



JOB OPPORTUNITIES

The Institute of Local Government Studies (ILGS) is mandated to organize the training of members and staff of Ghana's Metropolitan, Municipal and District Assemblies (MMDAs) and Regional Coordinating Councils (RCCs) as well as any other person or body, local or foreign interested in governance. It offers academic programmes, both at the graduate and undergraduate levels as well as management development and short certificate courses; provides consultancy and advisory services; undertakes and promotes research in local government; and also provides conferencing and hospitality services. The Institute's third Strategic Plan (2020-2024) seeks to strengthen the mandate of the Institute and transform it into a fully-fledged University by the end of 2024 and thereby making it Africa's leading centre of excellence for local governance and development. ILGS is inviting applications from suitably qualified persons for appointment as full-time staff in the under-listed positions:

1. Deputy Director, Professional Development and Training (Accra)

Job Summary

- Responsible for the design and delivery of the Institute's management development and training programmes, leading to the award of certificates and diplomas for members of the Local Government Service (LGS) as well as members of MMDAs and RCCs, to enhance the managerial, administrative, financial and operational efficiency of local authorities.

Education and Experience

The candidate must:

- hold a Ph.D. degree in Local Government Administration, Development Studies, Public Administration or any other relevant discipline from a reputable University;
- be a member of a recognized professional body;
- have at least a minimum of 15 years relevant working experience, five years of which must have been in senior management position in a similar institute;
- not be more than 55 years old at the time of the application; and
- demonstrate good competences in policy formulation and analysis as well as facilitating adult learning and training interventions.

2. Deputy Registrar (Accra)

Job Summary

- Responsible for assisting the Registrar of ILGS in the performance of the Registrar's functions and coordinating the implementation of approved policies on academic affairs, human resources, general administration and hospitality services as well as estates management.

Education and Experience

The candidate must:

- hold a minimum of a Second Degree in Public or Business Administration, Corporate Governance and Strategic Leadership or any other relevant discipline from a reputable University;
- be a member of a recognized professional body;
- have at least a minimum of 10 years relevant working experience, five years of which must have been in senior management position in a similar institute;
- be computer literate.; and
- possess excellent appreciation of the legal and policy environment of tertiary education and institutional management.

3. Librarian (Accra)

Job Summary

- Responsible for the design and implementation of policies for maintaining the Institute's academic and specialized libraries as well as publishing literature relevant to local government.

Education and Experience

The candidate must:

- possess a research-based Master's Degree in Library or Information Studies or equivalent qualifications from a reputable University;
- have wide experience and knowledge in local governance and development studies;
- have a minimum of 10 years of relevant working experience, 5 years of which must have been in a senior management position in a similar institution;
- possess good knowledge of librarianship and publications.
- demonstrate competences in cataloguing, indexing, classification and retrieval systems; and
- be computer literate.

4. Head of Public Affairs (Accra)

Job Summary:

- Responsible for planning, organizing and managing programmes, events and activities which improve on the visibility and public image of the Institute, including media relations, events coverage, publicity and publications, protocol and public relation duties.

Education and Experience:

The candidate must:

- hold a minimum of a Second Degree in Public Relations, Communications, Journalism or any other relevant discipline from a reputable University;
- be a member of a recognized professional body;
- have at least a minimum of 10 years relevant working experience, five years of which must have been in senior management position in a similar institute;
- be computer literate.; and
- possess excellent appreciation of the digital media space and public relations.

5. Facilities Manager (Accra and Tamale Campus)

Job Summary:

- Responsible for providing professional advice on physical expansion and related maintenance regimes for the functional uses of the Institute's teaching and learning facilities, equipment and spaces.

Education and Experience:

The candidate must:

- hold a minimum of a good second degree in land economy, facility/ logistics management, real estate management or other relevant disciplines from a reputable University;
- have a minimum of 5 years' post-qualification work experience in infrastructural development and project supervision;
- be a member of a relevant professional body; and
- be computer literate.

6. Front Desk Executive (Accra and Tamale Campus)

Job Summary:

- Responsible for receiving and attending to the executive hostel guests, checking guests in and out of their rooms, receiving and managing reservations, and providing information about rooms, rates, and amenities.

Education and Experience:

The candidate must:

- hold a Bachelor's Degree in hospitality or tourism management or other relevant disciplines from a reputable University;
- have a minimum of 3 years' post-qualification work experience in hospitality management, front desk representative or receptionist; and
- be computer literate and have experience with a client reservation software.

7. Assistant Accountant (Tamale Campus)

Job Summary:

- Responsible for implementing the Institute's approved financial policies and procedures for the management of the funds and loan facilities of the Campus, preparation of its annual budget estimates and statement of assets and liabilities, as well as keeping books of account and proper records on the financial affairs of Tamale Campus

Education and Experience:

The candidate must:

- hold a minimum of a good first degree in accounting or equivalent qualifications;
- be a member of a recognized Professional Body (ACCA/ICA)
- be computer literate; and
- hold a minimum of 5 years of relevant working experience.

8. Assistant Internal Auditor (Tamale Campus)

Job Summary:

- Responsible for performing internal control duties, auditing of all financial transactions of the Campus to ensure full compliance with statutory, financial, and accounting rules and procedures for safeguarding the assets of the Institute.

Education and Experience:

The candidate must:

- hold a minimum of a good first degree in accounting or equivalent qualifications;
- be a member of a recognized Professional Body (ACCA/ICA)
- be computer literate; and
- hold a minimum of 5 years of relevant working experience.

Terms of Appointment

- Successful candidates shall be appointed to a full-time position after probation.
- Duty posts are as indicated in the specific job area.
- Remuneration is competitive

Mode of Application

Interested persons should submit the complete application pack (hard copy) to the:

Registrar

Institute of Local Government Studies,

P.O. Box LG 549,

Legon-Accra;

or soft copy to registrar@ilgs.edu.gh

The application pack should contain the following:

- (a) Completed application form to be downloaded from the Institute's website at www.ilgs.edu.gh;
- (b) A cover letter setting out how your qualifications and experience match the requirements of the position;
- (c) Curriculum Vitae with full contact information of two (2) referees;
- (d) Photocopies of relevant certificates

Applicants for the position of Deputy Director, Professional Development and Training (Accra), must submit all requirements and in addition;

- (a) A two-page vision statement and;
- (b) At least two samples of publications

Deadline for submission of Applications: **23rd March, 2024**

Only shortlisted candidates will be contacted.