

RG 8/2/1051A

GHANA



GAZETTE

Published by Authority

No. 1

FRIAY, 2ND JANUARY

1970

CONTENTS

	Page
Notice of Publication of Official Bletins	2
A.B.R.S.M. and L.R.S.M. Theo: Examinations—March, 1970—The West African Examinations Council	3
Vacancy for Director of Legal Eication—General Legal Council	3
Vacancies for Various Appointnts—Volta River Authority	3
Administrative Officers Half-yrly Qualifying Examination	6

NOTICE OF PUBLICATION OF OFFICIAL BULLETINS

LOCAL GOVERNMENT NO. 1

is published today, price 12Np.

Summary of Contents

General	Page
Amendment—Amendment to <i>Local Government Bulletin</i> No. 51 dated 18th November, 1969	1
Taxi Drivers Examination Board—Accra-Tema City Management Committee ..	1
Imposition of Rates	2

COMMERCIAL AND INDUSTRIAL NO. 74

was published on Wednesday, 24th December, 1969, price 6Np.

Summary of Contents

General	
Government of Ghana Treasury Bills Issue	2127
Notice to Importers No. 327—Restricted Imports	2128

COMMERCIAL AND INDUSTRIAL NO. 75

was published on Monday, 29th December, 1969, price 6Np.

Summary of Contents

General	
5½% Ghana Government Stabilisation Stock, 1981-86—Bank of Ghana	2129

COMMERCIAL AND INDUSTRIAL NO. 1

is published today, price 26Np.

Summary of Contents

General	
Sale of Vehicle Forfeited under the Customs Laws—Ghana Customs and Excise ..	1
Savings for the week ended Saturday, 20th December, 1969—Ghana Savings Bank ..	2
Savings for the week ended Saturday, 27th December, 1969—Ghana Savings Bank ..	3
Registration or Renewal of Registration of Manufacturers, 1970—Ghana Customs and Excise	4
Sale of Unclaimed Goods at Tema Ports—Ghana Railway and Port	5
Companies	
Cessation of business of External Company—Inter-Continental Hotels Corporation Limited	7
Companies entitled to commence business under the Companies Code, 1963	8
Dissolution of Company on Winding-up—Kwame & Company Limited	18
Trade Marks	
Particulars of Application for the Registration of Textile Designs	19
Tenders	
Tenders for Various Contracts—Public Works Department	21
Tender Notice—Public Works Department	23
Tenders for Roads Improvement—Brong-Ahafo Regional Organization	23
Tenders for Licensed Auctioneers—Ghana Customs and Excise	23

THE WEST AFRICAN EXAMINATIONS COUNCIL
A.B.R.S.M. AND L.R.S.M. THEORY EXAMINATIONS—MARCH, 1970

Entries will be accepted for the above examinations up to 19th January, 1970. Only qualified candidates should write for entry forms to:

The Deputy Registrar (A.B.R.S.M.),
West African Examinations Council,
P.O. Box 917,
Accra

enclosing one foolscap envelope addressed to themselves and bearing a 4Np stamp.

T. BOATIN
Deputy Registrar

GENERAL LEGAL COUNCIL
VACANCY FOR DIRECTOR OF LEGAL EDUCATION

The General Legal Council intends, if a suitable candidate presents himself, to appoint a full-time Director of Legal Education to assume his duties in July, 1970. Candidates must be legally qualified, either as barristers or solicitors and possess recent experience in practice in Ghana or elsewhere in Africa; preference will be given to candidates who also possess experience of teaching. The salary will in any event be not less than N¢7,200 and the Director will be entitled to the usual allowances. Interested persons should apply in the first instance to the Secretary, The General Legal Council, P.O. Box 179, Accra, Ghana from whom further particulars can be obtained.

VOLTA RIVER AUTHORITY
VACANCIES FOR VARIOUS APPOINTMENTS

The Volta River Authority invites applications from suitably qualified Ghanaians for appointment to the following new and vacant positions during the first quarter of 1970:—

1. ELECTRICAL MAINTENANCE ENGINEER (2 positions)

Qualifications:

- (a) a degree in Electrical Engineering (Heavy Current) from a recognized University; or
- (b) a diploma in Electrical Engineering (Heavy Current) from a recognized institution acceptable by the British Institution of Electrical Engineers as fully exempting from their graduate membership examination; or
- (c) membership of the British Institution of Electrical Engineers/Ghana Institution of Engineers and a minimum of 5 years' postgraduate experience in power generation and supply industry on voltages up to and including 33kV. Experience with voltages above 33kV to 230kV desirable but not essential. Experience with electrical power generation equipment manufacturers may be considered acceptable.

Preferred age range: 28–40 years.

Salary.—Not below N¢3,800 per annum.

2. MECHANICAL MAINTENANCE ENGINEER

Qualification:

- (a) a degree in Mechanical Engineering from a recognized University; or
- (b) Diploma exempting from the graduateship of the British Institution of Mechanical Engineers; or
- (c) membership of the British Institution of Mechanical Engineers/Ghana Institution of Engineers and a minimum of 5 years' postgraduate practical experience part of which must be with heavy gear associated with power generation.

Preferred age range: 28–40 years.

Salary.—Not below N¢3,800.

3. MEDICAL OFFICER (2 positions)

Qualifications.—A medical qualification registrable in Ghana, and—

- (a) a postgraduate qualification in Surgery or Medicine and a minimum of 2 years' experience after obtaining the postgraduate qualification; or
- (b) a minimum of 3 years' post-registration experience in general medical practice, including surgical and obstetrical experience in a large hospital.

Preferred age range: 30–45 years.

Salary.—Negotiable.

4. MEDICAL OFFICER OF HEALTH

Qualifications:

- (a) a medical qualification registrable in Ghana;
- (b) postgraduate qualification in public health;
- (c) a minimum of 2 years' field experience as Medical Officer of Health or Epidemiologist.

Preferred age range: 30–45 years.

Salary.—Negotiable.

5. DENTAL SURGEON

Qualifications:

- (a) a dental qualification registrable in Ghana;
- (b) minimum of 3 years' postgraduate experience excluding period of housemanship.

Preferred age range: 30–45 years.

Salary.—Negotiable.

6. ASSISTANT RESEARCH OFFICER/RESEARCH OFFICER

Qualifications.—An honours degree in Zoology plus a minimum of 3 years' experience (Assistant Research Officer) and a minimum of 5 years' post-qualification experience, including at least one year postgraduate work in medical entomology (Research Officer).

Preferred age range: 27–40 years.

Salary.—Assistant Research Officer—N¢2,250–N¢3,600 per annum.

Research Officer—Not below N¢3,500 per annum.

7. PHARMACIST

Qualifications:

- (a) Qualification in Pharmacy registrable in Ghana;
- (b) a minimum of one year post-qualification experience.

Preferred age range: 30–45 years.

Salary.—N¢1,800–N¢2,730 per annum.

8. HOSPITAL SECRETARY

Qualification:

- (a) a recognised diploma in Hospital Administration, together with a minimum of 3 years' experience in a large hospital; or
- (b) a recognised diploma in Public or Business Administration with a minimum of 6 years' experience in Personnel and General Administration.

Preferred age range: 30–45 years.

Salary.—N¢1,800–N¢2,730 per annum.

9. INTERNAL AUDITOR (HEAD OF THE INTERNAL AUDIT SECTION)

Qualification:

- (a) Membership of—
 - (i) the Institute of Chartered Accountants of England and Wales or Ghana (ACA); or
 - (ii) the Association of Certified and Corporate Accountants (A.A.C.C.A.); and
 - (iii) a minimum of 6 years' post-qualification experience; or
- (b) Membership of (a) (i) or (a) (ii) with a minimum of 3 years' post-qualification experience and, at least, 8 years' pre-qualification auditing experience in a responsible position.

Preferred age range: 35–45 years.

Salary.—Not below N¢4,800 per annum.

10. SENIOR PERSONNEL OFFICER

Qualification:

- (a) a recognized degree in Arts, Economics or Business Administration plus a minimum of 8 years' experience in personnel administration in a reputable organization, 2 of which must have been in a management position; or
- (b) a recognized diploma in Personnel Management or Business Administration plus a minimum of 10 years' experience in personnel administration. The job involves employee/labour relations and salary and wage administration.

Preferred age range: 35-45 years.

Salary.—Not below N¢3,900 per annum.

11. PERSONNEL OFFICER (PERSONNEL RESEARCH)

Qualification.—A good degree in Economics or Business Administration from a recognized university plus a minimum of 5 years' business experience either in personnel administration or any other general services function. A knowledge of industrial survey and statistical analysis is essential.

The job involves wage and salary surveys, general personnel research, compilation of data and preparation of reports to assist management decision making.

Preferred age range: 30-40 years.

Salary.—Not below N¢3,400 per annum.

12. ADMINISTRATIVE TRAINEE (2 positions) (PERSONNEL ADMINISTRATION)

Qualification.—A degree in Economics or Business Administration or Sociology. The successful applicant will undergo a 3-year training programme. An overseas attachment will be arranged during the third year for the officer who has proved his ability and has been adjudged to have the potential to specialise in a branch of the personnel function.

Preferred age range: 24-30 years.

Salary.—N¢1,800-N¢2,730 per annum.

13. WELFARE OFFICER

Qualification:

- (a) The West African School Certificate or the G.C.E. 'O' Level with passes in 5 subjects, including English language.
- (b) A minimum of 8 years' experience in Employee Welfare Work in a large and reputable organisation.

A diploma in Social Studies although not essential will be an advantage. The duties attached to this position include the administration of employee benefits; the planning, organization and supervision of employee sporting and recreational activities.

Preferred age range: 35-45 years.

Salary.—N¢1,800-N¢2,730 per annum.

14. PERSONNEL ASSISTANTS (2 positions)

Qualifications:

- (a) The West African School Certificate or the G.C.E. 'O' Level with passes in 5 subjects, including English language.
- (b) A minimum of 8 years' experience in Personnel Administration in a reputable organization. A diploma in Personnel Management although not essential will be an advantage.

The successful applicants reporting directly to Department Heads will be responsible for departmental general personnel matters.

Preferred age range: 30-45 years.

Salary.—N¢1,800-N¢2,730 per annum.

15. CHIEF STORES SUPERINTENDENT

Qualifications:

1. (a) Membership of the Chartered Institute of Secretaries or the Corporation of Secretaries or Association of International Accountants; or
- (b) Associate Certificate in Storekeeping from the Institute of Public Supplies; and
- (c) a minimum of 8 years' post-qualification experience in material control; or
2. (a) West African School Certificate or G.C.E. 'O' Level with passes in five subjects, including English Language; and

(b) a minimum of 12 years' experience in stores control in a large stores organisation, three years of which have been in the position of a Senior Stores Superintendent.

Preferred age range: 35-45 years.

Salary.—Not below N¢3,400 per annum.

16. FINANCE OFFICER (a)

Qualification.—A good degree in Economics from a recognized university with postgraduate training in Statistics or Finance or Economic Development and a minimum of five years' experience in Economics, Finance and Statistical Analysis and Compilation.

The successful applicant will, under the general direction of the Financial Director, be responsible for the preparation of statistical and economic data and provide supervision and guidance in the preparation of such data on forward estimates and economic reports pertaining to current operation and future potentialities.

Preferred age range: 30-45 years.

Salary.—Not below N¢3,600 per annum.

17. FINANCE OFFICER (b)

Qualification.—A good degree in Economics or Statistics or Business Administration with postgraduate training in Banking and a minimum of four years' experience in the research division of a Central or Commercial Bank.

The successful applicant will, under the general direction of the Financial Director, be responsible for the administration of the Authority's external loans, and the preparation of periodic reports and financial analysis required by the Authority's international lending agencies, etc.

Preferred age range: 30-45 years.

Salary.—Not below N¢3,600 per annum.

18. SENIOR SUPPLIES EXPEDITER

Method of Application.—Applications in triplicate stating full details of qualifications and experience, together with the names and addresses of three referees, should reach the Director of Personnel, Volta River Authority, P.O. Box M.77, Accra, not later than 18th January, 1970.

Qualification:

- (a) a recognized Diploma in Electrical/Mechanical Engineering; or
- (b) Higher National Certificate in Electrical/Mechanical Engineering; or
- (c) Final City and Guilds Certificate in Electrical/Mechanical Engineering; and
- (d) a minimum of five years' post-qualification experience in industry. An experience in a large purchasing department of reputable organisation though not essential will be an advantage.

The successful applicant will supervise a number of supplies expeditors; assist in the preparation and checking of specifications for mechanical and electrical equipment and the procurement of such equipment.

Preferred age range: 30-45 years.

Salary.—N¢1,800-N¢2,730 per annum.

ADMINISTRATIVE OFFICERS HALF-YEARLY QUALIFYING EXAMINATION

The next written examination for Administrative Class in term of Appendix II of the Establishment Secretariat Circular Letter No. ag/54 of 4th June, 1954 will be held on Friday, 13th February, 1970 at times specified below:—

9.00 a.m.—10.30 a.m. . . . Paper I: Ordinance, Acts and Constitutional Instruments of Ghana.

11.00 a.m.—12 o'clock . . . Government Procedures, i.e., Civil Service Act and (Interim) Regulations, Financial Orders, Stores Regulations, etc., Estimates and General Orders.

2. Candidates (other than those who have been awarded the Diploma by the Institute of Public Administration) should apply to their Regional Administrative Officers/Principal Secretaries. The closing date by which names of candidates should reach the Secretary, Public Services Commission is 29th January, 1970.

GAZETTE

GHANA

FRIDAY 25 JANUARY 1969

CONTENTS