIT:** TRANSPORT  
**REPORTS TO:** CHIEF ASSISTANT, TRANSPORT  
**SUPERVISES:** SENIOR ASSISTANT, TRANSPORT

### **JOB PURPOSE**

To provide operational support for the achievement of the objectives of the Transport Unit.

### **DUTIES AND RESPONSIBILITIES**

1. Supervise the movement of official vehicles and logging of trips.
2. Facilitate the investigation of incidents involving official vehicles.
3. Obtain relevant documentation on the Authority's vehicles.
4. Provide inputs for the preparation of reports on vehicle usage statistics, operating costs and operational efficiency.
5. Supervise the servicing and repairs of the Authority's vehicles.
6. Prepare the maintenance schedule for the Authority's vehicles.
7. Collect data for the development of the Transport Information Technology.
8. Supervise and appraise subordinate staff.

### **QUALIFICATIONS AND EXPERIENCE**

#### **DIRECT ENTRY**

- A minimum of HND/University Diploma from accredited tertiary institution in Automobile/Mechanical Engineering or any other related field.
- A minimum of three (3) years post-qualification relevant work experience in a reputable organization.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

#### **IN-SERVICE ENTRY**

- Availability of vacancy in the grade of Principal Assistant, Transport.
- A minimum of three (3) years on the grade of Senior Assistant Transport.
- Must have satisfactory staff performance appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with Public Services Commission.

## **CAREER PROGRESSION**

By promotion to the grade of Chief Assistant, Transport subject to the following:

- Availability of vacancy in the grade of Chief Assistant Transport.
- A minimum of three (3) years on the grade of Principal Assistant, Transport
- Must have satisfactory Staff Performance Appraisal Reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

## **COMPETENCIES**

- Knowledge in relevant Road Vehicle Standards.
- Knowledge in Road Traffic Act, 2004, (Act 683) and regulations.
- Leadership and monitoring skills.
- Communication, interpersonal and presentation skills.
- Proficiency in relevant I T applications.
- Defensive Driving.
- Knowledge in financial management laws and regulations.
- Knowledge in Administrative Procedures.
- Report Writing Skills.
- Knowledge in conflict management.
- Ability to inspire and motivate.

## **TRAINING**

- Continuous professional development programmes
- Public Administration
- Team Building
- Leadership
- Change management

**JOB TITLE:** SENIOR ASSISTANT, TRANSPORT  
**DIVISION:** GENERAL SERVICES  
**DEPARTMENT:** ADMINISTRATION  
**UNIT:** TRANSPORT  
**REPORTS TO:** PRINCIPAL ASSISTANT, TRANSPORT  
**SUPERVISES:** NIL

### **JOB PURPOSE**

To provide operational support for the achievement of the objectives of the Transport Unit.

### **DUTIES AND RESPONSIBILITIES**

1. Undertake vehicle registration and renewal of relevant documents.
2. Collect data for the preparation of reports on vehicle usage statistics, operating costs and operational efficiency.
3. Supervise the movement of official vehicles and logging of trips.
4. Facilitate the investigation of incidents involving official vehicles.
5. Collect and collate data for the preparation of reports on vehicle usage statistics, operating costs and operational efficiency.
6. Collect and collate data for the preparation of the maintenance schedule for the Authority's vehicles.
7. Supervise the servicing and repairs of the Authority's vehicles.

### **QUALIFICATIONS AND EXPERIENCE**

#### **DIRECT ENTRY**

- A minimum of HND/University Diploma from accredited tertiary institution in Automobile/Mechanical Engineering or any other related field.
- Must have completed national service.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

#### **IN-SERVICE ENTRY**

By conversion / upgrading of an officer below the grade of Senior Assistant Transport who acquires an HND/University Diploma from an accredited tertiary institution in Automobile/Mechanical Engineering or any other related field subject to the following:

- Availability of vacancy in the grade of Senior Assistant Transport.
- Must have satisfactory Staff Performance Appraisal reports.

- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

### **CAREER PROGRESSION**

By promotion to the grade of Principal Assistant, Transport subject to the following:

- Availability of vacancy in the grade of Principal Assistant, Transport.
- A minimum of three (3) years on the grade of Senior Assistant, Transport.
- Must have satisfactory Staff Performance Appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

### **COMPETENCIES**

- Knowledge in Road Traffic Act, 2004, (Act 683) and regulations.
- Knowledge in Road Vehicle Standards.
- Communication and interpersonal skills.
- Proficiency in relevant computer applications.
- Defensive Driving.
- Knowledge in conflict management.
- Ability to inspire and motivate.

### **TRAINING**

- Administrative Procedures.
- Continuous professional development programmes.
- Report Writing Skills.
- Administrative procedures

**JOB TITLE:** CHIEF DRIVER  
**DIVISION:** GENERAL SERVICES  
**DEPARTMENT:** ADMINISTRATION  
**UNIT:** TRANSPORT  
**REPORTS TO:** CHIEF ASSISTANT, TRANSPORT  
**SUPERVISES:** SENIOR DRIVER

### **JOB PURPOSE**

To provide operational support for the achievement of the objectives of the Transport Unit.

### **DUTIES AND RESPONSIBILITIES**

1. Convey assigned officials, goods and equipment to and from designated destinations.
2. Ensure availability and logging of trips in log books on official vehicles.
3. Ensure the maintenance of pre and post trip assessment records.
4. Facilitate the investigation of incidents involving official vehicles.
5. Supervise the periodic examination of vehicles and submit reports.

### **QUALIFICATIONS AND EXPERIENCE**

#### **DIRECT ENTRY**

- A minimum of BECE / MSL Certificate.
- A professional level qualification or industry skill-based certification in auto-mechanics.
- A valid driving license not below 'D' class.
- A minimum ten (10) years post license relevant work experience.
- Must pass an interview conducted by the Authority in collaboration with Public Services Commission.

#### **IN-SERVICE ENTRY**

- Availability of vacancy in the grade of Chief Driver.
- A minimum of three (3) years on the grade Senior Driver.
- Must have satisfactory Staff Performance Appraisal Reports.
- Must pass an interview conducted by Authority in collaboration with Public Services Commission.

### **CAREER PROGRESSION**

By conversion/upgrading of an officer below the grade of Senior Assistant, Transport who acquires an HND/University Diploma in Automobile/Mechanical Engineering or any other related field subject to the following:

- Availability of vacancy in the grade of Senior Assistant, Transport.

- Must have satisfactory Staff Performance Appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

## **COMPETENCIES**

- Good communication and interpersonal skills.
- Good knowledge of changing technology in transport management.
- Integrity and ethics.
- Basic knowledge in Road Traffic Act, 2004, (Act 683) and regulations.
- Basic knowledge in relevant Road Vehicle Standards.
- Proficiency in relevant computer applications.
- Good knowledge in Administrative Procedures.
- Report Writing Skills.
- Good knowledge in conflict management.
- Ability to inspire and motivate.
- Defensive Driving.
- Security awareness.

## **TRAINING**

- First aid and firefighting techniques
- Continuous Professional Development
- Security and safety education
- Relevant I T application

**JOB TITLE: SENIOR DRIVER**  
**DIVISION: GENERAL SERVICES**  
**DEPARTMENT: ADMINISTRATION**  
**UNIT: TRANSPORT**  
**REPORTS TO: CHIEF DRIVER, TRANSPORT**  
**SUPERVISES: DRIVER GRADE I**

### **JOB PURPOSE**

To provide operational support for the achievement of the objectives of the Transport Unit.

### **DUTIES AND RESPONSIBILITIES**

1. Convey assigned officials, goods and equipment to and from designated destinations.
2. Ensure availability of log books in all official vehicles
3. Log in trips in log books on official vehicles.
4. Ensure the maintenance of pre and post trip assessment records.
5. Facilitate the investigation of incidents involving official vehicles.
6. Examine vehicles and submit periodic reports.

### **QUALIFICATIONS AND EXPERIENCE**

#### **DIRECT ENTRY**

- A minimum of a BECE / MSL Certificate.
- A professional level qualification or industry skill-based certification in auto-mechanics.
- A valid driving license not below 'D' Class.
- A minimum eight (8) years post license relevant work experience.
- Must pass an interview conducted by the Authority in collaboration with Public Services Commission.

#### **IN-SERVICE ENTRY**

- Availability of vacancy in the grade of Senior Driver.
- A minimum of three (3) years on the grade Driver Gd. I.
- Must have satisfactory Staff Performance Appraisal reports.
- Must pass an interview conducted by Authority in collaboration with Public Services Commission.

### **CAREER PROGRESSION**

By promotion 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.
- Must have satisfactory Staff Performance Appraisal reports.

- Must pass an interview conducted by Authority in collaboration with Public Services Commission.

### **COMPETENCIES**

- Good communication and interpersonal skills.
- Integrity and ethics.
- Basic knowledge in Road Traffic Act, 2004, (Act 683) and regulations.
- Basic knowledge in relevant Road Vehicle Standards.
- Proficiency in relevant computer applications.
- Knowledge in Administrative Procedures.
- Report Writing Skills.
- Defensive Driving.

### **TRAINING**

- First aid and firefighting techniques.
- Continuous Professional Development.
- Security and safety education.
- Knowledge in relevant computer application.

**JOB TITLE: DRIVER GRADE I**  
**DIVISION: GENERAL SERVICES**  
**DEPARTMENT: ADMINISTRATION**  
**UNIT: TRANSPORT**  
**REPORTS TO: SENIOR DRIVER**  
**SUPERVISES: DRIVER GRADE II**

### **JOB PURPOSE**

To provide operational support for the achievement of the objectives of the Transport Unit.

### **DUTIES AND RESPONSIBILITIES**

- Convey assigned officials, goods and equipment to and from designated destinations.
- Log in trips in log books on official vehicles.
- Ensure the maintenance of pre and post trip assessment records.
- Facilitate the investigation of incidents involving official vehicles.
- Examine vehicles and submit periodic reports.

### **QUALIFICATIONS AND EXPERIENCE**

#### **DIRECT ENTRY**

- A minimum of BECE / MSL Certificate.
- A professional level qualification or industry skill-based certification in auto-mechanics.
- A valid driving license not below 'D' class.
- A valid driving license with "A" class would be an advantage (for Dispatch Rider).
- A minimum six (6) years post license relevant work experience.
- Must pass an interview conducted by the Authority in collaboration with Public Services Commission.

#### **IN-SERVICE ENTRY**

- Availability of vacancy in the grade of Driver Grade I.
- A minimum of three (3) years on the grade Driver Grade. II.
- Must have satisfactory Staff Performance Appraisal Reports.
- Must pass an interview conducted by Authority in collaboration with Public Services Commission.

### **CAREER PROGRESSION**

By promotion 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 on the grade of Driver Gd. I.
- Must have satisfactory Staff Performance Appraisal reports.
- Must pass an interview conducted by Authority in collaboration with Public Services Commission.

### **COMPETENCIES**

- Good communication and interpersonal skills.
- Integrity and ethics.
- Basic knowledge in Road Traffic Act, 2004, (Act 683) and regulations.
- Basic knowledge in relevant Road Vehicle Standards.
- Proficiency in relevant I T applications.
- Defensive Driving.

### **TRAINING**

- First aid and firefighting techniques.
- Continuous Professional Development.
- Security and safety education.
- Administrative Procedures.
- Report Writing

**JOB TITLE:** DRIVER GRADE II  
**DIVISION:** GENERAL SERVICES  
**DEPARTMENT:** ADMINISTRATION  
**UNIT:** TRANSPORT  
**REPORTS TO:** CHIEF ASSISTANT, TRANSPORT  
**SUPERVISES:** NIL

### **JOB PURPOSE**

To provide operational support for the achievement of the objectives of the Transport Unit.

### **DUTIES AND RESPONSIBILITIES**

1. Convey assigned officials, goods and equipment to and from designated destinations.
2. Log in trips in log books on official vehicles.
3. Prepare pre and post trip assessment reports.
4. Facilitate the investigation of incidents involving official vehicles.
5. Examine vehicles and submit periodic reports.

### **QUALIFICATIONS AND EXPERIENCE**

#### **DIRECT ENTRY**

- A minimum of BECE / MSL Certificate.
- A professional level qualification or industry skill-based certification in auto-mechanics.
- A valid driving license not below 'C' class.
- A valid driving license with "A" class would be an advantage (for Dispatch Rider).
- A minimum six (6) years post license relevant work experience.
- Must pass an interview conducted by the Authority in collaboration with Public Services Commission.

#### **IN-SERVICE ENTRY**

N/A

#### **CAREER PROGRESSION**

By promotion to the grade of Driver Gd. I subject to the following:

- Availability of vacancy in the grade of Driver Gd. I.
- A minimum of three (3) years on the grade of Driver Gd. II.
- Must have satisfactory Staff Performance Appraisal Reports.

- Must pass an interview conducted by Authority in collaboration with Public Services Commission.

## **COMPETENCIES**

- Good communication and interpersonal skills.
- Good knowledge of changing technology in transport management.
- Integrity and ethics.
- Basic knowledge in Road Traffic Act, 2004, (Act 683) and regulations.
- Basic knowledge in relevant Road Vehicle Standards.
- Proficiency in relevant computer applications.
- Defensive Driving.

## **TRAINING**

- First aid and firefighting techniques.
- Continuous Professional Development.
- Security and safety education.
- Relevant computer application.
- Standardization and related areas.
- Teaching and learning methods.
- Administrative Procedures.
- Report Writing Skills.

## **LEGAL AFFAIRS UNIT**

**JOB TITLE:** PRINCIPAL MANAGER, LEGAL  
**DIVISION:** GENERAL SERVICES  
**DEPARTMENT:** ADMINISTRATION  
**UNIT:** LEGAL AFFAIRS  
**REPORTS TO:** CHIEF EXECUTIVE DIRECTOR,  
DIRECTOR, ADMINISTRATION  
**SUPERVISES:** SENIOR MANAGER, LEGAL

### **JOB PURPOSE**

To provide technical and operational support for the performance of the legal functions of the Authority.

### **DUTIES AND RESPONSIBILITIES**

1. Supervise the collation of data for the formulation and review of legal policies.
2. Coordinate the implementation, monitoring and evaluation of policies, programmes and guidelines of the unit.
3. Provide legal advocacy on behalf of the Authority.
4. Develop and implement prosecution, litigation and ADR strategies.
5. Implement recommendations on effective prosecution strategy.
6. Prepare draft legal documents.
7. Undertake prosecutions in legal and administrative proceedings.
8. Interpret laws, rules and regulations.
9. Liaise with other departments/units of the Authority to ensure compliance with laws, rules and regulations.
10. Provide inputs for legal advice.
11. Prepare draft budget and work plan for the unit.
12. Prepare annual and other periodic reports.
13. Supervise and appraise the performance of immediate subordinate staff.

### **QUALIFICATIONS AND EXPERIENCE**

#### **DIRECT ENTRY**

- A minimum of a Master's degree from an accredited tertiary institution in either Law, Social Sciences, Public Administration, Business Administration or any other relevant fields.
- Must be Professional Lawyer.
- Must be a member of a relevant professional body.
- A minimum of six (6) years post-call relevant work experience in a reputable organization, two (2) years of which must be in a senior management position.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

## **IN-SERVICE ENTRY**

- Availability of vacancy in the grade of Principal Manager, Legal.
- A minimum of three (3) years on the grade of Senior Manager, Legal.
- Must have satisfactory staff performance appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

## **CAREER PROGRESSION**

N/A

## **COMPETENCIES**

- Good knowledge and understanding of the Public Administration System of Ghana.
- Good knowledge of the Legal systems and process in Ghana.
- Good knowledge of relevant International Legal Systems and Conventions.
- Good knowledge in financial management laws and regulations.
- Good knowledge in labour laws and regulations.
- Good knowledge in Administrative Procedures.
- Report Writing Skills.
- Good knowledge in conflict management.
- Ability to inspire and motivate.
- Good leadership, networking and monitoring skills.
- Good analytical skills.
- Good negotiation, mediation and advocacy skills.
- Good communication skills.
- Knowledge of relevant I T applications.

## **TRAINING**

- Continuous professional development programmes.
- Public Policy Analysis.
- Team Building.
- Public Sector Management.
- Corporate Leadership.
- Good Governance.
- Organizational development
- Change management

**JOB TITLE:** SENIOR MANAGER, LEGAL AFFAIRS  
**DIVISION:** GENERAL SERVICES  
**DEPARTMENT:** ADMINISTRATION  
**UNIT:** LEGAL AFFAIRS  
**REPORTS TO:** EXECUTIVE DIRECTOR,  
DEPUTY EXECUTIVE DIRECTOR (GENERAL SERVICES)  
  
**SUPERVISES:** MANAGER, LEGAL AFFAIRS

### **JOB PURPOSE**

To provide technical and administrative leadership for the performance of legal functions of the Authority.

### **DUTIES AND RESPONSIBILITIES**

1. Provide input for the formulation and review of policies.
2. Serve as the Secretary to the Governing Board of the Authority
3. Ensure the implementation, monitoring and evaluation of policies, programmes and guidelines of the Unit.
4. Provide legal advice for the efficient and effective management of resources of the Authority.
5. Ensure the development and implementation of prosecution, litigation and Alternative Dispute Resolution (ADR) strategies.
6. Represent the Authority on all legal matters in Court.
7. Lead in the provision of legal advocacy on behalf of the Authority.
8. Oversee the drafting and review of legal documents.
9. Ensure representation in legal and administrative proceedings.
10. Ensure the interpretation of laws, rules and regulations.
11. Collaborate with other departments of the Authority to ensure compliance with laws, rules and regulations.
12. Collaborate with Attorney General's Department and other stakeholders for the preparation and review of legal documents and processes.
13. Oversee the implementation of the Performance Management System of the Unit.
14. Ensure the preparation of budget and work plan for the Unit.
15. Ensure the preparation of annual and other periodic reports of the Unit.
16. Supervise and appraise the performance of subordinate staff.

### **QUALIFICATIONS AND EXPERIENCE**

#### **DIRECT ENTRY**

- A minimum of a Master's degree from an accredited tertiary institution in either Law, Social Sciences, Public Administration, Business Administration or any other relevant fields.

- Must be a professional Lawyer
- A minimum of eight (8) years post-call relevant work experience in a reputable organization, four (4) years of which must be in a senior management position.
- Must be a member of a relevant professional body.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

### **IN-SERVICE ENTRY**

- Availability of vacancy in the grade of Senior Manager, Legal Affairs.
- A minimum of three (3) years on the grade of Manager, Legal Affairs.
- Must have satisfactory staff performance appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

### **CAREER PROGRESSION**

By promotion to the grade of Principal Manager, Legal subject to the following:

- Availability of vacancy in the grade of Principal Manager, Legal.
- A minimum of three (3) years on the grade of Senior Manager, Legal.
- Must have satisfactory performance appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

### **COMPETENCIES**

- Good knowledge and understanding of the Public Administration System of Ghana.
- Excellent knowledge of the Legal systems and processes in Ghana.
- Good knowledge of relevant International Legal Systems and Conventions.
- Good knowledge in financial management laws and regulations.
- Good knowledge in labour laws and regulations.
- Good knowledge in Administrative Procedures.
- Report Writing Skills.
- Good knowledge in conflict management.
- Knowledge in relevant IT applications
- Ability to inspire and motivate.
- Good leadership, networking and monitoring skills.
- Good analytical skills.
- Good negotiation, mediation and advocacy skills.
- Good communication skills.

## **TRAINING**

- Continuous professional development programme.
- Public Policy Analysis.
- Team Building.
- Public Sector Management.
- Corporate Leadership skills.
- Good Governance.

**JOB TITLE:** MANAGER, LEGAL  
**DIVISION:** GENERAL SERVICES  
**DEPARTMENT:** ADMINISTRATION  
**UNIT:** LEGAL AFFAIRS  
**REPORTS TO:** SENIOR MANAGER, LEGAL  
**SUPERVISES:** ASSISTANT MANAGER, LEGAL

### **JOB PURPOSE**

To provide operational support for the performance of the Legal functions of the Authority.

### **DUTIES AND RESPONSIBILITIES**

1. Provide legal advocacy on behalf of the Authority.
2. Supervise the collection of data for the formulation and review of policies.
3. Implement, monitor and evaluate programmes and activities of the unit.
4. Provide legal advocacy on behalf of the Authority.
5. Provide input for the development of prosecution, litigation and ADR strategies.
6. Prepare draft legal documents.
7. Undertake prosecutions in legal and administrative proceedings.
8. Draft briefs on the interpretation of laws, rules and regulations.
9. Provide inputs for legal advice.
10. Undertake research, analysis of legal issues.
11. Collate data for the preparation of budget and work plan for the unit.
12. Collate data for the preparation of annual and other periodic reports.
13. Supervise and appraise the performance of subordinate staff.

### **QUALIFICATIONS AND EXPERIENCE**

#### **DIRECT ENTRY**

- A minimum of a Master's degree from an accredited tertiary institution in either Law, Social Sciences, Public Administration, Business Administration or any other relevant fields.
- Must be Professional Lawyer.
- Must be a member of a relevant professional body.
- A minimum of one (1) year post-call relevant work experience in a reputable organisation.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

#### **IN-SERVICE ENTRY**

- Availability of vacancy in the grade of Manager, Legal.
- A minimum of three (3) years on the grade of Assistant Manager, Legal.
- Must have satisfactory staff performance appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

## **CAREER PROGRESSION**

By promotion to the grade of Senior Manager, Legal subject to the following:

- Availability of vacancy in the grade of Senior Manager, Legal.
- A minimum of three (3) years on the grade of Manager, Legal.
- Must have satisfactory performance appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

## **COMPETENCIES**

- Good knowledge and understanding of the Public Administration System of Ghana.
- Good knowledge of the Legal systems and process in Ghana.
- Good knowledge of relevant International Legal Systems and Conventions.
- Leadership, networking and monitoring skills.
- Good analytical skills.
- Good negotiation, mediation and advocacy skills.
- Good communication skills.
- Knowledge in financial management laws and regulations.
- Knowledge in labour laws and regulations.
- Good knowledge in Administrative Procedures.
- Report Writing Skills.
- Good knowledge in conflict management.
- Ability to inspire and motivate.
- Knowledge of relevant I T applications.

## **TRAINING**

- Continuous professional development programmes.
- Public Policy Analysis.
- Team Building.
- Public Sector Management.
- Corporate Leadership skills.
- Good Governance.
- Organizational Development and Change Management

**JOB TITLE:** ASSISTANT MANAGER, LEGAL  
**DIVISION:** GENERAL SERVICES  
**DEPARTMENT:** ADMINISTRATION  
**UNIT:** LEGAL  
**REPORTS TO:** MANAGER, LEGAL  
**SUPERVISES:** NIL

### **JOB PURPOSE**

To provide operational support for the performance of the Legal functions of the Authority.

### **DUTIES AND RESPONSIBILITIES**

1. Collect data for the formulation of policies.
2. Implement programmes and activities of the unit.
3. Collect and collate data for the development of prosecution, litigation and ADR strategies.
4. Collect and collate data for the preparation of draft legal documents.
5. Provide inputs for draft Legal briefs.
6. Undertake research, analysis of Legal issues.
7. Prepare motions, affidavits and other court processes.
8. Collect data for the preparation of budget and work plan for the unit.
9. Collect data for the preparation of annual and other periodic reports.

### **QUALIFICATIONS AND EXPERIENCE**

#### **DIRECT ENTRY**

- A minimum of a bachelor's degree from an accredited tertiary institution in either Law, Social Sciences, Public Administration, Business Administration or any other relevant fields.
- Must be a Professional Lawyer.
- Must have completed national service.
- Must be a member of a relevant professional body.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

#### **IN-SERVICE ENTRY**

N/A

#### **CAREER PROGRESSION**

By promotion to the grade of Manager, Legal subject to the following:

- Availability of vacancy in the grade of Manager, Legal.
- A minimum of three (3) years on the grade of Assistant Manager, Legal.
- Must have satisfactory performance appraisal reports.

- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

## **COMPETENCIES**

- Knowledge and understanding of the Public Administration System of Ghana.
- Knowledge of the Legal systems and process in Ghana.
- Knowledge of relevant International Legal Systems and Conventions.
- Leadership, networking and monitoring skills.
- Knowledge in financial management laws of Ghana.
- Good analytical skills.
- Good negotiation, mediation and advocacy skills.
- Communication, interpersonal and presentation skills.
- Knowledge in labour laws and regulations.
- Knowledge of relevant I T applications

## **TRAINING**

- Continuous professional development programmes.
- Public Policy Analysis.
- Public Sector Management.
- Corporate Leadership skills.
- Administrative Procedures.
- Report Writing.

## **CORPORATE AFFAIRS**

**JOB TITLE:** PRINCIPAL MANAGER CORPORATE AFFAIRS  
**DIVISION:** GENERAL SERVICES  
**DEPARTMENT:** ADMINISTRATION  
**UNIT:** CORPORATE AFFAIRS  
**REPORTS TO:** EXECUTIVE DIRECTOR  
DEPUTY DIRECTOR ADMINISTRATION  
**SUPERVISES:** SENIOR MANAGER, CORPORATE AFFAIRS

### **JOB PURPOSE**

To provide technical and administrative leadership for the performance of the corporate affairs functions of the Authority.

### **DUTIES AND RESPONSIBILITIES**

1. Provide input for the formulation and review of policies.
2. Ensure the implementation, monitoring and evaluation of policies, strategies, programmes and activities both local and international.
3. Ensure the efficient and effective management of the human, material and financial resources of the unit.
4. Oversee public education and sensitization on the Authority's policies, programmes and activities.
5. Ensure appropriate communication channels and systems (desktop, website, e-mail etc.) to be used in the Authority.
6. Ensure the creation of corporate literature and other forms of communication.
7. Ensure the drafting of write-ups for publication in the electronic and print media.
8. Ensure the promotion of integrity awareness for staff, stakeholders and the public.
9. Collaborate with the I T department for the update of information on the Authority's website.
10. Ensure the development and maintenance of database on stakeholders.
11. Ensure the identification of significant issues for policy formulation and decision making.
12. Ensure the preparation of budget and work plan for the unit.
13. Ensure the preparation of annual and other periodic reports of the unit.
14. Supervise and appraise the performance of subordinate staff.
15. Oversee the implementation of the performance management system within the unit.

### **QUALIFICATIONS AND EXPERIENCE**

#### **DIRECT ENTRY**

- A minimum of a Master's degree from an accredited tertiary institution in either Mass Communication, Communication Studies, International Relations, Social Sciences or any other relevant fields.
- Membership of a relevant Professional body.

- A minimum of six (6) years post-Bachelor's relevant work experience in a reputable organisation, two (2) years of which must be in a senior management position.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

### **IN-SERVICE ENTRY**

- Availability of vacancy in the grade of Principal Manager, Corporate Affairs.
- A minimum of three (3) years on the grade of Senior Manager, Corporate Affairs.
- Must have satisfactory staff performance appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

### **CAREER PROGRESSION**

N/A

### **COMPETENCIES**

- Good communication, interpersonal and presentation skills.
- Good knowledge and understanding of the Public Administration System of Ghana.
- Good knowledge in Public Relations.
- Good leadership, networking and monitoring skills.
- Knowledge in media law.
- Good analytical skills.
- Good negotiation and advocacy skills.
- Knowledge in financial management laws and regulations.
- Knowledge in labour laws and regulations
- Good knowledge in Administrative Procedures.
- Report Writing Skills.
- Good knowledge in conflict management.
- Ability to inspire and motivate.
- Knowledge in relevant I.T. applications.

### **TRAINING**

- Continuous professional development programmes
- Public Policy Analysis
- Team Building
- Public Sector Management
- Corporate Leadership skills
- Good Governance
- Organisational Development and Change Management.

**JOB TITLE:** SENIOR MANAGER, CORPORATE AFFAIRS  
**DIVISION:** GENERAL SERVICES  
**DEPARTMENT:** ADMINISTRATION  
**UNIT:** CORPORATE AFFAIRS  
**REPORTS TO:** PRINCIPAL MANAGER, CORPORATE AFFAIRS  
**SUPERVISES:** MANAGER, CORPORATE AFFAIRS

### **JOB PURPOSE**

To provide technical and operational support for the performance of the corporate affairs functions of the Authority.

### **DUTIES AND RESPONSIBILITIES**

1. Supervise the collation of data for the formulation and review of policies.
2. Coordinate the implementation, monitoring and evaluation of policies, strategies, programmes and activities both local and international.
3. Supervise the efficient and effective management of the human, material and financial resources of the unit.
4. Supervise public education and sensitization on the Authority's policies, programmes and activities.
5. Supervise the promotion of integrity awareness programme for staff, stakeholders and the public.
6. Oversee the preparation of press releases and the organisation of periodic media briefings.
7. Provide input for the development of communication products.
8. Provide inputs for the update of the website.
9. Develop and maintain database on stakeholders.
10. Undertake the scanning of the media environment to identify significant issues for decision making.
11. Supervise the preparation of annual and other periodic reports.
12. Supervise the preparation of the draft budget and work plan for the Unit.
13. Supervise and appraise the performance of subordinate staff.

### **QUALIFICATIONS AND EXPERIENCE**

#### **DIRECT ENTRY**

- A minimum of a Master's degree from an accredited tertiary institution in either Mass Communication, Communication Studies, International Relations, Social Sciences or any other related fields.
- Membership of a relevant professional body.
- A minimum of four (4) years post-Bachelor's relevant work experience in a reputable organisation.

- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

### **IN-SERVICE ENTRY**

- Availability of vacancy in the grade of Senior Manager, Corporate Affairs.
- A minimum of three (3) years on the grade of Manager, Corporate Affairs.
- Must have satisfactory staff performance appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

### **CAREER PROGRESSION**

By promotion to the grade of Principal Manager, Corporate Affairs subject to the following:

- Availability of vacancy in the grade of Principal Manager, Corporate Affairs.
- A minimum of three (3) years on the grade of Senior Manager, Corporate Affairs.
- Must have satisfactory performance appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

### **COMPETENCIES**

- Good knowledge and understanding of the Public Administration System of Ghana.
- Good knowledge of public relations.
- Good leadership, networking and monitoring skills.
- Knowledge in media law.
- Strong analytical skills.
- Good negotiation and advocacy skills.
- Good communication, interpersonal and presentation skills.
- Good problem solving skills.
- Administrative Procedures.
- Report Writing Skills.
- Knowledge of relevant I.T. applications

### **TRAINING**

- Continuous professional development programmes
- Change Management
- Public Policy Analysis
- Team Building
- Public Sector Management
- Corporate Leadership skills
- Good Governance

**JOB TITLE:** MANAGER, CORPORATE AFFAIRS  
**DIVISION:** GENERAL SERVICES  
**DEPARTMENT:** ADMINISTRATION  
**UNIT:** CORPORATE AFFAIRS  
**REPORTS TO:** SENIOR MANAGER, CORPORATE AFFAIRS  
**SUPERVISES:** ASSISTANT MANAGER, CORPORATE AFFAIRS  
CHIEF ASSISTANT, CORPORATE AFFAIRS

## **JOB PURPOSE**

To provide operational support for the performance of the corporate affairs functions of the Authority.

## **DUTIES AND RESPONSIBILITIES**

1. Supervise the collection of data for the formulation and review of policies.
2. Implement, monitor and evaluate programmes and activities of the Unit.
3. Undertake public education and sensitization on the Authority's programmes and activities.
4. Provide inputs for the preparation of press releases.
5. Facilitate the conduct of integrity awareness programmes and activities for staff, stakeholders and the public.
6. Collate data for the development of communication products.
7. Collate data for the update of the website.
8. Maintain database on stakeholders.
9. Collate input for the preparation of budget and work plan of the unit.
10. Collate data for the preparation of annual and other periodic reports.
11. Supervise and appraise the performance of subordinate staff.

## **QUALIFICATION AND EXPERIENCE**

### **DIRECT ENTRY**

- A minimum of a Master's degree from an accredited tertiary institution in either Mass Communication, Communication Studies, International Relations, Social Science or other relevant fields.
- Membership of a relevant professional body.
- A minimum of one (1) year post-Bachelor's relevant work experience in a reputable organisation.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

## **IN-SERVICE ENTRY**

- Availability of vacancy in the grade of Manager, Corporate Affairs.
- A minimum of three (3) years on the grade of Assistant Manager, Corporate Affairs.
- Must have satisfactory staff performance appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

## **CAREER PROGRESSION**

By promotion to the grade of Senior Manager, Corporate Affairs subject to the following:

- Availability of vacancy in the grade of Senior Manager, Corporate Affairs.
- A minimum of three (3) years on the grade of Manager, Corporate Affairs.
- Must have satisfactory performance appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

## **COMPETENCIES**

- Knowledge and understanding of the Public Administration Systems
- Knowledge in public relations.
- Knowledge of relevant I T applications
- Leadership and monitoring skills.
- Knowledge in media law.
- Analytical skills.
- Negotiation and advocacy skills.
- Communication, interpersonal and presentation skills.
- Problem solving skills.
- Administrative Procedures.
- Report Writing Skills.

## **TRAINING**

- Continuous professional development programmes
- Leading Strategic Change
- Public Policy Analysis
- Team Building
- Public Sector Management
- Change Management

**JOB TITLE:** ASSISTANT MANAGER, CORPORATE AFFAIRS  
**DIVISION:** GENERAL SERVICES  
**DEPARTMENT:** ADMINISTRATION  
**UNIT:** CORPORATE AFFAIRS  
**REPORTS TO:** MANAGER, CORPORATE AFFAIRS  
**SUPERVISES:** NIL

### **JOB PURPOSE**

To provide operational support for the performance of the corporate affairs functions of the Authority.

### **DUTIES AND RESPONSIBILITIES**

1. Collect data for the formulation of policies.
2. Facilitate the organisation of public education.
3. Collate input for the preparation of press releases.
4. Facilitate the conduct of integrity awareness programmes and activities for staff, stakeholders and the public.
5. Collect data for the development of communication products.
6. Collect data for the update of the website.
7. Collect data for the preparation of budget and work plan for the unit.
8. Collect data for the preparation of annual and other periodic reports.

### **QUALIFICATIONS AND EXPERIENCE**

#### **DIRECT ENTRY**

- A minimum of a Bachelor's degree from an accredited tertiary institution in either Public Relations, Communication Studies, Journalism, Social Sciences or any other relevant fields.
- Must have completed the national service.
- Must be a member of a relevant professional body.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

#### **IN-SERVICE ENTRY**

By conversion/upgrading of an officer who acquires the relevant Bachelor's degree in either Public Relations, Communication Studies, Journalism, Social Science from an accredited tertiary institution subject to the following:

- Availability of vacancy in the grade of Assistant Manager, Corporate Affairs.

- Must have satisfactory staff performance appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with Public Services Commission.

### **CAREER PROGRESSION**

By promotion to the grade of Manager, Corporate Affairs subject to the following: Availability of vacancy in the grade of Manager, Corporate Affairs.

- A minimum of three (3) years on the grade of Assistant Manager, Corporate Affairs.
- Must have satisfactory performance appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

### **COMPETENCIES**

- Knowledge and understanding of the Public Administration System of Ghana.
- Knowledge in public relations.
- Knowledge in media law.
- Communication, interpersonal and presentation skills.
- Problem solving skills.
- Knowledge of relevant I T applications

### **TRAINING**

- Continuous professional development programmes
- Administrative Procedures
- Report Writing Skills
- Team Building

## **INTERNAL AUDIT**

**JOB TITLE:** PRINCIPAL INTERNAL AUDITOR  
**DIVISION:** GENERAL SERVICES  
**UNIT:** INTERNAL AUDIT  
**REPORTS TO:** EXECUTIVE DIRECTOR  
**SUPERVISES:** SENIOR INTERNAL AUDITOR

### **JOB PURPOSE**

To provide technical and administrative leadership for the performance of the Internal Audit functions of the Authority.

### **DUTIES AND RESPONSIBILITIES**

1. Provide input for the formulation and review of Internal Audit policies.
2. Ensure the implementation, monitoring and evaluation of policies, programmes and guidelines for the Unit.
3. Oversee the design of business procedures, processes and systems for efficient and effective administration and management of resources (human, financial and material) in the Authority.
4. Ensure the development of the Authority's audit universe and risk register.
5. Ensure the confirmation of third party works before payment.
6. Ensure the evaluation of internal control systems.
7. Liaise with the Internal Audit Authority and other related agencies in the performance of audit functions.
8. Oversee the preparation of strategic and annual audit plans.
9. Oversee the planning, installation and maintenance of appropriate internal audit systems.
10. Ensure compliance with internal audit, financial administration regulations, procedures and standards.
11. Provide inputs and proposal for the update of guidelines of internal audit.
12. Evaluate the effectiveness of governance, risk management and control systems in established/required timelines.
13. Ensure the conduct of special audit.
14. Ensure the preparation of budget and work plan for the Unit.
15. Ensure the preparation of annual and other periodic reports of the Unit.
16. Supervise and appraise the performance of immediate subordinate staff.

### **QUALIFICATIONS AND EXPERIENCE**

#### **DIRECT ENTRY**

- A minimum of a Master's Degree from an accredited tertiary institution in any of the following fields: Finance, Accounting, Auditing or other related fields.
- Must be a chartered member of a recognized and relevant professional body.
- A minimum of six (6) years post-Bachelor's relevant work experience, two (2) years of which must be in a senior management position.

- Must pass an interview conducted by the Authority in collaboration with the Public Service Commission.

### **IN-SERVICE ENTRY**

- Availability of vacancy in the grade of Principal Internal Auditor.
- A minimum of three (3) years on the grade of Senior Internal Auditor.
- Must have satisfactory Staff Performance Appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Service Commission.

### **CAREER PROGRESSION**

N/A

### **COMPETENCIES**

- Good knowledge in financial management laws and regulations.
- Good leadership, networking, monitoring and management skills.
- Good communication, interpersonal and presentation skills.
- Negotiating, lobbying and conflict management skills.
- Ability to inspire and motivate.
- Knowledge in relevant I T applications.
- Good strategic planning, implementation and evaluation skills.
- Knowledge in Administrative Procedures.
- Report Writing skills

### **TRAINING**

- Strategic and Project Management
- Continuous professional development programmes
- Public Policy Analysis
- Team Building
- Leadership
- Organizational Development and Change Management

**JOB TITLE: SENIOR INTERNAL AUDITOR**  
**DIVISION: GENERAL SERVICES**  
**UNIT: INTERNAL AUDIT**  
**REPORTS TO: PRINCIPAL INTERNAL AUDITOR**  
**SUPERVISES: INTERNAL AUDITOR**

### **JOB PURPOSE**

To provide technical and operational support for the performance of the Internal Audit functions of the Authority.

1. Supervise the collation of data for the formulation and review of Internal Audit policies of the Authority.
2. Coordinate the implementation, monitoring and evaluation of policies, programmes and guidelines for the Unit.
3. Implement the business procedures, processes and systems for efficient and effective administration and management of resources of the Unit.
4. Supervise the development of the Authority's audit universe and risk register.
5. Evaluate the effectiveness of internal control systems.
6. Prepare strategic and annual audit plans.
7. Lead audit teams for examination of key risk areas.
8. Comply with internal audit, financial administration regulations, procedures and standards.
9. Collate data for the evaluation of the effectiveness of governance, risk management and control systems.
10. Lead in the conduct of special audit.
11. Oversee the preparation of draft budget and work plan for the Unit.
12. Oversee the preparation of annual and other periodic reports.
13. Supervise and appraise the performance of immediate subordinate staff.

### **QUALIFICATIONS AND EXPERIENCE**

#### **DIRECT ENTRY**

- A minimum of a Master's Degree from an accredited tertiary institution in any of the following fields: Finance, Accounting, Auditing or other related fields.
- Must be a chartered member of a recognized and relevant professional body.
- A minimum of four (4) years post-Bachelor's relevant work experience in a reputable organization.
- Must pass an interview conducted by the Authority in collaboration with the Public Service Commission.

#### **IN-SERVICE ENTRY**

- Availability of vacancy in the grade of Senior Internal Auditor.
- A minimum of three (3) years on the grade of Internal Auditor.

- Must have satisfactory Staff Performance Appraisal reports.
- Pass an interview conducted by the Authority in collaboration with the Public Services Commission.

### **CAREER PROGRESSION**

By promotion to the grade of Principal Internal Auditor subject to the following:

- Availability of vacancy in the grade of Principal Internal Auditor.
- A minimum of three (3) years on the grade of Senior Internal Auditor.
- Must have satisfactory Staff Performance Appraisal reports.
- Pass an interview conducted by the Authority in collaboration with the Public Services Commission.

### **COMPETENCIES**

- Good knowledge in financial management laws and regulations.
- Good leadership, networking, monitoring and management skills.
- Good communication, interpersonal and presentation skills.
- Negotiating, lobbying and conflict management skills.
- Ability to inspire and motivate.
- Knowledge in relevant I T applications.
- Good strategic planning, implementation and evaluation skills.
- Knowledge in Administrative Procedures.
- Report writing skills.

### **TRAINING**

- Strategic and Project Management
- Continuous professional development programmes
- Public Policy Analysis
- Team Building
- Leadership
- Change Management

**JOB TITLE:** INTERNAL AUDITOR  
**DIVISION:** GENERAL SERVICES  
**UNIT:** INTERNAL AUDIT  
**REPORTS TO:** SENIOR INTERNAL AUDITOR  
**SUPERVISES:** ASSISTANT INTERNAL AUDITOR  
CHIEF TECHNICIAN, INTERNAL AUDIT

## **JOB PURPOSE**

To provide operational support for the performance of the Internal Audit functions of the Authority.

## **DUTIES AND RESPONSIBILITIES**

1. Collate data for the formulation and review of Internal Audit policies.
2. Undertake the implementation, monitoring and evaluation of policies, programmes and guidelines for the Unit.
3. Develop the Authority's audit universe and risk register.
4. Provide input for the preparation of strategic and annual audit plans.
5. Collate data for the preparation of strategic and annual audit plans.
6. Conduct audit in key risk areas.
7. Comply with internal audit, financial administration regulations, procedures and standards.
8. Conduct special audit.
9. Provide inputs for the preparation of budget and work plan for the Unit.
10. Provide inputs for the preparation of annual and other periodic reports.
11. Supervise and appraise the performance of subordinate staff.

## **QUALIFICATION AND EXPERIENCE**

### **DIRECT ENTRY**

- A minimum of a Master's Degree from an accredited tertiary institution in any of the following fields: Finance, Accounting, Auditing or any other related field.
- A minimum of Level II qualification from a recognized and relevant professional body.
- A minimum of one (1) year post- Bachelor's relevant work experience.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

### **IN-SERVICE ENTRY**

- Availability of vacancy in the grade of Internal Auditor.
- A minimum of three (3) years on the grade of Assistant Internal Auditor.
- Must be a member of a recognized professional body
- Must have satisfactory Staff Performance Appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

## **CAREER PROGRESSION**

By promotion to the grade of Senior Internal Auditor subject to the following:

- Availability of vacancy in the grade of Senior Internal Auditor.
- A minimum of three (3) years on the grade of Internal Auditor.
- Must have satisfactory Staff Performance Appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

## **COMPETENCIES**

- Knowledge in financial management laws and regulations.
- Communication, interpersonal and presentation skills.
- Conflict management skills.
- Ability to inspire and motivate.
- Knowledge in relevant I T applications.
- Knowledge in Administrative Procedures.
- Report writing skills

## **TRAINING**

- Project Management
- Continuous professional development programmes
- Public Policy Analysis
- Team Building
- Leadership
- Change Management

**JOB TITLE:** ASSISTANT INTERNAL AUDITOR  
**DIVISION:** GENERAL SERVICES  
**UNIT:** INTERNAL AUDIT  
**REPORTS TO:** INTERNAL AUDITOR  
**SUPERVISES:** NIL

### **JOB PURPOSE**

To provide operational support for the performance of the Internal Audit functions of the Authority.

### **DUTIES AND RESPONSIBILITIES**

1. Collect data for the formulation of Internal Audit policies.
2. Collate data for the development of the Authority's audit universe and risk register.
3. Collect data for the preparation of strategic and annual audit plans.
4. Conduct audit in key risk areas.
5. Comply with internal audit, financial administration regulations, procedures and standards.
6. Conduct special audit.
7. Collect data for the preparation of work plan and budget for the Unit.
8. Collect data for the preparation of annual and periodic reports for management.

### **QUALIFICATIONS AND EXPERIENCE**

#### **DIRECT ENTRY**

- A minimum of a Bachelor's degree from an accredited tertiary institution in any of the following fields: Finance, Accounting, Auditing or any other related fields,
- OR
- A minimum of Level II qualification from a recognized and relevant professional body.
  - Must have completed national service.
  - Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

#### **IN-SERVICE ENTRY**

By conversion/upgrading of an officer who acquires the Bachelor's degree in either Accounting, Finance, or any other relevant professional qualification from an accredited tertiary institution subject to the following:

- Availability of vacancy in the grade of Assistant Internal Auditor.
- Must have satisfactory staff performance appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with Public Services Commission.

## **CAREER PROGRESSION**

By promotion to the grade of Internal Auditor subject to the following:

- Availability of vacancy in the grade of Internal Auditor.
- A minimum of three (3) years on the grade of Assistant Internal Auditor.
- Must have satisfactory Staff Performance Appraisal Reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

## **COMPETENCIES**

- Knowledge in financial management laws and regulations.
- Communication, interpersonal and presentation skills.
- Knowledge in relevant I T applications.

## **TRAINING**

- Continuous professional development programmes
- Administrative Procedures
- Report Writing
- Management Systems Standards
- Teaching and learning methods.

**JOB TITLE:** CHIEF TECHNICIAN, INTERNAL AUDIT  
**DIVISION:** GENERAL SERVICES  
**UNIT:** INTERNAL AUDIT  
**REPORTS TO:** INTERNAL AUDITOR  
**SUPERVISES:** PRINCIPAL TECHNICIAN, INTERNAL AUDIT

### **JOB PURPOSE**

To provide operational support for the management of the Internal Audit functions of the Authority.

### **DUTIES AND RESPONSIBILITIES**

1. Vouches sample transactions in audit verification assignments and submits findings to supervisor.
2. Records proceedings of entry and exit conference.
3. Collects and analyses data and statistics.
4. Prepare audit working papers for review by supervisor
5. Review fixed assets register and verify the existence of these assets.
6. Inspect all items supplied to the Authority to verify the quantity and quality before the items are received into the stores.
7. Conduct periodic stock taking.
8. Supervise and appraise the performance of subordinate staff.

### **QUALIFICATION AND EXPERIENCES**

#### **DIRECT ENTRY**

- A minimum of an HND/University Diploma from an accredited Tertiary institution in Accounting or any related field.
- A minimum of six (6) years post-qualification relevant work experience in a reputable organisation.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

#### **IN-SERVICE ENTRY**

- Availability of vacancy in the grade of Chief Technician, Internal Audit.
- A minimum of three (3) years on the grade of Principal Technician, Internal Audit.
- Must have satisfactory staff performance appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with Public Services Commission.

## **CAREER PROGRESSION**

By conversion/upgrading of an officer below the grade of Assistant Internal Auditor who acquires the relevant Bachelor's degree in either Accounting, Finance, or any other relevant professional qualification from an accredited tertiary institution subject to the following:

- Availability of vacancy in the grade of Assistant Internal Auditor.
- Must have satisfactory Staff Performance Appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

## **COMPETENCIES**

- Knowledge in financial management laws and regulations.
- Quantitative and Analytical skills.
- Good communication, interpersonal and presentation skills.
- Good knowledge in conflict management.
- Ability to inspire and motivate.
- Good knowledge in I.T. applications.
- Good knowledge in Administrative Procedures.
- Report writing skills.

## **TRAINING**

- Continuous professional development programmes
- Public Administration
- Negotiating, Diplomacy and Lobbying
- Team building

**JOB TITLE: PRINCIPAL TECHNICIAN, INTERNAL AUDIT**  
**DIVISION: GENERAL SERVICES**  
**DEPARTMENT: ADMINISTRATION**  
**UNIT: INTERNAL AUDIT**  
**REPORTS TO: CHIEF TECHNICIAN, INTERNAL AUDIT**  
**SUPERVISES: SENIOR TECHNICIAN, INTERNAL AUDIT**

### **JOB PURPOSE**

To provide operational support for the performance of the Internal Audit functions of the Authority.

### **DUTIES AND RESPONSIBILITIES**

1. Check goods ordered and received into Stores.
2. Conduct periodic audit of stock items.
3. Conduct fixed assets verification (Asset Identification marks).
4. Vouch sample transactions in audit verification assignments and submits findings to supervisor.
5. Records proceedings of entry and exit conference.
6. Prepare audit working papers.
7. Supervise and appraise the performance of subordinate staff.

### **QUALIFICATION AND EXPERIENCES**

#### **DIRECT ENTRY**

- A minimum of an HND/University Diploma from an accredited Tertiary institution in Accounting or any other related field.
- A minimum of three (3) years post-qualification relevant work experience in a reputable organization.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

#### **IN-SERVICE ENTRY**

- Availability of vacancy in the grade of Principal Technician, Internal Audit.
- A minimum of three (3) years on the grade of Senior Technician Internal Audit.
- Must have satisfactory staff performance appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with Public Services Commission.

## **CAREER PROGRESSION**

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

- Availability of vacancy in the grade of Chief Technician, Internal Audit.
- A minimum of three (3) years on the grade of Principal Technician, Internal Audit.
- Must have satisfactory Staff Performance Appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

## **COMPETENCIES**

- Knowledge in financial management laws and regulations.
- Knowledge in conflict management.
- Quantitative and Analytical skills.
- Good communication skills, interpersonal and presentation skills.
- Knowledge in I T applications.
- Knowledge in Administrative Procedures.
- Report writing skills.

## **TRAINING**

- Continuous professional development programmes
- Public Administration
- Team Building
- Leadership
- Negotiating, Diplomacy and Lobbying

**JOB TITLE:** SENIOR TECHNICIAN, INTERNAL AUDIT  
**DIVISION:** GENERAL SERVICES  
**DEPARTMENT:** ADMINISTRATION  
**UNIT:** INTERNAL AUDIT  
**REPORTS TO:** PRINCIPAL TECHNICIAN, INTERNAL AUDIT  
**SUPERVISES:** NIL

### **JOB PURPOSE**

To provide operational support for the performance of the Internal Audit functions of the Authority.

### **DUTIES AND RESPONSIBILITIES**

1. Check goods ordered and received into Stores.
2. Facilitate the conduct of periodic audit of stock items.
3. Facilitate the conduct of fixed assets verification (Asset Identification marks).
4. Vouch sample transactions in audit verification assignments and submits findings to supervisor.
5. Prepare audit working papers.

### **QUALIFICATIONS AND EXPERIENCE:**

#### **DIRECT ENTRY**

- A minimum of an HND/University Diploma from an accredited tertiary institution in Accounting or any other related field.
- Must have completed national service.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

#### **IN-SERVICE ENTRY**

N/A

#### **CAREER PROGRESSION**

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

- Availability of vacancy in the grade of Principal Technician, Internal Audit.
- A minimum of three (3) years on the grade of Senior Technician, Internal Audit.
- Must have satisfactory Staff Performance Appraisal Reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

#### **COMPETENCIES**

- Knowledge in financial management laws and regulations.
- Quantitative and Analytical skills
- Communication and interpersonal skills

- Knowledge in relevant I.T. applications

## **TRAINING**

- Continuous professional development programmes
- Administrative Procedures
- Report writing
- Team building.

## **RECORDS**

**JOB TITLE:** MANAGER, RECORDS  
**DIVISION:** GENERAL SERVICES  
**DEPARTMENT:** ADMINISTRATION  
**UNIT:** RECORDS  
**REPORTS TO:** DEPUTY DIRECTOR, ADMINISTRATION  
**SUPERVISES:** MANAGER, RECORDS

### **JOB PURPOSE**

To provide technical and administrative leadership in the management of the records of the Authority.

### **DUTIES AND RESPONSIBILITIES**

1. Provide input for the formulation of records policies.
2. Supervise the development of guidelines, procedures and processes on the management of records.
3. Ensure the implementation of records management plans.
4. Ensure the development and maintenance of records management systems.
5. Ensure the appraisal of records.
6. Oversee the development and implementation of a system for storage and retrieval of records.
7. Ensure close collaboration with Public Records and Archives Administration Department, National Information Technology Authority and other relevant institutions in the management of records.
8. Prepare budget and work plan for the Unit.
9. Ensure the preparation of annual and other periodic reports.
10. Supervise and appraise the performance of subordinate staff.

### **QUALIFICATION AND EXPERIENCE**

#### **DIRECT ENTRY**

- A minimum of Master's degree from an accredited tertiary institution in either Records Management, Information Studies, Archival Studies or any other related field.
- Membership of a relevant professional body would be an advantage.
- A minimum of one (1) year post-bachelor's relevant work experience in a reputable organization.
- Must pass an interview conducted by the Authority in collaboration with the Public Service Commission.

## **IN-SERVICE ENTRY**

- Availability of vacancy in the grade of Manager, Records.
- A minimum of three (3) years on the grade of Assistant Manager, Records.
- Must have satisfactory Staff Performance Appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

## **CAREER PROGRESSION**

By promotion to the grade of Senior Manager, Records subject to the following:

- Availability of vacancy in the grade of Senior Manager, Records.
- A minimum of three (3) years on the grade of Manager, Records.
- Must have satisfactory Staff Performance Appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

## **COMPETENCIES**

- Knowledge of current trends in records management.
- Knowledge in relevant laws and regulations on records management.
- Leadership, monitoring and management skills.
- Communication, interpersonal and presentation skills.
- Conflict management skills.
- Ability to inspire and motivate.
- Knowledge in relevant I T applications.
- Knowledge in Administrative Procedures.
- Report writing skills.

## **TRAINING**

- Project Management
- Continuous professional development programmes
- Public Policy Analysis
- Team Building
- Change Management

**JOB TITLE:** ASSISTANT MANAGER, RECORDS  
**DIVISION:** GENERAL SERVICES  
**DEPARTMENT:** ADMINISTRATION  
**UNIT:** RECORDS MANAGEMENT UNIT  
**REPORTS TO:** MANAGER, RECORDS  
**SUPERVISES:** NIL

## **JOB PURPOSE**

To provide operational support in the management of the records of the Authority.

1. Collect input for the formulation of policies.
2. Implement records management programmes and activities of the Authority.
3. Collate inputs for the development of guidelines, procedures and processes on the management of records.
4. Manage records in collaboration with Public Records and Archives Administration Department, National Information Technology Authority and other relevant institutions.
5. Supervise the appraisal of records
6. Collate data for the development and maintenance of records management systems.
7. Ensure the storage and retrieval of records.
8. Collate data for the preparation of budget and work plan for the Unit.
9. Collate data for the preparation of annual and other periodic reports.
10. Supervise and appraise the performance of subordinate staff.

## **QUALIFICATIONS AND EXPERIENCE**

### **DIRECT ENTRY**

- A minimum of Bachelor's degree from an accredited tertiary institution in either Records Management, Information Studies, Archival Studies or any other related field.
- Must have completed national service.
- Must be a member of a relevant professional body.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

### **IN-SERVICE ENTRY**

By conversion/upgrading of an officer below the grade of Assistant Manager, Records who acquires the Bachelor's degree in Records Management, Information Studies, Archival Studies or relevant professional qualification from an accredited tertiary institution subject to the following:

- Availability of vacancy in the grade of Assistant Manager, Records.
- Must have satisfactory staff performance appraisal reports.
- Must pass an interview conducted by the Authority in collaboration with Public Services Commission.

## **CAREER PROGRESSION**

N/A

## **COMPETENCIES**

- Knowledge of current trends in records management.
- Knowledge in relevant laws and regulations on records management.
- Communication, interpersonal and presentation skills.
- Knowledge in relevant I T applications.

## **TRAINING**

- Continuous professional development programmes
- Office procedure
- Administrative Procedures
- Report Writing

**JOB TITLE:** CHIEF ASSISTANT RECORDS  
**DIVISION:** GENERAL SERVICES  
**DEPARTMENT:** ADMINISTRATION  
**UNIT:** RECORDS MANAGEMENT UNIT  
**REPORTS TO:** MANAGER, RECORDS  
**SUPERVISES:** PRINCIPAL ASSISTANT, RECORDS

## **JOB PURPOSE**

To provide operational support for the management of the records of the Authority.

## **DUTIES AND RESPONSIBILITIES**

1. Supervise the classification and accessioning of files and records.
2. Undertake the storage and retrieval of records.
3. Ensure the opening and closing of files.
4. Provide inputs for the appraisal of records.
5. Collect data for the preparation of budget and work plan for the unit.
6. Collect data for the preparation of annual and other periodic reports.
7. Supervise and appraise the performance of subordinate staff.

## **QUALIFICATIONS AND EXPERIENCE:**

### **DIRECT ENTRY:**

- A minimum of HND/University Diploma from an accredited tertiary institution in Records and Information Management.
- A minimum of six (6) years post-qualification relevant work experience in a reputable organization
- Must pass an interview conducted by the Authority in collaboration with the Public Service Commission.

### **IN SERVICE ENTRY**

- Availability of vacancy in the grade of Chief Assistant, Records.
- A minimum of three (3) years on the grade of Senior Assistant, Records.
- Must have satisfactory staff performance assessment reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Service Commission.

## **CAREER PROGRESSION**

By conversion/upgrading of an officer of a sub-professional grade who acquires the relevant Bachelor's degree in either Records Management/Information Management or Archival studies qualification subject to the following:

- Availability of vacancy in the grade of Assistant Manager, Records.
- Must have satisfactory staff performance assessment reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Service Commission.

## **COMPETENCIES**

- Knowledge and understanding of Public Administration System.
- Leadership, networking and monitoring skills
- Analytical skills
- High integrity
- Organisational skills
- Communication skills
- Interpersonal skills
- Attention to details
- Knowledge of I T applications

## **TRAINING**

- Report writing skills
- Professional work attitude
- Business communication skills
- Security education
- Knowledge in relevant IT applications

**JOB TITLE: PRINCIPAL ASSISTANT, RECORDS**  
**DIVISION: GENERAL SERVICES**  
**DEPARTMENT: ADMINISTRATION**  
**UNIT: RECORDS MANAGEMENT UNIT**  
**REPORTS TO: CHIEF ASSISTANT, RECORDS**  
**SUPERVISES: SENIOR ASSISTANT, RECORDS**

### **JOB PURPOSE**

To provide operational support for the management of the records of the Authority.

### **DUTIES AND RESPONSIBILITIES**

1. Undertake the classification and accessioning of files and records.
2. Facilitate the storage and retrieval of records.
3. Supervise the taking of inventory of files.
4. Collate data for the appraisal of records
5. Supervise the administration of disposal schedules.
6. Undertake the opening and closing of files
7. Supervise and appraise the performance of subordinate staff.
8. Collect data for the preparation of annual and other periodic reports.

### **QUALIFICATIONS AND EXPERIENCE:**

#### **DIRECT ENTRY:**

- A minimum of HND/University Diploma from an accredited tertiary institution in Records/Information Management.
- A minimum of three (3) years post-qualification relevant work experience in a reputable organization
- Must pass an interview conducted by the Authority in collaboration with the Public Service Commission.

#### **IN SERVICE ENTRY**

- Availability of vacancy in the grade of Principal Assistant, Records
- A minimum of three (3) years on the grade of Senior Assistant, Records.
- Must have satisfactory staff performance assessment reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Service Commission.

## **CAREER PROGRESSION**

By promotion to the grade of Chief Assistant, Records subject to the following:

- Availability of vacancy in the grade of Chief Assistant, Records.
- Must have satisfactory performance assessment reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Service Commission.

## **COMPETENCIES**

- Knowledge and understanding of Public Administration System.
- Leadership, networking and monitoring skills
- Analytical skills
- High integrity
- Organisational skills
- Communication skills
- Interpersonal skills
- Attention to details
- Knowledge of I T applications

## **TRAINING**

- Report writing
- Continuous professional development programmes
- Security education
- Relevant IT application.

**JOB TITLE:** SENIOR ASSISTANT, RECORDS  
**DIVISION:** GENERAL SERVICES  
**DEPARTMENT:** ADMINISTRATION  
**UNIT:** RECORDS MANAGEMENT UNIT  
**REPORTS TO:** PRINCIPAL ASSISTANT, RECORDS  
**SUPERVISES:** NIL

### **JOB PURPOSE**

To provide operational support for the management of the records of the Authority.

### **DUTIES AND RESPONSIBILITIES**

1. Undertake the classification and accessioning of files and records.
2. Facilitate the storage and retrieval of records.
3. Undertake inventory of files.
4. Collect data for the appraisal of records
5. Administer disposal schedules.
6. Collect data for the preparation of annual and other periodic reports.

### **QUALIFICATIONS AND EXPERIENCE:**

#### **DIRECT ENTRY:**

- A minimum of HND/University Diploma from an accredited tertiary institution in Records/Information Management or any other relevant fields.
- Must have completed national service
- Must pass an interview conducted by the Authority in collaboration with the Public Service Commission.

#### **IN SERVICE ENTRY:**

N/A

### **CAREER PROGRESSION**

By promotion to the grade of Principal Assistant, Records subject to the following:

- Availability of vacancy in the grade of Principal Assistant, Records.
- Must have satisfactory staff performance assessment reports.
- Must pass an interview conducted by the Authority in collaboration with the Public Service Commission.

## **COMPETENCIES**

- Analytical skills
- High integrity
- Organisational skills
- Communication skills
- Interpersonal skills
- Attention to details
- Good knowledge of I T applications

## **TRAINING**

- Report writing
- Continuous professional development programmes.
- Security education
- Relevant IT application.



# PROPOSED ORGANOGRAM OF GHILA

