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GHANA CIVIL SERVICE

GRADUATE ENTRY COMPETITIVE EXAMINATION, 1970

The Public Services Commission announces that in compliance with the Mills-Odoi Commission recommendations which have been accepted by Government, it has been decided that as from 1970, University graduates wishing to take up appointment in certain sectors of the Civil Service will be required to take a Competitive Entrance Examination. Categories of candidates affected are:

- (a) local University candidates sitting for their final degree examinations in May/June this year;
- (b) local external degree finalists, and
- (c) Ghanaian graduates overseas, graduates in the professional fields, such as Agriculture, Engineering, Architecture, Surveys and Law will however, be exempted from this type of Examination. Similarly, graduates wishing to take up teaching appointments will be exempted from the Examination.

2. *Areas of Employment.*—The Examination will embrace all graduates wishing to take up appointments in the following fields in the Civil Service:—

- The Administrative Service
- The Ministry of External Affairs
- The Ministry of Finance and Economic Planning
- Central Revenue Department
- Auditor-General's Department
- Social Welfare and Community Development
- Central Bureau of Statistics
- Customs and Excise Department
- Co-operatives
- Ministry of Trade and Industries
- Labour
- The Ministry of Information.

3. The examination will comprise the following papers:—

- (i) *English Language*—2½ hours.—This will include essay writing, précis and comprehension designed to test the candidate's power of appreciation and analysis of complex issues, ability to make right deductions from stated facts and to reproduce the essence of given themes in a concise, coherent and simple form.

(ii) *General Paper I—2½ hours.*—This will be aimed at testing the candidate's awareness of current affairs mainly in the social, cultural, economic and political fields. A liberal choice of questions will be given and candidates will be expected to show a knowledge of both African and world affairs.

(iii) *General Paper II.*—This will be in two parts as follows:—

(a) *Part I: Intelligence Test—1 hour.*—It will comprise two sets of typical intelligence tests.

(b) *Part II: Special Paper—2 hours.*—This is an essay-type paper related to specialised fields and aimed at identifying the personal biases of candidates for the specialised functional areas, viz. (1) General Administration, (2) Financial Administration, (3) Social Administration and (4) Foreign Service.

N.B.—General Paper II (Special) is not a 1½ hours paper as erroneously appeared in previous publications of this advertisement.

4. *Time-table for the examination*

<i>Date</i>	<i>Subject/Paper</i>	<i>Time</i>
Friday, 19th June, 1970	English	9.00 a.m.—11.30 a.m.
	General Paper I	2.00 p.m.—4.30 p.m.
Saturday, 20th June, 1970 ..	General Paper II (Intelligence Test) ..	9.00 a.m.—10.00 a.m.
	General Paper II (Special)	10.30 a.m.—12.30 p.m.

5. *Centres.*—Two centres, one at the University of Ghana, Legon, and the other at the Kumasi University of Science and Technology, are provided for all local candidates. Separate arrangements will be made for overseas candidates.

6. *Examination Fees.*—An examination fee of N¢10 per head will be paid. Candidates who do not pay will be ineligible to sit the examination; the closing date for the payment of fees stands at 31st May, 1970.

7. *Method of Application.*—All local University candidates must obtain application forms from their Registrars, complete them in duplicate, and forward them to reach the Public Services Commission, together with the examination fee enclosed in postal orders not later than 31st May, 1970. External candidates (local) must collect application forms from the Office of the Public Services Commission. Candidates in overseas Universities should direct their applications to the Director of Recruitment (Overseas), Ghana High Commission, Office of the Director of Recruitment, 38 Queen's Gate, London, S.W. 7, England, or to the nearest Ghana Mission.

8. *Interview.*—Candidates who are successful in the examination will be required to appear before a Selection Board organised by the Public Services Commission for their final selection and allocation.

OFFICE OF THE PUBLIC SERVICES COMMISSION,
ACCRA.

ELECTORAL COMMISSION

VACANCIES FOR SENIOR EXECUTIVE OFFICERS AND HIGHER EXECUTIVE OFFICERS

Applications are invited for the posts of Senior Executive Officers and Higher Executive Officers in the Electoral Commission.

A. SENIOR EXECUTIVE OFFICERS

Qualifications.—Candidates must be confirmed pensionable officers serving in the grade of Higher Executive Officer; or must be in possession of a Diploma in Public Administration or a Degree (other than a Science Degree) from a recognised university or equivalent qualification.

Duties.—Successful candidates will be required to undertake day-to-day executive and minor administrative duties and to take complex decisions within approved frame-work of policy, demanding a high degree of initiative and judgment.

Salary.—N¢1,608 x N¢72—N¢2,124 (under review).

B. HIGHER EXECUTIVE OFFICERS

Qualifications.—Candidates must be confirmed pensionable officers serving in the grade of Executive Officer or Executive Officer for not less than 18 months; or be a member of the Chartered Institute of Secretaries; or possess a Diploma in Journalism from a recognised Institute with at least 18 months' post qualification experience as a Public Officer; or equivalent qualifications.

Duties.—May take the form more of a routine nature and may involve the exercise of minor discretion and the examination of cases in the light of precedents and regulations, and control of a large number of junior staff.

Salary.—N¢1,140 x N¢50–N¢1,440 (under review).

Applications stating age and qualifications should be addressed to the Secretary, Electoral Commission, P.O. Box M.214, Accra, and should reach him not later than *10th June, 1970*.

Applicants in the Public Service should pass their applications through their heads of department.
