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No. 5

FRIDAY, 19TH JANUARY

1973

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The following National Redemption Council Decrees are published today, price 5p each.

Armed Forces Pensions (Civilian Employees)(Amendment) Decree, 1973 (N.R.C.D. 144).

National Liberation Council (Prohibition of Transfers of Assets) Decree, 1966
(Amendment) Decree, 1973 (N.R.C.D. 145).

National Liberation Council (Bank Accounts) Decree, 1966 (Amendment) Decree, 1973 (N.R.C.D. 146).

LOCAL GOVERNMENT NO. 3

is published today, price 25p.

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LAND AND CONCESSIONS NO. 2

is published today, price 7p.

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Concessions Act, 1962—Appointment of Members of the Reconstituted Concessions Tribunal 3

COMMERCIAL AND INDUSTRIAL NO. 4

was published on Friday, 12th January, 1973, price 7p.

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COMMERCIAL AND INDUSTRIAL NO. 5

is published today, price 38p.

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General

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THE NATIONAL WEEKLY LOTTO RESULTS

It is hereby notified that a National Weekly Lotto Draw was held on Friday, 17th January, 1973 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:

60-4-67-11-19

RESULTS OF THE CLINICAL OFFICERS COMPETITIVE ENTRANCE EXAMINATION HELD ON SATURDAY, 2ND OCTOBER, 1972

The Public Service Commission wishes to announce that the following candidates were successful in the Clinical Officers Competitive Entrance Examination held on Saturday, 2nd October, 1972:

Candidate's Name	Grade
Abraham, Theophilus Tetteh	1st
Adomah, Paul Kwame	2nd
Amey, Benjamin Agyem	3rd
Amey, Albert	4th

PRISONS SERVICE APPOINTMENTS

The following Prisons Service Appointments have been made:—

Adu, S. K., Ansah, M. H. O. to be Deputy Director of Prisons	1-8-72
Abu, S. B., Kotey, E. A., Sarbah, S. Q. to be Assistant Director of Prisons	1-8-72
Ankrah, J. N., Gakpetor, S. K., Magnusen, C. K. to be Chief Prison Superintendent	1-8-72
Abbey, J. A. Q., Commey, J. K., Dunoo, L. K. to be Prison Superintendent	1-8-72
Nkansah-Ankomah, E., Obuobisah, S. A., Tamakloe, C. D., Towoe, A. K. M., Quayson, S. B. to be Deputy Prison Superintendent	1-8-72
Addo, R. B., Beatrice Neequaye (Mrs.), France, F., Quarcoo, Ayai, Aidoo, M. K. N., Amponsah, H. K. B., Dodoo, E. A., Guddah, Edward, Nettey, W. O., Tetteh, J. O. A. to be Assistant Prison Superintendent	1-8-72
Essel, J. K., Frakue Quashie, J. N., Addo, G. M. to be Instructor of Industries	1-8-72
Ankrah, E. Q., Nettey, J. C., Nunoo, A. A. K., Yarquah, A. K. to be Chief Prison Officer Grade I	1-8-72
Bimfoh, J. D. K., Darkwah, D. M., Kusugbor, A. K., Mensah, A. A., Nartey, P. A., Obonarh, S. O., Osei, George, Vormawah, F. G. Y., Wemegah, F. K., Zaney, P. K. to be Chief Prison Officer Grade II	1-8-72
Aidoo, J. E., Ampimah, Joseph, Barnor, Joshua, Bosompim, A. K., Deku, S. A. Y., Gborglah, R. K., Heheshie, S. E. K., Koblah, D. A., Korsah, William, Kudessey, J. K., Shardow, Y. B., Tamakloe, E. K., Tawiah, Felix, Thompson, J. K., Tsagli, P. L. to be Principal Prison Officer	1-8-72
Akuffo, S. T., Idan, K. A., Laryea, S. D., Nichie, Joseph, Thompson, S. S. to be Chief Trade Instructor Grade II	1-8-72
Addy, J. O., Akuamoah, E. H., Akunor, Hammond, Attitsogbui, C. A., Charcharvuvu, J. K., Dandogo, A. K., Idan, K. T., Opoku, Gabriel, Quarcoopome, F. M. S., Sey, I. N., Tamakloe, P. W. G., Tamakloe, W. A., Torko, Emmanuel to be First Class Trade Instructor	1-8-72
Azallatey, V. A., Gbebie, Nelson, Kaine, Benjamin to be First Class Escort Officer	1-8-72
Sabina Apprey (Mrs.) to be Chief Prison Officer Grade I	1-8-72
Theresa Osei-Aidoo (Mrs.) to be Chief Prison Officer Grade II	1-8-72
Angelia A. Kudiabor (Miss), Grace Kalitsi (Miss) to be Principal Prison Officer	1-8-72

THE NATIONAL WEEKLY LOTTO RESULTS

It is hereby certified that a National Weekly Lotto Draw was held on Friday, 12th January, 1973 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:

60 - 4 - 67 - 71 - 19

V. O. HUTCHISON
Director of National Lotteries

RESULTS OF THE CLERICAL OFFICERS COMPETITIVE ENTRANCE EXAMINATION
HELD ON SATURDAY, 28th OCTOBER, 1972

The Public Services Commission wishes to announce that the following candidates were successful in the Clerical Officers Competitive Entrance Examination held throughout the country on Saturday, 28th October, 1972:—

Position	Candidate's Name	Index No.
1.	Asiedu, Albert	137039
2.	Barnor, Benjamin Ansah	137159
3.	Anhwere, Paul Kwasi	537049
4.	Atiapah, Theophilus Festus	137055

<i>Position</i>	<i>Candidate's Name</i>	<i>Index No.</i>
5.	Osafo-Boateng, Geoffrey	137139
6.	Nuworkpor, Godson Cudjoe	137007
7.	Oppong, Kennedy	537066
8.	Glover, Kwaku Divine	137037
9.	Forkuo, Kwaku	537015
10.	Gyamfi, Agnes Yaa	537072
11.	Aderibigbe, Adegbile Sunday	137085
12.	Tagoe, Nii-Armah Daniel	137034
13.	Akushie, Albert Benjamin Gordon	137123
14.	Tega, Lawrence Kofi Dziwornoo	737012
15.	Obuba, Felix Kenneth	137202
16.	Sackey, Charlotte Vera	137209
17.	Adu, Billy Christian	137053
18.	Sackey, Emmanuel Tetteh	137161
19.	Osei, Kofi Joseph	937024
20.	Kuevi, Charles	137004
21.	Attoh, Emmanuel Amahfio	137125
22.	Arthur, Jacob Abban	137194
23.	Badu, Charles Yaw	537016
24.	Boateng, Agyenim Erasmus	537023
25.	Adam, Yaqub	137042
26.	Abankwah, Edward	137054
27.	Kwaw, John Wilberforce K.	437004
28.	Ampom, Albert Kwame	437010
29.	Tagoe, Benjamin Armah	437012
30.	Offei, Ernest	137047
31.	Owusu, Christopher Yorke	437008
32.	Osei-Kofi, Kenneth	137005
33.	Ahodetor, Albert Franklin	737002
34.	Gbedemah, Charles Fui Kwasi	137070
35.	Adzugo, Anthony Valentine A.	137114
36.	Quarshie, Samuel A. A.	137045
37.	Sinaman, Michael Kodjo	137122
38.	Quaye, Samuel Tetteh	137201
39.	Asamoah, Emmanuel	837004
40.	Tagoe, Samuel Armah	437014
41.	Dei, Michael	837010
42.	Adjei, Samuel Mensah	137027
43.	Borklee, Godwin Charles	137107
44.	Akko, Mark Richardson	137067
45.	Kwarfo, Kwabena Robert	137069
46.	Annan, Emmanuel Ayitey	137219
47.	Osao, E. A.	137235
48.	Bompong, Felix Kwame	137212
49.	Odei-Totley, Veronica	337001
50.	Ahot-Mensah, Koku Fancy	737004
51.	Opoku-Mensah, Ernest	737015
52.	Duah, Raymond Brain Yawo	137002
53.	Ashitey, Joshua Nii-Ashai	137137
54.	Agbayizah, Francis Kwame	137205
55.	Adjirackor, Gordon Gardiner B.	837012

<i>Position</i>	<i>Candidate's Name</i>	<i>Index No.</i>
56.	Tetteh, Joseph Ashitey	137068
57.	Gyasi-Boakye, Emmanuel	137141
58.	Baiden, Samuel Prosper	137170
59.	Dedzie, George Zoot	137009
60.	Yemoson, Samuel Odoi	137136
61.	Annan, Samuel Tackie	137221
62.	Nartey, Winifried Lomo	537009
63.	Nartey, Gabriel Tetteh	637007
64.	Mensah, Kwaku Alexander	937001
65.	Bankah-Prempeh, George Kojo	137076
66.	Fynn, Emmanuel Kwesi	137149
67.	Ollennu, Ashitey Charles	137118
68.	Wavuur, Solomon Saameh	437015
69.	Ghartey, Petronilla	537030
70.	Osman, Mohammed Bawa	537078
71.	Adofo, Ransford Kingsley	137043
72.	Wiase, Jeff Emmanuel Kweku Jnr.	137150
73.	Crowther, Adjei Wilberforce	537033
74.	Marfoh, Samuel	537048
75.	Tamakloe, Kwame Edward	137198
76.	Ametewee, Bernice Adzo	137239
77.	Agyarkwah-Boansi, Kwabena	537056
78.	Nkrumah, Stephen Kofi	137238
79.	Annor, Comfort	137084
80.	Anning, Stephen Kofi	437018
81.	Dolphine, Robert Ekow Ahamoah	437036
82.	Yebuah, Emmanuel Attey	137006
83.	Oblee, Victor Tetteh	137051
84.	Allotey, Benjamin Acquaye	137063
85.	Quarcoo, James Tetteh	137081
86.	Egyir, Douglas Joe	137184
87.	Akyeampong, Dinah	537071
88.	Torsu, Gabriel Benjamin Kwasi	737008
89.	Samman, John Kow	937010
90.	Ammah, Grace Amerley	137028
91.	Osei, Francis	837005
92.	Afful, Charles K.	837015
93.	Obuobi, Joseph Kwaku	137134
94.	Adjaidoo, Eric A.	137162
95.	Mensah, Eric Nelson	437006
96.	Abban, Abdullah Kwame	537042
97.	Addai, Elizabeth	537043
98.	Antwi, Sammy Akwasi	537046
99.	Kededor, Michael	637028
100.	Asare, Edmund Kingsford	137008
101.	Sorkpor, Philip Kofi	137048
102.	Kumi, Richard Ntow	137056
103.	Poku, Joseph Kwabena	537067
104.	Nartey, Augustine Nat Kwame	837009
105.	Dotse, Cecilia Annet	137038

<i>Position</i>	<i>Candidate's Name</i>	<i>Index No.</i>
106.	Otoo, Emmanuel Ogbarmey	137093
107.	Zalabah, Aikins Ashong	137096
108.	Hayes, Sidney Aryee	137121
109.	Achcampong, Richard Fats	537017
110.	Marfo, Bernard	537029
111.	Bediako, Fortune	937004
112.	Pobi, Dei George	137010
113.	Amankwah, Samuel Kwasi	137086
114.	Appau, Joseph Oppong	537051
115.	Pegu, Nurubobr Zachary	937008
116.	Boateng, Asante Isaac Kwasi	137230
117.	Ankrah, Douglas Otokunor	137115
118.	Bannerman-Quartey, Joseph	137246
119.	Otoo, John Kojo	537053
120.	Sarpong, Anthony	837021
121.	Adomako, Benjamin Yaw	137177
122.	Abbey, Samuel Adonis	137189
123.	Awadey, Godfrey Cudjor	537069
124.	Allassan, Joseph	137014
125.	Lartey, Daniel	137025
126.	Blackie, Elizabeth	137144
127.	Nagetey, Rex Eden	137216
128.	Skum, Robert	437035
129.	Acheampong, Edmund	837014
130.	Aremu, Bright Burema	937023
131.	Abbey, Regionald Okoe	137128
132.	Addo, Fitz-Gerald Dan	137155
133.	Badu, Wilbur William	137190
134.	Lokko, Frederick	137206
135.	Mensah, Lord Ebenezer Teye	137241
136.	Tabiri, Raymond	537002
137.	Asaro, Bedu John	937006
138.	Quarshie, Williams Ashamuah	137023
139.	Hagan, Ebenezer	537062
140.	Mensah, Menry Kwasi	737010
141.	Adongo, Damiano Abaano	637021
142.	Patterson, Fred Nii	937003
143.	Awuah, Jones Baffour	937015
144.	Amekah, Micheal Atta	137098
145.	Sai, Elizabeth Oboshio	137138
146.	Botah, Simeon Kwaw	337012
147.	Oduro-Boateng, Samuel	537079
148.	Addo, Alexander Apenteng	137057
149.	Amoah, Emmanuel Kwabena	137116
150.	Ofosu, Charles Ampaabong	437007
151.	Magnus-George, Frank	137120
152.	Adjotey, Joseph Nortey	137147
153.	Obeng, Charity	137251
154.	Bruce, Erasmus Charles	337006
155.	Armarh, Samuel Kwei	137119

<i>Position</i>	<i>Candidate's Name</i>	<i>Index No.</i>
156.	Boye, Joseph Adjete	137222
157.	Sam, Dakurah	337002
158.	Obeng, Jacob Kwabena	437039
159.	Gyedu, Atakorah	537045
160.	Yiadom, Asebi Boakye	537074
161.	Anhwere, Jonathan Kojo	537077
162.	Acquah, Francis	537036
163.	Amponasah, Awiti Allan	537065
164.	Quaning-Tawiah, Samuel	137015
165.	Arthur, Ebenezer Emmanuel	137103
166.	Bekoe, Francis Ofori	137105
167.	Kusi-Benson, Richardson Solomon	137142
168.	Etrue-Hayford, Robert Allan	437017
169.	Owusu, Joseph	537054
170.	Necquaye, Lawrence Kotey	137082
171.	Antwi, ¹ Benjamin A.	137188
172.	Atuguba, Francis A.	637009
173.	Dokyi, ¹ Ohene Clement	837020
174.	Aryce, Elizabeth Pamela	137029
175.	Apo, Emmanuel Kpabi	137092
176.	Adesokan, Ibrahim	137095
177.	Amarh, Grace	137140
178.	Akko, Sampson	137232
179.	Duodu, Augustine	537013
180.	Odum, Nana Mensah	637011
181.	Assan, Daniel Kofi	137049
182.	Odartey, Lamptey George	137117
183.	Nyarko, Sampson	137213
184.	Peterson, Isaac	537019
185.	Tagoe, Emmanuel Teiko	137040
186.	Ba-Iremuorng, Martin Cqawbyinna	137152
187.	Nimfah, John Kwaku	137223
188.	Achiampong, Samuel Benjamin	137226
189.	Gbagbadzi, Emmanuel Komla	737013
190.	Mpiani, Emmanuel	937019
191.	Daaku, Eric Charles Yeboah	137018
192.	Hill, Elizabeth	137074
193.	Abbey, Constance	137099
194.	Darko, Godfried	537007
195.	Ashong, Sammy Harris Adjei	137199
196.	Amofo, Kwasi Bright David	137240
197.	Ohin, Clement	337011
198.	Gordon, Peter	437023
199.	Owusu, Emmanuel	437001
200.	Lamptey, Evelyn Juliet	137030
201.	Quao, Victor	137191
202.	Cudjoe, John Ellis	337008
203.	Nichor, Asakino Joseph	637023
204.	Selby, Daniel K.	337003
205.	Mensah, John Kojo	437025
206.	Nimakoo, Takyi Francis	537052

<i>Position</i>	<i>Candidate's Name</i>	<i>Index No.</i>
207.	Addison, Albert Bentil	137041
208.	Penu, Kenneth Johnson	137050
209.	Nadje, Billy Emmanuel	137132
210.	Owusu, Achaw Edward	537008
211.	Okunor, Dennis Rockefeller T.	137036
212.	Bantey, Ebenezer Adjei	537070

E. V. MANUKURE-ADDO

Controller of Examinations, Public Services Commission

LOSS OF LOCAL PURCHASE ORDER BOOK

It is notified for public information that a Local Purchase Order Book containing Local Purchase Order Nos. 338350-338400 with No. 338351-No. 338373 issued by the Regional Educational Officer, Sunyani, is missing.

Any person who has come into possession of either the whole or part thereof, or having information regarding the Local Purchase Orders should kindly report to the Regional Education Officer, Sunyani, or to the nearest Treasury Officer, Police Station or the Controller and Accountant-General, P.O. Box M.79, Accra.

LOSS OF LOCAL PURCHASE ORDER BOOKS

It is notified for public information that two partly used Local Purchase Order Books Nos. 219901-219950 and 219951-220000 are missing from the office of the Medical Field Unit, Wa, Upper Region.

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

RAILWAY AND PORTS AUTHORITY VACANCIES FOR VARIOUS POSTS

Applications are invited from suitably qualified persons to fill the undermentioned vacant posts in the Railway and Ports Authority:

4 TRAFFIC OFFICERS—(Salary: Range 47/52—£1,608 x £60—£1,956 x £84—£2,292)

Duties.—

- (a) Directly responsible to the District Traffic Officer.
- (b) In charge of train and station inspections, examination of staff and responsible for the movement of goods and passenger traffic.

Qualifications.—Candidates must:

- (a) possess a B.Sc. (Econs.) degree from a recognised university or hold the recognised professional qualification of the Institute of Transport (M.C.I.T.);
- (b) have railway traffic/commercial experience;
- (c) not over 35 years of age.

2 DEPUTY CHIEF ACCOUNTANTS—(Salary: Range 67—£3,468 x £120—£3,588 x £132—£3,984)

Duties.—To assist the Chief Accountant in the control of all accounting and general staff matters and responsible for the preparation of final accounts.

Qualifications.—Candidates must:

- (a) possess the final certificate of the Association of Corporate and Chartered Accountants (ACCA) or equivalent qualification with not less than 5 years' post-qualifying experience;
- (b) be not below the age of 45 years;
- (c) have the ability to organise, control and train subordinate staff.

3 SENIOR ACCOUNTANTS—(Salary: Range 60—£2,676 x £108—£3,108)

Duties.—

- (a) In charge of district accounting matters relating to the collection of revenue;
- (b) control expenditure, examining and certifying claims, etc. for payment and adjustments;
- (c) supervision of junior staff;
- (d) keeping of records for internal references and audit purposes;
- (e) in charge of staff matters including leave, increments, and payments.

Qualifications.—Candidates must:

- (a) possess the final certificate of the Association of Corporate and Chartered Accountants (ACCA) with not less than 2 years' post-qualifying experience or equivalent qualification;
- (b) not above the age of 40 years;
- (c) have the ability to hold a schedule without supervision.

3 PERSONNEL OFFICERS—(Salary: Range 47/52—£1,608 x £60—£1,884; £1,956 x £84—£2,292)

Duties.—

- (a) Recruitment and training of staff;
- (b) industrial welfare activities;
- (c) represent management on Management/Union Negotiation and Collective Bargaining agreements. Maintain effective communication between the workers and management on pertinent matters;
- (d) to act as secretary to committee covering a wide variety of subjects, if and when necessary.

Qualifications.—Candidates must:

- (a) be graduates with B.Sc. degree in Administration, or
- (b) possess a diploma in social science, or
- (c) hold equivalent qualification with not less than 5 years' administrative experience;
- (d) not above the age of 35 years.

4 PORT SUPERINTENDENTS—(Salary: Range 55—£2,208 x £84—£2,580)

Duties.—

- (a) Control of Port equipment and property, including transit sheds, warehouses and open storage areas;
- (b) control of handling, warehousing and delivery of cargoes, claims, etc.

Qualifications.—Candidates must:

- (a) possess B.Sc. (Econs.) degree from a recognised university or be a member of the Institute of Transport (M.C.I.T.) with at least 3 years' experience in Port duties;
- (b) not above the age of 45 years.

3 STORES SUPERINTENDENTS—(Salary: Range 55—£2,208 x £84—£2,580)

Duties.—Management and control of the Stores Department for ordering supplies and distribution of materials for use in the various departments of this Authority.

Qualifications.—Candidates must:

- (a) possess B.Sc. (Econs.) degree from a recognised university or similar qualification with bias in storekeeping;
- (b) not above the age of 40 years.

1 ADMINISTRATIVE OFFICER—(Salary: Range 60—£2,676 x £108—£3,108)

Duties.—

- (a) dealing with practical issues of management, financial matters and organisation and methods;
- (b) settlement of broad questions arising out of important operations.

Qualifications.—Candidates must:

- (a) be graduates with B.Sc. (Admn./Econs.) degree from a recognised university or its equivalent;
- (b) not above the age of 45 years.

1 SOLICITOR (AUTHORITY'S COUNSEL) (Salary.—Negotiable)

Duties.—Responsible to the General Manager and Ports Authority for the conduct and operations of its properties, all types of legal documents, preparation of agreements, deeds of assignment, regulations of Railway and Ports operation and generally conducting cases on behalf of the Authority.

Qualifications.—Candidates must have a law degree and 5 years' civil practice or 7 years in general practice.

I TRANSPORT MAINTENANCE OFFICER (*Salary:* Range 55—£2,208 x £84—£2,580)

Duties.—General administration of the Transport Pool with primary responsibility for repairs, maintenance and smooth running of the Authority's fleet of vehicles comprising buses, trucks, tippers and a wide range of cars.

Qualifications.—Candidates must possess—

Either (a) The Final Certificate of the City and Guilds of London Institute; or

(b) The Higher National Certificate or its equivalent; or

(c) Must be member of the Institute of Automobile Engineers. Associate Membership of the Institute of Mechanical Engineers will be an asset.

In addition, they must have had considerable practical experience in a position of responsibility within a large transport organisation.

2 CATERING SUPERVISORS (*Salary:* Range 35/40—£1,008 x £36—£1,188; £1,236 x £48—£1,428)

Duties.—Responsible for the efficient control and economical operation of Railway Training School Catering Services and Staff Canteens. These include:

- (i) Planning of day-to-day menus of good quality and variety, within the prescribed allowance;
- (ii) Ensuring in advance availability of commodities required for the planned menu;
- (iii) Costing;
- (iv) Purchasing or requisitioning of all supplies;
- (v) Application of simple accounting for catering;
- (vi) Control and organisation of staff, and the delegation of duties to Assistants;
- (vii) Staff welfare and discipline;
- (viii) The control of all catering stores;
- (ix) Proper maintenance and cleanliness of equipment, utensils, cutlery, crockery, glasses and linen, etc.;
- (x) Planning and costing of special menus for functions;
- (xi) Compilation and submission of such returns as and when may be required;
- (xii) Training of catering staff and ensuring that cooking is of high quality and that subordinate staff perform their duties efficiently.

Qualifications.—Candidates must possess:

- (i) The I.M.A. Diploma or such other Certificate as may be considered equivalent, and must have had a minimum of 3 years' practical experience in Catering Administration; or
- (ii) The I.M.A. Certificate and 5 years' practical experience in Catering Administration.

A candidate holding the General Catering Diploma shall be considered for the award of incremental credits on appointment.

2. Applicants who satisfy the requirements should submit their applications to reach the Personnel Manager, Ghana Railway and Ports, P.O. Box 251, Takoradi, not later than 31st January, 1973.

3. Applicants in the Public Service should submit their applications through their Heads of Departments.

MINISTRY OF EDUCATION—TECHNICAL EDUCATION DIVISION VACANCIES FOR FOREMEN

Applications are invited from suitably qualified persons for appointment as Foremen in Educational Institution in the Technical Education Division of the Ministry of Education.

Qualifications.—Candidates must—

- (a) be Junior Foremen holding either the Final City and Guilds Certificate or the 4-year Technical School Certificate and have successfully taken a supervisor's course, or
- (b) be Junior Foremen holding the Technician's Certificate Part II or its equivalent and have served not less than three years in the grade.

Duties.—Supervision of maintenance staff of all grades who perform maintenance services in the workshops and also undertake minor constructional works as school projects.

Salary.—The salary attached to the post is ₵1,008–₵1,428 per annum.

Application forms may be obtained from the Secretary, Public Services Commission, P.O. Box 1618, Accra, to whom they should be returned not later than 23rd February, 1973. Only copies of certificates and testimonials should be sent. Candidates in the Public Service should send their completed application forms through their Heads of Departments or Organisations.

INFORMATION SERVICES DEPARTMENT

VACANCIES FOR ASSISTANT INFORMATION OFFICERS AND INFORMATION OFFICERS

Applications are invited from suitably qualified candidates for appointment as Assistant Information Officers and Information Officers in the Information Services Department.

Salary Scale.—R.45, 50 i.e., ₵1,488–₵2,124 for non-graduates and R.47, 52 i.e., ₵1,608–₵2,292 for graduates.

Duties.—Assistant Information Officers and Information Officers are required to disseminate information concerning Government policy and activities and to keep Government informed of trends of public opinion. This involves close liaison with Government officials, local organisations, the press and the general public and may involve departmental administration and the direction and supervision of Photographers, Journalists, etc., under them.

Qualifications.—Candidates for appointment as Assistant Information Officers must—

- (a) not be above 35 years of age and must be confirmed officers who have served for not less than a year in the grade of Higher Executive Officer or other analogous grades in the Civil Service (such candidates will be required to pass a written examination of a standard equivalent to that for promotion to the Senior Executive/Personnel Officer grade), or
- (b) possess a Diploma in Journalism with 4 years' post-qualification experience and must have passed a written examination of the standard equivalent to that for promotion to the grade of Assistant Information Officer.
- (c) Candidates who possess a degree from recognised Universities and are between the ages of 25 and 35 will be considered for appointment as Information Officers.

Application forms may be obtained from the Secretary, Public Services Commission, P.O. Box 1618, Accra, to whom they should be returned after completion not later than 23rd February, 1973. Civil Servants and other public servants in Government Organisations should submit their completed application forms through their Heads of Departments. Only copies of supporting documents should be sent. Persons under bond to serve in a specific capacity are not eligible.

ALUMINIUM INDUSTRIES COMMISSION

VACANCY FOR STENOGRAPHER/SECRETARY

Applications are invited from suitably qualified Ghanaians for the post of Stenographer/Secretary in the Aluminium Industries Commission.

Qualifications:—

- (i) Shorthand speed of 120 words per minute for 5 minutes.
- (ii) Typing speed of 60 words per minute for 10 minutes.
- (iii) G.C.E. "O" Level pass in English or its equivalent.
- (iv) Knowledge in Advanced Secretarial Practice and not less than 2 years' experience in stenography duties; or
- (v) Civil Servants of the grade of Private Secretary or Inspector of Typing Services.

Salary.—Commensurate with qualifications and experience.

Closing Date.—Applications should be addressed to the Executive Secretary, Aluminium Industries Commission, P.O. Box M.248, Accra, not later than 31st January, 1973.