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1971

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**NOTICE OF PUBLICATION OF OFFICIAL BULLETINS****LOCAL GOVERNMENT NO. 9**

was published on Friday, 26th February, 1971, price 6Np.

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**LOCAL GOVERNMENT NO. 10**

is published today, price 6Np.

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is published today, price 18Np.

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was published on Friday, 26th February, 1971, price 12Np.

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### THE NATIONAL WEEKLY LOTTO RESULTS

It is hereby certified that a National Weekly Lotto Draw was held on Saturday, 27th February, 1971 in accordance with the provisions of the National Weekly Lotto Act, 1961 and the Regulations published thereunder and that the following numbers were drawn in successive order:

12 - 26 - 73 - 8 - 40

V. O. HUTCHISON  
*Director of National Lotteries*

### NATIONAL INVESTMENT BANK NOTICE OF EIGHTH ANNUAL GENERAL MEETING

Notice is hereby given that the Eighth Annual General Meeting of the National Investment Bank will be held on Friday, the 19th day of March, 1971, at the Hotel Continental, Accra, at 10.00 a.m. to transact the following business:—

1. To confirm the minutes of the Seventh Annual General Meeting held on 21st March, 1970.
2. To receive and adopt the Directors' Report and the Audited Accounts for the year ended 31st December, 1970.
3. To appoint Auditors for the current year, and to fix their remuneration.
4. To transact any other business which may be properly transacted at an annual general meeting.

Dated this 19th day of February, 1971.

By Order of the Board

E. P. L. GYAMPOH  
*Managing Director*

Liberty Avenue,  
P.O. Box 3726,  
Accra, Ghana.

*Note.*—A member entitled to attend and vote at the above meeting may appoint a proxy to attend and vote on his behalf and such proxy must also be a member of the Bank. The instrument appointing such proxy must be deposited at the Head Office of the Bank, Liberty Avenue, P.O. Box 3726, Accra, Ghana, not less than 48 hours before the meeting.

### GHANA PUBLISHING CORPORATION (DISTRIBUTION & SALES DIVISION)

#### 1971 DIARIES

The General Manager of the Ghana Publishing Corporation (Distribution & Sales Division), wishes to announce to all Departments, Corporations and the general public that limited stocks of the following 1971 Diaries are available at the Accra Departmental Store, General Post Office Square and the Stationery Warehouse opposite Graphic Corporation, Accra.

	N¢
Appointment Diary 1971 .. ..	1.20 (Reduced)
Desk Diary 2-Day .. ..	.75 (Reduced)
Desk Diary (Tablet) .. ..	.60
Pocket Diary (Foam) .. ..	1.00
Pocket Diary (Plain) .. ..	.70

All Heads of Departments, Corporations and the general public are requested to direct all orders to—

P.O. Box 3632,  
Phone 63632 or 28028 or 24415,  
Accra.

## THE WEST AFRICAN EXAMINATIONS COUNCIL

## FINAL CERTIFICATE "A" (POST "B") EXTERNAL EXAMINATION—JULY, 1971

The above examination will be held on 12th to 16th July, 1971.

2. All teachers who possess the Teachers' Certificate "B" and attended the Certificate "A" (Post "B") External Examination Vacation Courses in August 1968, April 1969, August 1969 and August 1970 should apply immediately for forms.

3. Entries will be accepted up to 31st March, 1971. Applications for Entry Forms accompanied by a crossed 30Np Postal or Money Order (not Stamps or Cheques), a foolscap envelope (9 ins. x 4 ins.) bearing the applicant's own name and address with a 4Np stamp affixed, should be addressed to:—

The Deputy Registrar (ENT.),  
West African Examinations Council,  
P.O. Box 917,  
Accra.

T. BOATIN  
Deputy Registrar

## THE WEST AFRICAN EXAMINATIONS COUNCIL

## CERTIFICATE "A" TEACHER TRAINING COLLEGES FINAL EXAMINATIONS—JULY, 1971

The above examination will be held in the first and second weeks of July, 1971.

2. Candidates who failed or were referred in certain subjects in the Certificate "A" Final Examinations in previous years should apply immediately for entry forms.

3. Entries will be accepted up to 31st March, 1971. Applications for entry forms accompanied by a crossed 30Np Postal or Money Order (not Stamps or Cheques), a foolscap envelope (9 ins. x 4 ins.) bearing the applicant's own name and address with a 4Np stamp affixed, should be addressed to:—

The Deputy Registrar (ENT.),  
West African Examinations Council,  
P.O. Box 917,  
Accra.

4 Candidates who have not received their results for the 1970 examination should contact the Principals of their former colleges.

T. BOATIN  
Deputy Registrar

## GOVERNMENT SCHOLARSHIP IN FORESTRY

It is proposed to award a number of scholarships for courses overseas leading to a degree in Forestry.

2. Candidates who must be male Ghanaian citizens and be under 28 years of age on 1st October, 1970 must have the following educational qualifications:—

(i) a Grade I or II School Certificate with "Credits" in English and a Language other than English,  
and

a Higher School Certificate with any three of Physics, Chemistry, Botany, Zoology, or Mathematics (either Mathematics or Further Mathematics) at "Principal" level,

(Equivalent qualifications in the General Certificate of Education will be accepted),

or

(ii) B.Sc. Degree of a recognised University.

3. Application Forms (P.S.C. Form 39) for scholarships under this scheme may be obtained from the Registrar, Scholarships Secretariat, P.O. Box M.75, Accra. Applicants who are in the Government Service should forward their completed application forms through their Heads of Departments.

4. Only copies of testimonials, if available, should be attached to applications.

5. *Persons under any form of bond are not eligible.*

6. Completed application forms should reach the Registrar, Scholarships Secretariat, not later than 15th March, 1971.



**POLAND/UNESCO COPERNICUS FELLOWSHIPS**

Applications are invited from suitably qualified Ghanaians for the above-mentioned fellowships tenable in the Universities of Crakow and Torun, Poland.

*Fields of study.*—Astronomy, Physics, Mathematics, Human Sciences, Philosophy, Sociology, History of Science.

*Duration.*—Six months.

*Qualifications.*—Applicants should have a university degree and good knowledge of either French, English, German or Russian. Preference will be given to candidates who have already carried out some research in the chosen field of study.

The fellowship will cover maintenance, accommodation, tuition fees, and medical services.

Application forms may be collected from the *Principal Secretary, National Council for Higher Education, P.O. Box M.28, Accra*, to whom they should be returned not later than *15th March, 1971*.

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**LOSS OF BAILIFF RECEIPT**

It is notified for public information that Bailiff's Receipt No. 17480 is missing from the office of the Registrar, District Court, Mampong/Ashanti.

Any person coming into possession of or having information regarding it should kindly report to the Registrar, District Court, Mampong/Ashanti or to the nearest Treasury Officer, Police Station or to the Controller and Accountant-General, P.O. Box M.79, Accra.

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**LOSS OF LOCAL PURCHASE ORDER NO. 097463**

It is notified for public information that the original copy of Local Purchase Order No. 097463 dated 13th November, 1969 issued by the Inspector-General of Police to Messrs. Mobil Oil (Ghana) Limited, Accra, is missing.

Any person coming into possession of it or having information regarding it should kindly report to the issuing officer or to the nearest Police Station, Treasury Officer, or to the Controller and Accountant-General, P.O. Box M.79, Accra.

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**LOSS OF LOCAL PURCHASE ORDERS**

It is notified for public information that Local Purchase Orders Nos. 278672, 278673, 278674, 278675 and 278676 dated 26th August, 1970 are reported lost by the Commissioner of Income Tax.

Any person coming into possession of or having information regarding them should kindly report to the issuing officer, or to the nearest Police Station, Treasury Officer or to the Controller and Accountant-General, P.O. Box M.79, Accra.

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**GHANA CIVIL SERVICE****DEPARTMENT OF POSTS AND TELECOMMUNICATIONS****VACANCIES FOR RADIO OPERATORS**

Applications are invited for a number of appointments to the pensionable post of Radio Operator.

2. *Salary Range.*—23, 29. The salary attached to the post is N¢636–N¢936.

3. *Qualifications.*—Candidates must be Ghanaians:

- (i) Must be in possession of the West African School Certificate or General Certificate of Education "O" Level with four passes one being English Language.
- (ii) Must have reached their 18th birthday but not have passed their 23rd birthday.
- (iii) Must not occupy or be in training for pensionable appointment in the Civil Service.
- (iv) Persons bonded are not qualified to apply.

4. *Method of Application.*—Candidates wishing to apply may do so in their own handwriting and address their applications to “The Director, Posts and Telecommunications, Accra” in an envelope marked “Vacancy Radio Operator” in the top left hand corner not later than 19th March, 1971. Copies of certificates or detailed results and testimonials from the Headmaster of the Secondary School attended should be attached to the application. Candidates, may, however, be requested to produce, at a later date, the originals of such certificates and testimonials. Candidates in Government Departments must channel their applications through their Heads of Departments.

5. *Promotion Prospects.*—Radio Operators have excellent prospects of promotion to the various grades of Senior Radio Operator.—Range 35, N£1,008–N£1,188; Radio Supervisor.—Range 40, N£1,236–N£1,428.

Further avenues of promotion to superior appointments exist.

## FORESTRY DEPARTMENT—MINISTRY OF LANDS AND MINERAL RESOURCES

### VACANCIES FOR LEARNER TECHNICAL OFFICERS (FORESTRY)

Applications are invited from suitably qualified persons to undergo a three-year course of training beginning in July, 1971. Approximately one year of the course will be undertaken in the field, and two years at the Forestry Training School, Sunyani.

#### 2. *Qualifications:*—

- (a) Candidates must have completed a full course of Secondary School Education, and possess the West African School Certificate or the General Certificate of Education with passes in English and Mathematics, and one or more of the following subjects:—General Science, Biology, Botany, Zoology, Chemistry or Physics.
- (b) Candidates for the June, 1971 West African School Certificate Examinations may apply on producing satisfactory evidence that they have entered for the examination in the required subjects.
- (c) Age limits 16–25 years.

3. Selected candidates for training must have a certificate of fitness from a Government Medical Officer before being accepted for training.

4. *Allowances.*—N£510 (£255) per annum for those qualified under (a) above. Those qualified under (b) above will be paid at the rate of N£480 (£240) per annum; they will however, on producing proof of having obtained the qualifications required under (a) above, be paid at the rate of N£510 (£255) per annum retrospectively from the date of assumption of duty or the date of satisfying the examiners for a West African School Certificate/G.C.E. (O) Level certificate whichever is the later. Both these rates are increased by N£30 (£15) at the end of the first and second years of training.

5. Furnished accommodation and services are provided in the School at a low charge. Students are also required to pay for the cost of messing.

6. Students will be bonded for N£200 (£100) to complete the course and to serve for five years in any subsequent appointment in the Forestry Department.

7. Students who successfully complete the course will be eligible for appointment as Technical Officers (Forestry) on the salary scale:

N£792 x N£36–N£900 (£396 x £18–£450)

N£1,008 x N£36–N£1,188 (£504 x £18–£594)

N£1,236 x N£48–N£1,428 (£618 x £24–£714)

8. *Future Prospects.*—Technical Officers (Forestry) have excellent prospects of promotion to the following posts for officers with ability and merit:

Senior Technical Officer (Forestry)

N£1,488 x N£60–N£1,740 (£744 x £30–£870)

N£1,812 x N£72–N£2,124 (£906 x £36–£1,062)

Principal Technical Officer (Forestry)

N£2,208 x N£84–N£2,580 (£1,104 x £42–£1,290)

N£2,676 x N£108–N£3,108 (£1,338 x £54–£1,554)

Chief Technical Officer (Forestry)

N£3,228 x N£120–N£3,720 (£1,614 x £60–£1,860)



9. Suitable applicants who will be selected after an examination and interview will spend three to six months in the field studying practical forestry at the satisfactory conclusion of which they will qualify for entry into the Forestry Training School. Copies of the Forestry School Prospectus which explain fully the scope and conditions of training, and contain official application forms, can be obtained on request from the Principal, Forestry Training School, Post Office Box 214, Sunyani, or from Forestry Offices in Kumasi, Tamale, Koforidua, and Takoradi.

Completed application forms must reach the Principal by the 30th March, 1971.

## UNIVERSITY OF GHANA

### VACANCIES FOR SENIOR LECTURER, LECTURER AND RESEARCH OFFICER

#### (a) DEPARTMENT OF ARCHAEOLOGY

Applications are invited for the post of Senior Lecturer or Lecturer.

Candidates should preferably have special interest in African, Near Eastern, Stone Age or Environmental Archaeology. Research and/or teaching experience essential.

#### (b) DEPARTMENT OF BIOCHEMISTRY, NUTRITION AND FOOD SCIENCE

Applications are invited for the post of Senior Lecturer or Lecturer in Food Science.

Candidates should have postgraduate qualifications in Food Science and be interested in University teaching and research. Preference will be given to candidates with practical experience in the food processing and storage industries; engineering experience will be an advantage.

#### (c) AGRICULTURAL RESEARCH STATION, KADE

Applications are invited from qualified Entomologists for the post of Research Officer.

Candidates should have postgraduate qualifications and research experience in field entomological problems of tropical agriculture or forestry. The successful candidate will be based at Kade to carry out research on insect pests of crop plants of the forest region. He will also be expected to offer courses in agricultural entomology at the Department of Crop Science, Legon.

#### Salary Scale (Under Review)

Senior Lecturer .. .. .	N¢4,500 x N¢180-N¢5,580 per annum.
Lecturer/Research Officer .. .. .	N¢2,720 x N¢120-N¢3,560 x N¢180-N¢4,640; N¢4,800 per annum.
	(Non-taxable inducement allowance of N¢720 per annum for expatriates).
	(Official rate of exchange for the New Cedi:
	One pound sterling=N¢2.45
	One U.S. dollar=N¢1.02).

Supplementation and other benefits are available for British citizens under arrangements with the United Kingdom Government.

Appointments normally four or six years in the first instance but shorter periods of secondment will be considered.

Further particulars and forms of application should be obtained either from the Registrar, University of Ghana, P.O. Box 25, Legon, Ghana, or the Assistant Registrar, Universities of Ghana Office, 15 Gordon Square, London, W.C.1. with whom application (eight copies) should be lodged not later than 15th March, 1971.

## NATIONAL WEEKLY LOTTO DRAW

It is notified for general information that in accordance with section 18 (1) of the National Weekly Lotto Regulations, 1962 (L.I. 237) the draw for the first week of March will be held on *Friday, 5th March, 1971* instead of Saturday, 6th March which is a Public Holiday.

S. E. GRANT  
for Principal Secretary, Ministry of Finance

## DISTRIBUTION LIST OF OFFICERS IN THE ADMINISTRATIVE CLASS AS AT 1st MARCH, 1971

Office of the President .. .. .	N. A. Quao, Joe D. Laryea, K. Tete-Asiedu, F. Y. Kyei
Office of the Prime Minister .. .. .	D. E. Awotwi, E. K. Minta, S. E. Arthur, S. C. A. Chinery, J. Obuobi, S. A. Marfo, J. A. Indome, J. T. K. Aggrey, D. D. Mensah, R. S. Aggrey, H. D. Adu, A. K. Adzam, K. Bentum-Eshun, I. B. Odoro, L. D. Luri, B. B. D. Asamoah, D. A. Asante, N. K. Yempew, E. A. T. Opere-Aryee, C. A. Atiemo.



<i>Office of Government Machinery</i>	.. ..	J. E. K. A. Appiah, E. Hoyle, J. B. Amissah, Miss C. Owusu-Kwarteng, Mrs. E. Forson, M. L. Dua.
<i>Staff Inspection Unit</i>	.. ..	J. N. K. Odamtten
<i>Pay Research Unit</i>	.. ..	E. K. Tutu
<i>Establishment Secretariat</i>	.. ..	E. K. Katakity, J. D. Cobbina, Mrs. I. M. A. Wontumi, A. K. Nugent, E. Y. Katahena, G. H. P. Brown.
<i>Training Division</i>	.. ..	J. D. Prah, W. K. Amuakwa
<i>Public Services Commission</i>	.. ..	G. B. Boahene, E. A. Sai, W. K. Djan, K. F. Okyere, R. Segbaya, J. Darko, K. Osei-Bobie.
<i>Scholarships Secretariat</i>	.. ..	G. K. Benson, A. R. K. Awitty
<i>Ministry of Agriculture</i>	.. ..	J. W. Sraha, L. P. Tosu, G. E. Sam, S. K. Abbeyquaye, J. G. Benneh, Miss M. V. Addy, Miss Lydia Konney.
<i>Ministry of Transport and Communications</i>	.. ..	E. K. W. Anane-Tabury, G. N. Nutsugah, G. C. Hagan, Miss Sarah Dam, J. K. Quaison, E. B. Musey.
<i>Ministry of Defence</i>	.. ..	J. B. Odunton, F. O. Allotey, J. A. A. Ofori, F. W. Y. Agboklu
<i>Ministry of Education and Sports</i>	.. ..	F. W. Beecham, D. A. Collison, S. N. Newton
<i>Culture Division</i>	.. ..	Miss Ruby E. Ofori
<i>National Council for Higher Education</i>	.. ..	G. T. Oddoye, T. K. Leighton, J. E. Nsafu, A. B. Naah ?
<i>Ministry of Foreign Affairs</i>	.. ..	E. O. Vanderpuje
<i>Ministry of Health</i>	.. ..	N. K. F. Owoo, H. C. Tamakloe, J. V. Amarquaye, K. Kisiedu, Mrs. Rebecca Koramoa, Miss F. Hanson.
<i>Ministry of Finance and Economic Planning</i>		
1. Administration: Finance	.. ..	M. A. Akyeampong, G. Owusu, S. A. Sowah, D. K. A. Antwi, E. I. Faibille, Dr. C. K. Ofosuhene.
2. Control Branch	.. ..	S. E. Grant, M. Q. Cleland, Mrs. E. A. Harlley, Miss Constance Caesar, V. H. K. Amelor.
3. Budget Bureau	.. ..	Dr. Amon-Nikoi, J. H. K. Folson, G. K. Sackey, Ernest Ampah, S. B. Nyantekyi.
4. Economic Planning	.. ..	B. K. Mensah, S. B. Jones, S. Y. N. Zanu
5. External Aid Division	.. ..	H. P. Nelson, E. F. A. Brown
<i>Ministry of Information</i>	.. ..	E. A. B. Mayne, O. P. Kwami, B. K. Armah, V. O. Nortey
<i>Ministry of Internal Affairs</i>	.. ..	J. K. Chinebuah, C. B. A. Mate-Kole, J. W. Osac-Kwapong, J. Y. Tettch, A. A. Sarpong, Kofi Ampong Kwarteng.
<i>Attorney-General's Department</i>	.. ..	M. B. Keelson
<i>Ministry of Labour and Co-operatives</i>	.. ..	S. K. Aryee, M. Addai, Mrs. V. Owusu
<i>Ministry of Lands and Mineral Resources</i>	.. ..	A. J. Prah, R. Coke, B. L. Laryea
<i>Forestry Division</i>	.. ..	R. K. Johnson, R. T. Ampofo
<i>Ministry of Works and Housing</i>	.. ..	C. W. O. Sackeyfio, E. E. A. Brew, M. E. Sam, K. A. Acquah, J. E. Pessey, C. K. Anoff, Mrs. V. Ribeiro, E. F. Darkwa, A. G. Slippe, Mrs. W. Beecham.
<i>Ministry of Rural Development and Social Welfare</i>	.. ..	A. K. Asem, Q. K. K. Bruce, J. A. Mensah, J. A. Ankrah
<i>Ministry of Trade, Industries and Tourism</i>		
<i>Trade Division</i>	.. ..	R. K. O. Djan
<i>Industry Division</i>	.. ..	T. R. D. Addai, W. T. Dove, Mrs. A. Amekudzi

## ASHANTI REGION

<i>Regional Office</i>	..	..	..	..	..	P. E. Pentsil, J. S. Brew, J. A. Otoo
<i>Kumasi District</i>	..	..	..	..	..	W. B. Dadzie
<i>Bekwai District</i>	..	..	..	..	..	J. S. Dalrymple-Hayfron
<i>Obuasi District</i>	..	..	..	..	..	—
<i>Teppa District</i>	..	..	..	..	..	D. W. K. Arthur-Tay
<i>Juaso District</i>	..	..	..	..	..	F. O. Mensah-Kantanka
<i>Offinso District</i>	..	..	..	..	..	B. E. Laing
<i>Mampong District</i>	..	..	..	..	..	A. A. K. Ofori

## BRONG-AHAFO REGION

<i>Regional Office</i>	..	..	..	..	..	B. K. Otoo, M. Amadu-Suka, E. C. Kotey, I. K. Opoku
<i>Sunyani District</i>	..	..	..	..	..	E. M. Quaye (Jnr.)
<i>Wenchi District</i>	..	..	..	..	..	A. K. Owereko
<i>Attebubu District</i>	..	..	..	..	..	A. A. Akoto
<i>Dormaa Ahenkro District</i>	..	..	..	..	..	S. V. Agyare-Forifi
<i>Goaso District</i>	..	..	..	..	..	J. K. Akowuah

## CENTRAL REGION

<i>Regional Office</i>	..	..	..	..	..	T. M. Dade, B. Dapaah, Addai Kyeremeh, G. Osafo-Osei
<i>Cape Coast District</i>	..	..	..	..	..	D. D. Lartey
<i>Dunkwa District</i>	..	..	..	..	..	K. Obeng-Adofo
<i>Winneba District</i>	..	..	..	..	..	J. K. Bebaako-Mensah
<i>Salipond District</i>	..	..	..	..	..	J. D. Amissah-Arthur, K. B. Eduful

## EASTERN REGION

<i>Regional Office</i>	..	..	..	..	..	E. P. O. Kwafo, K. G. Asimenu, G. G. Mortty, K. Marfo, E. K. Amankwa, S. Q. Barnor, T. K. Okyere.
<i>Koforidua District</i>	..	..	..	..	..	B. K. Abban
<i>Kibi District</i>	..	..	..	..	..	A. Okyere-Twum
<i>Oda District</i>	..	..	..	..	..	G. M. Osci
<i>Mprueso District</i>	..	..	..	..	..	—
<i>Akosombo District</i>	..	..	..	..	..	J. K. G. Gyimah
<i>Adu District</i>	..	..	..	..	..	K. K. Agyeman
<i>Asamankese District</i>	..	..	..	..	..	W. K. Alomatu

## GREATR ACCRA REGION

<i>Regional Office</i>	..	..	..	..	..	S. K. Quartey, Mrs. Felicia Sosu, S. K. Kotci
<i>Accra District</i>	..	..	..	..	..	F. D. Laryea
<i>Tema District</i>	..	..	..	..	..	M. Akoto-Sasu
<i>Ga-Shai District</i>	..	..	..	..	..	T. N. Quaye

## WESTERN REGION

<i>Regional Office</i>	..	..	..	..	..	A. A. Ampofo, C. Garbrah-Aidoo, K. A. Eyeson
<i>Sekondi-Takoradi District</i>	..	..	..	..	..	M. K. Homiah
<i>Sefwi Wiawso District</i>	..	..	..	..	..	S. G. Okraku
<i>Amenfi District</i>	..	..	..	..	..	S. Quarcoopome
<i>Tarkwa District</i>	..	..	..	..	..	M. K. Williams
<i>Axim District</i>	..	..	..	..	..	W. T. G. Benisa
<i>Bibiani District</i>	..	..	..	..	..	A. K. Sarpong
<i>Enchi District</i>	..	..	..	..	..	—



## VOLTA REGION

<i>Regional Office</i>	..	..	..	..	C. C. Y. Onny, T. K. Abankwa-Duodu, A. K. Otchere, B. W. Tamakloe
<i>Ho District</i>	..	..	..	..	M. D. Missinou
<i>Keta District</i>	..	..	..	..	E. N. Nortey
<i>Kpandu District</i>	..	..	..	..	B. M. Degboe
<i>Jasikan District</i>	..	..	..	..	K. A. Tamakloe
<i>Sogakofe District</i>	..	..	..	..	T. K. D. Kumaku
<i>Kete-Krachi District</i>	..	..	..	..	P. B. M. Aryeetey

## NORTHERN REGION

<i>Regional Office</i>	..	..	..	..	K. C. Y. Anakwa, P. F. Lartey, J. K. Owusu, J. B. Ali, K. Opoku-Manu
<i>Yendi District</i>	..	..	..	..	E. Osei-Kofi, F. A. Ben-Eghen
<i>Gambaga District</i>	..	..	..	..	C. K. Amanfu
<i>Salaga District</i>	..	..	..	..	R. A. Karbo
<i>Tamale District</i>	..	..	..	..	S. D. K. Kportufe
<i>Damongo District</i>	..	..	..	..	B. S. Hamidu

## UPPER REGION

<i>Regional Office</i>	..	..	..	..	J. K. A. Darfoor, I. B. Ashun, S. Yakubu, E. A. Owusu-Ansah, J. E. Quarshie.
<i>Tumu District</i>	..	..	..	..	F. N. Andam
<i>Bawku District</i>	..	..	..	..	D. D. Obiri
<i>Wa District</i>	..	..	..	..	A. Peprah, G. Beyir
<i>Navrongo District</i>	..	..	..	..	A. B. Salih, B. N. Narh
<i>Bolgatanga District</i>	..	..	..	..	S. C. K. Nkromah
<i>Lawra District</i>	..	..	..	..	Sam Darkwa

## LOCAL AUTHORITY

<i>Accra-Tema City Council</i>	..	..	..	..	C. A. Darku
<i>On Secondment</i>	..	..	..	..	E. A. Winful (G.I.M.P.A.), K. Gyasi-Twum (Ghana Commercial Bank), G. L. K. M. Markwei (G.I.M.P.A.), J. Nti (G.I.M.P.A.), M. A. Bentil (G.I.M.P.A.), S. Kumi-Agyare (V.R.A.), Nana Kow-Bondzie (Ghana Museum and Monuments Board), J. D. Pobee (Electoral Commission).
<i>On Course</i>	..	..	..	..	R. S. Acolatse, E. Amoah, M. Abboah-Offei, P. Amoah-Ntim
<i>On Course at G.I.M.P.A.</i>	..	..	..	..	E. E. Ackah-Yankey, A. K. M. Djentuh, E. Amadi-Atta, S. Owusu-Agyei, M. V. Dzisam, S. Adjei, F. Q. Amegah, D. Abebrese, F. Garbrah-Sampson, J. A. Nkrumah, A. N. K. Amoako, C. S. Ayamka, A. W. Nakaar, R. Addo, A. D. Darkwa, J. H. Newman, T. A. Azupio, E. Boateng, W. W. Atiegar, G. A. Haizel, E. K. Anto, E. J. P. Brown, S. W. K. Buami, F. Osei-Bonsu, P. E. A. Baah, J. K. Bapuroh, Samuel Sem, B. A. Allotey-Babington, Gale Nyatefe, V. K. Setrana, K. N. Sackey, A. K. Onyina-Mensah, K. Ofori-Amanfo, K. Amoakwa, Miss E. Owusu-Appiah.

### RECRUITMENT TO VARIOUS POSTS IN THE PUBLIC SERVICES—1971

It is proposed to fill, in the course of the present year, limited number of vacancies in the following grades by the appointment of suitably qualified citizens of Ghana. Candidates over the age of 50 years will not be considered for pensionable appointments but may, if necessary, be offered appointment on limited engagement terms. Officers applying for any of the posts listed below with B.A. (General); B.Sc. (Administration); B.Sc. (Economics); and B.A. (Honours), will be required to pass a competitive examination to be conducted by the Public Services Commission:—

Administrative Officer Grade IV  
 Foreign Service Officer Grade A5  
 Co-operative Officer  
 Auditor  
 Assistant Inspector of Taxes  
 Assistant Economic Officer (Ministry of Finance and Economic Planning)  
 Assistant Controller of Posts  
 Assistant Inspector of Customs  
 Commercial Officer  
 Industrial Promotion Officer  
 Projects Officer  
 Assistant Projects Officer  
 Education Officer  
 Assistant Archivist  
 Assistant Statistics Officer  
 Assistant Statistics Officer (Bio-Statistician).

Students from the University of Ghana and the University of Science and Technology should contact the Senior Tutors of their respective Halls of residence for application forms. Students from the University of Cape Coast are ineligible for appointment to any of the advertised posts. Other applicants from Ghana should write direct to the Public Services Commission, P.O. Box 1618, Accra. Overseas applicants should write to the Director of Recruitment, Ghana High Commission, 38 Queen's Gate, London, S.W. 7 or the nearest Ghana Embassy/High Commission for application forms.

Post	Department/Ministry
1. Administrative Officer Grade IV .. .. .	Ministries, Regional and District Administration
2. Foreign Service Officer Grade A5 .. .. .	External Affairs
3. Assistant Statistics Officer .. .. .	Central Bureau of Statistics
4. Education Officer .. .. .	Ministry of Education
5. Education Officer (Technical) .. .. .	Ministry of Education
6. English Mistress .. .. .	Ministry of Health
7. Science Mistress .. .. .	Ministry of Health
8. Biochemist .. .. .	Ministry of Health
9. Nutrition Officer .. .. .	Ministry of Health
10. Bacteriologist .. .. .	Ministry of Health
11. Government Chemist .. .. .	Ministry of Health
12. Biologist .. .. .	Ministry of Health
13. Assistant Statistics Officer (Bio Statistician) .. .. .	Ministry of Health
14. Maintenance Engineer .. .. .	Ministry of Health
15. Public Health Engineer .. .. .	Ministry of Health
16. Domestic Science Mistress .. .. .	Ministry of Health
17. Ophthalmic Optician .. .. .	Ministry of Health
18. Medical Officer .. .. .	Ministry of Health
19. Dental Surgeon .. .. .	Ministry of Health
20. Senior X-Ray Maintenance Technician .. .. .	Ministry of Health
21. Maintenance Superintendent (Electronics) .. .. .	Ministry of Health
22. Instrument Curator .. .. .	Ministry of Health
23. Agricultural Officer .. .. .	Ministry of Agriculture
24. Agricultural Education Officer .. .. .	Ministry of Agriculture
25. Agricultural Economist .. .. .	Ministry of Agriculture



<i>Post</i>	<i>Department/Ministry</i>
26. Assistant Agricultural Statistics Officer .. .. .	Ministry of Agriculture
27. Assistant Agricultural Engineer .. .. .	Ministry of Agriculture
28. Assistant Irrigation Engineer .. .. .	Ministry of Agriculture
29. Assistant Mechanical Engineer .. .. .	Ministry of Agriculture
30. Agricultural Extension Engineer .. .. .	Ministry of Agriculture
31. Agricultural Extensions Economist .. .. .	Ministry of Agriculture
32. Senior Technical Officer Grade II .. .. .	Ministry of Agriculture
33. Fisheries Officer .. .. .	Fisheries Department
34. Fisheries Biologist .. .. .	Fisheries Department
35. Co-operative Officer .. .. .	Co-operative Department
36. Veterinary Officer .. .. .	Animal Health Division
37. Assistant Conservator of Forest .. .. .	Ministry of Forestry
38. Forestry Education Officer .. .. .	Ministry of Forestry
39. Assistant Game Warden .. .. .	Game and Wildlife
40. Meteorologist .. .. .	Meteorological Department
41. Assistant Staff Surveyor/Staff Surveyor .. .. .	Survey Division
42. Assistant Inspector of Machinery .. .. .	Mines Department
43. Assistant Lands Officer (Valuation) .. .. .	Lands Department
44. Assistant Engineer .. .. .	Department of Social Welfare and Community Development.
45. Mechanical Superintendent .. .. .	Department of Social Welfare and Community Development.
46. Senior Technical Husbandry Officer Grade II .. .. .	Ministry of Agriculture
47. Dairy Officer .. .. .	Ministry of Agriculture
48. Animal Husbandry Officer .. .. .	Ministry of Agriculture
49. Auditor .. .. .	Auditor-General's Department
50. Factory Inspector .. .. .	Labour Department
51. Assistant Labour Officer (Technical) .. .. .	Labour Department
52. Trade Tester (Electrical) .. .. .	Labour Department
53. Assistant Inspector of Taxes .. .. .	Central Revenue Department
54. Assistant Economics Officer .. .. .	Ministry of Finance and Economic Planning
55. Assistant Engineer .. .. .	Ministry of Finance and Economic Planning
56. Architect .. .. .	Ministry of Finance and Economic Planning
57. Assistant Physical Planning Officer .. .. .	Physical Planning Department
58. Physical Planning Assistant .. .. .	Physical Planning Department
59. Commercial Officer .. .. .	Ministry of Trade and Industries
60. Ceramist .. .. .	Geological Survey
61. Hydrogeologist .. .. .	Geological Survey
62. Petrologist .. .. .	Geological Survey
63. Chemist Assayer .. .. .	Geological Survey
64. Experimental Officer .. .. .	Geological Survey
65. Assistant Archivist .. .. .	National Archives
66. Assistant Engineer (Civil) .. .. .	Railway and Ports Administration
67. Assistant Engineer (Mechanical) .. .. .	Railway and Ports Administration
68. Assistant Engineer (Electrical) .. .. .	Railway and Ports Administration
69. Architect .. .. .	Railway and Ports Administration
70. Assistant Engineer (Civil) .. .. .	Posts and Telecommunications
71. Assistant Engineer (Mechanical) .. .. .	Public Works Department



<i>Post</i>	<i>Department/Ministry</i>
72. Material Engineer .. .. .	Public Works Department
73. Assistant Engineer (Electrical) .. .. .	Public Works Department
74. Electrical Engineer .. .. .	Department of Civil Aviation
75. Electrical Superintendent .. .. .	Department of Civil Aviation
76. Assistant/Radio Engineer .. .. .	Department of Civil Aviation
77. Curator .. .. .	Parks and Gardens
78. Landscape Designer .. .. .	Parks and Gardens
79. Assistant Controller of Posts .. .. .	Posts and Telecommunications Department
80. Assistant Inspector of Customs and Excise .. .. .	Customs and Excise Department
81. Accountant .. .. .	Ministries and Government Departments
82. Assistant Investigating Accountants .. .. .	Central Revenue Department
83. Industrial Promotion Officer .. .. .	Ministry of Industries
84. Projects Officer .. .. .	Ministry of Industries
85. Assistant Projects Officer .. .. .	Ministry of Industries
86. Assistant Engineer/Engineer .. .. .	Ministry of Lands and Mineral Resources
87. Property Valuer/Assistant Rating Officer .. .. .	Ministry of Internal Affairs (Local Administration Division).
88. Assistant Health Educator .. .. .	Ministry of Health
89. Catering Officer .. .. .	Ministry of Health

#### 1. ADMINISTRATIVE OFFICER GRADE IV

RANGE—47, 52

*Duties.*—The duties of an Administrative Officer are so wide and so varied that they cannot be set out in detail. The officer working in a district is the Central Government's agent. In that capacity he is required, through his close contact with the people, to explain the reasons for the Government's action and to explain to the Government the needs of the people. He is responsible for seeing that the work of Government is adequately carried out, and in unusual cases, if need be, he must himself decide the Government's policy. In cases of emergency, arising from civil commotion, epidemic, or sudden disaster, he may be compelled to commit the Government to the action which he on the spot decided is best in the circumstances. In connection with the agencies of Local Government in the district, he must see that their work is carried out to the standards required by the Central Government and at the same time give them all the assistance he can to enable them to reach these standards. He is responsible for co-ordinating and assisting in the technical activities of Government Departments and of Local Authorities, and is required to perform with discretion the many local statutory duties which devolve upon him. These responsibilities and duties call for a high degree of mental and physical energy. Alternatively he may be posted to the central office of a Ministry, where the greatest precision in dealing with the detailed and complicated problems of Government is required. In whatever sphere of activity he is employed he must acquire a clear understanding of the policy laid down by the Central Government.

*Qualification.*—A degree of a recognised University.

#### 2. FOREIGN SERVICE OFFICER GRADE A5

RANGE—47, 52

(When posted abroad, foreign service allowance at the appropriate rate is payable in addition to salary.)

The functions of the Service are to represent Ghana in Commonwealth and foreign countries; to be the channel through which Ghana's business with the governments of such countries is conducted; to keep the Government of Ghana informed of developments in such countries; to advise in the formation of foreign policy; to explain Ghana policy abroad; to promote good relations with Commonwealth and foreign countries, protect Ghana interests, and to foster Ghana trade. Candidates selected will in the first instance be posted either to the Ministry of External Affairs which is the headquarters of the Service from where they may be assigned to Ghana Missions abroad. The appointment will be subject to a 3-year period of probation, during which the officers will be required to complete satisfactorily a prescribed course of training to pass an examination in a foreign language other than English and to take another examination the details of which are yet to be decided; failure to complete satisfactorily the course of training or to pass the examination will be sufficient ground for the termination of the probationary period.

##### *Duties:*

(1) The work of a member of Branch "A" of the Service in a diplomatic post consists of obtaining and supplying information about the foreign country where he is stationed and submitting advice thereon in order that the Government of Ghana may be able to frame its policy towards that country; negotiating with foreign officials on behalf of the Government of Ghana; and representing his country. Such an officer abroad must, therefore, keep himself widely informed of developments in the country where he is stationed and be able to evaluate the significance of events and trends. He must be able to mix freely in all circles and to speak with knowledge of what his own country is and does. He may also, if he is in a consular post, have to fulfil various duties in connection with passports and visas, repatriation work and administration duties but the representational side is no less important an officer must go about, get to know, and be known by as many people of standing as possible.



(2) In the Ministry itself, the work of a member of Branch "A" consists broadly of analysing reports received from or about foreign countries with the object of keeping other Ministries informed and of giving his Ministry advice in the formulation of policy, and of conveying, in harmony with the views of other interested Ministries the wishes and instructions of the Government of Ghana to its representatives abroad. Much of the work in the Ministry will be of an administrative nature, and will be concerned with the running of the Ministry and of Ghana Missions abroad with the tackling of their financial establishment and personal problems, and with the general serving of and the maintenance of relations with, Commonwealth and foreign missions in Ghana.

**Qualifications.**—Applicants must be Ghana citizens and must have recognised University degree. Applicants should also have attained their 22nd birthday but not have reached their 40th birthday.

Candidates who are already in the Home Service will be required to resign their present appointment if they wish to be considered for appointment to the Foreign Service under the terms of this advertisement.

A foreign language other than English will be considered an advantage but is not a requisite.

### 3. ASSISTANT STATISTICS OFFICER—CENTRAL BUREAU OF STATISTICS

#### RANGE—50

**Duties.**—Assistant Statistics Officers are responsible for the preparation of statistical information bearing on almost every aspect of social and economic activity and for carrying out other professional duties connected with the preparation of such information and its interpretation. These duties include the economic analysis and interpretation of statistical data, the production of regular reports on the economy, the conduct of routine and *ad hoc* research in any branch of statistics, economics, or sociology, that may come within the activities of the Bureau and geographical and other planning connected with statistical enquiries.

**Qualifications.**—Candidates must possess

(a) A First or Second Upper Class Honours Degree of a recognised University;

(1) with Statistics as a special subject; or

(2) with a diploma or certificate in Statistics or Economics of a recognised University or statistical body; or

(3) in Mathematics; or

(4) in Economics; or

(5) in Sociology including Statistics; or

(6) in Geography including Economics; or

(b) an equivalent qualification.

Candidates who possess the equivalent qualification described in section (a) (4-6) of this paragraph must have obtained a credit in Mathematics at the School Certificate Examination.

### 4. EDUCATION OFFICER/SENIOR EDUCATION OFFICER—MINISTRY OF EDUCATION

#### RANGE—48, 54/59, 65

**Duties.**—The duties of an Education Officer include the administration, supervision and inspection of Primary and Middle Schools, the inspection of Secondary Schools and Teacher Training Colleges, teaching in a Government Teacher Training College or Secondary School, general education, administration and other duties which the Chief Education Officer may require him to perform, including the organisation of refresher courses for teachers and Assistant Education Officers.

**Qualifications:**

(1) A degree of a recognised University;

(2) candidates must hold the Certificate "A"; must have taught for a minimum of five years before graduation and a minimum of two years' teaching after graduation; or

(3) must hold a University degree plus the postgraduate Certificate in Education and must have taught for a minimum of three years after graduation.

### 5. EDUCATION OFFICER (TECHNICAL)

#### RANGE—59, 60

**Duties.**—To teach in establishments of technical education and to assist in the administration of technical education.

**Qualifications.**—Candidates for appointment as Education Officers (Technical) must be university graduates, or holders of (graduate) equivalent qualifications, in one of the branches of Engineering, Building or Commerce.

## 6. ENGLISH MISTRESS—MINISTRY OF HEALTH

RANGE—47, 52

*Duties.*—Candidates are required to undertake general teaching duties which include the teaching of English, phonetics, reading, writing and reciting.

*Qualifications:*

- (i) Candidates must possess a degree in English of a recognised University.
- (ii) Only women are eligible to apply.

## 7. SCIENCE MISTRESS

RANGE—47, 52

*Duties.*—Responsible for teaching elementary Physics, Chemistry, Biology and Arithmetic.

*Qualifications:*

- (i) Candidates must possess a degree in Science of a recognised University.
- (ii) Only women are eligible to apply.

## 8. BIOCHEMIST—MINISTRY OF HEALTH

RANGE—52

*Duties.*—The Biochemist is in charge of the biochemistry section of the Central Clinical Laboratory and is required to help in research.

*Qualifications.*—Candidates must possess the B.Sc. (Chemistry) Degree of a recognised University and a year's postgraduate certificate in biochemistry research.

*N.B.*—Candidates who possess only the B.Sc. degree in Chemistry will be given opportunity after appointment to undergo the necessary postgraduate course during their period of probation before becoming eligible for confirmation.

## 9. NUTRITION OFFICER—MINISTRY OF HEALTH

RANGE—50

*Duties.*—The Nutrition Officer is responsible for—

- (a) carrying out a nutrition survey throughout Ghana;
- (b) advising on all nutrition problems;
- (c) undertaking the analysis of local foodstuffs; and
- (d) conducting educational work on nutrition problems including courses for nursing staff and social welfare workers.

*Qualifications.*—Candidates must

- (a) possess a degree of a recognised University in Science including Biochemistry; and
- (b) have gained not less than one year's postgraduate training in nutrition at a School of Tropical Medicine.

*N.B.*—Candidates who possess only the B.Sc. degree will be given opportunity after appointment to undergo the necessary postgraduate course during their period of probation before becoming eligible for confirmation.

## 10. BACTERIOLOGIST (NON-MEDICAL)—MINISTRY OF HEALTH

RANGE—50

*Duties.*—The Bacteriologist (Non-Medical) is required to conduct routine hospital bacteriological investigations and bacteriological examinations of food, water, ice cream, fish, etc., and research.

*Qualifications.*—Candidates must possess—

- (a) the B.Sc. degree (Bacteriology, Botany or Zoology) of a recognised University; and
- (b) a year's postgraduate certificate in bacteriological research.

*N.B.*—Candidates who possess only the B.Sc. degree will be given opportunity after appointment to undergo the necessary postgraduate course during their period of probation before becoming eligible for confirmation.



## 11. GOVERNMENT CHEMIST—MINISTRY OF HEALTH

RANGE—52

*Duties.*—The Government Chemist is to carry out, under the direction of the Senior Government Chemist, the functions of a Chemist in the Government Chemical Laboratory including the training of Staff.

*Qualifications.*—Candidates must possess the B.Sc. (Honours) degree in Chemistry of a recognised University.

Preference will be given to candidates who hold a Diploma in Applied Chemistry Branch "E" (food and drugs) from a recognised Institute or who are pharmaceutical chemists.

## 12. BIOLOGIST—MINISTRY OF HEALTH

RANGE—52

*Duties.*—To carry out routine and laboratory research investigations in Serology, Haematology, Parasitology, Microbiology and Biochemistry and teaching of elementary science to Pupil Laboratory Technicians.

*Qualifications.*—A science degree from a recognised University in one or more of the following:—Chemistry, Botany or Zoology. Experience in teaching or in a Medical and/or Laboratory work is desirable.

## 13. ASSISTANT STATISTICS OFFICER (BIO STATISTICIAN)—MINISTRY OF HEALTH

RANGE—50

*Qualifications.*—Honours degree of a recognised University

- (1) with Statistics as a special subject; or
- (2) with a diploma in Statistics, or Economics of a recognised University or statistical body; or
- (3) in Mathematics; or
- (4) in Economics; or
- (5) Sociology, including Statistics; or in Geography, including Economics; or (b) an equivalent qualification.

## 14. MAINTENANCE ENGINEER—MINISTRY OF HEALTH

RANGE—59,60

*Duties.*—Maintenance of all the mechanical and electrical equipment, plant and installations in a hospital or hospitals under him.

*Qualifications:*

- (a) the B.Sc. (Engineering) or other recognised engineering degree; or
- (b) success in Parts I, II and III of the examinations of the Institute of Electrical Engineers or Parts I and II of the Institution of Mechanical Engineers.

## 15. PUBLIC HEALTH ENGINEER—MINISTRY OF HEALTH

RANGE—59, 60

*Duties.*—The Public Health Engineer is required—

- (a) to attend to and advise, particularly during the designing and constructional stages, on the health aspects to all engineering projects such as roads, railways, dams, irrigation, water supplies, sewerage, housing, etc. undertaken by Government authority;
- (b) to advise on the application of engineering techniques to health problems (e.g. control of malaria, schistosomiasis, guinea-worm alimentary infections, etc.) that may be undertaken by Government or any other authority;
- (c) to undertake or direct research into techniques that may be applied in the above circumstances.

*Qualifications.*—Candidates must—

- (a) have passed Parts I, II and III of the examination of the Institution of Public Health Engineers; or
- (b) being the holders of other recognised professional engineering qualifications, have successfully completed a course of training in public health engineering at a recognised institution.

## 16. DOMESTIC SCIENCE MISTRESS—MINISTRY OF HEALTH

RANGE—45, 50

*Duties.*—Teaching Dressmaking, Needlework, Cookery, Housecraft and other domestic subjects in Nurses' Training Colleges.

*Qualifications.*—Candidates must possess the following qualifications:—

- (i) (a) the Teachers' Diploma in Domestic subjects, awarded after the completion of an approved three-year course; or
- (b) the Domestic Subjects (Further Education) Teachers' Certificate of the City and Guilds of London Institute; or
- (c) an equivalent qualification; and
- (ii) at least two years' teaching experience after obtaining the qualifications in (i) (a), (i) (b) or (i) (c) above.

## 17. OPHTHALMIC OPTICIAN—MINISTRY OF HEALTH

RANGE—45, 50

*Duties.*—Undertake, under the supervision of an Ophthalmologist, sight tests, to provide prescriptions for spectacles, and generally to relieve Ophthalmologists of much of the simple Ophthalmological work leaving them more free to deal with cases of eye disease.

*Qualifications.*—Candidates must have obtained one of the following diplomas:—

- (i) Diploma of the British Optical Association.
- (ii) Diploma of the Worshipful Company of Spectacle Makers.
- (iii) Diploma of the National Association of Opticians.
- (iv) Diploma of the Institute of Optical Science.
- (v) Diploma of the Scottish Association of Opticians.

## 18. MEDICAL OFFICER—MINISTRY OF HEALTH

RANGE—67, 73

*Duties.*—Medical Officers take measures for the prevention of diseases, carry out treatment of patients in hospitals, dispensaries and any other places where the Director of Medical Services may direct and supervise subordinate staff.

*Qualifications:*

- (a) must be in possession of qualifications which:
  - (i) are registrable by the General Medical Council of the United Kingdom; or
  - (ii) are acceptable for registration under section 6 (1), (b) or (c) of the Ghana Medical Practitioners' and Dentists' Ordinance (Cap. 69); or
  - (iii) are acceptable for licensing under section 18 of the Ordinance provided that the licence under that section will enable the candidate to practise throughout Ghana; and
- (b) must have spent one year in house posts and must have been accepted for registration or licensing under the Ghana Medical Practitioners' and Dentists' Ordinance.

## 19. DENTAL SURGEON—MINISTRY OF HEALTH

RANGE—67, 73

*Duties.*—Dental Surgeons are responsible for treatment of dental cases. Dental/Senior Dental Surgeons are responsible to the Director of Medical Services for:

- (a) the direction and development of the Dental Health Service of Ghana;
- (b) the initiation and direction of investigations into the incidence and causes of diseases which fall within the scope of the dental profession;
- (c) administration, including stores control and forward ordering of supplies of dental equipment and materials.

*Qualifications:*

- (a) must be in possession of qualifications which are:
  - (i) registrable by the General Medical Council of the United Kingdom; or
  - (ii) acceptable for licensing under section 19 of the Ghana Medical Practitioners' Ordinance (Cap. 69) provided that the licence under that section will enable the candidate to practise throughout Ghana; and
- (b) must have spent one year in house posts and must have been accepted for registration under the Medical Practitioners' and Dentists' Ordinance.



**20. SENIOR X-RAY MAINTENANCE TECHNICIAN—MINISTRY OF HEALTH****RANGE—45, 50**

*Duties.*—Are responsible for:

- (a) carrying out work in laboratories as related to medical laboratory technology; and
- (b) the training of subordinate staff in laboratory work generally.

*Qualifications.*—Associate Membership of the Institute of Medical Laboratory Technology (A.M.I.M.L.T.)

**21. MAINTENANCE SUPERINTENDENT (ELECTRONICS)—MINISTRY OF HEALTH****RANGE—45, 50**

*Duties.*—To maintain photo-electric and spectro-photometric equipment under the supervision of the Electronic Engineer.

*Qualifications.*—Final City and Guilds Certificate in telecommunications or its equivalent and a minimum of three years' experience in the installation and maintenance of radio and telecommunication equipment.

**22. INSTRUMENT CURATOR—MINISTRY OF HEALTH****RANGE—45, 50**

*Duties.*—The Curator of Instrument is required:

- (i) to establish and maintain a central surgical equipments workshop;
- (ii) to organise in the main hospitals central departments for the provision of sterile supplies, including a central syringe service;
- (iii) to carry out regular inspection in Government hospitals of surgical equipment of many varieties;
- (iv) to train subordinate staff in the maintenance and repair of equipment of a special nature in sterilization processes.

*Qualifications.*—Candidates must possess:

- (i) Diploma of the Institute of Surgical Technicians, plus
- (ii) not less than four years' experience in medical workshops as Senior Technician or Curator of Instruments.

**23. AGRICULTURAL OFFICER—MINISTRY OF AGRICULTURE****RANGE—52**

*Duties.*—The duties of an Agricultural Officer involve:

- (a) the carrying out of agricultural surveys,
- (b) the management of farms, and
- (c) the organisation of demonstration work and agricultural extension advisory work and seeing generally to the implementation of Government agricultural policies being executed by such agencies as the State Farms Corporation, the Agricultural Wing of the Workers Brigade, the Irrigation and Reclamation Division, Agricultural Education Unit and the Improved Seed Multiplication Units of the Ministry of Agriculture.

*Qualifications.*—Candidates must possess a recognised University degree in Agriculture.

**24. AGRICULTURAL EDUCATION OFFICER—MINISTRY OF AGRICULTURE****RANGE—52**

*Duties.*—The duties of Agricultural Education Officer include the organisation of departmental agricultural training and the administration of Training Centres, the organisation and conduct of refresher courses, and farmers' courses and extra-mural agricultural teaching.

*Qualifications:*

- (a) a recognised University degree in Agriculture; or
- (b) a recognised Diploma of an Agricultural College of University status which has involved at least a three-year course of study in Agriculture or Horticulture; or
- (c) Diploma of Imperial College of Tropical Agriculture; or
- (d) a recognised degree in Natural Science.

## 25. AGRICULTURAL ECONOMIST—MINISTRY OF AGRICULTURE

RANGE—52

*Duties.*—The Agricultural Economist is responsible for the analysis, interpretation and compilation of information on every aspect of Agriculture as well as the feasibility studies of agricultural projects.

*Qualifications.*—A degree in Economics or Statistics or Mathematics or Agricultural Science obtained from a recognised University.

## 26. ASSISTANT AGRICULTURAL STATISTICS OFFICER—MINISTRY OF AGRICULTURE

RANGE—52

*Duties.*—The duties of Assistant Agricultural Statistics Officer include the analysis, interpretation and compilation of information of every aspect of agricultural as well as the feasibility studies of agricultural projects.

*Qualifications.*—A degree in Economics or Statistics, or Mathematics or Agricultural Science obtained from a recognised University.

## 27. ASSISTANT AGRICULTURAL ENGINEER—MINISTRY OF AGRICULTURE

RANGE—59, 60

*Duties.*—The planning and carrying out of investigations into problems of agricultural mechanization with a view to making modifications to existing machinery for adaptation to local conditions and the giving of advice on agricultural engineering matters. He advises on agricultural engineering problems and is responsible for implementing approved policy in his area.

*Qualifications.*—Candidates must possess either:

- (a) a recognised Mechanical Engineering degree, i.e. a degree giving exemption from sections A and B of the Institute of Mechanical Engineering examination; or
- (b) an M.Sc. degree in Agricultural Engineering, Durham University.

*N.B.*—Successful candidates may be required to undergo practical training including some work on agricultural machinery.

## 28. ASSISTANT IRRIGATION ENGINEER—MINISTRY OF AGRICULTURE

RANGE—59, 60

*Duties.*—The Assistant Irrigation Engineer will be required:

- (a) to carry out hydrological and topographical investigations;
- (b) to formulate small and medium-sized irrigation schemes;
- (c) to design irrigation structures, reservoirs, sluices, canal structures, etc.

*Qualifications.*—An Engineering degree from a recognised University with Hydraulics as a subject in the final examination or an Engineering degree from a recognised University with at least one year's postgraduate training in Hydraulics or a pass in sections A and B of the Institute of Civil Engineers' Examination with Hydraulics and Surveying as subjects.

## 29. ASSISTANT MECHANICAL ENGINEER—MINISTRY OF AGRICULTURE

RANGE—59, 60

*Duties.*—An Assistant Mechanical Engineer is responsible for the maintenance of

- (a) heavy earth-moving machinery of all types,
- (b) heavy and light transport,
- (c) cranes and hoists,
- (d) diesel and electricity driven pumps of all types and capacities,
- (e) auxiliary equipment.

*Qualification.*—A degree in Mechanical Engineering; or Corporate Membership of the Institute of Mechanical Engineering preferably with experience of electrical equipment.



**30. AGRICULTURAL EXTENSION ENGINEER—MINISTRY OF AGRICULTURE****RANGE—59, 60****Qualifications:**

- (i) possession of a B.Sc. (Engineering) degree or other recognised Engineering qualification, e.g. a degree giving exemption from Parts I and II of the Institute of Mechanical Engineering examination. In addition, two years' practical experience, preferably including some work on agricultural machinery is required; or
- (ii) pass in Parts I and II of the examination of the Institute of Mechanical Engineers, provided the candidate is not less than 23 years of age; or
- (iii) possession of an M.Sc. degree in Agricultural Engineering, Durham University; or
- (iv) a holder of the National Diploma in Agricultural Engineering who is either a member of the Institute of British Agricultural Engineers, or has done at least two years' satisfactory service in Ghana.

**31. AGRICULTURAL EXTENSIONS ECONOMIST—MINISTRY OF AGRICULTURE****RANGE—50****Duties:**

- (i) Responsible for the analysis, interpretation and compilation of information on every aspect of Agriculture.
- (ii) Responsible for the feasibility studies of Agricultural projects.
- (iii) Responsible for carrying out other professional duties connected with the preparation of statistical information and its interpretation. The professional duties include economic analysis and interpretation of statistical data.
- (iv) To assist Senior Agricultural Economists in their specialized fields.

**Qualifications.**—A degree in Economics or Statistics, or Mathematics or Agricultural Science obtained from a recognised University.

**32. SENIOR TECHNICAL OFFICER GRADE II—MINISTRY OF AGRICULTURE****RANGE—45, 50**

**Duties.**—The duties are normally in connection with agricultural surveys, information and publication work and Agricultural Extension work at either the sub-district level or district level. Candidates are expected to possess and exercise executive abilities to a high degree and to accept additional responsibility. The Senior Technical Officer grade requires semi-specialist knowledge and aptitude for subjects such as poultry husbandry, livestock husbandry, soil fertility, fertilizer application and mechanized farming in general.

**Qualifications.**—Candidates must possess a recognised Diploma from an agricultural College of University status which involved at least two years' course of study in Agriculture, Animal Husbandry, Agricultural Engineering, Home Economics, etc.

**33. FISHERIES OFFICER—FISHERIES DEPARTMENT****RANGE—50**

**Duties.**—The duties comprise the development of both marine and freshwater fisheries including the use of modern techniques as well as the improvement of local methods. They also include biological studies of marine and freshwater fishes; improvement of local methods of handling preservation, and distribution; the training of non-fishing communities to make a living out of fishing.

**Qualifications.**—A degree in Natural Science, mechanical aptitude would be an advantage.

**34. FISHERIES BIOLOGIST—FISHERIES DEPARTMENT****RANGE—50**

**Duties.**—To conduct research aimed at the safeguarding of present fisheries and the exploration of new ones.

**Qualifications.**—Candidates must possess an honours degree of a recognised University in Zoology, Botany, Physics or Chemistry or in any branch of Marine Science.

**35. CO-OPERATIVE OFFICER—DEPARTMENT OF CO-OPERATIVES****RANGE—47, 52**

**Duties.**—The duties of a Co-operative Officer comprise general supervision of the work of the subordinate grade, the personal supervision of the Co-operative Unions (Secondary Societies) within his district, inquiry into the constitution working and financial conditions of a co-operative society, liquidation of a co-operative society and settlement of disputes between a co-operative society and its members. A Co-operative Officer scrutinizes economic survey reports and applications for registration of new societies and examines inspection and audit reports on co-operative societies and takes action where necessary.

*Qualifications.*—A candidate for appointment as Co-operative Officer must possess one of the following qualifications:—

1. A degree of a recognised University (including a degree in Co-operation awarded by the Public University, Marbug, West Germany).
2. Membership of the Institute of Chartered Accountants.
3. Membership of the Association of Certified Corporate Accountants.
4. Membership of any other professional Association as approved from time to time.

### 36. VETERINARY OFFICER—ANIMAL HEALTH DIVISION

RANGE—67

*Duties.*—The Veterinary Officer is responsible for veterinary work and any other duties as detailed by the Chief Animal Health Officer in connection with veterinary activities.

*Qualifications.*—Degree in Veterinary Science or Membership of the Royal College of Veterinary Surgeons.

### 37. ASSISTANT CONSERVATOR OF FORESTS—MINISTRY OF FORESTRY

RANGE—52

*Duties.*—In charge of Forest District which is part of a Forest Division. Responsible within his district for the efficient execution of all Forestry works and the control and welfare of the technical and field staff. Responsible for the assessment, management and protection of Forest Reserve which form part of the permanent forest resources of Ghana.

*Qualifications.*—An honours of special degree in Science, preferably in Botany.

*N.B.*—There is prospect of postgraduate training at the Commonwealth Forestry Institute, Oxford.

### 38. FORESTRY EDUCATION OFFICER—MINISTRY OF FORESTRY

RANGE—50

*Duties.*—To teach the basic Science—Botany, Zoology, Chemistry and Physics—and English to Learner Forest Rangers.

*Qualifications.*—Candidates must hold a degree of a recognised University in Natural Science, with either Botany, Zoology, Chemistry or Physics as principal subject.

### 39. ASSISTANT GAME WARDEN—DEPARTMENT OF GAME AND WILDLIFE

RANGE—52

*Duties.*—To assist the Game Warden in his duties, namely, to advise on the preparation of game laws and supervise and train staff in the preservation and control of game; to advise in the selection of game reserves; to trek constantly in areas to observe and report on game, where necessary to destroy destructive or dangerous wild animals.

*Qualifications.*—B.Sc. degree in Natural Science or Zoology with an interest in Game.

### 40. METEOROLOGIST—METEOROLOGICAL SERVICES DEPARTMENT

RANGE—50

*Duties.*—Meteorologists are required to undertake weather forecasting. Later on they will be concerned mainly with the search for new rules and techniques in meteorology and be able to apply and, where necessary, modify advances made elsewhere to the specialized needs of the country. They are required also to study the needs of users of meteorological information such as agriculturists, engineers, industrialists and other research workers, and to present, interpret and advise on this information. They are also required to participate in the work of international organisations either by correspondence or attendance at conferences.

*Qualifications.*—Candidates must possess:

- (a) a First or Second Class Honours degree of a recognised University in either Physics or Mathematics; or
- (b) a general degree in Physics and Mathematics with a First or Second Division; or
- (c) a First or Second Class Honours degree in Geography with climatology as a subject and at least the Higher School Certificate pass in Mathematics.

### 41. ASSISTANT STAFF SURVEYOR/STAFF SURVEYOR—SURVEY DIVISION

RANGE—52

*Duties.*—To take charge of topographical, cadastral and geodetic surveys in the field including the supervision of technical staff of the Department, the training of pupils, and the administrative duties connected therewith; to take charge, in the absence of senior staff, of regional survey offices.



*Qualifications:*

1. (a) a B.Sc. general degree in any of the following subjects:—Mathematics, Physics, Geography, Geology and Chemistry or an Honours degree in any of the first three subjects; plus
- (b) a pass in the Intermediate Professional Examination of the Royal Institution of Chartered Surveyors or a University Diploma exempting therefrom; or
2. a B.Sc. degree in Land Surveying from a recognised University.
3. Suitable candidates who possess only qualification 1 (a) above may be accepted for a one-year postgraduate certificate course in Land Surveying which may lead to an M.Sc. Degree. Candidates who successfully complete the postgraduate course will be eligible to return to the University for a period which may vary from six months to one year, to work for their M.Sc. degree.

## 42. ASSISTANT INSPECTOR OF MACHINERY—MINES DEPARTMENT

RANGE—59, 60

*Duties.*—Responsible for the inspection of electrical and mechanical appliances, mines, particularly in respect of winding equipment, enforcement of the Mining Regulations and the supervision of a Mechanical Laboratory.

*Qualifications.*—A University degree in Mechanical or Electrical Engineering or an equivalent qualification.

*N.B.*—Successful candidates will be required to undergo postgraduate training as directed by the Chief Inspector of Mines.

## 43. ASSISTANT LANDS OFFICER (VALUATION)—LANDS DEPARTMENT

RANGE—52

*Duties.*—On appointment candidates will undergo training and will perform duties appertaining to valuation for compulsory purchase and private treaty negotiations and for rental, rating and other purposes in addition to estate management of State and Stool Lands under the supervision of more experienced professional Officers.

*Qualifications.*—A degree in Estate Management, or Lands Economy or Economics of a recognised University.

*N.B.*—Successful candidates who are graduates in Estate Management of Lands Economy will be expected to attain full professional status in due course (e.g. A.R.I.C.S. or other comparable status); graduates in Economics will undergo two years' practical training with the Lands Department. On attaining full professional status, usually after two years' proved practical training, the Assistant Lands Officer (Valuation) advances to the N£2,124 point in the salary scale.

## 44. ASSISTANT ENGINEER—SOCIAL WELFARE AND COMMUNITY DEVELOPMENT

RANGE—59, 60

*Duties.*—To give advice on and supervision over, the more difficult construction problems encountered by the Department field technical staff and the Technical Field Unit, in self-help construction projects in the rural areas, and to train the lower grade Technical Staff of the Department.

*Qualifications:*

- (1) must hold a B.Sc. (Eng.) or other recognised engineering degree and have had at least two years' postgraduate practical experience; or
- (2) must have passed Parts I and II of the examination of the Institute of Civil Engineers; or
- (3) must have obtained the Testamur of the Institute of Municipal Engineers.

## 45. MECHANICAL SUPERINTENDENT—SOCIAL WELFARE AND COMMUNITY DEVELOPMENT

RANGE—45, 50

*Duties.*—Responsible for the inspection and maintenance of all equipment of Field Unit in a particular Region. Also supervision, overhaul and repair of equipment including lorries. Responsible for accounting of money and equipment entrusted to his charge.

*Qualifications.*—Candidates must possess the Final City and Guilds Certificate in Motor Vehicle Mechanics plus five years' post certificate experience.

## 46. SENIOR TECHNICAL HUSBANDRY OFFICER GRADE II—MINISTRY OF AGRICULTURE

RANGE—45, 50

*Duties:*

- (1) direct organisation and supervision of all field operations;
- (2) to assist professional Staff in general administration and in technical matters.

*Qualifications.*—A two-year diploma in any of the following:—

- (a) Animal Husbandry.
- (b) Agriculture (with a bias towards animal science).
- (c) Poultry Husbandry.
- (d) Dairing.

#### 47. DAIRY OFFICER—MINISTRY OF AGRICULTURE

RANGE—50

*Duties.*—A Dairy Officer shall be in charge of a dairy farm or dairy processing plant. He will deal with the selection, breeding, feeding and management of dairy cattle; disease detection and cropping of lands for feeding cattle; processing of milk, setting up and operating milk collection centres; educating prospective dairy farmers in milk production under hygienic conditions.

*Qualifications:*

- (a) a recognised degree in Agriculture plus one year's postgraduate training in Dairy Science, out of which six months must have been spent on practical work on a dairy production processing plant or farm.
- (b) the National Diploma in Dairy Science of Great Britain obtained from a Dairy Science College of University status, which has involved at least a three-year course of study in Dairy Science. Practical experience in a Dairy products processing plant would be an advantage.

#### 48. ANIMAL HUSBANDRY OFFICER—MINISTRY OF AGRICULTURE

RANGE—50

*Duties.*—A Dairy Officer shall be in charge of a dairy farm or dairy processing plant. He will deal with the selection, breeding, feeding and management of dairy cattle; disease detection, and cropping of lands for feeding cattle; processing of milk, setting up and operating milk collection centres; educating prospective dairy farmers in milk production under hygienic conditions.

*Qualifications.*—Either:

- (a) a recognised degree in Agriculture plus one year's postgraduate training in Dairy Science, out of which six months must have been spent on practical work on a dairy products processing plant or farm; or
- (b) the National Diploma in Dairy Science of Great Britain obtained from a Dairy Science College of University status, which has involved at least a three-year course of study in Dairy Science. Practical experience in a dairy products processing plant would be an advantage.

#### 49. AUDITOR—AUDIT DEPARTMENT

RANGE—47, 52

*Duties.*—Auditors prepare audit inspection reports, supervise and direct audits within sections of a branch office, and carry out such duties in the examination of accounts as may be required by the Auditor-General.

*Qualification.*—A degree of a recognised University.

#### 50. FACTORY INSPECTOR—LABOUR DEPARTMENT

RANGE 52

*Duties.*—Promotion of measures providing for the safety, health and welfare of factory and dock workers' inspection of factories, building sites, docks, etc. advising employers on measures to improve working conditions and the endorsement of legislation relating to factories, docks and other industrial operations.

*Qualifications.*—A degree in Engineering, or a B.Sc. degree in Physics, Chemistry or Mathematics of a recognised University.

#### 51. ASSISTANT LABOUR OFFICER (TECHNICAL)—LABOUR DEPARTMENT

RANGE—59, 60

*Duties.*—To assist the Labour Officer (Technical) in the general supervision of trade tests and the bringing up to date of trade testing centres to conform with apprenticeship requirements.

*Qualifications.*—A degree in Engineering or its equivalent.

#### 52. TRADE TESTER (ELECTRICAL)—LABOUR DEPARTMENT

RANGE—45, 50

*Duties.*—To carry out trade tests in the electrical trade. May be required to take charge of a regional trade test centre and to organise trade testing in the region.



*Qualifications:*

- (a) A full technological trade qualification, e.g. the Final City and Guilds Certificate; and
- (b) not less than five years subsequent practical experience in the trade.

## 53. ASSISTANT INSPECTOR OF TAXES—CENTRAL REVENUE DEPARTMENT

RANGE—47, 52

*Duties.*—The duties attached to the grade are to assist the authorising of assessments; to examine accounts and compute the profits of traders of Income Tax purposes and to assist in the general management of a tax district under the Senior Inspector of Taxes in charge.

*Qualifications.*—A degree of a recognised University.

## 54. ASSISTANT ECONOMICS OFFICER—MINISTRY OF FINANCE AND ECONOMIC PLANNING

RANGE—50

*Duties.*—Assistant Economics Officers have responsibilities in all matters relating to the preparation of Ghana's Development Plans and in the formulation and examination of particular projects in connection therewith. They will be required to assemble and analyse any data or other information needed for the formulation and analysis of Development Plans and their constituent projects. They may be assigned to service with the Planning Commission or its committees or any other body set up from time to time in connection with the planning process. These assignments may cover any sector of the economy and Assistant Economic Officers will be expected, and will be given the opportunity, to develop a high degree of versatility. While the analysis of project proposals will require an ability to apply the analytical tools of economics and a firm grasp of detail, Assistant Economic Officers will frequently have to formulate proposals themselves and must be prepared to show the requisite degree of originality for this purpose. They assist in the year by year programme of Development Plans through the examination of capital expenditure estimates of Ministries and Departments and for operation budgets of state productive enterprises. The work will also involve giving advice from time to time on the foreign and domestic economic policies of Ghana at the request of Government or of individual Departments and Ministries.

*Qualifications.*—Candidates must possess a First or Second Class Honours (Upper) Degree in Economics or Sociology.

## 55. ASSISTANT ENGINEER—MINISTRY OF FINANCE AND ECONOMIC PLANNING

RANGE—59, 60

*Duties.*—Assistant Engineers are responsible for project evaluation and analysis of alternative projects in development schemes. They will be required to advise the Ministry on techniques of constructions and liaise with other Ministries in the programming of their engineering activities. They will also deal with the development of new industrial projects and undertake the assessment of the levels of technology for the start of such projects.

*Qualifications.*—A B.Sc. degree in Engineering or its equivalent.

## 56. ARCHITECT—MINISTRY OF FINANCE AND ECONOMIC PLANNING

RANGE—59, 60

*Duties.*—To design, prepare working drawings, specifications, schedules of materials, etc. for and to supervise the construction of new Government buildings in connection with housing schemes.

Architects should also have experience of the design and layout of Housing Estates including roads and drains, and may be called upon to carry out duties as executive architects responsible for the organisation of direct labour works and to perform administrative duties.

*Qualifications.*—Candidates must:

- (1) have passed Parts I and II of the final examination of the Royal Institute of British Architects; or
- (2) be Licentiates of the Royal Institute of British Architects; or
- (3) be Associate Member of the Institute of British Architects by the Institute's special examination; or
- (4) have a qualification which is considered as exemption from or considered as comparable to Parts I and II of the Royal Institute of British Architects examination; or
- (5) possess a qualification accepted as being of an equivalent standard.

## 57. ASSISTANT PHYSICAL PLANNING OFFICER—PHYSICAL PLANNING DEPARTMENT

RANGE—50 UPWARDS (*Under Review*)*Duties.*—To assist in:

- (1) Physical Planning within statutory Planning areas in consultation with City, Municipal or Local Management Committee.
- (2) The organisation and maintenance of Regional and District Planning Offices for the purposes of advising the Regional Administrative Committees and Management Committees on all aspects of physical planning in their areas.
- (3) Co-ordination of all aspects of physical development promoted by Government, quasi-government and affiliated organisations.
- (4) Preparation, revision and implementation of National, Regional and Local physical development plans.

*Qualifications.*—Recognised degree or Diploma in Town Planning, M.Sc. (Urban/Regional), B.Sc./B.A. (Agric.), B.Sc./B.A. (Econ.), B.Sc. (Design), B.A. (Geography), B.A./B.Sc. (Sociology).

Candidates with B.A./B.Sc. will enter the scale A1A at N¢1,608 per annum and will be required to undertake two-year postgraduate studies in Urban/Regional Planning on scholarship terms.

## 58. PHYSICAL PLANNING ASSISTANT—PHYSICAL PLANNING DEPARTMENT

RANGE—45, 50

*Duties.*—To assist Physical Planning Officers in the preparation of Planning Schemes for statutory planning areas. They will be in charge of or assist Town Planning Administration in District Administrative Areas and prepare planning schemes for small towns and villages. At the national and regional levels they will assist in the gathering and assembling of data, for the preparation of National or Regional Physical Plans.

*Qualifications.*—Candidates must possess the Diploma in Physical Planning awarded by the University of Science and Technology, Kumasi, or an equivalent qualification.

## 59. COMMERCIAL OFFICER—MINISTRY OF TRADE AND INDUSTRIES

RANGE—47, 52

*Duties.*—Officers may be assigned duties in connection with market surveys and research, trade fairs and exhibitions, trade advertising, publication of the *Ghana Handbook of Commerce and Industry*, internal and external commercial relations, foreign exchange, balance of payments and foreign trade budget problems, import and export licensing and price control. They may be posted to any of the Ghana Missions abroad.

*Qualifications.*—Must have a degree, preferable in Commerce or Economics from a recognised University.

## 60. CERAMIST—GEOLOGICAL SURVEY DEPARTMENT

RANGE—52

*Duties.*—To study local clays and other ceramic materials and to test their suitability as building materials and for houseware.

*Qualifications:*

- (a) A good degree in Chemistry or its equivalent.
- (b) At least two years' experience in the ceramic industry.

*N.B.*—Candidates who possess only the degree or its equivalent will be given opportunity after appointment to acquire the relevant practical experience during the period of probation before they become eligible for confirmation.

## 61. HYDROGEOLOGIST—GEOLOGICAL SURVEY DEPARTMENT

RANGE—52

*Duties.*—To locate by geophysical and other means ground-water reservoir. To study the ground-water regime in various parts of the country and select boreholes sites for drilling. To maintain well and borehole records and advise the Water Supplies Division on the exploitation of ground-water.

*Qualifications:*

- (a) A good honours degree in Geology or Geophysics.
- (b) At least two years' post-qualification training in applied Geophysics and/or Hydrogeology.

*N.B.*—Candidates who possess only the honours degree will be given opportunity after appointment to undergo the necessary postgraduate training during their period of probation before they become eligible for confirmation.



## 62. PETROLOGIST—GEOLOGICAL SURVEY DEPARTMENT

RANGE—52

*Duties.*—To make specialised studies of rocks and minerals by field and laboratory methods.

*Qualifications:*

- (a) Candidates must possess a First Class or higher grade Second Class Honours degree in Geology of a recognised University.
- (b) Must have specialised in and demonstrated special aptitude for petrological work during the last year of University course.

## 63. CHEMIST ASSAYER—GEOLOGICAL SURVEY DEPARTMENT

RANGE—52

*Duties.*—To assay ores and carry out silicate analyses of rocks and minerals as directed and to participate in research in the inter-relation of Ghana rocks and in Geochemistry.

*Qualifications:*

- (a) An honours or special degree in Chemistry of a recognised University.
- (b) At least two years' postgraduate experience in silicate analysis and assaying.

*N.B.*—Candidates who possess only the degree will be given opportunity after appointment to acquire the relevant postgraduate experience during their period of probation before they become eligible for confirmation.

## 64. EXPERIMENTAL OFFICER—GEOLOGICAL SURVEY DEPARTMENT

RANGE—50

*Duties.*—The Experimental Officer is responsible for—

- (a) the collection of geological information as directed by a Geologist for the use of the Geologist including the collection of rocks, minerals, borehole cores cutting and sludges;
- (b) the collection of geophysical data for interpretation by a Geologist;
- (c) the organisation and supervision of sampling and prospecting operations including sampling of outcrops.

*Qualifications.*—Candidates must possess a Second Class Honours (Lower Division), Third Class Honours or pass degree in Geology or a recognised University.

## 65. ASSISTANT ARCHIVIST—NATIONAL ARCHIVES

RANGE—47, 52

*Duties.*—The duties include—

- (a) the preparation of finding aids or guides to the records;
- (b) the introduction of scientific methods of protecting the records from deterioration and destruction and of rehabilitating decayed records;
- (c) research on the records; and
- (d) the general administration of the Department of National Archives.

*Qualification.*—A degree in Arts of a recognised University, preferably in History.

## 66-73. ASSISTANT ENGINEER (CIVIL, MECHANICAL, AND ELECTRICAL) POSTS AND TELECOMMUNICATIONS DEPARTMENT, RAILWAY DEPARTMENT, ELECTRICITY CORPORATION AND PUBLIC WORKS DEPARTMENT

RANGE—59, 60

*Duties.*—Initially, Assistant Engineers will either assist or work under the supervision and guidance of Engineer. They may be responsible for all aspects of the administration, organisation and supervision of works in their area or district, including the preparation of estimates and the financial control of funds for specific works;

- (a) Assistant Engineers (Civil) are generally concerned with the construction and maintenance of buildings, roads, railways, bridges, ferries, waterworks, etc;
- (b) Assistant Engineers (Mechanical) generally deal with the installation, repair and maintenance of stationary and mobile plant and vehicles; and
- (c) Assistant Engineers (Electrical) are generally responsible for the installation, running and maintenance of electrical equipment and machinery. Those who will be appointed to the Department of Posts and Telecommunications as Assistant Engineers (Telecommunications) will be responsible generally for the installation and maintenance of telecommunication and light electrical equipment and plant.

*Qualifications.*—Candidates who wish to be considered for appointment as Assistant Engineer (Civil, Mechanical or Electrical) must possess:

- (i) a recognised University degree in Civil, Mechanical or Electrical Engineering; or
- (ii) being not less than 23 years of age, must have passed Parts I, II and III of the relevant Institution examinations, or must have obtained exemption therefrom.

*N.B.*—Successful candidates may be required to undergo postgraduate practical training relevant to the duties of the particular post in the particular Department to which they will be appointed.

#### 74. ELECTRICAL ENGINEER—DEPARTMENT OF CIVIL AVIATION

RANGE—59, 60

*Duties:*

- (a) to take charge of operation and maintenance of electricity supplies of voltages up to 11,000 volts;
- (b) to be in charge of all stand-by generators, both petrol and diesel-driven in the various sections;
- (c) to supervise all electrical installations at all Airports in Ghana under the Department of Civil Aviations;
- (d) to undertake other electrical duties that may be required by the Department.

*Qualifications.*—Candidate must—

- (i) possess a B.Sc. (Engineering) or other recognised degree in Electrical Engineering and must have had not less than two years' practical postgraduate training or professional experience in electrical power generation and distribution, EHT and LT systems and Consumers installations; or
- (ii) must have passed Parts I, II and III of the examination of the Institution of Electrical Engineers.

#### 75. ELECTRICAL SUPERINTENDENT—DEPARTMENT OF CIVIL AVIATION

RANGE—45, 50

*Duties.*—The Electrical Superintendent will assist the Electrical Engineer in the following duties:—

- (a) to be in charge of all stand-by generators, both petrol and diesel-driven in the various sections;
- (b) to supervise all electrical installations at the Airport;
- (c) to undertake other electrical duties that may be required by the Department and assigned by the Electrical Engineer.

*Qualifications.*—Must possess the Diploma in Electrical Engineering awarded by the University of Science and Technology, Kumasi, or an equivalent qualification.

*Experience.*—Must have thorough practical knowledge of compression ignition oil engines generating between 100 and 1,500 kW with at least five years' supervisory experience in their operation and maintenance.

#### 76. ASSISTANT/RADIO ENGINEER—DEPARTMENT OF CIVIL AVIATION

RANGE—59, 60

*Duties.*—Responsibility for the installation and maintenance of Aeronautical Radio Communication and Navigational Aid equipments in the Radio Engineering Branch.

*Qualifications.*—Candidates must possess a B.Sc. (Electrical Engineering) or other recognised degree and must have gained at least three years' practical experience in planning and installation of radio equipment.

*Experience:*

- (a) Extensive experience in the maintenance of V.H.F./U.H.F. Communication equipment.
- (b) Knowledge of current radio communication system in an aviation agency will be an advantage but not essential.

Graduates in Electrical Engineering with Telecommunication without the above-stated experience may also apply for consideration as Assistant Radio Engineer on salary scale A1A with an initial salary of N¢1,840 per annum.



## 77. CURATOR—PARKS AND GARDENS

RANGE—47, 52

*Duties.*—To take charge of the Aburi Botanical Gardens; to increase the out-door plant collections and herbarium; to collect local plants, flowers and shrubs which may have decorative value in Parks and Gardens and classify these collections into their botanical families.

*Qualifications:*

- (a) possess a degree in Tropical Horticulture or its equivalent; candidate with National Diploma in Horticulture (N.D.H.) will be considered;
- (b) he should be fully conversant with running and maintenance of Botanical Gardens;
- (c) should have done at least two years' postgraduate work in management of Botanical Garden.

## 78. LANDSCAPE DESIGNER—PARKS AND GARDENS

RANGE—45, 50

*Duties.*—To assist the Senior Landscape Designer in supervisory duties and also to take charge of the Division's stations in a region.

*Qualifications.*—Applicants should possess Diploma in Tropical Horticulture, or its equivalent. Should be fully conversant with all aspects of Horticulture including Landscape Gardening and able to administer a large labour gang.

## 79. ASSISTANT CONTROLLER OF POSTS—POSTS AND TELECOMMUNICATIONS DEPARTMENT

RANGE—47, 52

*Duties.*—An Assistant Controller of Posts is required to supervise the activities of the Department in a postal district including the organisation of mail services and telegraphic traffic. He carries out detailed inspections of telegraph offices and of the work in Post Offices relating to letter post, parcel post, registered letters, postal and money orders, poste restante, savings bank, etc. He conducts regular checks of the accounts of Post Offices within his control and certifies them correct or reports irregularities.

*Qualifications.*—A University degree preferably in Business Administration.

*N.B.*—Successful candidates will be required to undergo training in Ghana and Overseas.

## 80. ASSISTANT INSPECTOR OF CUSTOMS—CUSTOMS AND EXCISE DEPARTMENT

RANGE—47, 52

*Duties.*—To take charge of sub-branch either in the Indoor or Outdoor branch of a Port or a collection and to supervise officers of Customs and Excise and Clerical Officers.

*Qualifications.*—A degree of a recognised University.

## 81. ACCOUNTANT—MINISTRIES AND GOVERNMENT DEPARTMENTS

RANGE—55/60

*Duties.*—To perform work relating to the control of Government expenditure, the efficient collection of revenue and the maintenance of detailed accounts of all such financial transactions. To take charge of, and direct the work of accounting section. Accountants will be answerable to the Head of Department for all financial matters relating to the Department. They will also be expected to instruct, supervise and train junior staff.

*Qualifications.*—Final Diploma or Membership of the relevant Professional Bodies, e.g. Associates of Certified and Corporation Accountants, Institute of Cost and Works Accountants; Institute of Chartered Accounts.

## 82. ASSISTANT INVESTIGATING ACCOUNTANTS—CENTRAL REVENUE DEPARTMENT

## RANGE—52

*Duties.*—Examination of books of accounts for the purposes of taxation, conducting surveys with a view to increasing the tax orbit.

*Qualifications.*—Candidates must be Ghanaian between 25 and 35 years and should possess at least the Inter. A.C.C.A. and at least three years' accounting experience, they should be able to compile accounts from incomplete records.

83. INDUSTRIAL PROMOTION OFFICER—MINISTRY OF TRADE, INDUSTRIES AND TOURISM  
(INDUSTRIES DIVISION)

## RANGE—47, 52

*Duties.*—Collation of information relating to small-scale and handicraft industries; assistance in the setting up of industries in the rural areas; follow-up of projects under construction; guidance assistance to small-scale business enterprises; preparation of small business management aids; examination on applications from private sector to establish small-scale industrial enterprises; preparation of periodic progress reports; processing of applications for import licences for small-scale industries; administrative matters concerned with industrial projects handled by the division.

*Qualifications:*

- (i) must hold degree in Economics or Business Administration or similar studies of a recognised University; and
- (ii) must be over the age of 22 years.

## 84. PROJECTS OFFICER—MINISTRY OF TRADE, INDUSTRIES AND TOURISM

## RANGE—55

*Duties:*

- (a) the collation and evaluation of pre-investment data;
- (b) studying and advising on the further development of existing enterprises;
- (c) supervision of the execution of new projects, which comprises the legal establishment of new companies, acquisition of sites, liaison with building contractors and suppliers of machinery, etc.

*Qualifications:*

- (i) must hold a degree in Economics or similar studies of a recognised University, plus a minimum of three years' post-qualification experience in industry or commerce; or
- (ii) must have a minimum educational qualification or Cambridge School Certificate and a minimum of eight years' experience in industry or commerce; and
- (iii) must be not less than 25 years of age.

## 85. ASSISTANT PROJECTS OFFICER—MINISTRY OF TRADE, INDUSTRIES AND TOURISM

## RANGE—47, 50

*Duties:*

- (i) the collection and evaluation of pre-investment data;
- (ii) studying and advising on the further development of existing enterprises;
- (iii) supervision of the execution of new projects, which comprises the legal establishment of new companies, acquisition of sites, liaison with building contractors and suppliers of machinery, etc.

*Qualifications:*

- (i) must hold a degree in Economics or similar studies of a recognised University;
- (ii) must have a minimum qualification of Cambridge School Certificate or equivalent educational qualification and a minimum of five years' experience in industry or commerce, and
- (iii) must be over the age of 25 years.



**86. ASSISTANT ENGINEER/ENGINEER—MINISTRY OF LANDS AND MINERAL RESOURCES****RANGE—59, 60**

*Duties.*—To assist or work under the supervision and guidance of Engineer; to be responsible for all aspects of the administration, organisation, and supervision of works in their area or district, including the preparation of estimates and the financial control of funds for specific works.

*Qualifications.*—A degree in Engineering. Candidates with qualification in Oil Engineering will be preferred.

**87. PROPERTY VALUER/ASSISTANT RATING OFFICER—MINISTRY OF INTERNAL AFFAIRS  
(LOCAL ADMINISTRATION DIVISION)****RANGE—47, 52***Duties:*

- (a) to assist the United Nations experts in establishing a Local Authority Valuation System throughout Ghana;
- (b) to assist in setting up an Appraisal Branch;
- (c) to assist in training staff;
- (d) to assist in initiating and maintaining an adequate system of records;
- (e) to assist in organising the collection of basic data;
- (f) to assist in preparing a Handbook or Manual for the use of the Appraisers;
- (g) to be ultimately responsible for the Valuation Branch in the Ministry.

*Qualifications.*—The candidate who should preferably not be more than 40 years of age, must possess the Royal Institution of Chartered Surveyors (Valuation Division) Certificate. In addition he must have gained not less than three years' subsequent practical experience preferably with the Inland Revenue Valuation Office in the United Kingdom, a local authority Valuation Department or a similar body. He must also have been elected to Corporate Membership of the relevant professional body and also have a thorough knowledge of legislation and procedure.

**88. ASSISTANT HEALTH EDUCATOR—MINISTRY OF HEALTH****RANGE—47, 52**

*Duties.*—To be responsible for the dissemination of health information at the community level and to assist in the following fields:—

- (i) programme planning and evaluation;
- (ii) organisation and promotion of health education activities;
- (iii) extension of health education through mass communication media;
- (iv) assist the medical, nursing and sanitation personnel in health education work by providing an educational mechanism and advice of effective techniques.

*Qualifications:*

- (i) Candidates must possess the first degree in health education from a recognised University or Institution or its equivalent; or
- (ii) A degree in Sociology or Biology.

**89. CATERING OFFICER—MINISTRY OF HEALTH****RANGE—45, 50**

*Duties.*—The Catering Officer is responsible for the supervision, in large hospitals, of kitchens and the preparation of patients' diets and for ensuring the economic use of foodstuffs and provisions.

*Qualifications.*—Candidates must possess a Diploma of a recognised School of Domestic Science or a Diploma in Institutional Catering. They must have had considerable experience in Institutional Catering.

## SALARY RANGES

New Cedis						New Cedis					
No.						No.					
R.1	252	264	276	288	300	R.51	1,884	1,956	2,040	2,124	2,208
R.2	264	276	288	300	312	R.52	1,956	2,040	2,124	2,208	2,292
R.3	276	288	300	312	324	R.53	2,040	2,124	2,208	2,292	2,388
R.4	288	300	312	324	336	R.54	2,124	2,208	2,292	2,388	2,484
R.5	300	312	324	336	354	R.55	2,208	2,292	2,388	2,484	2,580
R.6	312	324	336	354	372	R.56	2,292	2,388	2,484	2,580	2,676
R.7	324	336	354	372	390	R.57	2,388	2,484	2,580	2,676	2,784
R.8	336	354	372	390	408	R.58	2,484	2,580	2,676	2,784	2,892
R.9	354	372	390	408	426	R.59	2,580	2,676	2,784	2,892	3,000
R.10	372	390	408	426	444	R.60	2,676	2,784	2,892	3,000	3,108
R.11	390	408	426	444	462	R.61	2,784	2,892	3,000	3,108	3,228
R.12	408	426	444	462	480	R.62	2,892	3,000	3,108	3,228	3,348
R.13	426	444	462	480	498	R.63	3,000	3,108	3,228	3,348	3,468
R.14	444	462	480	498	516	R.64	3,108	3,228	3,348	3,468	3,588
R.15	462	480	498	516	540	R.65	3,228	3,348	3,468	3,588	3,720
R.16	480	498	516	540	564	R.66	3,348	3,468	3,588	3,720	3,852
R.17	498	516	540	564	588	R.67	3,468	3,588	3,720	3,852	3,984
R.18	516	540	564	588	612	R.68	3,588	3,720	3,852	3,984	4,116
R.19	540	564	588	612	636	R.69	3,720	3,852	3,984	4,116	4,260
R.20	564	588	612	636	660	R.70	3,852	3,984	4,116	4,260	4,404
R.21	588	612	636	660	684	R.71	3,984	4,116	4,260	4,404	4,548
R.22	612	636	660	684	708	R.72	4,116	4,260	4,404	4,548	4,692
R.23	636	660	684	708	732	R.73	4,260	4,404	4,548	4,692	4,848
R.24	660	684	708	732	756	R.74	4,404	4,548	4,692	4,848	5,004
R.25	684	708	732	756	792	R.75	4,548	4,692	4,848	5,004	5,160
R.26	708	732	756	792	828	R.76	4,692	4,848	5,004	5,160	5,316
R.27	732	756	792	828	864	R.77	4,848	5,004	5,160	5,316	5,484
R.28	756	792	828	864	900	R.78	5,004	5,160	5,316	5,484	5,652
R.29	792	828	864	900	936	R.79	5,160	5,316	5,484	5,652	5,820
R.30	828	864	900	936	972	R.80	5,316	5,484	5,652	5,820	5,988
R.31	864	900	936	972	1,008	R.81	5,484	5,652	5,820	5,988	6,180
R.32	900	936	972	1,008	1,044	R.82	5,652	5,820	5,988	6,180	6,372
R.33	936	972	1,008	1,044	1,092	R.83	5,820	5,988	6,180	6,372	6,564
R.34	972	1,008	1,044	1,092	1,140	R.84	5,988	6,180	6,372	6,564	6,756
R.35	1,008	1,044	1,092	1,140	1,188	R.85	6,180	6,372	6,564	6,756	6,972
R.36	1,044	1,092	1,140	1,188	1,236	R.86	6,372	6,564	6,756	6,972	7,188
R.37	1,092	1,140	1,188	1,236	1,284	R.87	6,564	6,756	6,972	7,188	7,404
R.38	1,140	1,188	1,236	1,284	1,332	R.88	6,756	6,972	7,188	7,404	7,620
R.39	1,188	1,236	1,284	1,332	1,380	R.89	6,972	7,188	7,404	7,620	7,860
R.40	1,236	1,284	1,332	1,380	1,428	R.90	7,188	7,404	7,620	7,860	8,100
R.41	1,284	1,332	1,380	1,428	1,488	R.91	7,404	7,620	7,860	8,100	8,340
R.42	1,332	1,380	1,428	1,488	1,548	R.92	7,620	7,860	8,100	8,340	8,580
R.43	1,380	1,428	1,488	1,548	1,608	R.93	7,860	8,100	8,340	8,580	8,820
R.44	1,428	1,488	1,548	1,608	1,668	R.94	8,100	8,340	8,580	8,820	9,060
R.45	1,488	1,548	1,608	1,668	1,740	R.95	8,340	8,580	8,820	9,060	9,300
R.46	1,548	1,608	1,668	1,740	1,812	R.96	8,580	8,820	9,060	9,300	9,540
R.47	1,608	1,668	1,740	1,812	1,884	R.97	8,820	9,060	9,300	9,540	9,780
R.48	1,668	1,740	1,812	1,884	1,956	R.98	9,060	9,300	9,540	9,780	10,020
R.49	1,740	1,812	1,884	1,956	2,040	R.99	9,300	9,540	9,780	10,020	10,260
R.50	1,812	1,884	1,956	2,040	2,124	R.100	9,540	9,780	10,020	10,260	10,500