



*Published by Authority*

No. 17

FRIDAY, 27TH FEBRUARY

1970

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## NOTICE OF PUBLICATION OF OFFICIAL BULLETINS

## LOCAL GOVERNMENT NO. 10

was published on Monday, 23rd February, 1970, price 6Np.

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## LOCAL GOVERNMENT NO. 11

is published today, price 12Np.

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GHANA CUSTOMS AND EXCISE  
STATEMENT SHOWING THE CUSTOMS AND EXCISE DUTIES COLLECTED DURING THE MONTH OF DECEMBER, 1969 AND THE  
PERIOD 1st JULY, 1969 TO 31st DECEMBER, 1969 COMPARED WITH CORRESPONDING PERIOD IN 1968-69

	Import Duty N¢	Sales Tax N¢	Purchase Tax N¢	Export Duty N¢	Excise Duty N¢	Cocoa Local Duty N¢	Wholesalers, etc. Registration Fees N¢	Manufac- turers' Licence N¢	Other Collection N¢	Total N¢
Month of Dec., 1969	..	6,419,543.03	2,488,496.44	329,432.35	61,683.99	2,484,959.49	..	3,100.00	35,720.35	12,240,815.53
Month of Dec., 1968	..	5,021,406.12	2,360,764.60	175,416.46	4,801,353.35	1,670,800.92	..	2,410.00	29,880.11	14,965,606.38
1st July, 1969 to 31st Dec., 1969	..	33,662,563.91	16,933,277.39	1,816,128.18	13,041,232.70	12,777,530.34	..	4,290.00	309,838.03	82,887,720.58
1st July, 1968 to 31st Dec., 1968	..	30,417,034.82	13,223,864.72	1,375,234.62	11,202,502.33	11,335,452.70	..	3,857.00	199,703.39	71,484,467.10

SPECIAL SURCHARGE

	N¢
Month of Dec., 1969	.. 415,599.88
1st July to 31st Dec., 1969	.. 2,121,734.25

ANALYSIS OF EXPORT DUTY

	Cocoa						OTHER			Total Duties N¢
Period	Quantity Exported (tons)	Export Duty N¢	Average Export Duty (per ton) N¢	Diamonds N¢	Timber N¢	Kola-nuts N¢	Re-Exports N¢			
Month of Dec., 1969	..	..	..	..	59,188.54	2,495.45	..	..	..	61,683.99
Month of Dec., 1968	..	..	..	..	49,328.90	1,446.75	..	..	..	4,801,353.35
1st July to 31st Dec., 1969	..	17,165	4,750,577.70	..	406,971.05	23,526.83	..	..	..	13,041,232.70
1st July to 31st Dec., 1968	..	40,909	12,610,734.82	..	282,244.65	5,780.28	..	..	..	11,202,502.33

COMPARISON WITH REVENUE ESTIMATES FOR THE PERIOD 1st JULY, 1969 TO 31st DECEMBER, 1969

Description of Revenue	Proportionate Estimate N¢	Amount Collected N¢	Increase + or Decrease- N¢
Import Duty	35,031,940.00	33,662,563.91	-1,369,376.09
Sales Tax	15,353,702.00	16,933,277.39	+1,579,575.39
Purchase Tax	1,378,000.00	1,816,128.18	+438,128.18
Export Duty	60,011,480.00	13,041,232.70	-46,970,247.30
Excise Duty	14,301,502.00	12,777,530.34	-1,523,971.66
Cocoa Local Duty	5,855,001.00	2,168,531.78	-3,686,469.22
Wholesalers, etc. Registration Fees	100,000.00	52,594.00	-47,406.00
Manufacturers' Licence	4,500.00	4,290.00	-210.00
Other Collections	221,222.00	309,838.03	+88,616.03
Special Surcharge	1,855,000.00	2,121,734.25	+266,734.25

Note.—The figures for the month of December, 1969 do not include duties and other collections in respect of goods imported or exported by Post and Overland. The cumulative totals include these collections in respect of all previous months.

GHANA CUSTOMS AND EXCISE,  
HEADQUARTERS, ACCRA.  
18th February, 1969.

B. T. MADJITEY  
Comptroller of Customs and Excise



## RECRUITMENT TO VARIOUS POSTS IN THE PUBLIC SERVICES—1970

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 pensionable 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 Economic Officer (Ministry of Finance and Economic Planning)  
 Assistant Controller of Posts  
 Assistant Inspector of Customs  
 Commercial 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 Statistics Officer	..	..	..	..	Central Bureau of Statistics
4. Education Officer ..	..	..	..	..	Ministry of Education
5. Education Officer (Technical)	..	..	..	..	Ministry of Education
6. English Mistress ..	..	..	..	..	Ministry of Health
7. Science Mistress ..	..	..	..	..	Ministry of Health
6. Biochemist ..	..	..	..	..	Ministry of Health
9. Nutrition Officer ..	..	..	..	..	Ministry of Health
10. Bacteriologist ..	..	..	..	..	Ministry of Health
11. Government Chemist ..	..	..	..	..	Ministry of Health
12. Biologist ..	..	..	..	..	Ministry of Health
13. Assistant Statistics Officer (Bio Statistician)	..	..	..	..	Ministry of Health
14. Maintenance Engineer ..	..	..	..	..	Ministry of Health
15. Public Health Engineer ..	..	..	..	..	Ministry of Health
16. Domestic Science Mistress	..	..	..	..	Ministry of Health
17. Ophthalmic Optician ..	..	..	..	..	Ministry of Health
18. Medical Officer ..	..	..	..	..	Ministry of Health
19. Dental Surgeon ..	..	..	..	..	Ministry of Health
20. Senior X-Ray Maintenance Technician	..	..	..	..	Ministry of Health
21. Maintenance Superintendent (Electronics)	..	..	..	..	Ministry of Health
22. Instrument Curator ..	..	..	..	..	Ministry of Health
23. Agricultural Officer ..	..	..	..	..	Ministry of Agriculture
24. Agricultural Education Officer ..	..	..	..	..	Ministry of Agriculture
25. Agricultural Economist ..	..	..	..	..	Ministry of Agriculture
26. Assistant Agricultural Statistics Officer	..	..	..	..	Ministry of Agriculture
27. Assistant Agricultural Engineer ..	..	..	..	..	Ministry of Agriculture
28. Assistant Irrigation Engineer ..	..	..	..	..	Ministry of Agriculture
29. Assistant Mechanical Engineer ..	..	..	..	..	Ministry of Agriculture
30. Agricultural/Extension Engineer ..	..	..	..	..	Ministry of Agriculture

<i>Post</i>					<i>Department/Ministry</i>
31. Agricultural Extensions Economist	..	..	..	..	Ministry of Agriculture
32. Senior Technical Officer Grade II	..	..	..	..	Ministry of Agriculture
33. Fisheries Officer	..	..	..	..	Fisheries Department
34. Fisheries Biologist	..	..	..	..	Fisheries Department
35. Co-operative Officer	..	..	..	..	Co-operative Department
36. Veterinary Officer	..	..	..	..	Animal Health Division
37. Assistant Conservator of Forest	..	..	..	..	Ministry of Forestry
38. Forestry Education Officer	..	..	..	..	Ministry of Forestry
39. Assistant Game Warden	..	..	..	..	Game and Wildlife
40. Meteorologist	..	..	..	..	Meteorological 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	..	..	..	..	Auditor-General's Department
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 and Economic Planning
55. Assistant Engineer	..	..	..	..	Ministry of Finance and Economic Planning
56. Architect	..	..	..	..	Ministry of Finance and Economic Planning
57. Assistant Physical Planning Officer	..	..	..	..	Physical Planning Department
58. Physical Planning Assistant	..	..	..	..	Physical Planning Department
59. Commercial Officer	..	..	..	..	Ministry of Trade and Industries
60. Ceramist	..	..	..	..	Geological Survey
61. Hydrogeologist	..	..	..	..	Geological Survey
62. Petrologist	..	..	..	..	Geological Survey
63. Chemist Assayer	..	..	..	..	Geological Survey
64. Experimental Officer	..	..	..	..	Geological Survey
65. Assistant Archivist	..	..	..	..	National Archives
66. Assistant Engineer (Civil)	..	..	..	..	Railway and Ports Administration
67. Assistant Engineer (Mechanical)	..	..	..	..	Railway and Ports Administration
68. Assistant Engineer (Electrical)	..	..	..	..	Railway and Ports Administration
69. Architect	..	..	..	..	Railway and Ports Administration
70. Assistant Engineer (Civil)	..	..	..	..	Posts and Telecommunications
71. Assistant Engineer (Mechanical)	..	..	..	..	Public Works Department
72. Material Engineer	..	..	..	..	Public Works Department
73. Assistant Engineer (Electrical)	..	..	..	..	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



<i>Post</i>	<i>Department/Ministry</i>
77. Curator .. .. .	Parks and Gardens
78. Landscape Designer .. .. .	Parks and Gardens
79. Assistant Controller of Posts .. .. .	Posts and Telecommunications Department
80. Assistant Inspector of Customs and Excise .. .. .	Customs and Excise Department
81. Accountant .. .. .	Ministries and Government Departments
82. Assistant Investigating Accountants .. .. .	Central Revenue Department
83. Assistant Master (Technical) .. .. .	Ministry of Education
84. Industrial Promotion Officer .. .. .	Ministry of Industries
85. Projects Officer .. .. .	Ministry of Industries
86. Assistant Projects Officer .. .. .	Ministry of Industries
87. Assistant Engineer/Engineer .. .. .	Ministry of Lands and Mineral Resources
88. Property Valuer/Assistant Rating Officer .. .. .	Ministry of Local Government
89. Assistant Health Educator .. .. .	Ministry of Health
90. Catering Officer .. .. .	Ministry of Health
91. Nutrition Extension Officer .. .. .	Ministry of Health

### 1. ADMINISTRATIVE OFFICER GRADE IV

RANGE—47, 52

*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 unusual 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 their 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 GRADE A5

RANGE—47, 52

(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 interests, 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 3-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 consists of obtaining and supplying information about the foreign country where he is stationed and submitting advice thereon in order 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 but is not a requisite. Fresh graduates are not eligible for direct appointment to the Foreign Service but may be selected for posting to the Ministry of Foreign Affairs after a spell in the Home Service as Administrative Officer.

### 3. ASSISTANT STATISTICS OFFICER—CENTRAL BUREAU OF STATISTICS

#### RANGE—50

**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 brand 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 a 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—MINISTRY OF EDUCATION

#### RANGE—48, 54/59, 65

**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, teaching in a Government Teacher Training College or Secondary School, 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.**—A degree of a recognised University and five years' teaching experience after graduation. Candidates who do not possess the postgraduate Diploma in Education or comparable qualifications will be required at a later date to attend the University of Ghana to take the Diploma. Fresh graduates seeking appointment in the Ministry of Education should apply direct to the Principal Secretary, Ministry of Education.

### 5. EDUCATION OFFICER (TECHNICAL)

#### RANGE—59, 60

**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, Building or Commerce.



## 6. ENGLISH MISTRESS—MINISTRY OF HEALTH

RANGE—47, 52

*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 Science of a recognised University.
- (ii) Only women are eligible to apply.

## 7. SCIENCE MISTRESS

RANGE—47, 52

*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.

## 8. BIOCHEMISTRY—MINISTRY OF HEALTH

RANGE—50

*Duties.*—The 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. (Chemistry) degree of a recognised University and a year's postgraduate certificate in biochemistry research.

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

## 9. NUTRITION OFFICER—MINISTRY OF HEALTH

RANGE—50

*Duties.*—The 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.*—Candidates must

- (a) possess a degree of a recognised University in Science including Biochemistry; and
- (b) have gained not less than one year's postgraduate training in nutrition at a School of Tropical Medicine.

*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.

## 10. BACTERIOLOGIST (NON-MEDICAL)—MINISTRY OF HEALTH

RANGE—50

*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.

## 11. GOVERNMENT CHEMIST—MINISTRY OF HEALTH

RANGE—50

*Duties.*—The Government Chemist is to carry out, under the direction of the Senior Government Chemist, the functions of a Chemist in the Government Chemical Laboratory including the training of Staff.

*Qualifications.*—Candidates must possess the B.Sc. (Honours) degree in Chemistry, of a recognised University.

Preference will be given to candidates who hold a Diploma in Applied Chemistry Branch "E" (food and drugs) from a recognised Institute or who are pharmaceutical chemists.

## 12. BIOLOGIST—MINISTRY OF HEALTH

RANGE—50

*Duties.*—To carry out routine and laboratory research investigations in Scrology, Haematology, Parasitology, Microbiology and Biochemistry and teaching of elementary science to Pupil Laboratory Technicians.

*Qualifications.*—A science degree from a recognised University in one or more of the following:—Chemistry, Botany or Zoology. Experience in teaching or in a Medical and/or Laboratory work is desirable.

## 13. ASSISTANT STATISTICS OFFICER (BIO STATISTICIAN)—MINISTRY OF HEALTH

RANGE—50

*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.

## 14. MAINTENANCE ENGINEER—MINISTRY OF HEALTH

RANGE—59, 60

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

## 15. PUBLIC HEALTH ENGINEER—MINISTRY OF HEALTH

RANGE—59, 60

*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.

## 16. DOMESTIC SCIENCE MISTRESS—MINISTRY OF HEALTH

RANGE—45, 50

*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.

#### 17. OPHTHALMIC OPTICIAN—MINISTRY OF HEALTH

RANGE—45, 50

*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 eye 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.

#### 18. MEDICAL OFFICER—MINISTRY OF HEALTH

RANGE—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 Direction of Medical Services may direct and supervise subordinate staff.

*Qualifications:*

- (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.

#### 19. DENTAL SURGEON—MINISTRY OF HEALTH

RANGE—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:*

- (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 have been accepted for registration under the Medical Practitioners' and Dentists' Ordinance.

#### 20. SENIOR X-RAY MAINTENANCE TECHNICIAN—MINISTRY OF HEALTH

RANGE—45, 50

*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.).

## 21. MAINTENANCE SUPERINTENDENT (ELECTRONICS)—MINISTRY OF HEALTH

RANGE—45, 50

*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.

## 22. INSTRUMENT CURATOR—MINISTRY OF HEALTH

RANGE—45, 50

*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.

## 23. AGRICULTURAL OFFICER—MINISTRY OF AGRICULTURE

RANGE—50

*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.

## 24. AGRICULTURAL EDUCATION OFFICER—MINISTRY OF AGRICULTURE

RANGE—50

*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.

## 25. AGRICULTURAL ECONOMIST—MINISTRY OF AGRICULTURE

RANGE—50

*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.

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

## 26. ASSISTANT AGRICULTURAL STATISTICS OFFICER—MINISTRY OF AGRICULTURE

RANGE—50

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



## 27. ASSISTANT AGRICULTURAL ENGINEER—MINISTRY OF AGRICULTURE

RANGE—59, 60

*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.

*Qualifications.*—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.

## 28. ASSISTANT IRRIGATION ENGINEER—MINISTRY OF AGRICULTURE

RANGE—59, 60

*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 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.

## 29. ASSISTANT MECHANICAL ENGINEER—MINISTRY OF AGRICULTURE

RANGE—59, 60

*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.

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

## 30. AGRICULTURAL EXTENSION ENGINEER—MINISTRY OF AGRICULTURE

RANGE—59, 60

*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.

## 31. AGRICULTURAL EXTENSIONS ECONOMIST—MINISTRY OF AGRICULTURE

RANGE—50

*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.

## 32. SENIOR TECHNICAL OFFICER GRADE II—MINISTRY OF AGRICULTURE

RANGE—45, 50

*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.

## 33. FISHERIES OFFICER—FISHERIES DEPARTMENT

RANGE—50

*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.

## 34. FISHERIES BIOLOGIST—FISHERIES DEPARTMENT

RANGE—50

*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.

## 35. CO-OPERATIVE OFFICER—CO-OPERATIVE DEPARTMENT

RANGE—47, 52

*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, Marburg, 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.

## 36. VETERINARY OFFICER—ANIMAL HEALTH DIVISION

RANGE—67

*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.

## 37. ASSISTANT CONSERVATOR OF FORESTS—MINISTRY OF FORESTRY

RANGE—50

*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.



## 38. FORESTRY EDUCATION OFFICER—MINISTRY OF FORESTRY

RANGE—50

*Duties.*—To teach the basic Science—Botany, Zoology, Chemistry and Physics—and English to Learner Forest Rangers.

*Qualifications.*—Candidates must hold a degree of a recognised University in Natural Science, with either Botany, Zoology, Chemistry or Physics as principal subject.

## 39. ASSISTANT GAME WARDEN—GAME AND WILDLIFE

RANGE—50

*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. METEOROLOGIST—METEOROLOGICAL DEPARTMENT

RANGE—50

*Duties.*—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 specialised needs of the country. They are required also to study the needs of users of meteorological information such as agriculturists, engineers, industrialists and other research 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:

- (a) a First or Second Class Honours degree of a recognised University in either Physics or Mathematics; or
- (b) a general degree in Physics and Mathematics with a First or Second Division; or
- (c) a First or Second Class Honours degree in Geography with climatology as a subject and at least the Higher School Certificate pass in Mathematics.

## 41. ASSISTANT STAFF SURVEYOR/STAFF SURVEYOR—SURVEY DIVISION

RANGE—50

*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 subjects; 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, 60

*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—50

*Duties.*—On appointment candidates will undergo training and will perform duties appertaining to valuation for compulsory purchase and private treaty negotiations and for rental, rating and other purposes in addition to estate management of State and Stool Lands under the supervision of more experienced professional Officers.

*Qualifications.*—A degree in Estate Management, or Lands Economy or Economics of a recognised University.

*N.B.*—Successful candidates who are graduates in Estate Management of Lands Economy will be expected to attain full professional status in due course (e.g. A.R.I.C.S. or other comparable status); graduates in Economics will undergo two years practical training with the Lands Department. On attaining full professional status, usually after two years' approved practical training, the Assistant Lands Officer (Valuation) advances to the N£1,840 point in the salary scale.

## 44. ASSISTANT ENGINEER—SOCIAL WELFARE AND COMMUNITY DEVELOPMENT

## RANGE—59, 60

*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:*

- (1) must held 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—45, 50

*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—45, 50

*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) Dairing.

## 47. DAIRY OFFICER—MINISTRY OF AGRICULTURE

## RANGE—50

*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 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—50

*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 DEPARTMENT

RANGE—47, 52

*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—59, 60

*Duties.*—Promotion of measures providing for the safety, health and welfare of factory and dock workers' 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, 60

*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—45, 50

*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—47, 52

*Duties.*—The duties attached to the grade are to assist the authorising of assessments; to examine accounts and compute the profits of traders of 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 AND ECONOMIC PLANNING

RANGE—50

*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 Economic 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 Economic 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 Degree in Economics or Sociology.

#### 55. ASSISTANT ENGINEER—MINISTRY OF FINANCE AND ECONOMIC PLANNING

RANGE—59, 60

*Duties.*—Assistant Engineers are responsible for project evaluation and analysis of alternative projects in development schemes. They will be required to advise the Ministry on techniques of constructions and liaise with other Ministries in the programming of their engineering activities. They will also deal with the development of new industrial projects and undertake the assessment of the levels of technology for the start of such projects.

*Qualifications.*—A B.Sc. degree in Engineering or its equivalent.

#### 56. ARCHITECT—MINISTRY OF FINANCE AND ECONOMIC PLANNING

RANGE—59, 60

*Duties.*—To design, prepare working drawings, specifications, schedules of materials, etc. for and to supervise the construction of new Government buildings in connection with housing schemes.

Architects should also have experience of the design and layout of Housing Estates including roads and drains, and be called upon to carry out duties as executive architects responsible for the organisation of direct labour works and to may perform administrative duties.

*Qualifications.*—Candidates must:

- (1) have passed Parts I and II of the final examination of the Royal Institute of British Architects; or
- (2) be Licentiates of the Royal Institute of British Architects; or
- (3) be Associate Member of the Institute of British Architects by the Institute's special examination; or
- (4) have a qualification which is considered as exemption from or considered as comparable to Parts I and II of the Royal Institute of British Architects examination; or
- (5) possess a qualification accepted as being of an equivalent standard.

#### 57. ASSISTANT PHYSICAL PLANNING OFFICER—PHYSICAL PLANNING DEPARTMENT

RANGE—50 UPWARDS (*Under Review*)

*Duties.*—To assist in:

- (1) Physical Planning within statutory Planning areas in consultation with City, Municipal or Local Management Committee.
- (2) The organisation and maintenance of Regional and District Planning Offices for the purposes of advising the Regional Administrative Committees and Management Committees on all aspects of physical 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 National, Regional and Local physical development plans.

*Qualifications.*—Recognised degree or Diploma in Town Planning. M.Sc. (Urban/Regional) B.Sc./B.A. (Agric.) B.Sc./B.A. (Econ.) B.Sc. (Design).

Candidates with B.A./B.Sc. will enter the scale A1A at N¢1608 per annum and will be required to undertake two-year postgraduate studies in Urban/Regional Planning on scholarship terms.

#### 58. PHYSICAL PLANNING ASSISTANT—PHYSICAL PLANNING DEPARTMENT

RANGE—45, 50

*Duties.*—To assist Physical Planning Officers in the preparation of Planning Schemes for statutory planning areas. They will be in charge of or assist Town Planning Administration in District Administrative Areas and prepare planning schemes for small towns and villages. At the national and regional levels they will assist in the gathering and assembling of data, for the preparation of National or Regional Physical Plans.

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

#### 59. COMMERCIAL OFFICER—MINISTRY OF TRADE AND INDUSTRIES

RANGE—47, 52

*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, preferable in Commerce or Economics from a recognised University.

#### 60. CERAMIST—GEOLOGICAL SURVEY DEPARTMENT

RANGE—50

*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 their period of probation before they become eligible for confirmation.

#### 61. HYDROGEOLOGIST—GEOLOGICAL SURVEY DEPARTMENT

RANGE—50

*Duties.*—To locate by geophysical and other means ground-water reservoir. To study the ground-water regime in various parts of the country and select boreholes sites for drilling. To maintain well and borehole records and advise the Water Supplies Division on the exploitation of ground-water.

*Qualifications:*

- (a) A good honours degree in Geology or Geophysics.
- (b) At least two years' post-qualification training in applied Geophysics and/or Hydrogeology.

*N.B.*—Candidates who possess only the honours degree will be given opportunity after appointment to undergo the necessary postgraduate training during their period of probation before they become eligible for confirmation.

#### 62. PETROLOGIST—GEOLOGICAL SURVEY DEPARTMENT

RANGE—50

*Duties.*—To make specialised studies of rocks and minerals by field and laboratory methods.

*Qualifications:*

- (a) Candidates must possess a First Class or higher grade Second Class Honours degree in Geology of a recognised University.
- (b) Must have specialised in and demonstrated special aptitude for petrological work during the last year of University course.

#### 63. CHEMIST ASSAYER—GEOLOGICAL SURVEY DEPARTMENT

RANGE—50

*Duties.*—To assay ores and carry out silicate analyses of rocks and minerals as directed and to participate in research in the inter-relation of Ghana rocks and in Geochemistry.

*Qualifications:*

- (a) An honours or special degree in Chemistry of a recognised University.
- (b) At least two years' postgraduate experience in silicate analysis and assaying.

*N.B.*—Candidates who possess only the degree will be given opportunity after appointment to acquire the relevant postgraduate experience during their period of probation before they become eligible for confirmation.

#### 64. EXPERIMENTAL OFFICER—GEOLOGICAL SURVEY DEPARTMENT

RANGE—50

*Duties.*—The Experimental Officer is responsible for

- (a) the collection of geological information as directed by a Geologist for the use of the Geologist including the collection of rocks, minerals, borehole cores cutting and sludges;
- (b) the collection of geophysical data for interpretation by a Geologist;
- (c) the organisation and supervision of sampling and prospecting operations including sampling of outcrops.

*Qualifications.*—Candidates must possess a Second Class Honours (Lower Division), Third Class Honours or pass degree in Geology of a recognised University.

## 65. ASSISTANT ARCHIVIST—NATIONAL ARCHIVES

RANGE—47, 52

*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 DEPARTMENT, RAILWAY DEPARTMENT, ELECTRICITY CORPORATION AND PUBLIC WORKS DEPARTMENT

RANGE—59, 60

*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 Department of Posts and Telecommunications 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.

## 74. ELECTRICAL ENGINEER—DEPARTMENT OF CIVIL AVIATION

RANGE—59, 60

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

*Qualifications.*—Candidate 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, EHT and LT 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—45, 50

*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, 60

*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 scale A1A with an initial salary of N£1,840 per annum.

## 77. CURATOR—PARKS AND GARDENS

RANGE—47, 52

*Duties.*—To take charge of the Aburi Botanical Gardens; to increase the out-door plant collections and herbarium; to collect local plants, flowers and shrubs which may have decorative value in Parks and Gardens and classify these collections into their botanical families.

*Qualifications:*

- (a) possess a degree in Tropical Horticulture or its equivalent; candidate with National Diploma in Horticulture (N.D.H.) will be considered;
- (b) he should be fully conversant with running and maintenance of Botanical Gardens;
- (c) should have done at least two years' postgraduate work in management of Botanical Garden.

## 78. LANDSCAPE DESIGNER—PARKS AND GARDENS

RANGE—45, 50

*Duties.*—To assist the Senior Landscape Designer in supervisory duties and also to take charge of the Division's stations in a region.

*Qualifications.*—Applicants should possess 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.

## 79. ASSISTANT CONTROLLER OF POSTS—POSTS AND TELECOMMUNICATIONS DEPARTMENT

RANGE—47, 52

*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.

## 80. ASSISTANT INSPECTOR OF CUSTOMS—CUSTOMS AND EXCISE DEPARTMENT

RANGE—47, 52

*Duties.*—To take charge of sub-branch either in the Indoor or Outdoor branch of a Port or a collection and to supervise officers of Customs and Excise and Clerical Officers.

*Qualifications.*—A degree of a recognised University.

## 81. ACCOUNTANT—MINISTRIES AND GOVERNMENT DEPARTMENTS

RANGE—55

*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. Associate of Certified and Corporation Accountants, Institute of Cost and Works Accountants; Institute of Chartered Accountants.

## 82. ASSISTANT INVESTIGATING ACCOUNTANTS—CENTRAL REVENUE DEPARTMENT

RANGE—50

*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 Ghanaian 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.

## 83. ASSISTANT MASTER (TECHNICAL)—MINISTRY OF EDUCATION

RANGE—35, 40

*Duties.*—Assistant Master/Mistress are employed on duties connected with Classroom teaching and practice instruction in Technical, Junior Technical Institutes and Secondary Technical Schools.

*Qualifications.*—Candidates must possess:

1. (a) a National Certificate in Mechanical or Electrical or Building or the Intermediate Certificate of the City and Guilds of London Institute in one of the subjects mentioned above; or
- (b) the Certificate of a recognised Examining Body such as the City and Guilds Certificate in Dressmaking, Cookery, etc., or an equivalent qualification; and
2. at least six years' Industrial and teaching experience after obtaining the above qualifications. Serving Officers are ineligible.

## 84. INDUSTRIAL PROMOTION OFFICER—MINISTRY OF INDUSTRIES

RANGE—47, 52

*Duties.*—Collation of information relating to small-scale and handicraft industries; assistance in the setting up of industries in the rural areas; follow-up of projects under construction; guidance assistance to small-scale business enterprises; preparation of small business management aids; examination on applications from private sector to establish small-scale industrial enterprises; preparation of periodic progress reports; processing of applications for import licences for small-scale industries; administrative matters concerned with industrial projects handled by the division.

*Qualifications:*

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

## 85. PROJECTS OFFICER—MINISTRY OF INDUSTRIES

RANGE—55

*Duties:*

- (a) the collation and evaluation of pre-investment data;
- (b) studying and advising on the further development of existing enterprises;
- (c) supervision of the execution of new projects, which comprises the legal establishment of new companies, acquisition of sites, liaison with building contractors and suppliers of machinery, etc.

*Qualifications:*

- (i) must hold a degree in Economics or similar studies of a recognised University, plus a minimum of three years' post-qualification experience in industry or commerce; or
- (ii) must have a minimum educational qualification of Cambridge School Certificate and a minimum of eight years' experience in industry or commerce; and
- (iii) must be not less than 25 years of age.

## 86. ASSISTANT PROJECTS OFFICER—MINISTRY OF INDUSTRIES

RANGE—47, 50

*Duties:*

- (i) the collection and evaluation of pre-investment data;
- (ii) studying and advising on the further development of existing enterprises;
- (iii) supervision of the execution of new projects, which comprises the legal establishment of new companies, acquisition of sites, liaison with building contractors and suppliers of machinery, etc.

*Qualifications:*

- (i) must hold a degree in Economics or similar studies of a recognised University;
- (ii) must have a minimum qualification of Cambridge School Certificate or equivalent educational qualification and a minimum of five years' experience in industry or commerce, and
- (iii) must be over the age of 25 years.



## 87. ASSISTANT ENGINEER/ENGINEER—MINISTRY OF LANDS AND MINERAL RESOURCES

RANGE—59, 60

*Duties.*—To assist or work under the supervision and guidance of Engineer; to 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.

*Qualifications.*—A degree in Engineering. Candidates with qualification in Oil Engineering will be preferred.

## 88. PROPERTY VALUER/ASSISTANT RATING OFFICER—MINISTRY OF LOCAL GOVERNMENT

RANGE—47, 52

*Duties:*

- (a) to assist the United Nations experts in establishing a Local Authority Valuation System throughout Ghana;
- (b) to assist in setting up an Appraisal Branch;
- (c) to assist in training staff;
- (d) to assist in initiating and maintaining an adequate system of records;
- (e) to assist in organising the collection of basic data;
- (f) to assist in preparing a Handbook or Manual for the use of the Appraisers;
- (g) to be ultimately responsible for the Valuation Branch in the Ministry.

*Qualifications.*—The candidate who should preferably not be more than 40 years of age, must possess the Royal Institution of Chartered Surveyors (Valuation Division) Certificate. In addition he must have gained not less than three years' subsequent practical experience preferably with the Inland Revenue Valuation Office in the United Kingdom, a local authority Valuation Department or a similar body. He must also have been elected to Corporate Membership of the relevant professional body and also have a thorough knowledge of legislation and procedure.

## 89. ASSISTANT HEALTH EDUCATORS—MINISTRY OF HEALTH

RANGE—47, 52

*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.

## 90. CATERING OFFICER—MINISTRY OF HEALTH

RANGE—45, 50

*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.

## 91. SENIOR ASSISTANT NUTRITION OFFICER—MINISTRY OF HEALTH

RANGE—35, 40

Vacancies will be filled by the promotion of confirmed Assistant Nutrition Officers in the normal way subject to the existence of vacancies.

By the direct appointment of candidates with the Final City and Guilds Certificate 151 or 152.

## SALARY RANGES

No.	New Cedis					No.	New Cedis				
R.1	252	264	276	288	300	R.51	1,884	1,956	2,040	2,124	2,208
R.2	264	276	288	300	312	R.52	1,956	2,040	2,124	2,208	2,292
R.3	276	288	300	312	324	R.53	2,040	2,124	2,208	2,292	2,388
R.4	288	300	312	324	336	R.54	2,124	2,208	2,292	2,388	2,484
R.5	300	312	324	336	354	R.55	2,208	2,292	2,388	2,484	2,580
R.6	312	324	336	354	372	R.56	2,292	2,388	2,484	2,580	2,676
R.7	324	336	354	372	390	R.57	2,388	2,484	2,580	2,676	2,784
R.8	336	354	372	390	408	R.58	2,484	2,580	2,676	2,784	2,892
R.9	354	372	390	408	426	R.59	2,580	2,676	2,784	2,892	3,000
R.10	372	390	408	426	444	R.60	2,676	2,784	2,892	3,000	3,108
R.11	390	408	426	444	462	R.61	2,784	2,892	3,000	3,108	3,228
R.12	408	426	444	462	480	R.62	2,892	3,000	3,108	3,228	3,348
R.13	426	444	462	480	498	R.63	3,000	3,108	3,228	3,348	3,468
R.14	444	462	480	498	516	R.64	3,108	3,228	3,348	3,468	3,588
R.15	462	480	498	516	540	R.65	3,228	3,348	3,468	3,588	3,720
R.16	480	498	516	540	564	R.66	3,348	3,468	3,588	3,720	3,852
R.17	498	516	540	564	588	R.67	3,468	3,588	3,720	3,852	3,984
R.18	516	540	564	588	612	R.68	3,588	3,720	3,852	3,984	4,116
R.19	540	564	588	612	636	R.69	3,720	3,852	3,984	4,116	4,260
R.20	564	588	612	636	660	R.70	3,852	3,984	4,116	4,260	4,404
R.21	588	612	636	660	684	R.71	3,984	4,116	4,260	4,404	4,548
R.22	612	636	660	684	708	R.72	4,116	4,260	4,404	4,548	4,692
R.23	636	660	684	708	732	R.73	4,260	4,404	4,548	4,692	4,848
R.24	660	684	708	732	756	R.74	4,404	4,548	4,692	4,848	5,004
R.25	684	708	732	756	792	R.75	4,548	4,692	4,848	5,004	5,160
R.26	708	732	756	792	828	R.76	4,692	4,848	5,004	5,160	5,316
R.27	732	756	792	828	864	R.77	4,848	5,004	5,160	5,316	5,484
R.28	756	792	828	864	900	R.78	5,004	5,160	5,316	5,484	5,652
R.29	792	828	864	900	936	R.79	5,160	5,316	5,484	5,652	5,820
R.30	828	864	900	936	972	R.80	5,316	5,484	5,652	5,820	5,988
R.31	864	900	936	972	1,008	R.81	5,484	5,652	5,820	5,988	6,180
R.32	900	936	972	1,008	1,044	R.82	5,652	5,820	5,988	6,180	6,372
R.33	936	972	1,008	1,044	1,092	R.83	5,820	5,988	6,180	6,372	6,564
R.34	972	1,008	1,044	1,092	1,140	R.84	5,988	6,180	6,372	6,564	6,756
R.35	1,008	1,044	1,092	1,140	1,188	R.85	6,180	6,372	6,564	6,756	6,972
R.36	1,044	1,092	1,140	1,188	1,236	R.86	6,372	6,564	6,756	6,972	7,188
R.37	1,092	1,140	1,188	1,236	1,284	R.87	6,564	6,756	6,972	7,188	7,404
R.38	1,140	1,188	1,236	1,284	1,332	R.88	6,756	6,972	7,188	7,404	7,620
R.39	1,188	1,236	1,284	1,332	1,380	R.89	6,972	7,188	7,404	7,620	7,860
R.40	1,236	1,284	1,332	1,380	1,428	R.90	7,188	7,404	7,620	7,860	8,100
R.41	1,284	1,332	1,380	1,428	1,488	R.91	7,404	7,620	7,860	8,100	8,340
R.42	1,332	1,380	1,428	1,488	1,548	R.92	7,620	7,860	8,100	8,340	8,580
R.43	1,380	1,428	1,488	1,548	1,608	R.93	7,860	8,100	8,340	8,580	8,820
R.44	1,428	1,488	1,548	1,608	1,668	R.94	8,100	8,340	8,580	8,820	9,060
R.45	1,488	1,548	1,608	1,668	1,740	R.95	8,340	8,580	8,820	9,060	9,300
R.46	1,548	1,608	1,668	1,740	1,812	R.96	8,580	8,820	9,060	9,300	9,540
R.47	1,608	1,668	1,740	1,812	1,884	R.97	8,820	9,060	9,300	9,540	9,780
R.48	1,668	1,740	1,812	1,884	1,956	R.98	9,060	9,300	9,540	9,780	10,020
R.49	1,740	1,812	1,884	1,956	2,040	R.99	9,300	9,570	9,780	10,020	10,260
R.50	1,812	1,884	1,956	2,040	2,124	R.100	9,540	9,780	10,020	10,260	10,500



**THE NATIONAL WEEKLY LOTTO RESULTS**

It is hereby certified that a National Weekly Lotto Draw was held on Saturday, 21st February, 1970 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:

10-4-85-74-11

V. O. HUTCHISON  
*Director of National Lotteries*

**THE SCHOLARSHIPS SECRETARIAT****GOVERNMENT SCHOLARSHIPS IN MINING ENGINEERING**

Applications are invited from suitably qualified candidates for Scholarships for courses leading to an approved Degree or Diploma in Mining Engineering.

**2. Qualifications:**

(i) Candidates must be male Ghanaians who are under 26 years of age on 1st October, 1970.

(ii) Candidates must possess the General Certificate of Education with—

At Ordinary level, Five passes including English Language and;

At Advanced level, three passes including Physics, Mathematics and one other Science subject.

*Note.*—Candidates must have at least Ordinary Level in Chemistry. (The West African School Certificate and Higher School Certificate equivalents will be accepted.)

(iii) Candidates who sat qualifying examinations and are awaiting results may apply, quoting their index number, examination centre and subject taken.

3. Selected candidates will be required to undergo preliminary training underground on a mine in Ghana for a period of six months, during which they will be paid a flat non-pensionable allowance at the rate of N¢380 per annum. Upon satisfactory completion of this period of training, scholarship awards will be confirmed and arrangements will be made for candidates to enter recognised schools of Metalliferous Mining. Awards will be for a minimum of three years.

4. Upon obtaining a degree or other recognised qualification in Mining Engineering, candidates will be appointed to the Ghana Civil Service as Assistant Inspectors of Mines and will be required immediately to spend one further year in postgraduate training before assuming duty in the Mines Department.

5. Successful candidates will be bonded to serve the Government of Ghana for a period of five years upon completion of their study and training.

6. Application forms (C.S.C. Form 39) may be obtained from the Registrar of Scholarships, P.O. Box M.75, Accra, and should be returned to the same address not later than 15th March, 1970. Copies only of certificates and other supporting documents should be attached. Applicants in Government Service should forward completed application forms through their Head of Department.

7. Persons under any form of bond or who are currently enrolled in University courses in Ghana are ineligible.

**MINISTRY OF EDUCATION—SCHOLARSHIPS SECRETARIAT****TRAINING AWARDS TO QUALIFY FOR THE MINISTRY OF EDUCATION INSPECTORATE**

It is proposed to provide opportunities for further studies in Canada for qualified teachers and Ministry of Education professional staff in the following subject areas, so that on the successful completion of their studies they may join the staff of the Ministry as Subject Inspectors:—

Mathematics, Physics with General Science, Chemistry with General Science, Biology with General Science, French, Social Science including Economics, with a specialisation in History or Geography, Home Science (Home Economics), Physical Education, Art Education, Music.

*Qualifications.*—Applications are invited from Ghanaian citizens who have—

(i) a good university degree, preferably second or a higher class in the specified subject area or a diploma acceptable to the Ministry as the equivalent of a degree;

(ii) a postgraduate teaching diploma or professional degree qualifying one to teach in secondary schools or training colleges;

- (iii) at least five years of satisfactory post-qualification teaching in secondary schools and/or training colleges, or professional experience in the Ministry;
- (iv) Robust health for duties involving extensive travel; candidates should not be 40 by 1st September, 1970.

*Studies in Canada.*—Candidates will be expected to pursue a two-year postgraduate course leading to the M.Ed. degree or an alternative course of at least a year's duration depending on qualifications. Training in Canada will include attachment to Inspectorate organisation. The cost of training will be borne by the Canadian International Development Agency which will provide adequate subsistence allowances. In addition, trainees will receive study leave with pay.

*Applications.*—Each application should state in respect of the applicant—

- (i) Full name;
- (ii) Present age;
- (iii) Marital status;
- (iv) Academic qualifications with dates of acquisition and names of institutions conferring them;
- (v) Professional qualifications with dates and names of institutions as in (iv) above;
- (vi) Teaching or professional experience with dates and names of institutions and subject areas where teaching was done;
- (vii) Choice of course to be pursued in Canada;
- (viii) Two referees and their addresses.

Only the best qualified and most experienced candidates will be invited to a selection interview.

Applications should reach the Registrar, Scholarships Secretariat, P.O. Box M.75, Accra, not later than March 7, 1970, bearing the code name CAN/ED.

### COMMONWEALTH SCHOLARSHIPS AND FELLOWSHIP PLAN—AUSTRALIA AND NEW ZEALAND AWARDS—1971

Applications are invited from suitably qualified Ghanaians for the above awards which are "... intended for men and women of high intellectual promise who may be expected to make a significant contribution to their own countries on their return from studies abroad."

2. The awards, which are normally of two years' duration, are for postgraduate study and research in universities and other centres of higher learning. Successful candidates will take up their awards in the respective countries in March, 1971.

#### 3. *Qualifications:*

- (i) Candidates must not be over 28 years old in the case of Australian awards; and 35 years in the case of New Zealand awards.
- (ii) Candidates who must be graduates must hold an honours degree from an approved University with *at least* a Second Class, upper division, or have in at least three years from graduation, demonstrated some capacity for further studies and research.
- (iii) Candidates must not be under bond or any similar obligation.

#### 4. *Applications:*

- (i) Applicants serving in Government Departments, State Corporations or similar undertakings *must* pass their applications through their Heads of Department.
- (ii) Candidates should state clearly whether it is Australia or New Zealand for which application is being made.

Preliminary application forms may be obtained from the Registrar, Scholarships Secretariat, P.O. Box M. 75, Accra. Completed forms should be returned to the same address not later than 29th March, 1970. All applications must be marked with the code either CSFP/AUS or CSFP/NZ.



THE WEST AFRICAN EXAMINATIONS COUNCIL  
ASSOCIATED BOARD OF THE ROYAL SCHOOLS OF MUSIC AND THE  
L.R.S.M. PRACTICALS EXAMINATIONS

Entries will be accepted for the above examinations which will be held in June, 1970.

Only qualified candidates should apply for an entry form to  
The Deputy Registrar (A.B.R.S.M.)  
West African Examinations Council  
P.O. Box 917  
Accra

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

Last date for receipt of completed form is *2nd March, 1970*.

T. BOATIN  
*Deputy Registrar*

### LOSS OF MOTOR LICENCE BOOKS

It is reported for public information that books containing fifty licences each have got lost from the Headquarters Licensing Office, Accra, as per details below:—

<i>No. of Licence</i>	<i>Colour Design</i>	<i>Period</i>	<i>Remarks</i>
Q 00351-00400	.. Royal Blue on white background, black lettering.	1st October, 1968 to 31st December, 1968.	4th quarter commercial vehicle licence used up to 00352.
K 00151-00200	.. do.	1st April, 1968 to 31st December, 1968.	"P" overprinted three quarters private vehicles licence used up to K 00156.
W 00001-00050	.. do.	1st April, 1968 to 31st March, 1969.	Annual Commercial Vehicle licence used up to W 00039.
W 00151-00200	.. do.	do.	Used up to W 00179
W 00201-00250	.. do.	do.	Used up to W 00221
W 00301-00350	.. do.	do.	Used up to W 00322
00051C-00100C	.. do.	1st July, 1968 to 30th June, 1969.	Used up to 00061C
00151C-00200C	.. do.	do.	Used up to 00152C
00251E-00300E	.. do.	1st August, 1968 to 31st July, 1969.	Used up to 00279E
00001J-00050J	.. do.	1st October, 1968 to 30th September, 1969.	Used up to 00002J
00201J-00250J	.. do.	do.	Used up to 00204J
00101N-00150N	.. do.	1st December, 1968 to 30th November, 1969.	Used up to 00107N
A 00851-00900	.. Violet on white background, black lettering.	1st January, 1969 to 31st December, 1969.	Used up to A 00878
S 00301-00350	.. do.	1st February, 1969 to 31st January, 1970.	Used up to S 00317
S 00501-00550	.. do.	do.	Used up to S 00537
U 00051-00100	.. do.	1st March, 1969 to 28th February, 1970.	Used up to U 00072

2. Any members of the public coming into possession of any of them, either in part or whole or having any information about them should kindly report to the Headquarters Licensing Officer, Ghana Police Service, Accra, 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 BOOK NO. 115605-115700  
ELECTRICITY CORPORATION—ASAMANKESE**

Original General Counterfoil Receipt Book Nos. 115605-115700 is reported missing from the Office of the Foreman, Electricity Corporation, P.O. Box 155, Asamankese.

Any person coming into possession of it or having information regarding it should kindly report to the office concerned or to the nearest Police Station.

**LOSS OF COUNTERFOIL RECEIPT BOOK NO. G.285901-G286000**

It is reported for public information that counterfoil receipt book No. G.285901-G.286000 supplied to the District Court Grade II, Wasa/Akropong has been stolen.

Any member of the public coming into possession of the whole or part of the book or having any information about it should kindly report to the office concerned or to the nearest Police Station, Treasury Office or the Judicial Secretary, P.O. Box 119, Accra, or the Controller and Accountant-General, P.O. Box M.79, Accra.

**GHANA CIVIL SERVICE  
FORESTRY DIVISION—MINISTRY OF LANDS AND MINERAL RESOURCES  
VACANCIES FOR LEARNER TECHNICAL OFFICERS (FORESTRY)**

Applications are invited from suitably qualified persons to undergo a three-year course of training beginning in July, 1970. Approximately one year of the course will be undertaken in the field and two years at the Forestry Training School, Sunyani.

**2. Qualifications:**

- (a) Candidates must have completed a full course of Secondary School Education, and possess the West African School Certificate or the General Certificate of Education with passes in English and Mathematics and one or more of the following subjects:—General Science, Biology, Botany, Zoology, Chemistry or Physics.
- (b) Candidates for the June, 1970 West African School Certificate Examinations may apply on producing satisfactory evidence that they have entered for the examination in the required subjects.
- (c) Age limits: 16-25 years.

3. Selected candidates for training must have a certificate of fitness from a Government Medical Officer before accepted for training.

4. *A'lowances*.—N¢340 per annum for those qualified under (a) above. Those qualified under (b) above will be paid at the rate of N¢320 per annum; they will, however, on producing proof of having obtained the qualifications required under (a) above, be paid at the rate of N¢340 per annum retrospectively from the date of assumption of duty or the date of the qualifying examination whichever is the later. Both these rates are increased by N¢20 at the end of the first and second years of training.

5. Furnished accommodation and services are provided in the School at a low charge. Students are also required to pay for the cost of messing.

6. Students will be bonded for N¢200 to complete the course and to serve for five years in any subsequent appointment in the Forestry Division.

7. Students who successfully complete the course will be eligible for appointment as Technical Officers (Forestry) on the salary scale:—

N¢792 x N¢36-N¢900  
N¢1,008 x N¢36-N¢1,188  
N¢1,236 x N¢48-N¢1,428

8. *Future Prospects*.—Technical Officers (Forestry) have excellent prospects of promotion to the following posts for officers with ability and merit:—

**SENIOR TECHNICAL OFFICER (FORESTRY)**  
N¢1,488 x N¢60-N¢1,740  
N¢1,812 x N¢72-N¢2,124



PRINCIPAL TECHNICAL OFFICER (FORESTRY)

N¢2,208 x N¢84-N¢2,580

N¢2,676 x N¢108-N¢3,108

CHIEF TECHNICAL OFFICER (FORESTRY)

N¢3,228 x N¢120-N¢3,720

9. Suitable applicants who will be selected after an examination and interview will spend three to six months in the field studying practical forestry at the satisfactory conclusion of which they will qualify for entry into the Forestry Training School. Copies of the Forestry School Prospectus which explain fully the scope and conditions of training, and contain official application forms, can be obtained on request from the Principal, Forestry Training School, P.O. Box 214, Sunyani, or from Forestry Offices in Kumasi, Tamale, Koforidua and Takoradi.

Completed application forms must reach the Principal by the 7th March, 1970.

#### GHANA SCIENCE MUSEUM

##### VACANCY FOR PROBATIONER ASSISTANT CURATOR

Applications are invited from Ghanaians for the post of Probationer Assistant Curator.

Applicants must possess a good honours degree in science or equivalent qualifications from recognised university institution.

*Age.*—Not more than 35 years.

*Salary Scale.*—N¢2,160 x N¢120-N¢2,400.

The successful candidate will serve a 3-year probation during which period he/she will be sent for training to further his/her specialized subject and will be required to study for the Diploma of Museums Association. After successful completion of the training and upon satisfactory work and conduct he/she will be suitable for consideration for appointment as Assistant Curator.

Applications in quadruplicate should be sent to the Principal Secretary, National Council for Higher Education, The State House, Accra, not later than 18th March, 1970.

Applications should include the following details: Name in full, address, date of birth, marital status, academic career and research, teaching or practical experience, with reference to books written or to articles published in scientific journals.

The names of three referees should be given from whom confidential reports may be obtained.

Civil servants should submit their applications through their Heads of Departments.

#### GHANA SCIENCE MUSEUM

##### VACANCY FOR ASSISTANT CURATOR

Applications are invited from suitable qualified Ghanaians for the post of Assistant Curator.

Candidates must possess postgraduate degree/diploma in Science or equivalent qualifications from a recognised university institution. They should be experienced in teaching, research and popularisation of science, experimental demonstrations, etc. Age not over 40 years.

*Salary Scale.*—N¢2,720 x N¢120-N¢3,560 x N¢180-N¢4,640, N¢4,800.

Part-furnished accommodation at rent not exceeding 7½ per cent of salary.

Applications in quadruplicate should be sent to the Principal Secretary, National Council for Higher Education, The State House, Accra, not later than 18th March, 1970.

Applications should include the following details: Name in full, address, date of birth, marital status, academic career and research, teaching or practical experience, with reference to books written or to articles published in scientific journals.

The names of three referees should be given from whom confidential reports may be obtained.

Civil servants should submit their applications through their Heads of Departments.

THE WEST AFRICAN EXAMINATIONS COUNCIL  
VACANCY FOR CONFIDENTIAL STENOGRAPHER/SECRETARY

Applications are invited from suitably qualified persons for the post of Confidential Stenographer/Secretary in the TEDRO Office of the Council.

*Qualifications.*—Applicants must possess a good general education and must have passed the qualifying English or G.C.E. 'O' Level English and must be able to type 50 words per minute for 10 minutes and write shorthand at the rate of 100 words a minute for 3 minutes; must possess a certificate to that effect issued by the Principal of the Government Secretarial School.

*Salary Scale.*—N¢1,380 x N¢40–N¢1,884 per annum.

*Method of Application.*—Applications should contain full details of qualifications, experience, present employment, salary, naming two referees. Copies only of Certificates and Testimonials may be sent with applications which should reach—

The Deputy Registrar  
West African Examinations Council  
P.O. Box 917, Accra

not later than 4th March, 1970.

UNIVERSITY COLLEGE OF CAPE COAST—DEPARTMENT OF BOTANY  
VACANCY FOR CHIEF TECHNICIAN

Applications are invited from suitably qualified persons for the post of Chief Technician in the Department of Botany.

*Qualifications.*—Candidates must possess the Final or the Advanced Certificate of the City and Guilds of London Institute or an equivalent qualification with at least three years' post-qualification experience in a grade not lower than that of a Senior Technician in a University Department of Botany or Biological Science.

*Duties.*—Duties include supervision and training of laboratory staff, responsibility for stores, preparation of experiments for students and assistance in research projects in the Department.

*Salary Scale.*—N¢3,080 x N¢120–N¢3,800 per annum.

Application forms should be obtained from the Registrar, University College of Cape Coast, Cape Coast, with whom completed application forms (four copies) should be lodged not later than 13th March, 1970. Stamped addressed envelopes should accompany requests for application forms.

Applicants in the Civil Service, Statutory Corporations and the Universities should forward their application forms through their Heads of Departments or Registrars.