



Published by Authority

No. 15

FRIDAY, 14TH MARCH

1975

CONTENTS

	Page
Notice of Publication of National Redemption Council Decrees	152
Notice of Publication of Official Bulletins	152
Recruitment to Various Posts in the Public Services—1975	154
Notice to all Subscribers—Official Government Publications—Ghana Publishing Corporation (Printing Division)	174
The National Weekly Lotto Results	174
Notice of Twelfth Annual General Meeting—National Investment Bank	174
Licence for Celebration of Marriages	175
School Certificate and General Certificate of Education Examination and General Certificate of Education: Advanced Level November/December, 1975—The West African Examinations Council	175
Loss of Counterfoil Receipt Book Numbered Y.333600–333700	175
Loss of Local Purchase Order No. 427600	176
Loss of Local Purchase Order No. 322578	176
Loss of Local Purchase Orders Nos. 543801–543850	176
Loss of General Counterfoil Receipt No. J.054085	176
Loss of General Counterfoil Receipt Book No. L.508201–508300	176
Vacancy for the post of Research Officer—Chieftaincy Division, Office of the National Redemption Council	177
Vacancies in the Cattle Development Board, Bolgatanga	177
Vacancy for First Officer/Senior Officer—International Atomic Energy Agency	178

RECRUITMENT TO VARIOUS POSTS IN THE PUBLIC SERVICES—1975

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 permanent appointments but may, if necessary, be offered appointment on limited engagement terms. Officers applying for any of the posts listed below 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 Economics Officer (Ministry of Finance/Ministry of 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)
 Assistant Pay Analyst
 Assistant Transport Analyst
 Information Officer
 Supply Officer
 Assistant Management Analyst
 Assistant Research Officer.

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.

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

<i>Post</i>	<i>Department/Ministry</i>
24. Agricultural Officer	Ministry of Agriculture
25. Agricultural Education Officer	Ministry of Agriculture
26. Agricultural Economist	Ministry of Agriculture
27. Assistant Agricultural Statistics Officer	Ministry of Agriculture
28. Assistant Agricultural Engineer	Ministry of Agriculture
29. Assistant Irrigation Engineer	Ministry of Agriculture
30. Assistant Mechanical Engineer	Ministry of Agriculture
31. Agricultural Extension Engineer	Ministry of Agriculture
32. Agricultural Extensions Economist	Ministry of Agriculture
33. Senior Technical Officer Grade II	Ministry of Agriculture
34. Fisheries Officer	Fisheries Department
35. Fisheries Biologist	Fisheries Department
36. Co-operative Officer	Department of Co-operatives
37. Veterinary Officer	Animal Health Division
38. Assistant Conservator of Forests	Forestry Department
39. Assistant Game Warden	Game and Wildlife
40. Assistant Meteorologist	Meteorological Services 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	Audit Service
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/Ministry of Economic Planning.
55. Information Officer	Ministry of Information
56. Supply Officer	Ministry of Finance
57. Assistant Town Planning Officer	Town and Country Planning Department
58. Town Planning Assistant	Town and Country Planning Department
59. Assistant Regional Planning Officer	Regional Resource Planning Division
60. Commercial Officer	Ministry of Trade and Tourism
61. Ceramist	Geological Survey Department
62. Geologist	Geological Survey Department
63. Ore Dresser	Geological Survey Department
64. Mineralogist	Geological Survey Department
65. Assistant Archivist	National Archives
66. Assistant Engineer (Civil)	Railway and Ports Corporation
67. Assistant Engineer (Mechanical)	Railway and Ports Corporation
68. Assistant Engineer (Electrical)	Railway and Ports Corporation
69. Architect	Railway and Ports Corporation
70. Assistant Engineer (Civil)	Posts and Telecommunications Corporation
71. Assistant Engineer (Mechanical)	Ministry of Works and Housing (Public Works Department).
72. Material Engineer	Ministry of Works and Housing (Public Works Department).

<i>Post</i>	<i>Department/Ministry</i>
73. Assistant Engineer (Electrical)	Ministry of Works and Housing (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. Landscape Designer	Parks and Gardens
78. Assistant Controller of Posts	Posts and Telecommunications Corporation
79. Assistant Inspector of Customs and Excise	Customs and Excise Department
80. Accountant	Ministries and Government Departments
81. Assistant Investigating Accountants	Central Revenue Department
82. Industrial Promotion Officer	Ministry of Industries
83. Projects Officer	Ministry of Industries
84. Assistant Projects Officer	Ministry of Industries
85. Assistant Valuation Officer/Valuation Officer	Ministry of Local Government
86. Assistant Health Educator	Ministry of Health
87. Catering Officer	Ministry of Health
88. Assistant Management Analyst	Management Services Division
89. Assistant Research Officer	Special Action Unit, Office of the National Redemption Council.

1. ADMINISTRATIVE OFFICER GRADE IV

RANGE—52, 55

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 usual 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 the 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 BRANCH A5

RANGE—52, 55

(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 interest, 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 2-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 consist of obtaining and supplying information about the foreign country where he is stationed and submitting advice thereon in other 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 of citizens of Ghana and the performance of notarial acts. Much of the work at all posts abroad will consist of office 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.

3. ASSISTANT STATISTICIAN—CENTRAL BUREAU OF STATISTICS

RANGE—52, 55

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 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—GHANA TEACHING SERVICE

RANGE—52, 55/62, 67

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, 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)—GHANA TEACHING SERVICE

RANGE—59

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 or Building Technology.

6. EDUCATION OFFICER (NON-TECHNICAL)—GHANA TEACHING SERVICE

RANGE—52, 55

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

Qualifications.—Candidates must possess a degree of a recognised University in any of the following subjects:—English, Science, Mathematics, Business Administration.

7. ENGLISH MISTRESS—MINISTRY OF HEALTH

RANGE—52, 55

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.

8. SCIENCE MISTRESS—MINISTRY OF HEALTH

RANGE—52, 55

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.

9. ASSISTANT BIOCHEMIST—MINISTRY OF HEALTH

RANGE—52, 55

Duties.—The Assistant 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. (Hons.) Biochemistry or B.Sc. (Gen.) Biochemistry or B.Sc. (Chemistry) of a recognised University.

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

10. ASSISTANT NUTRITION OFFICER—MINISTRY OF HEALTH

RANGE—52, 55

Duties.—The Assistant 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.—A candidate must possess a degree of a recognised University in—

- (a) Nutrition, Food Science, or Dietetics; or
- (b) Home Science with specialisation in Nutrition, Food Science; or
- (c) Biochemistry.

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

11. BACTERIOLOGIST (NON-MEDICAL)—MINISTRY OF HEALTH

RANGE—52, 55

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.

12. ASSISTANT GOVERNMENT CHEMIST—MINISTRY OF HEALTH

RANGE—52, 55

Duties.—The Assistant Government Chemist is to carry out under the direction of the Chief Government Chemist, chemical analysis of food, drugs, water, etc., including the training of staff.

Qualifications.—Candidates must possess the B.Sc. (Hons.) degree in Chemistry or Biochemistry or B.Pharm. or B.Sc. (General) degree including Chemistry of a recognised University.

13. ASSISTANT BIOLOGIST—MINISTRY OF HEALTH

RANGE—52, 55

Duties.—To carry out routine and laboratory investigations in Serology, Haematology, Entomology, Malacology, Vector Control, Parasitology, Microbiology and training of elementary science to Pupil Laboratory Technicians.

Qualifications.—A degree in Chemistry or the Biological Sciences of a recognised University.

14. ASSISTANT STATISTICS OFFICER (BIO-STATISTICIAN)—MINISTRY OF HEALTH

RANGE—52, 55

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.

15. MAINTENANCE ENGINEER—MINISTRY OF HEALTH

RANGE—59

Duties.—Maintenance of all the mechanical and electrical equipment, plant and installations in a hospital or hospital 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 or Electrical Engineers or Parts I and II of the Institution of Mechanical Engineers.

16. PUBLIC HEALTH ENGINEER—MINISTRY OF HEALTH

RANGE—59

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.

17. DOMESTIC SCIENCE MISTRESS—MINISTRY OF HEALTH**RANGE—47, 52**

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.

18. OPHTHALMIC OPTICIAN—MINISTRY OF HEALTH**RANGE 47, 52**

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 eyes 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.

19. MEDICAL OFFICER—MINISTRY OF HEALTH**RANGE—60: 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.—Candidates—

- (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.

20. DENTAL SURGEON—MINISTRY OF HEALTH**RANGE—60: 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.—Candidates—

- (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.

21. SENIOR X-RAY MAINTENANCE TECHNICIAN—MINISTRY OF HEALTH

RANGE—47, 52

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.).

22. MAINTENANCE SUPERINTENDENT (ELECTRONICS)—MINISTRY OF HEALTH

RANGE—47, 52

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.

23. INSTRUMENT CURATOR—MINISTRY OF HEALTH

RANGE—47, 52

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.

24. ASSISTANT AGRICULTURAL OFFICER—MINISTRY OF AGRICULTURE

RANGE—52, 55

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.

25. ASSISTANT AGRICULTURAL EDUCATION OFFICER—MINISTRY OF AGRICULTURE

RANGE—52, 55

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.

26. ASSISTANT AGRICULTURAL ECONOMIST—MINISTRY OF AGRICULTURE

RANGE—52, 55

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.

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

27. ASSISTANT AGRICULTURAL STATISTICS OFFICER—MINISTRY OF AGRICULTURE

RANGE—52, 55

Duties.—The duties of Assistant Agricultural Statistics Officer include the analysis, interpretation and compilation of information of 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.

28. ASSISTANT AGRICULTURAL ENGINEER—MINISTRY OF AGRICULTURE

RANGE—59

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.

Qualification.—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.

29. ASSISTANT IRRIGATION ENGINEER—MINISTRY OF AGRICULTURE

RANGE—59

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.

30. ASSISTANT MECHANICAL ENGINEER—MINISTRY OF AGRICULTURE

RANGE—59

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.

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

31. AGRICULTURAL EXTENSION ENGINEER—MINISTRY OF AGRICULTURE

RANGE—59

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.

32. AGRICULTURAL EXTENSIONS ECONOMIST—MINISTRY OF AGRICULTURE

RANGE—52, 55

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.

33. SENIOR TECHNICAL OFFICER GRADE II—MINISTRY OF AGRICULTURE

RANGE—47, 52

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.

34. ASSISTANT FISHERIES OFFICER—FISHERIES DEPARTMENT

RANGE—52, 55

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.

35. ASSISTANT FISHERIES BIOLOGIST—FISHERIES DEPARTMENT

RANGE—52, 55

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.

36. CO-OPERATIVE OFFICER—DEPARTMENT OF CO-OPERATIVES

RANGE—52, 55

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.

37. VETERINARY OFFICER—ANIMAL HEALTH DIVISION

RANGE—67, 73

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.

38. ASSISTANT CONSERVATOR OF FORESTS—FORESTRY DEPARTMENT

RANGE—52, 55

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.

39. ASSISTANT GAME WARDEN—DEPARTMENT OF GAME AND WILDLIFE

RANGE—52, 55

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. ASSISTANT METEOROLOGIST—METEOROLOGICAL SERVICES DEPARTMENT

RANGE—52, 55

Duties.—Assistant 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 reach 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—

B.Sc. Honours degree in Physics, Mathematics or Meteorology of a recognised University.

41. ASSISTANT STAFF SURVEYOR/STAFF SURVEYOR—SURVEY DIVISION

RANGE—59, 65, 70

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 subject; 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

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, 55

Duties.—On appointment, candidates will undergo training for a period and will then be assigned duties with either (i) the Lands Commission or (ii) the Valuation Division of the Lands Department, where they will perform the following duties:—

Lands Commission Division.—Estate Management and land distribution of Stool Lands and lands in Republic Ownership under the supervision of more experienced officers.

Valuation Division.—Valuation advice to Government, Local Authorities and quasi-Governmental organisations for all purposes including compulsory purchase, acquisitions by private treaty, rental, rating, stamp duty and taxation, town planning, settlement and other development schemes under the supervision of more experienced officers.

Qualifications.—A good degree in Estate Management or Land Economy of a recognised University.

N.B.—Successful candidates will be expected to attain full professional status in due course (e.g. A.R.I.C.S. or other comparable status).

44. ASSISTANT ENGINEER—SOCIAL WELFARE AND COMMUNITY DEVELOPMENT

RANGE—59

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.—Candidates—

- (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—47, 52

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—47, 52

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) Dairying.

47. DAIRY OFFICER—MINISTRY OF AGRICULTURE

RANGE—52, 55

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—52, 55

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 SERVICE

RANGE—52, 55

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, 55 (ENGINEERS: RANGE—59)

Duties.—Promotion of measures providing for the safety, health and welfare of factory and dockworkers, 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

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—47, 52

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—52, 55

Duties.—The duties attached to the grade are to assist the authorising of assessments; to examine accounts and compute the profits of traders for 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/MINISTRY OF ECONOMIC PLANNING

RANGE—52, 55

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 Economics 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 Economics 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 INFORMATION OFFICER—MINISTRY OF INFORMATION

RANGE—52, 55

Duties.—Responsible for public relations work in the Regions, Ministries and Government Departments.

Qualifications.—Candidates must possess a degree from a recognised University.

56. SUPPLY OFFICER—SUPPLY AND STORES INSPECTORATE, MINISTRY OF FINANCE

RANGE—52, 55

Duties.—Inspection and verification of Government Stores; preparation of standard stock list; determination of supply systems and procedures.

Qualifications.—A degree from a recognised University, preferably majoring in Economics, Accounting, Business Administration and Mathematics.

57. ASSISTANT TOWN PLANNING OFFICER—TOWN AND COUNTRY PLANNING DEPARTMENT

RANGE—59

Duties.—To assist in:

- (1) Town Planning within areas in consultation with City, Municipal or Local Council.
- (2) The organisation and maintenance of Regional and District Planning Officer for the purposes of advising the Regional and Local Authorities on all aspects of town 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 local physical development plans.

Qualifications.—Recognised Degree or Diploma in Town Planning.

58. TOWN PLANNING ASSISTANT—TOWN AND COUNTRY PLANNING DEPARTMENT

RANGE—47, 52

Duties.—To assist Town Planning Officers in the preparation of Planning Schemes for statutory planning areas. They will assist in the Town Planning Administration in District Administrative Areas and prepare planning schemes for small towns and villages.

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

59. ASSISTANT REGIONAL PLANNING OFFICER—REGIONAL RESOURCE PLANNING DIVISION

RANGE—59

Duties.—Assistant Regional Planning Officers will have responsibility for the preparation of regional resource development plans for the various regions of Ghana. They will also be expected to assist the Regional Organisations in the identification of viable projects and the formulation of annual regional development budgets. The Assistant Regional Planning Officers will also assist government agencies in the regions and Regional Planning Committees in the preparation of quarterly progress reports on the execution of all development projects outlined in the Annual Budgets. The officers will be expected to provide technical services required by the Regional Planning Committees in their task of co-ordinating the economic development activities of the various sectors of the regions.

Qualification.—Candidate must possess a Masters Degree in Regional Planning from a recognised University.

60. ASSISTANT COMMERCIAL OFFICER—MINISTRY OF TRADE AND TOURISM

RANGE—52, 55

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, preferably in Commerce or Economics, from a recognised University.

61. CERAMIST—GEOLOGICAL SURVEY DEPARTMENT

RANGE—59

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.

62. EXPERIMENTAL OFFICER—GEOLOGICAL SURVEY DEPARTMENT

RANGE—59

Duties.—Responsible for geological mapping on the surface and underground in mines, and the application of geological principles and geophysical techniques to prospecting, the location of sites for boreholes for water, engineering and other problems.

Qualifications.—Candidates must possess a First or Second Class Honours degree in Geology from a recognised University or an equivalent or higher qualification. Holders of Third Class Honours degrees in Geology with sufficient advanced postgraduate work may also be appointed Geologists.

63. ORE DRESSER—GEOLOGICAL SURVEY DEPARTMENT

RANGE—59

Duties.—Responsible for the programming and execution of research into the recovery of economic minerals and beneficiation of low-grade ores and will be required to carry the results of successful research to the pilot plant stage.

Qualifications.—Candidates must possess a good Honours degree or equivalent professional qualifications in geology, chemistry, geochemistry, mining engineering or chemical engineering. A higher degree or professional experience will be an advantage but not essential.

64. MINERALOGIST—GEOLOGICAL SURVEY DEPARTMENT

RANGE—59

Duties.—To identify minerals by optical, physical, X-ray and spectrographic methods and by other specialised techniques.

Qualifications.—Candidates should have an Honours degree of a University or an equivalent qualification from a School of Mines and preferably have taken postgraduate training in mineral assessing.

65. ASSISTANT ARCHIVIST—NATIONAL ARCHIVES

RANGE—52, 55

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 CORPORATION, RAILWAY CORPORATION, ELECTRICITY CORPORATION AND MINISTRY OF WORKS AND HOUSING

RANGE—59

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 Posts and Telecommunications Corporation 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.

Candidates recruited to the Ministry of Works and Housing will be posted to various sections of the Ministry.

74. ASSISTANT ELECTRICAL ENGINEER—DEPARTMENT OF CIVIL AVIATION

RANGE—59

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 Aviation;
- (d) to undertake other electrical duties that may be required by the Department.

Qualifications.—Candidates 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, E.H.T. and L.T. 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—47, 52

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: 65, 70

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 range 59 with an initial salary of ₵3,096 per annum.

77. LANDSCAPE DESIGNER—PARKS AND GARDENS

RANGE—47, 52

Duties.—To assist the Senior Landscape Designer in supervisory duties and also to take charge of the Division's stations.**Qualifications.**—Applicants should possess General Certificate in Horticulture (London) or 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.**78. ASSISTANT CONTROLLER OF POSTS—POSTS AND TELECOMMUNICATIONS CORPORATION**

RANGE—52, 55

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.**79. ASSISTANT INSPECTOR OF CUSTOMS—CUSTOMS AND EXCISE DEPARTMENT**

RANGE—52, 55

Duties.—To take charge of sub-branch either in the Indoor or Outdoor branch of a Port or a collection and to supervise offices of Customs and Excise and Clerical Officers.**Qualifications.**—A degree of a recognised University.

80. ACCOUNTANT—MINISTRIES AND GOVERNMENT DEPARTMENTS

RANGE—59/65

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 Corporate Accountants; Institute of Cost and Works Accountants; Institute of Chartered Accounts.

81. INVESTIGATING ACCOUNTANTS—CENTRAL REVENUE DEPARTMENT

RANGE—67

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 Ghanaians 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.

82. ASSISTANT INDUSTRIAL PROMOTION OFFICER—MINISTRY OF INDUSTRIES

RANGE—52, 55

Duties.—The collection of information relating to industries, industrialisation and investment problems, assistance to industrialists in acquisition of factory sites, permits, etc., production of industrial promotion pamphlets and keeping of industrial registers. Responsible for the preliminary examination of proposals to set up industries.

Qualifications:

- (i) must hold degree in Economics or Business Administration or similar studies of recognised University, and
- (ii) must be over the age of 22 years and/or above 35 years.

83. PROJECTS OFFICER—MINISTRY OF INDUSTRIES

RANGE—59

Duties.—As in the case of Assistant Projects Officer but with more responsibility. He may be assigned other duties from time to time by the Chief Industrial Promotion Officer/Chief Projects Officer.

Direct Entry Qualifications:

- (a) Either a University Degree in Economics, Business Administration or equivalent plus a minimum of 3 years' post qualification experience;
- (b) Or G.C.E. "O" Level or equivalent plus a minimum of 6 years' post-qualification experience in industry, commerce or public corporation.
- (c) Age.—Not less than 22 years or more than 40 years.

84. ASSISTANT PROJECTS OFFICER—MINISTRY OF INDUSTRIES

RANGE—47, 52

Duties:

- (a) The collection and assembly of pre-investment data;
- (b) Follow-up action on newly-approved projects;
- (c) Inspection of on-going state projects and rural industries;
- (d) Preparation of progress reports on projects.

Qualifications:

- (1) G.C.E. "O" Level plus a minimum of 3 years' experience in commerce, industry or public corporation
- (2) Age.—Must not be less than 22 years

85. ASSISTANT VALUATION OFFICER/VALUATION OFFICER—MINISTRY OF LOCAL GOVERNMENT

RANGE—52, 55, 59

Duties:

- (a) to be responsible for immovable property valuation for rating purposes;
- (b) to be responsible for compilation of valuation statistical data;
- (c) to represent the Ministry at the hearing of objections lodged against the Ministry's valuations;
- (d) to be responsible for training of Technical Officers (Valuation) in the methods and techniques of valuation used by the Ministry.

Qualifications.—Candidates for appointment to the grade of Assistant Valuation Officer must possess B.Sc. (Land Economy) Degree or B.Sc. (Estate Management) Degree or equivalent recognised qualification.

Candidates for appointment to the grade of valuation officer must possess—

- (a) Associate Membership of the Ghana Institution of Surveyors.
- (b) Associate Membership of the Commonwealth Institute of Valuers, or
- (c) Associate Membership of the Royal Institution of Chartered Surveyors.

86. ASSISTANT HEALTH EDUCATOR—MINISTRY OF HEALTH

RANGE—52, 55

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.

87. CATERING OFFICER—MINISTRY OF HEALTH

RANGE—47, 52

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.

88. ASSISTANT MANAGEMENT ANALYST/MANAGEMENT ANALYST—MANAGEMENT SERVICES DIVISION

RANGE—52, 55, 60, 67

Duties.—Collects and analyses facts in methods, procedure and organisational surveys; investigates requests for purchase of office machines and equipment; conducts studies in respect of layout, communication systems, stores and supplies management, etc; Assists in planning, directing and controlling projects.

Qualifications.—Degree in Business Administration, Economics, Mathematics, Statistics; or Membership of Institute of Chartered Accountants, Chartered Institute of Secretaries or a second Degree or professional qualification in a relevant field of study or an appropriate specialised diploma or qualification obtained after a course of study lasting not less than one academic year.

89. ASSISTANT RESEARCH OFFICER—SPECIAL ACTION UNIT, OFFICE OF THE N.R.C.

RANGE—52, 55

Duties.—To assist in the investigation of complaints from members of the public and work under the provision of a Research Officer, will also perform other duties that may be assigned to him from time to time by the Research Officer under whom he works.

Qualifications.—A good first degree in Economics, Administration or any of the Social Sciences.

NEW SALARY RANGES

No.						Cedis						No.						Cedis					
R.1	..	534	552	570	588	606	624	642	660	678	696	R.51	..	2,388	2,472	2,556	2,640	2,724	2,808	2,892	2,976	3,060	3,144
R.2	..	552	570	588	606	624	642	660	678	696	714	R.52	..	2,472	2,556	2,640	2,724	2,808	2,892	2,976	3,060	3,144	3,228
R.3	..	570	588	606	624	642	660	678	696	714	732	R.53	..	2,556	2,640	2,724	2,808	2,892	2,976	3,060	3,144	3,228	3,312
R.4	..	588	606	624	642	660	678	696	714	732	750	R.54	..	2,640	2,724	2,808	2,892	2,976	3,060	3,144	3,228	3,312	3,396
R.5	..	606	624	642	660	678	696	714	732	750	768	R.55	..	2,724	2,808	2,892	2,976	3,060	3,144	3,228	3,312	3,396	3,480
R.6	..	624	642	660	678	696	714	732	750	768	786	R.56	..	2,808	2,904	3,000	3,096	3,192	3,288	3,384	3,480	3,576	3,672
R.7	..	642	660	678	696	714	732	750	768	786	804	R.57	..	2,904	3,000	3,096	3,192	3,288	3,384	3,480	3,576	3,672	3,768
R.8	..	660	678	696	714	732	750	768	786	804	822	R.58	..	3,000	3,096	3,192	3,288	3,384	3,480	3,576	3,672	3,768	3,864
R.9	..	678	696	714	732	750	768	786	804	822	840	R.59	..	3,096	3,192	3,288	3,384	3,480	3,576	3,672	3,768	3,864	3,960
R.10	..	696	714	732	750	768	786	804	822	840	858	R.60	..	3,192	3,300	3,408	3,516	3,624	3,732	3,840	3,948	4,056	4,164
R.11	..	714	732	750	768	786	804	822	840	858	876	R.61	..	3,300	3,408	3,516	3,624	3,732	3,840	3,948	4,056	4,164	4,272
R.12	..	732	750	768	786	804	822	840	858	876	894	R.62	..	3,408	3,516	3,624	3,732	3,840	3,948	4,056	4,164	4,272	4,380
R.13	..	750	768	786	804	822	840	858	876	894	912	R.63	..	3,516	3,624	3,732	3,840	3,948	4,056	4,164	4,272	4,380	4,488
R.14	..	768	786	804	822	840	858	876	894	912	930	R.64	..	3,624	3,744	3,864	3,984	4,104	4,224	4,344	4,464	4,584	4,704
R.15	..	786	804	822	840	858	876	894	912	930	948	R.65	..	3,744	3,864	3,984	4,104	4,224	4,344	4,464	4,584	4,704	4,824
R.16	..	804	822	840	858	876	894	912	930	948	966	R.66	..	3,864	3,984	4,104	4,224	4,344	4,464	4,584	4,704	4,824	4,944
R.17	..	822	840	858	876	894	912	930	948	966	984	R.67	..	3,984	4,104	4,224	4,344	4,464	4,584	4,704	4,824	4,944	5,064
R.18	..	840	858	876	894	912	930	948	966	984	1,002	R.68	..	4,104	4,224	4,344	4,464	4,584	4,704	4,824	4,944	5,064	5,184
R.19	..	858	876	894	912	930	948	966	984	1,002	1,020	R.69	..	4,224	4,344	4,464	4,584	4,704	4,824	4,944	5,064	5,184	5,304
R.20	..	876	894	912	930	948	966	984	1,002	1,020	1,038	R.70	..	4,344	4,464	4,584	4,704	4,824	4,944	5,064	5,184	5,304	5,424
R.21	..	894	912	930	948	966	984	1,002	1,020	1,038	1,056	R.71	..	4,464	4,584	4,704	4,824	4,944	5,064	5,184	5,304	5,424	5,544
R.22	..	912	930	948	966	984	1,002	1,020	1,038	1,056	1,074	R.72	..	4,584	4,704	4,824	4,944	5,064	5,184	5,304	5,424	5,544	5,664
R.23	..	930	948	966	984	1,002	1,020	1,038	1,056	1,074	1,092	R.73	..	4,704	4,824	4,944	5,064	5,184	5,304	5,424	5,544	5,664	5,784
R.24	..	948	966	984	1,002	1,020	1,038	1,056	1,074	1,092	1,110	R.74	..	4,824	4,944	5,064	5,184	5,304	5,424	5,544	5,664	5,784	5,904
R.25	..	966	984	1,002	1,020	1,038	1,056	1,074	1,092	1,110	1,128	R.75	..	4,944	5,064	5,184	5,304	5,424	5,544	5,664	5,784	5,904	6,024
R.26	..	984	1,002	1,020	1,038	1,056	1,074	1,092	1,110	1,128	1,146	R.76	..	5,064	5,208	5,352	5,496	5,640	5,784	5,928	6,072	6,216	6,360
R.27	..	1,002	1,020	1,038	1,056	1,074	1,092	1,110	1,128	1,146	1,164	R.77	..	5,208	5,364	5,520	5,676	5,832	5,988	6,144	6,300	6,456	6,612
R.28	..	1,020	1,038	1,056	1,074	1,092	1,110	1,128	1,146	1,164	1,182	R.78	..	5,352	5,520	5,688	5,856	6,024	6,192	6,360	6,528	6,696	6,864
R.29	..	1,038	1,056	1,074	1,092	1,110	1,128	1,146	1,164	1,182	1,200	R.79	..	5,496	5,676	5,856	6,036	6,216	6,396	6,576	6,756	6,936	7,116
R.30	..	1,056	1,074	1,092	1,110	1,128	1,146	1,164	1,182	1,200	1,218	R.80	..	5,640	5,832	6,024	6,216	6,408	6,600	6,792	6,984	7,176	7,368
R.31	..	1,074	1,092	1,110	1,128	1,146	1,164	1,182	1,200	1,218	1,236	R.81	..	5,784	5,984	6,184	6,384	6,584	6,784	6,984	7,184	7,384	7,584
R.32	..	1,092	1,110	1,128	1,146	1,164	1,182	1,200	1,218	1,236	1,254	R.82	..	5,928	6,136	6,344	6,552	6,760	6,968	7,176	7,384	7,592	7,800
R.33	..	1,110	1,128	1,146	1,164	1,182	1,200	1,218	1,236	1,254	1,272	R.83	..	6,072	6,288	6,504	6,720	6,936	7,152	7,368	7,584	7,800	8,016
R.34	..	1,128	1,146	1,164	1,182	1,200	1,218	1,236	1,254	1,272	1,290	R.84	..	6,216	6,432	6,648	6,864	7,080	7,296	7,512	7,728	7,944	8,160
R.35	..	1,146	1,164	1,182	1,200	1,218	1,236	1,254	1,272	1,290	1,308	R.85	..	6,360	6,584	6,808	7,032	7,256	7,480	7,704	7,928	8,152	8,376
R.36	..	1,164	1,182	1,200	1,218	1,236	1,254	1,272	1,290	1,308	1,326	R.86	..	6,504	6,736	6,968	7,200	7,432	7,664	7,896	8,128	8,360	8,592
R.37	..	1,182	1,200	1,218	1,236	1,254	1,272	1,290	1,308	1,326	1,344	R.87	..	6,648	6,888	7,128	7,368	7,608	7,848	8,088	8,328	8,568	8,808
R.38	..	1,200	1,218	1,236	1,254	1,272	1,290	1,308	1,326	1,344	1,362	R.88	..	6,792	7,040	7,288	7,536	7,784	8,032	8,280	8,528	8,776	9,024
R.39	..	1,218	1,236	1,254	1,272	1,290	1,308	1,326	1,344	1,362	1,380	R.89	..	6,936	7,192	7,448	7,704	7,960	8,216	8,472	8,728	8,984	9,240
R.40	..	1,236	1,254	1,272	1,290	1,308	1,326	1,344	1,362	1,380	1,398	R.90	..	7,080	7,344	7,608	7,872	8,136	8,400	8,664	8,928	9,192	9,456
R.41	..	1,254	1,272	1,290	1,308	1,326	1,344	1,362	1,380	1,398	1,416	R.91	..	7,224	7,496	7,768	8,040	8,312	8,584	8,856	9,128	9,400	9,672
R.42	..	1,272	1,290	1,308	1,326	1,344	1,362	1,380	1,398	1,416	1,434	R.92	..	7,368	7,640	7,912	8,184	8,456	8,728	9,000	9,272	9,544	9,816
R.43	..	1,290	1,308	1,326	1,344	1,362	1,380	1,398	1,416	1,434	1,452	R.93	..	7,512	7,784	8,056	8,328	8,600	8,872	9,144	9,416	9,688	9,960
R.44	..	1,308	1,326	1,344	1,362	1,380	1,398	1,416	1,434	1,452	1,470	R.94	..	7,656	7,928	8,200	8,472	8,744	9,016	9,288	9,560	9,832	10,104
R.45	..	1,326	1,344	1,362	1,380	1,398	1,416	1,434	1,452	1,470	1,488	R.95	..	7,800	8,072	8,344	8,616	8,888	9,160	9,432	9,704	9,976	10,248
R.46	..	1,344	1,362	1,380	1,398	1,416	1,434	1,452	1,470	1,488	1,506	R.96	..	7,944	8,216	8,488	8,760	9,032	9,304	9,576	9,848	10,120	10,392
R.47	..	1,362	1,380	1,398	1,416	1,434	1,452	1,470	1,488	1,506	1,524	R.97	..	8,088	8,360	8,632	8,904	9,176	9,448	9,720	9,992	10,264	10,536
R.48	..	1,380	1,398	1,416	1,434	1,452	1,470	1,488	1,506	1,524	1,542	R.98	..	8,232	8,504	8,776	9,048	9,320	9,592	9,864	10,136	10,408	10,680
R.49	..	1,398	1,416	1,434	1,452	1,470	1,488	1,506	1,524	1,542	1,560	R.99	..	8,376	8,648	8,920	9,192	9,464	9,736	10,008	10,280	10,552	10,824
R.50	..	1,416	1,434	1,452	1,470	1,488	1,506	1,524	1,542	1,560	1,578	R.100	..	8,520	8,792	9,064	9,336	9,608	9,880	10,152	10,424	10,696	10,968

GHANA PUBLISHING CORPORATION (PRINTING DIVISION)
NOTICE TO ALL SUBSCRIBERS—OFFICIAL GOVERNMENT PUBLICATIONS

ANNUAL SUBSCRIPTION RATES

The new rates will take effect from 1st March, 1975:—

	¢
(i) Ghana Gazette	11.00
(ii) Commercial and Industrial Bulletin	18.00
(iii) Local Government Bulletin	9.50
(iv) Land and Concessions Bulletin	11.00
(v) Legislative Instruments	9.50
(vi) Acts or Decrees	6.00
(vii) Executive Instruments	5.00

J. E. K. YANKEY
General Manager

THE NATIONAL WEEKLY LOTTO RESULTS

It is hereby certified that a National Weekly Lotto Draw was held on Saturday, 8th March, 1975 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 - 66 - 86 - 18 - 11

LT.-COL. E. T. OKLAH
Director of National Lotteries

NATIONAL INVESTMENT BANK

NOTICE OF TWELFTH ANNUAL GENERAL MEETING

Notice is hereby given that the Twelfth Annual General Meeting of the National Investment Bank will be held at the Ambassador Hotel, Accra, on Friday, the 11th day of April, 1975 at 11.00 a.m. to transact the following business:

1. To Confirm the Minutes of the Eleventh Annual General Meeting held on 26th April, 1974.
2. To receive and adopt the Directors' Report and the Audited Accounts for the year ended 31st December, 1974.
3. To appoint Auditors.
4. To transact any other business which may be properly transacted at an annual general meeting.

A member entitled to attend and vote 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 not less than 48 hours before the meeting.

Dated the 20th day of February, 1975.

By Order of the Board.

J. S. ADDO
Managing Director

HEAD OFFICE,
 LIBERTY AVENUE,
 P. O. Box 3726,
 ACCRA.

PUBLIC PLACE OF WORSHIP

LICENCE FOR CELEBRATION OF MARRIAGES

Under the provisions of section 8, subsection (1) of the Marriage Ordinance (Cap. 127) I, EBENEZER HOYLE, Regional Administrative Officer of the Central Region of Ghana, do hereby license the following place of public worship for the celebration of marriages:—

Mfantisman Girls' Secondary School Chapel, Saltpond.

Given under my hand at Cape Coast this 25th day of February, 1975.

EBENEZER HOYLE
Regional Administrative Officer

THE WEST AFRICAN EXAMINATIONS COUNCIL

SCHOOL CERTIFICATE AND GENERAL CERTIFICATE OF EDUCATION EXAMINATION AND
GENERAL CERTIFICATE OF EDUCATION: ADVANCED LEVEL NOVEMBER/DECEMBER, 1975

The above examinations which are open to Private Candidates will be held in November/December, 1975.

2. Entries from private candidates will be accepted up to 30th April, 1975. Applications for entry forms, accompanied by Crossed 50p postal or money orders and a foolscap envelope (9" x 4") bearing the applicant's own name and address should be addressed to:

The Senior Deputy Registrar (ENT.),
West African Examinations Council,
Post Office Box 917,
Accra.

For information about conditions of entry write to the Senior Deputy Registrar (Publications) enclosing a Crossed Ø1.50 Postal/Money Order for a copy of the 1975 Regulations and Syllabuses.

3. Completed entry forms must be dispatched by registered post to reach the Senior Deputy Registrar (ENT.) not later than 30th April, 1975. Late entries will *not* be accepted.

4. Applicants may *either* apply for entry forms by post direct to the Senior Deputy Registrar (ENT); *or* apply for forms personally at any of the following places:

- (i) The Council's Office, Accra.
- (ii) The Officer-in-Charge, W.A.E.C., Sub-office, Unicorn House, Kumasi.
- (iii) The Local Secretary, Aboom Wells Road, Opposite A.M.E. Zion School, Cape Coast.
- (iv) The Local Secretary, c/o Regional Education Office, Ho.
- (v) The Local Secretary, Worker's College, Takoradi.
- (vi) The Local Secretary, Sunyani.
- (vii) The Local Secretary, Tamale.
- (viii) The Local Secretary, St. John Bosco's College, Navrongo.

5. All postal orders should be Crossed and made payable to "W.A.E.C." In their own interest, applicants must write their name and address as well as the title of the examination at the back of the postal or money order. Counterfoils should be detached from postal orders before they are despatched. The Council accepts no responsibility for the loss of postal orders which are not completed in accordance with these instructions. Stamps, cash or cheques are not accepted. Applications which are not accompanied by postal/money orders will be ignored.

6. In all correspondence with the Council, candidates must quote the correct title of the examination and state whether it is Ordinary or Advanced Level.

LOSS OF COUNTERFOIL RECEIPT BOOK NUMBERED Y.333600-333700

It is notified for public information that Counterfoil Receipt Book Numbered Y.333600-333700 is missing.

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

LOSS OF LOCAL PURCHASE ORDER NO. 427600

It is notified for public information that Local Purchase Order No. 427600 has got lost in the office of the District Information Officer, Kibi.

Any person coming into possession of it or having information regarding it should kindly report to the District Information Officer, Kibi, 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 NO. 322578

It is notified for public information that Local Purchase Order No. 322578 dated 16th October, 1974 issued by the Secretary to the National Redemption Council 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.

LOSS OF LOCAL PURCHASE ORDERS NOS. 543801-543850

It is notified for public information that the blank Local Purchase Orders listed below are missing:—

*L.P.O. Nos.**Department Concerned*

543816-543850 (i.e. one book comprising
543801-543815 issued and 543816-543850
unissued).

Accra Technical Training Centre

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

LOSS OF GENERAL COUNTERFOIL RECEIPT NO. J.054085

It is notified for public information that General Counterfoil Receipt No. J.054085 has got lost in the Abutia Sub-District of the Assistant Director of Agriculture, Ho.

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

LOSS OF GENERAL COUNTERFOIL RECEIPT BOOK NO. L.508201-508300

It is notified for public information that General Counterfoil Receipt Book Nos. L.508201-508300 has got lost in the District Court Grade II, Salaga.

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

**CHIEFTAINCY DIVISION—OFFICE OF THE NATIONAL REDEMPTION COUNCIL
VACANCY FOR THE POST OF RESEARCH OFFICER**

Applications are invited from suitably qualified persons for the post of Research Officer in the Chieftaincy Division of the Office of the National Redemption Council.

Duties.—The duties of a Research Officer are similar to those of an Assistant Research Officer, but carry greater responsibility.

The duties of an Assistant Research Officer are as follows:—

- (a) act as Secretaries to Research Committees of the Regional Houses of Chiefs and to assist them in the planning and execution of research;
- (b) conduct research into Chieftaincy, customs, etc., and prepare reports on any such research;
- (c) compile and maintain a record of Chieftaincy matters;
- (d) assist in establishing a library for each of the Regional Houses of Chiefs; and
- (e) organise seminars to educate the public on Chieftaincy, etc.

Qualifications.—Candidates must possess a degree in Arts from a recognised university with three years' post-qualification experience in research work.

Salary Scale.—Range 60, 65, i.e. (¢3,192–¢4,236).

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 4th April, 1975. Candidates in the Public Service should forward their completed application forms through their Heads of Departments. Candidates under any form of bond will not be eligible.

VACANCIES IN THE CATTLE DEVELOPMENT BOARD, BOLGATANGA

Applications are invited from suitably qualified persons for appointment to the following posts in the Cattle Development Board, Bolgatanga:—

1. Chief Accountant
2. Accountant
3. Public Relations Officer.

1. CHIEF ACCOUNTANT

Qualifications.—Candidates must possess ACCA, ACA or CA and must have a minimum of five (5) years' post-qualification experience in a supervisory capacity.

Duties:

- (a) Will be responsible to the Executive Chairman for the over-all financial administrations of the Board.
- (b) Will be responsible for the accounts of the Board including the preparations of budget statements.
- (c) Will also assist in the economic appraisal of development projects.

Salary.—Negotiable, but very attractive, depending upon qualification and experience, but not below ¢7,000 per annum plus professional allowance of ¢1,600 per annum (where applicable).

2. ACCOUNTANT

Qualifications.—Candidates must possess ACA, ACCA or ACWA with a minimum of three (3) years' post-qualifications experience as Practising Accountants with a reputable Commercial or Public Organisation.

Duties.—Will assist the Chief Accountant in the efficient administration of the Accounts Department of the Board and help in the formulation of proposals and policies relevant to the efficient management of the finance of the Board.

Salary.—Attractive and negotiable but not below ¢5,500 per annum plus professional allowance of ¢1,600 per annum (where applicable).

3. PUBLIC RELATIONS OFFICER

Qualifications.—Candidates should possess a good University Degree from a recognised University preferably in English or any of the Social Sciences or the equivalent and must possess a minimum of six (6) years' experience in the field of Public Relations with a reputable Commercial or Public Organisation.

Candidates must be very fluent in English. Fluency in Hausa and a working knowledge of French will be of great advantage.

Duties:

- (a) Will be responsible to the Executive Chairman for the dissemination of information on the operations, policies and activities of the Board to the general public.
- (b) Will advise on all Public Relations matters.
- (c) Will be responsible for organizing all publications of the Board including a house journal and brochures.

Salary.—Attractive and negotiable according to qualification and experience.

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 11th April, 1975. Copies only of supporting documents should be forwarded. Public Servants should apply through their Heads of Departments.

INTERNATIONAL ATOMIC ENERGY AGENCY VACANCY FOR FIRST OFFICER/SENIOR OFFICER

Post, Title and Grade.—First Officer/Senior Officer P-4/P-5.

Division.—Division of Nuclear Safety and Environmental Protection, Department of Technical Operations.

Type of Appointment.—Fixed term—two years.

Duties and Responsibilities—

In general:

To advise and assist the Director of the Division on matters related to the environmental radioactivity arising from peaceful nuclear programmes and to the corresponding protection of the public.

In particular:

To advise on the requirements for the radiation protection of the public and their implementation, particularly in respect of release limitations, preoperational studies and monitoring; to maintain current knowledge of developments in such fields as radioecology, pathway analysis, models of local, regional and global dispersion of radioactivity released into the environment.

- To assist in initiating and arranging advisory groups, technical committees, symposia and other scientific and technical meetings;
- To prepare manuals and other documents;
- To assist in providing advice to Member States upon their request;
- To collaborate with other Divisions of the Agency and, on assignment, with other International organisations;
- To encourage relevant research work and, on assignment, to work as project officer for research contracts;
- To help, as may be required, on any matter pertaining to the work of the Division which is relevant to his/her knowledge and experience.

Qualifications.—Advanced degree in a field of science related to the duties of the post. At least ten years' experience in environmental studies related to radioactivity including direct experience in several of the subjects mentioned above, and working knowledge of the others. Thorough acquaintance with field work in preoperational studies and environmental monitoring requirements for various types of installations. Fluency in English, French, Russian or Spanish. Good working knowledge of English necessary.

Emoluments are based on US \$ equivalents and are deemed to be exempt from national income tax. Salaries and allowances are payable in the currency of the home country.

Salary per annum.—Net \$16,542/20,118

Dependency allowances per annum.—(subject to eligibility) Spouse \$400
Child \$300.

Post Adjustment.—Per annum variable according to cost of living and to dependency status.

At present Single rate \$5,784/6,912
Dependency rate \$8,676/10,368.

Other Benefits.—Subject to specific terms of appointment and where applicable: annual salary increment, annual and sick leave, medical scheme, travel on appointment and repatriation, shipment of personal effects and household goods, installation and repatriation grants, home leave travel every two years with eligible dependants, children's education grant.

Application forms are obtainable from the Secretary, Ghana Atomic Energy Commission, P.O. Box 80, Legon, to whom the completed forms should be returned by 5th May, 1975.