

dated 15th November, 1984



VACANCIES IN THE PUBLIC SERVICE

**AGRICULTURAL ECONOMIST—LAND AND WATER DEVELOPMENT
DIVISION—MINISTRY OF AGRICULTURE AND NATURAL
RESOURCES**

**TAX OFFICER-IN-TRAINING—INCOME TAX DEPARTMENT
MINISTRY OF FINANCE**

**INSPECTOR OF TAXES—INCOME TAX DEPARTMENT
MINISTRY OF FINANCE**

**SENIOR TAX OFFICER—INCOME TAX DEPARTMENT
MINISTRY OF FINANCE**

OPHTHALMIC NURSE—MINISTRY OF HEALTH

**SUB-INSPECTOR OF POLICE (CADET) MALE AND FEMALE
MINISTRY OF DEFENCE**

Applications are invited from Citizens of Sierra Leone for appointment to the posts listed subject to the following conditions in every case:

- (a) Canvassing of members of the Commission by or on behalf of Candidates will result in the Candidate's application being immediately rejected.
- (b) Persons who have been dismissed from Government Service or have been convicted of a crime will not be considered.
- (c) Applicants are reminded to read and comply with the instructions at page one of the application Form P.S.C. Form 8.

SAVINGS AND LOANS OFFICER—SIERRA LEONE HOUSING CORPORATION—MINISTRY OF LANDS, HOUSING AND COUNTRY PLANNING

ARCHITECT—SIERRA LEONE HOUSING CORPORATION—MINISTRY OF LANDS, HOUSING AND COUNTRY PLANNING

DEPUTY GENERAL MANAGER—SIERRA LEONE HOUSING CORPORATION—MINISTRY OF LANDS, HOUSING AND COUNTRY PLANNING

INTERNAL AUDITOR—SIERRA LEONE HOUSING CORPORATION—MINISTRY OF LANDS, HOUSING AND COUNTRY PLANNING

ADMINISTRATIVE OFFICERS

**AGRICULTURAL ECONOMIST—Land and Water Development Division
Ministry of Agriculture and Natural Resources**

Post

Agricultural Economist

Salary

Scale A. i.e. Le3,230; Le3,427; Le3,628; Le4,222; Le4,424; Le4,622; Le4,705; Le4,897; Le5,092; Le5,284; Le5,479; Le5,702; Le5,922; Le6,145; Le6,364; Le6,584; Le6,810.

Point of entry will depend on post-qualification experience.

Qualification

Candidates must possess:

- (1) A degree in Agricultural Economics from a recognised Institution;
- OR
- (2) A degree in either Agriculture or Economics plus a post-graduate qualification in Agricultural Economics from a recognised Institution.

Age

22-40 years

Duties

- (1) To be responsible to the Senior Agronomist.
- (2) To evaluate the feasibility of agricultural practices in terms of cost of inputs and outputs, the availability of inputs and the marketability of outputs, and to determine the profitability of production systems.

- (3) To conduct the economic aspect of feasibility studies requested by Government and Government Institutions and help draw up proposals for development plans.
- (4) To collect and collate basic information relating to the economy of the country in co-ordination with other officers.
- (5) To provide the staff of the Ministry of Agriculture and Natural Resources with information on such matters as credit and availability of inputs, (seeds, fertilizers and simple agricultural tools and machinery) and advise on the purchasing of these inputs.
- (6) To maintain up to date information on the prices of agricultural commodities and the position of demand and supply of important commodities in market centres around the country.
- (7) To provide information to assist rural people to purchase, process and market their agricultural products efficiently.
- (8) To perform any other duties that may be assigned by a Senior Officer.

Training

The officer may be required to undergo further training.

Prospects

Prospects exist for promotion to higher posts in the Division.

Application forms are obtainable from the Secretary, Public Service Commission, Freetown or from any District Office in the Provinces, or from the Sierra Leone High Commission, 33 Portland Place, London, W.1., or from the Sierra Leone Embassy, Soubuisfsky Pereoluk No. 5A, Moscow, U.S.S.R., or from the Sierra Leone Embassy, 170119 Street, N.W. Washington D.C. 200009., U.S.A. Completed applications should reach the Secretary, Public Service Commission, Tower Mill, Freetown not later than 20th December, 1984.

TAX OFFICER-IN-TRAINING—Income Tax Department—Ministry of Finance

Salary

Scale C(E)TG i.e. Le1,722; Le1,855; Le1,932.

Qualification

Candidates must be in possession of four credit passes at the General Certificate of Education Ordinary Level/School Certificate or equivalent including English Language and either Mathematics or Principles of Accounts obtained at not more than two sittings.

2. Serving officers in the Income Tax Department who subsequently have four Credit passes including English Language and either Mathematics or Principles of Accounts at the General Certificate of Education Ordinary Level or equivalent may be considered.

Age

From 18 to 30 years.

Duties

During the three-year training period, the Officer under the supervision of a senior officer, will carry out the following duties—

- (i) Assessment of income of persons engaged in or carrying on a trade, business, profession or vocation or exercising an employment or receiving income from any other source.
- (ii) Examination of Income Tax Returns, Accounts and tax computations submitted by taxpayers, with a view to determination of the tax liability.
- (iii) General matters relating to administration, supervision and control of subordinate staff.
- (iv) Any other assignment given by the Training Officer or the Officer-in-charge of the section to which he is attached.

Prospects

On successful completion of training, Officers may be promoted to the post of Tax Officer.

Application forms are obtainable from the Secretary, Public Service Commission, Freetown or from any District Office in the Provinces. Completed applications should reach the Secretary, Public Service Commission, Tower Hill, Freetown not later than 6th December, 1984.

INSPECTOR OF TAXES—Income Tax Department— Ministry of Finance**Post**

Inspector of Taxes.

Salary

Scale A i.e. Le3,230; Le3,427; Le3,628; Le4,222; Le4,424; Le4,622; Le4,705; Le4,897; Le5,092; Le5,284; Le5,479; Le5,702; Le5,922; Le6,145; Le6,364; Le6,586; Le6,810.

Professional Accountants will enter Scale A (Upper) and will be eligible for a non-accountable allowance.

Degree holders in Economics or Commerce who major in Accounting will enter Scale A at the fifth point. Other graduates in Economics and Commerce will enter on first point of Scale A.

Qualification

By direct entry

The candidate should have a Degree in Economics or Accounting or Law or equivalent qualification from a recognised Institution.

Preference will be given to the candidate who in addition to one of the qualifications above has had relevant experience in Income Tax Law and Practice.

Candidates who do not possess the above qualifications but who have held a position equivalent to that of Tax Officer Higher Grade in the United Kingdom Inland Revenue Department, and have had at least five years relevant experience in Income Tax and Practice may be considered.

Age

22-35 years.

Duties

The duties assigned to an Inspector of Taxes include:—

- (i) Assessment of income of persons engaged in or carrying on a trade, business, profession or vocation, or exercising an employment or holding an office, or receiving income from any other source.
- (ii) Examination of Income Tax Returns, accounts and tax computations submitted by taxpayers and the ultimate determination of tax liability.
- (iii) Administration, supervision and control of junior staff.
- (iv) Any other assignment given by a superior officer.

Training

The officer may be required to undergo training locally and overseas.

Prospects

Opportunities exist for promotion to the post of Senior Inspector of Taxes or Senior Investigating Officer.

Application forms are obtainable from the Secretary, Public Service Commission, Freetown or from any District Office in the Provinces, or from the Sierra Leone High Commission, 33 Portland Place, London, W.1., or from the Sierra Leone Embassy, Soubuisfsky Pereoluk No. 5A, Moscow, U.S.S.R., or from the Sierra Leone Embassy, 170119 Street, N.W. Washington D.C. 200009., U.S.A. Completed applications should reach the Secretary, Public Service Commission, Tower Hill, Freetown not later than 20th December, 1984.

SENIOR TAX OFFICER—Income Tax Department—Ministry of Finance

Post

Senior Tax Officer.

Salary

Scale C(E) 3-5 i.e. Le3,006; Le3,148; Le3,290; Le3,715; Le3,853; Le3,997; Le4,166; Le4,336; Le4,507; Le4,678; Le4,760; Le4,936; Le5,148.

Qualification

By direct entry

The candidate should have passed:—

- (i) Professional 2 (level 2) examination of the Association of Certified Accountants or equivalent qualification. Candidates who have been referred in not more than one subject in the final examination of an option in Accounting or taxation of the Institute of Chartered Secretaries may be considered.
- (ii) The final examination of the Institute of Taxation in the United Kingdom or equivalent
- (iii) The Higher National Diploma in Business Studies or equivalent from a recognised Institution.

Age

25-40 years.

Duties

1. Assists the Inspector of Taxes or other senior Officer in all or any of the following:—
 - (a) Assessment of Income of persons engaged in or carrying on a trade, business, profession or vocation, or exercising an employment or holding an office, or receiving income from any other source.
 - (b) Examination of Income Tax Returns, accounts and Tax computations submitted by taxpayers with a view to the ultimate determination of the tax liability.
 - (c) General matters relating to administration, supervision and control of subordinate staff.
 - (d) Any other assignment given by the Head of Section.
2. Responsible to the Officer-in-Charge of a Section or Tax District.

Training

The Officer may be required to undergo further training.

Prospects

Opportunities exist for promotion to the post of Inspector of Taxes.

7

Application forms are obtainable from the Secretary, Public Service Commission, Freetown or from any District Office in the Provinces, or from the Sierra Leone High Commission, 33 Portland Place, London, W.1., or from the Sierra Leone Embassy, Soabuisfsky Pereoluk No. 5A, Moscow, U.S.S.R., or from the Sierra Leone Embassy, 170119 Street, N.W. Washington D.C. 200009., U.S.A. Completed applications should reach the Secretary, Public Service Commission, Tower Hill, Freetown not later than 20th December, 1984.

OPHTHALMIC NURSE—Ministry of Health

Salary

Scale N. 2 Le1,643; Le1,683; Le1,739; Le1,812; Le1,885; Le1,962; Le2,035; Le2,109; Le2,199; Le2,289.

Qualification

- (a) Candidate should possess a State Enrolled Nurse Certificate.
- (b) Candidates should be registered in the roll of the State Enrolled Nurse Registered in Sierra Leone.
- (c) Candidates should have had at least 3 years experience in the field of Nursing and should have gained some practical experience in an Ophthalmic Ward.

Age

25 to 40 years

Duties

1. To assist the Optician in the day to day running of clinics.
2. To work in close co-operation with the Optician in the implementation of his work.
3. Should be conversant with the use of optical instruments connected with, under guide of an Ophthalmic Surgeon—
4. Tonometry
5. Colour Vision
6. Contact Lens
7. Visual Acuity etc.

Prospects

Candidates who do well and show aptitude for the work may be considered in due course for further training overseas as Ophthalmic Nurse.

Application forms are obtainable from the Secretary, Public Service Commission, Freetown or from any District Office in the Provinces. Completed applications should reach the Secretary, Public Service Commission, Tower Hill, Freetown not later than 13th December, 1984.

SUB-INSPECTOR OF POLICE (CADET) MALE AND FEMALE—**Ministry of Defence***Salary*

Scale P. 6 i.e. Le2,170; Le2,257; Le2,347; Le2,466; Le2,581; Le2,693; Le2,836; Le2,977.

Qualifications

Candidates must possess four credit passes at G.C.E. 'O' Level including English Language and Mathematics, plus at least one 'A' level subject. Intellectual ability, initiative, power of leadership and good physique are essential.

The candidate must not be less than 5ft. 7ins. tall. Serving members of the Police Force who fulfil the above requirements are eligible to apply through the Commissioner of Police.

Applicants will be required to obtain a letter of recommendation establishing good character from the Principal of the Institution of higher learning last attended.

Age

22-27 years

Training and prospects

The period of training is three years. On successful completion of the training, the Officer will be eligible for appointment as Sub-Inspector of Police.

Application forms are obtainable from the Secretary, Public Service Commission, Freetown or from any District Office in the Provinces. Completed application should reach the Secretary, Public Service Commission, Tower Hill, Freetown not later than 27th December, 1984.

SAVINGS AND LOANS OFFICER—Sierra Leone Housing Corporation—**Ministry of Lands, Housing and Country Planning***Salary*

Le7,000 - Le9,000 per annum.

Qualifications

Professional or academic qualification in Finance or Banking plus at least 10 years experience as an officer in charge of Savings and Loans in a Financial Institution.

Age

30 to 50 years.

Duties

Assist in establishing the Savings and Loans window of the Sierra Leone Housing Corporation (SALHOC) in:

Designing the necessary stationery;
 Drafting rules and regulations for operating Savings Accounts;
 Preparing stationery, rules and regulations for mortgages and other loans;
 Training junior staff.

Application forms are obtainable from the Secretary, Public Service Commission, Freetown or from any District Office in the Provinces, or from the Sierra Leone High Commission, 33 Portland Place, London, W.1., or from the Sierra Leone Embassy, Soubuisfsky Pereoluk, No. 5A Moscow, U.S.S.R., or from the Sierra Leone Embassy, 170119 Street, N.W. Washington D.C. 200009, U.S.A. Completed applications should reach the Secretary, Public Service Commission, Tower Hill, Freetown not later than Friday, 28th December, 1984.

ARCHITECT—Sierra Leone Housing Corporation—Ministry of Lands, Housing and Country Planning.

Salary

Le7,000 – Le9,000 per annum.

Qualification

Professional or academic qualification in Architecture with emphasis on Building materials, Science and Technology. At least three years post qualification experience.

Age

30 to 50 years.

Duties

Design and produce drawings for use by SALHOC and its clients. Conduct research into appropriate building materials, standards and technology. Work with other bodies in Sierra Leone in the field of building materials and housing generally. Conduct social surveys for use by the Corporation.

Application forms are obtainable from the Secretary, Public Service Commission, Freetown or from any District Office in the Provinces, or from the Sierra Leone High Commission, 33 Portland Place, London, W.1., or from the Sierra Leone Embassy, Soubuisfsky Pereoluk No. 5A, Moscow, U.S.S.R., or from the Sierra Leone Embassy, 170119 Street, N.W. Washington D.C. 200009, U.S.A. Completed applications should reach the Secretary, Public Service Commission, Tower Hill, Freetown not later than Friday, 28th December, 1984.

DEPUTY GENERAL MANAGER—Sierra Leone Housing Corporation—Ministry of Lands, Housing and Country Planning

Salary

Le12,000 per annum (fixed)

Qualifications

Candidates should have a degree from a recognised University, preferably in Economics, Geography, Finance or Business Administration, or be holders of recognised professional qualifications in either Architecture, Town Planning, Estate Management, Civil Engineering, Banking or Accountancy. They should have at least 10 years practical experience at a senior level in one of the relevant fields either in the public or private sector.

Age

30 to 50 years.

Duties

The Deputy General Manager will assist the General Manager in carrying out the following duties—

- (a) Initiate and execute policies of the Housing Corporation as laid down by the Board of Directors.
- (b) Management of the Corporation and the transaction of its day-to-day business.

Prospects

Opportunities exist for promotion to the substantive post of General Manager.

Application forms are obtainable from the Secretary, Public Service Commission, Freetown or from any District Office in the Provinces, or from the Sierra Leone High Commission, 33 Portland Place, London W.1., or from the Sierra Leone Embassy, Soubuisfsky Pereoluk, No. 5A Moscow, U.S.S.R., or from the Sierra Leone Embassy, 170119 Street, N.W. Washington D.C. 200009, U.S.A. Completed applications should reach the Secretary, Public Service Commission, Tower Hill, Freetown not later than Friday, 28th December, 1984.

INTERNAL AUDITOR—Sierra Leone Housing Corporation—Ministry of Lands, Housing and Country Planning.

Salary

Le7,000 to Le9,000 per annum.

Qualification

Professional or academic qualification in Accounting plus at least 5 years experience as an Auditor.

Age

30 to 50 years.

Duties

Responsible for auditing of all accounting records to ensure that they are in keeping with acceptable accounting and auditing standards. Monitors the quality of the Corporation's administrative and accounting systems and controls to ensure consistency with laid down policies. Conducts performance and management audit and reports on deviations.

Application forms are obtainable from the Secretary, Public Service Commission, Freetown or from any District Office in the Provinces, or from the Sierra Leone High Commission, 33 Portland Place, London, W.1., or from the Sierra Leone Embassy, Soubuisfky Pereoluk No. 5A, Moscow, U.S.S.R., or from the Sierra Leone Embassy, 170119 Street, N.W. Washington D.C. 200009, U.S.A. Completed applications should reach the Secretary, Public Service Commission, Tower Hill, Freetown not later than Friday, 28th December, 1984.

ADMINISTRATIVE OFFICERS

Salary

Scale A i.e. Le3,230; Le3,427; Le3,628; Le4,222; Le4,424; Le4,622; Le4,705; Le4,897; Le5,092; Le5,284; Le5,479; Le5,702; Le5,922; Le6,145; Le6,364; Le6,586; Le6,810.

Candidates selected will normally enter at the minimum salary of Le3,230 per annum.

Qualifications

An Honours Degree of the University of Sierra Leone (or its equivalent) or full qualification as Barrister-at-Law or Solicitor. Intellectual ability, initiative, power of Leadership and good physique.

The academic qualifications may be relaxed in the case of candidates with:

- (a) An ordinary degree of the University of Sierra Leone (or its equivalent) and all round qualities of adaptability and personality or;
- (b) Substantial experience in positions of responsibility in which they have been able to display and prove their possession of the other qualifications.

Candidates must not be less than 22 nor normally be more than 35 years. A candidate may be required by the Government to attend and to complete satisfactorily a course of training of not more than one academic year, before taking up appointment.

Candidates who are bonded to serve in the Sierra Leone Teaching Service should not apply. If they do they will not be considered.

Duties

Candidates selected will be required to carry out Administrative duties wherever they may be needed. Normally they will work either in District or Provincial Offices, or in one of the Ministries. They will be subject to the rules, orders and regulations applicable to appointment in the Sierra Leone Civil Service.

Application forms are obtainable from the Secretary, Public Service Commission, Freetown or from any District Office in the Provinces or from the Sierra Leone High Commission, 33 Portland Place, London W.1., or from the Sierra Leone Embassy, Soubuisfky Pereoluk No. 5A Moscow, U.S.S.R., or from the Sierra Leone Embassy, 170119 Street, N.W. Washington D.C. 200009, U.S.A. Completed applications should reach the Secretary, Public Service Commission, not later than 24th January, 1985.