



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 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:

CHIEF SECURITY - (ACCRA)

Job Summary

Responsible for planning and implementing effective and efficient security systems to protect life and property.

Education and Experience

The candidate must:

- hold a minimum of an HND or equivalent qualification;
- be computer literate;
- have at least a minimum of 5 years relevant working experience, 2 years of which must be in a supervisory grade;
- be physically fit by military and police standards;
- demonstrate good knowledge in security practice and investigative methods

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

SECURITY GUARD (ACCRA AND TAMALE CAMPUS)

Job Summary

Responsible for watching over and protecting life and properties at the Accra Campus and ensuring at all times that there are no trespasses.

Education and Experience

The candidate must:

- hold a minimum of Senior Secondary School certificate or its equivalent with credits in three (3) subjects including English Language
- be computer literate;
- have at least a minimum of 2 years relevant working experience;
- be physically fit by military and police standards;
- Good human relations, initiative and ability to work as a team member
- Preferable maximum age limit of 35 years

The application pack should contain the following:

- (a) Completed application form to be downloaded from the Institute's website at <https://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

Deadline for submission of Applications: **30th June, 2024**

Only shortlisted candidates will be contacted

