

**SCHEMES OF
SERVICE FOR THE LOCAL
GOVERNMENT SERVICE**

PREFACE

These Draft Schemes of service are to guide Councils in their recruitment of staff as well as in training and development of staff. As the activities of Councils expand, new job cadres will emerge and there will a need to develop more schemes for these cadres. This would of course be the responsibility of the personnel unit of the Department of Administration. These draft schemes of service will have to be approved by the Local Government Service Commission as per Staff Service Rule 0803.

THE REPUBLIC OF THE GAMBIA

SCHEME OF SERVICE

ADMINISTRATIVE CADRE

THE GAMBIA LOCAL GOVERNMENT SERVICE

1. INTRODUCTION

Apart from providing such general management services which will ensure the effective functioning of the Local Government machinery, the Administrative Cadre provides Councils with advice on the formulation of their policies; ensures that these policies are documented and communicated to executing agencies; that these executing agencies carry out decided policy; and provides a feed-back to the Council on reactions to its policies for possible review.

With the new Local Government dispensation, Administrative Officers shall be found in the Department of Administration.

The Chief Executive of the Council shall be the Head of the Administration Cadre and shall be responsible for the general administration of the Cadre.

2. OBJECTIVES

The main purpose of this scheme of service for officers in the Administrative cadre is to ensure that an efficient and effective administrative service is provided to Councils. It is designed specifically:-

- (a) To attract people with the suitable ability, ambition and integrity by providing a clear career path in Local Government administration, general management and policy formulation;

- (b) To ensure uniformity of standards, procedures and quality of work in all Councils;
- (c) To prescribe realistic qualification requirements to maintain these professional standards.

Posts in the Administrative Cadre will exist in all Councils, although the responsibilities of officers appointed to any of the grades within this Cadre may vary in some respect from one Council to another, depending on the size and scale of operation.

3. **COMPOSITION**

The Administrative Cadre under the Councils will be under the control of the Chief Executive. Vacancies in this Cadre will normally be filled by promoting the best qualified officers from the Grade below.

The Grade titles for the Administrative Cadre are:-

<u>TITLE</u>	<u>GRADE</u>
Chief Executive	Fixed
Deputy Chief Executive	12
Director of Administration	12
Deputy Director of Administration	11
Principal Administrative Officer	10
Senior Administrative Officer	9
Administrative Officer	8
Assistant Administrative Officer	7

(a) **Assistant Administrative Officer**

This is essentially a training Grade in which officers are expected to familiarize themselves with the fundamentals of the Councils, the Council machinery and its functioning, while being engaged in routine administrative tasks under close supervision.

(b) **Administrative Officer**

Officers in this Grade are expected to work under supervision and will not normally be expected to take decisions on their own. Such decisions as they make will fall clearly within already defined policy which would have been codified in administrative directives. These officers should expect to be called upon by more senior officers to express their opinion, orally or in writing, on any issues that may arise calling for a decision. They will be required to produce drafts of correspondence, memoranda, addresses, etc. They may also serve as Public Relation Officers to facilitate the dissemination of information to both the Public and the press about the Council in general.

(c) **Senior Administrative Officer**

In this Grade, officers are expected to be familiar not only with the machinery of the Council and its functioning but also with the basic principles underlying these. Thus whenever necessary, they will be called upon to examine issues from first principles as distinct from defined rules and regulations. Although some supervision from higher Grades is expected, the elements of initiative and independent action are very significant.

At the Senior Administrative Officer Grade, there is a need to examine a range of detailed, complex and, on occasions, highly specialized material and to exercise discretion by deciding whether it is in conformity with given regulations or policies being examined at more senior levels. Where specific casework is involved, Senior Administrative Officers are commonly called upon to interpret policies or regulations, which may not be closely defined.

Senior Administrative Officers will be called upon, because of their familiarity with the operations or machinery of the Council, to express their views formally on issues, especially those without precedent and, though they may not take decisions in these matters on their own, they will be expected, after analysis, to point out courses of action that are available in a given situation, together with the ramifications of each option to make it possible for policy decision to be taken.

At this level, officers may start to specialize in areas such as personnel and general management.

(d) **Principal Administrative Officer / Deputy Director of Administration / Clerk of the Council**

The Principal Administrative Officer / Deputy Director of Administration shall normally be the second in command of the Department of Administration with a more senior grade found in the larger and more complex Councils as may be determined by their respective Councils.

As second in command, the Principal Admin Officer / Deputy Director of Admin will act for the Director, Department of Administration in the latter's absence. In this sense, therefore, he / she may be said to be training for the Director grade. Issues to be decided here, and in close consultation with the Director, are those without precedent and concerning which analysis must be based on first principles rather than standing instructions. Although a good analysis of an issue can be expected for the Grade below, mature experience and expertise can be brought to bear at this level.

All the repercussions of cases will be considered and all consultations and discussions with interested parties held; all the available expert knowledge will be brought to bear. For all practical purposes the Department of Administration is run from this level.

The Clerk of the Council is responsible for organizing meetings of the Council and its Committees as well as being responsible for all documentation, interpretation and dissemination of matters relating to the businesses of the council in consultation with the Mayor or

Chairperson of the Council, as the case may be. The clerk is answerable to the Chairperson in the performance of his or her functions.

(e) **Director of Administration**

This is the official adviser to the Chief Executive on administrative matters. He / She is concerned principally with policy advice and management. Policy may originate from many sources, e.g. as suggestions from the public, the press and specialists of all types; as proposals from the Government or from the study of cases arising in the Department of Administration or other Departments. Whatever the source of a policy initiative, the Director has the obligation to bring his views to bear and to advise the Chief Executive before final decision is reached.

After a decision has been made, the Chief Executive will supervise its coordination and implementation. He / She will subsequently provide the Chief Executive with the necessary feedback by way of briefing or for any necessary reviews of policy.

All documentation, interpretation, dissemination and review of policies in relation to subject matters allocated to the Department of Administration are the ultimate responsibility of the Director of Administration in close consultation with Chief Executive.

(f) **Chief Executive and Deputy Chief Executive**

These are positions of special concern to the Council. Apart from specific duties prescribed by the Local Government Act, the Chief Executive and in his absence, the Deputy Chief Executive, shall be called upon to brief and advise the Mayor or Chairperson of the Council in any matters, and to implement the decisions of the Council.

QUALIFICATION

Assistant Administrative Officer

This is the basic entry Grade of which the qualification is either:

- (a) a first degree from a recognized university; or
- (b) a relevant diploma from a recognized institution and at least three years working experience in a related field in Local Government Service or Public Service, and passing an hoc examination approved by the Local Government Service Commission, or a qualification accepted by the Local Government Service Commission as equivalent to the above.

All the candidates must pass an interview by the Local Government Service Commission.

Administrative Officer

For direct entry candidates must have:-

- a) a minimum of a first degree from a recognized university and two years working experience in a related field; or
- b) a relevant diploma from a recognized institution and at least five years working experience in a related field in Local Government Service or public service, or a qualification accepted by the Local Government Service as equivalent to the above;
- c) Candidates must pass an interview by the Local Government Service Commission.

For progression within the Cadre, Candidates must:-

- a) be serving officers who have completed at least two years satisfactory service as Assistant administrative Officer; or
- b) have satisfactorily completed an induction course for Assistant Administrative Officers at an institute determined by the Local Government Service Commission; or
- c) have served satisfactorily as a Senior Executive Officer or in an equivalent non-technical grade for at least three years;
- d) be confirmed; and
- e) be recommended by the Head of the Administrative Cadre (the Chief Executive).

Senior Administrative Officer

For direct entry candidates must have:-

- a) a minimum of a Bachelor's degree from a recognized university and at least three years' post qualification work experience in a related field; or
- b) a postgraduate diploma from a recognized institution and at least four years experience in a related field, or a qualification accepted by the Local Government Service Commission as equivalent to the above.
- c) Candidates must pass an interview by the Local Government Service Commission.

For progression within the cadre, candidates must:-

- a) be serving officers who have completed at least three years satisfactory service as Administrative Officers; and
- b) be recommended by the Chief Executive.

Principal Administrative Officer / Deputy Director of Administration / Clerk of the Council

For direct entry candidates must have:-

- a) a minimum of a Master's degree in Administration / Management Science from a recognized university; or
- b) a Bachelor's degree from a recognized institution with at least five years' post qualification work experience in administration from other recognized institutions outside the Local Government Service, or a qualification accepted by the local Government Service Commission as equivalent to the above.
- c) Candidates must pass an interview by the Local Government Service Commission.

For progression within the Cadre, candidates must:-

- a) be serving officers who have completed at least three years satisfactory service as Senior Administrative Officer; or
- b) have satisfactorily completed a Senior Management course organized by a recognized institute such as the Management Development Institute (MDI) in The Gambia, Ghana Institute for Management and Public Administration (GIMPA) in Ghana, Administrative Staff College of Nigeria (ASCON) and any other similar institute approved by the Local Government Service Commission; and

c) be recommended by the Chief Executive.

Director of Administration

For direct entry candidates must have:

- a) a minimum of a Master's Degree in Administration or Management Studies from a recognized university and at least two years' post qualification work experience in a senior management capacity from other recognized institutions outside the Local Government Service; or
- b) a Bachelor's degree from a recognized university with at least six years' post qualification work experience in an administrative capacity, or a qualification accepted by the Local Government Service Commission as equivalent to the above.
- c) Candidates must pass an interview by the Local Government Service Commission.

For progression within the Cadre, Candidates must:

- a) be serving officers who have completed at least three years satisfactory service as Principal Administrative Officer / Deputy Director of Administration, and
- b) be recommended by the Head of the Administrative Cadre (the Chief Executive).

Chief Executive and Deputy Chief Executive

For direct entry candidates must have:

- a) a minimum of a Master's Degree in Administration or Management Studies from a recognized university and at least three years' (two years for Deputy Chief Executive) post qualification work experience in a Senior Management capacity from a recognized institution outside the Local Government Service; or

- b) A Bachelor's degree from a recognized university and at least seven years' post qualification work experience in an administrative capacity, or a qualification accepted by the Local Government Service Commission as equivalent to the above.
- c) Candidates must pass an interview by the Local Government Service Commission.

For progression to the post of Chief Executive, candidates must be:

- a) Serving officers who have completed at least three years satisfactory service as Deputy Chief Executive, Director of Administration or as Head of Department; and
- b) Recommended by the Chairperson of the Council

PROGRESSION WITHIN THE ADMINISTRATIVE CADRE

Promotion in the Administrative Cadre will be based on merit and satisfactory service. The qualifications set out in this Scheme of Service are the minimum qualifications, which will normally be required for candidates for promotion. The acquisition of such qualifications does not automatically lead to promotion.

Promotion will, therefore, depend on:

- i. the existence of a vacancy in the higher Grade;
- ii. the decision of the Local Government Service Commission that the officer is in every way suitable for promotion.

In considering the suitability of candidates for promotion, special consideration shall be given to the officer's work performance and productivity. In short, merit and not seniority will be the main criterion.

TRAINING

Whenever possible training is to be carried out in The Gambia in recognized institutions such as the Management Development Institute or the Gambia Technical Training Institute. Only where essential training is not available in this country, officers may be released for overseas training. In this case the officer will pledge to return to work for the Council for a period covering the period of training or otherwise refund the cost of the training.

Induction course for graduate entrants consists of six to eight weeks course at the Management Development Institute or any recognized institution should cover topics such as:

- The political, economic and social environment in which Local Government officers operate;
- The organization and procedures of the Council;
- Basic communication skills including writing memoranda and minutes taking.

THE REPUBLIC OF THE GAMBIA

SCHEME OF SERVICE

SECRETARIAL CADRE

LOCAL GOVERNMENT SERVICE

INTRODUCTION

This scheme of service applies to Secretaries and Typists in the Local Government Service who provide middle and senior ranking officials with a wide range of Secretarial and Typing Services, including copy Typing, Word Processing, and acting as personal and Private Secretaries. In the junior grade, the work is mainly straightforward copy typing from manuscript. In the higher grade, it involves supervision of secretarial units, office management, handling classified material, dealing with visitors and telephone calls and drafting correspondence, placing emphasis on enhanced personal skills, including loyalty, discretion, honesty, and integrity.

OBJECTIVES

The main objectives of this scheme of service for officers in the Secretarial Cadre are:

- i) To attract people with the appropriate ability ambition and integrity by offering well defined career prospects in secretaryship and secretarial services.
- ii) To ensure uniform standards, procedures and quality of work for the delivery of an efficient and effective secretarial service throughout the Local Government Service.
- iii) To prescribe realistic qualification requirements, training, and promotion criteria in order to maintain professional standards.

COMPOSITION

Posts in the Secretarial Cadre exist throughout the Local Government Service and the Head of this Cadre shall be the Senior Private Secretary.

The designations applicable to the Secretarial Cadre are:

<u>GRADE TITLE</u>	<u>GRADE</u>
Senior Private Secretary	8
Private Secretary / Typing Supervisor	6
Senior Typist	5
Typist	3
Junior Typist	2

DUTIES AND STANDARDS

Members of the Secretarial Cadre will be responsible for all typing and secretarial works in the Local Government Service. Their function will be to carry out accurately a range of typing, word processing, office and records management, and other secretarial duties. They would normally report to the officer to whom they are assigned and in the case of a pool, report to the supervisor.

For each grade in the Secretarial Cadre, a detailed job description shall be provided which could be revised as and when necessary to take account of modifications to systems and procedures.

i) **JUNIOR TYPIST**

This is the basic entry and training grade for Typists. They will work under the close supervision of senior colleagues on straightforward copy typing from manuscripts / drafts, preparation of vouchers, pro-forma letters and routine copying. They will be introduced to the more complex duties of producing stencils, tabulations, etc. and receive instructions in typing layout and office practice.

ii) **TYPIST**

Officers in this grade will be assigned the more complex work received in the Secretarial Unit. They will carry out their work with minimum supervision, other than random checks on accuracy and output levels. Wherever practicable, they will be introduced to the various facets of the work of a secretary.

iii) **SENIOR TYPIST**

Senior Typists will be expected to undertake the most urgent and complex typing work where speed and accuracy are of paramount importance, e.g. legal documents, submissions to senior officers, high level reports, cutting of stencils for urgent circulars, etc.

iv) **PRIVATE SECRETARY / TYPING SUPERVISOR**

Private Secretaries are normally attached to senior staff not below the level of the Head of Department for whom they are expected to provide fast and accurate typing in addition to the secretarial duties of receiving telephone calls and visitors, and arranging appointments. Job holder may also be expected to maintain and run a confidential filing system, write routine letters, take and type minutes of meetings, and providing shorthand services as necessary if the post-holder possesses shorthand writing skills.

The main duty of a Typing Supervisor is to manage a number of Senior Typists, Typists and Junior Typists in a Secretarial Unit / Office. This will entail giving advice, guidance and training to staff; supervision, conduct and discipline; staff development; allocation of work; checking completed work; monitoring the production of work to meet deadlines and generally ensuring that the Secretarial Unit / Office functions smoothly and efficiently. Typing Supervisors with shorthand skills may be called upon to take shorthand for transcription for senior staff.

v) **SENIOR PRIVATE SECRETARY**

The Senior Private Secretary is assigned to the Chief Executive of the Council and expected to perform typing, shorthand as necessary and secretarial duties to a higher standard of proficiency than at Private Secretary level. They will deal sensitively with important officials and visitors and manage the Chief Executive's appointments. They may be called upon to perform other duties required by the Chief Executive such as replying to straightforward letters, drafting acknowledgements, creating and / or maintaining a classified records management unit, advising on precedents, taking minutes of meetings, etc. They may be required to take dictation if they are qualified shorthand writers.

QUALIFICATIONS

JUNIOR TYPIST

Candidates must have an educational background equivalent to at least three GCE 'O' Level credits or two credits at West African School Certificate Exams (WASSCE) including English Language in either case, and must have typing proficiency of 25 words per minute. Candidate must have knowledge of word processing and spreadsheet applications and be able to operate a switchboard.

TYPIST

- a) Candidates must have at least four GCE 'O' level credits including English Language or three WASSCE passes, including English Language. Evidence of typing proficiency of at least 35 words per minute must be shown. Candidates must have a proven knowledge of word processing, spreadsheet and database applications as well as reception skills; or
- b) Three years' satisfactory service as a Junior Typist and having developed a typing proficiency of at least 35 words per minute.

SENIOR TYPIST

Candidates may be recruited directly to the grade of Senior Typist if they possess at least four GCE 'O' level credits including English Language or three WASSCE passes, including English Language. Evidence of typing proficiency of at least 45 words per minute and shorthand of 60 words per minute must be shown. In addition, candidate must possess word processing level II and have knowledge of spread sheet and database.

- a) Staff serving in the grade of Typist who have been confirmed in their appointment and have served for at least three years in the Grade may fill posts at this level.

iv) PRIVATE SECRETARY / TYPING SUPERVISOR

Candidates must be serving officers with at least two years' satisfactory service as Senior Typist with advanced typing and word processing speed of 50 words per minute as well as shorthand proficiency of 80 words per minute. Candidates should have a diploma in secretarial procedures. It is essential that candidates should have proved themselves to be of good character, have a higher degree of integrity, good inter-personal skills, and ability to handle classified material securely and with discretion. They must be familiar with records office work and office management practices and procedures. Candidates

should have attended a supervisory course at the Management Development Institute or the Gambia Technical Training Institute.

v) **SENIOR PRIVATE SECRETARY**

Candidates must have had at least two years' satisfactory service as Private Secretaries or Typing Supervisors. They must be able to type at least 60 words per minute, shorthand proficiency of 100 words per minute, and a diploma in secretarial procedures.

TYPING

Training should be carried out in The Gambia in recognized institutions such as the Gambia Technical Training Institute, and the Management Development Institute or The Gambia Telecommunications and Multi-media Training Institute (GTM).

i) **JUNIOR TYPIST**

All new entrants to the grade are required to attend a one-week induction course, including an introduction to office practice, within six months of joining the service. In order to progress within the Cadre, officers are given the opportunity to attend a part-time secretarial and typing course to improve typing proficiency to at least 35 words per minute. Officers will also receive training on the job.

ii) **TYPIST**

Staff in the grade of Typist will receive training in word processing and spreadsheet applications when they are due to move to posts, which require these skills. They will be given the opportunity also to improve their typing speed and to acquire knowledge of secretarial practices.

iii) **SENIOR TYPIST**

Officers should attend a supervisory course at the Management Development Institute (MDI) or Gambia Technical Training Institute (GTTI)

iv) **SENIOR/PRIVATE SECRETARIES/TYPING SUPERVISORS**

Typing Supervisors should attend an in-service Supervisory Skills Course organized by Council. Staff in the Private Secretary grades will receive shorthand writing and language training if these are clearly identified training needs. The Chief Executive will consider other training as and when required.

PROGRESSION

Progression within the Secretarial Cadre is based on merit. The qualifications set out in this scheme of service are the minimum qualifications that are required of candidates for promotion. However, the acquisition of such qualifications does not automatically lead to promotion. Promotion will depend upon:

- i) The genuine existence of a vacancy in the higher grade; and
- ii) The decision of the Local Government Service Commission that the office is in every respect suitable for promotion.

All promotions require candidates to have been confirmed in the Local Government Service.

THE REPUBLIC OF THE GAMBIA

SCHEME OF SERVICE

RECORDS MANAGEMENT CADRE

THE GAMBIA LOCAL GOVERNMENT SERVICE

INTRODUCTION

This Scheme of Service applies to those involved in records management, that is, in the planning, organization, monitoring and control of records procedures, through efficient and effective classification, storage, retrieval of records and through the application of agreed retention or disposal schedules.

OBJECTIVE

The main objectives of this Scheme of Service for officers in the Local Government Records Management Cadre are:

- i) to attract individuals with appropriate ability, ambition and integrity, by offering well defined career prospects of Records Management;
- ii) to ensure uniform standards, procedures and quality of work to provide an efficient and effective records management support service throughout the Local Government Service;
- iii) to prescribe realistic qualification requirements in order to maintain professional standards.

COMPOSITION

The head of the Cadre is the Records Officer who will be answerable to the Director of Administration and be responsible for the professional development and training of members of the Cadre, establishing records, keeping standards for the Council and the day-to-day

management of staff of the Records Office. Officers in the Records Cadre are found in all Records Offices in the Local Government Administration system.

The posts to be found in the Records Management Cadre are:

<u>TITLE</u>	<u>GRADE</u>
Records Officer	8
Assistant Records Officer	7
Records Supervisor I	5
Records Supervisor II	4
Records Clerk	3
Assistant Records Clerk	2

DUTIES AND STANDARDS

ASSISTANT RECORDS CLERK

Post-holder works closely under the guidance of his/her immediate superior, i.e. the Records Clerk.

Assistant Records Clerks deployed to Records Offices will perform the duties of Records Clerk, under supervision. They will begin with the more repetitive and routine tasks and gradually progress to more complex tasks after training, and as their competence and experience increase.

RECORDS CLERK

Records Clerks working in Records Offices are responsible for receiving, classifying and filing incoming mail; opening new files as necessary under supervision; noting file minute sheet; dispatching files to users; and recording details of file movements on transit sheets. They are responsible for ensuring that all files returned to the records office are noted on the transit sheets and for checking that all actions on the files have been completed. This includes maintaining the 'Bring Up' (BU)

diary and 'Put Away' (PA) files. They are also involved in dispatching closed files to Records Centre; and maintaining mail folders, running files, etc.

RECORDS SUPERVISOR I & II

These officers are responsible for the day-to-day management of all Records Office staff including messengers. They check regularly to ensure that Records Officer procedures and standards are maintained effectively, resolve technical problem and give advice to Records Office staff and records users. In addition, they monitor the accuracy of the titling, recommend the opening of new files and approve of titles and keywords used. They authorize the opening of new file parts when required.

ASSISTANT RECORDS OFFICER

They are responsible for maintaining an effective and efficient records service that is capable of dealing with, and advising upon, all aspects of records keeping. They liaise closely with their line managers and with action officers to ensure that the file classification system and the files opened reflect the functions and information requirements of the Department. Assistant Records Officers are responsible for the day-to-day management of records supervisors and, through them, of all records staff, including messengers. They allocate duties within the Records Office, check regularly that records office procedures and standards are maintained effectively, resolve technical problems and give advice to records office staff and users. In addition, they keep job descriptions up-to-date, arrange on-the-job and formal training and development for records staff, and prepare regular reports on the performance of the records offices.

RECORDS OFFICER

The post-holder is responsible for setting overall standards for systems and procedures, which will ensure a high quality of service for users of records. He/she scrutinizes returns and carries out regular visits and surveys to confirm the level of performance within the Cadre. The post-holder holds overall responsibility for the management, training and development of records staff in order to achieve effective records management systems and procedures.

QUALIFICATIONS

ASSISTANT RECORDS CLERK

Candidates for entry into this grade must possess a minimum of three GCE 'O' Level credits including English Language or two WASSCE (West African Senior Secondary School Certificate Examinations) passes, including English or five credit passes including English Language at the Secondary Technical Certificate Examination.

RECORDS CLERK

For direct entry into this grade candidates must have at least four GCE 'O' level credit passes including English, or three passes at WASSCE including English. For promotion, candidates must have completed at least two years; satisfactory service as an Assistant Records Clerk.

RECORDS SUPERVISOR II

For direct entry into this grade candidates must possess at least five GCE 'O' level credit passes including English, or four passes at WASSCE. For promotion, candidates must have completed at least three years satisfactory service as Records Clerk.

RECORDS SUPERVISOR

For direct entry into this grade, candidates must possess at least one GCE 'A' level pass and at least five credits passes at GCE 'O' level or five credit passes at WASSCE including English, in any case. For promotion, candidates must complete at least three years satisfactory service as a Records Supervisor II.

ASSISTANT RECORDS OFFICER

For entry into this grade candidates must have successfully completed a short records management course at a recognized training institute in addition to qualifications set out for Records Supervisor I. For promotion, candidates must have completed at least three satisfactory service as Records Supervisor I and also have undergone appropriate training in Archives and Records Management.

RECORDS OFFICER

For direct entry into this grade candidates must possess a first degree in Public Administration, Archives and Records management or a similar qualification. For promotion, candidates must have completed at least four years satisfactory service as an Assistant Records Officer and have satisfactorily completed relevant training.

TRAINING

Training should be carried out in The Gambia, at the Management Development Institute or wherever possible. For professional training that is not available within this country, arrangements should be made for training abroad.

ASSISTANT RECORDS CLERK

Post-holder will receive induction and technical training in records office and archival procedures and practices from local training institutes and if possible from the National Records Service. On-the-job training will also be given.

RECORDS CLERK

Direct entrants will receive induction and basic records management training from an appropriate institution or the National Records Service.

ASSISTANT RECORDS OFFICER

Post holder will be given training by an appropriate training institute (e.g. GTTI or MDI). Selected individuals could be sent for records management training abroad. Post holders may participate in local or overseas records management workshops.

RECORDS OFFICER

Most officers at this level receive professional training in records management at RIPA or a similar institution. Records Officers may also attend records management workshops at home and abroad.

PROMOTION / PROGRESSION WITHIN CADRE

Promotion within the Records Management Cadre is based on merit. The qualifications set out in this scheme of service are the minimum qualifications that are required of candidates for promotion. However, the acquisition of such qualifications does not automatically lead to promotion. Promotion will depend on:

- i) The existence of a vacancy in the higher grade; and
- ii) The decision of the Local Government Service Commission that the officer is in every respect suitable for promotion.

All promotions require candidates to have been confirmed in the Local Government Service.

SCHEME OF SERVICE

FINANCE, REVENUE COLLECTION & ACCOUNTING OFFICERS CADRE THE GAMBIA LOCAL GOVERNMENT SERVICE

1. INTRODUCTION

The main purpose of this Scheme of Service for officers in the Accounting & financial Cadre is to ensure that an efficient and effective accounting, revenue collection and fiscal service is provided to uniform standards throughout the Councils. It is designed specifically:

To attract people with appropriate ability, ambition and integrity by providing a clear career path in finance, revenue collection and accounting work as a specialist field;

To ensure uniformity of standards, procedures and quality of work throughout Councils;

To prescribe realistic qualification requirements to maintain these professional standards;

To ensure that the job is challenging.

2. COMPOSITION

Officers in the Accounting, Finance and Revenue Collection Cadre will be found in the Finance Unit, the Revenue Collection and Accounting Sections of the Council. The Director of Finance is head of the Cadre and he/she and the Finance Manager of the Council are responsible for their professional development and discipline. In matters of day-to-day management, staff will be answerable to their supervisor and to the head of whichever section they are working in. For career purposes, the Accounting, Revenue Collection and Finance Cadre will be treated as a single service, that is to say vacancies will be filled by promoting the best qualified candidates from the grade below, after a review of the whole potential field. Recruitment and promotion initiated by the Director of Finance in conjunction with the Local Government Service

Commission. There is absolutely free movement between the Accounting, Revenue Unit and Finance officers in comparable grades in each Council.

The proposed grade titles applicable to the Accounting, Revenue Collection and Finance Officers Cadres are:

<u>PROFESSIONAL TITLES</u>	<u>GRADES</u>
Director of Finance	12
Finance Manager / Marketing Manager	10
Accountant / Principal Rating Officer / Car Park Manager / Principal Debt Collector	9
Assistant Accountant / Licensing Manager	8
SUB – PROFESSIONALS	
Senior Accounts Clerks / Cashiers	6
Accounts Clerk / Senior Revenue Collectors	5
Accounts Trainee	3
Revenue Collectors / Car Park Attendant	2

3. **DUTIES AND STANDARDS**

Members of the Finance, Revenue Collection and Accounting Cadre will be responsible for all accounting, finance, and revenue collection work in the Council. Their function will be to provide accurate up to date financial information on which decisions may be based as well as advise on the financial implications of any proposed course of action.

For each post in the Accounting, Revenue Collection and Finance cadre, the Director of Finance will, in consultation with the Director of Administration and the Administration Dept draw up detailed job

descriptions which will be revised from time to time to take account of modifications to systems and procedures.

The following notes provide general guidance on the duties expected of officers in each grade:

- a. To collect taxes at all the Council offices and record the same in the Council's accounting system;
- b. To prepare, pay and control personnel emoluments of all employees;
- c. To prepare daily, monthly and annual financial statements and provide information to enable the Director of Finance to discharge his/her duties;
- d. To assist in the preparation of the annual estimates and provide financial information for budgetary planning and control;
- e. To advise and assist management on accounting and financial matters;
- f. To carry out warrants on cost recovery and ensure payments are made and received. This will specifically include ensuring that all arrears are paid and assist with serving summons to defaulters. Accountants will also ensure prepayment checks on local purchase orders (LPO), invoices, store issue vouchers, payment vouchers, counter cash summaries, manual receipt books and staff payroll to ensure their compliance with authorized budget limits;
- g. To recommend improvement of management control to safe guard Council's resources, promote growth and ensure compliance with prescribed rules and regulations;
- h. To be responsible for planning of purchase and payments to ensure that Council's ability to pay is not affected;

- j. To be responsible for the day-to-day director and administration of the personnel of the Finance, Revenue Collection and Accounting Cadre and provide trained officers to fill Finance, Accounting and Revenue Collection posts in the Council;

Specific duties expected at the various grade levels in the cadre are set out in the following paragraphs:

ACCOUNTS TRAINEE / REVENUE COLLECTORS / CAR PARK ATTENDANT

Officers at this level will be trained on the job. As trainees and thereafter, they will assist senior officers in collecting revenue.

ACCOUNTS CLERK / SENIOR REVENUE COLLECTOR

The Accounts clerk will carry out minimal supervision, accounting, revenue collection and financial administration duties. They will supervise and train Junior Accounts Clerks / Revenue Collectors on the Council's financial procedures and undertake general office duties as they relate to the profession.

SENIOR ACCOUNTS CLERKS / CASHIERS

Senior Accounts Clerks will be responsible for accounting and financial control and checking preparation of payment of revenue, recording information and regularly updating the Council's accounts. The cashiers will be involved in receiving rate payments. They will also assist in preparing bills for payments and issuing out tickets and receipts.

ASSISTANT ACCOUNTANTS / LICENSING MANAGER

Officers at this level will be responsible for the daily maintenance and administration of books on accounts and payroll systems. Typical duties may include preparation of payroll and printing of related schedules, paying of salaries and allowances to staff, monitoring of interest schedules on staff loans, keeping loans ledger, and monthly analysis of payroll expenses.

Assistant Accountants will be assigned responsibility for controlling a small unit within the Accounting and Finance Department and also be responsible for preparation of bank reconciliation statements.

Licensing Manager will carry out license and tax collection duties and will be available to give guidance on tax collection.

**ACCOUNTANT / PRINCIPAL RATING OFFICER / CAR PARK
MANAGER / PRINCIPAL DEBT COLLECTOR**

Accountants will head sub units in the Finance Department and report to the Finance Manager. Officers at this level will assist in the preparation of the Council accounting manual and computer accounts.

They will be involved in preparing the necessary internal and statutory accounts. This includes preparation of control accounts, information estimates and control of revenue and expenditure.

The Principal Rating Officer at this level will be involved in the collection of rates on properties within the Council, obtain revenue for use of Council property, providing services within the community, sending out demand notes yearly to defaulters followed by summons, registration of new properties from the Department of State for Local Government and Lands, transferring land from one ownership to the other by filling in certificate of occupancy after clearance is obtained. As well as register new and developed properties to levy rates, and occasionally go on spot-checking to confirm reports. The Principal Debt Collector also ensures timely payment of residential, commercial and industrial rates and serving summons to defaulters.

The car Part Manager is responsible for assisting the Finance Manager in ensuring the Collection of daily car park fees.

FINANCE MANAGER / MARKETING MANAGER

These Managers are responsible for the supervision and training of sub-professional and professional staff in their sectors.

The Finance Manager is responsible for supervising and co-ordination the activities of financial accounts. Typical duties would include the supervision of the preparation of the annual budget, maintenance of the accounting system (manual and computerized) and ensuring compliance with accounting procedures and internal controls. Other duties will involve the preparation of interim and final accounts, the preparation of bank reconciliation statements and the provision of financial and management information reports to be used in the effective management of Council.

The Marketing Manager will be reporting to the Director of Finance who is the head of the unit is responsible for managing the work and staff of the Marketing Department. The typical duties of the marketing manager will include:

- Promoting council's image
- Organising research and other activities aimed at promoting awareness as well as supervising the activities of the Marketing Officer.

DIRECTOR OF FINANCE

Reporting to the Chief Executive Officer, the job holder has overall responsibility for the provision and management of all the council's financial and accounting systems, providing advice and guidance on matters relating to income and expenditure of Council, proper management of Council's financial resources, maintenance of proper accounting systems, and efficient collection of revenue. Typical duties would include the preparation of budgets regarding investment strategies and overseeing the payroll functions.

4. **QUALIFICATIONS**

REVENUE COLLECTOR / CAR PARK ATTENDANT

The Revenue Collector / Car Part Attendant could undergo formal training programme at the Gambia Technical Training Institute (GTTI). Officers will receive a combination of induction and on-the-job training. They should be encouraged to attend relevant courses.

ACCOUNTS TRAINEE / SENIOR REVENUE COLLECTORS

Entrants to this grade must pass 5 GCE 'O' Levels or 4 WASSCE credit passes, including English Language, Maths / Accounts or equivalent qualification of AAT / CAT Foundation with 3 WASSCE credits.

ACCOUNTS CLERKS / CASHIERS

Direct entry to this grade is AAT foundation certificate and 6 'O' levels or 5 WASSCE credit passes.

In service entry to this grade is open to Accounts Trainees and Senior Revenue Collectors who have completed two years work in their grade. It will also depend on vacancies in this grade being available and merit will out weigh length of service where a selection has to be made.

SENIOR ACCOUNTS CLERKS / SENIOR CASHIERS

Director entry to this grade is the possession of the AAT / CAT Intermediate with two years work experience.

In service entry to this grade is open to Accounts Clerks / Cashiers who have completed two years work in their grade. It will also depend on vacancies in this grade being available and merit will outweigh length of service where a selection has to be made.

ASSISTANT ACCOUNTANT / LICENSING MANAGER

For direct entry to this grade, candidates must have passed the final AAT / CAT examination with two years work experience.

In-service entry to this grade is open to Senior Accounts clerks / cashiers who have completed three years work in their grade. It will also depend on vacancies in this grade being available and merit will outweigh length of service where a selection has to be made.

ACCOUNTANT / PRINCIPAL RATING OFFICER / PRINCIPAL DEBT COLLECTOR / CAR PARK MANAGER

Director entry is open to candidates who have completed Part II ACCA or its equivalent in other accountancy qualifications with at least two years work experience; or a Bachelors degree in Accounting / Marketing and have a minimum of 5 years work experience. They should also have good writing, communication, and managerial skills.

DIRECTOR OF FINANCE

The Director must be a qualified Accountant with 3 years post qualification experience. He/she should have served as Finance Manager for 1 year.

Director recruitment would be exceptional if candidate should possess a recognized professional qualification or its equivalent with at least 5 years post qualification experience in Public Finance, including experience in Management.

5. TRAINING

Wherever possible, training should be carried out in The Gambia in a recognized institute of learning such as the MDI, GTTI and the Gamtel Training and Multi-Media Institute (GTMI). Only where essential training is not available in this country will officers be released for overseas studies. In these cases, officers shall pledge to return to work for Council in their areas of competence at least for the period equivalent to

the length of their study or in lieu of which they will refund Council the cost of their training. Specific training modules will be identified by the director of Finance in consultation with the Director of Administration and Personnel in some cases.

REVENUE COLLECTOR / CAR PARK ATTENDANT

Officers will receive a combination of induction and on-the-job training and formal training at the appropriate Institute. As soon as possible after recruitment, they will attend an introductory course stipulated by the Director of Finance.

ACCOUNTS TRAINEE / SENIOR REVENUE COLLECTOR

Director recruits and those who have not received training at junior level must attend the induction course and receive basic training courses. After, training will be given on the job as necessary. Officers with good academic background may be selected to attend the AAT course at GTTI or MDI to study for the preliminary, intermediate & final examinations.

SENIOR ACCOUNTS CLERK / CASHIERS

Once appointed, post holders are strongly recommended to attend the in-service supervisory course at the MDI. Post holders with good academic backgrounds are selected to undertake the Preliminary, Intermediate and Final examinations of the Association of Accounting Technicians course on day-release at the MDI.

ASSISTANT ACCOUNTANT / LICENSING MANAGER

Officers should attend middle management training modules at the MDI on relevant accounting modules or computer applications at GTMI.

The Licensing Manager should attend relevant courses prescribed by the Head of the Cadre and attend seminars to keep abreast of developments relevant to his/her job.

ACCOUNTANT / PRINCIPAL RATING OFFICER / PRINCIPAL DEBT COLLECTOR, CAR PARK MANAGER

Officers in this grade should attend middle management training modules at the MDI on relevant accounting modules or computer applications at GTMI.

FINANCE MANAGER / MARKETING MANAGER

Officers should attend senior management courses at the MDI and must also attend workshops and seminars to keep them abreast of developments that may be of relevance to their job. Relevant computer, financial and marketing courses are also necessary.

DIRECTOR OF FINANCE

The Director of Finance should attend seminars, workshops at home or abroad if necessary. This will allow the officer to remain aware of developments in accounting and financial management specialization.

6. PROGRESSION IN THE CADRE

Promotion in the Finance, Revenue Collection and Accounting Cadre is based on merit, the qualification set out in the Scheme of Service are the minimum qualifications which will normally be required of candidates for promotion. However, the acquisition of such qualifications does not automatically lead to promotion.

Promotion will depend on:

- i. the genuine existence of a vacancy in the higher grade; and
- ii. the decision of the Local Government Service Commission that the officer is in every respect suitable for promotion.

For career purposes, the Accounting, Revenue Collection and Finance Cadre will be treated as a unified cadre, that is to say vacancies will normally be filled by promoting the best-qualified officers in the grade below.

All recruitments and promotions will be dealt with by the Director of finance and Senior Management subject to approval of the Local Government Service Commission.

THE REPUBLIC OF THE GAMBIA

SCHEME OF SERVICE

PLANNING AND ENGINEERING CADRE THE GAMBIA LOCAL GOVERNMENT SERVICE

INTRODUCTION

This Scheme of Service applies to Planners and professional Engineers and sub-professionals in all manner of specializations. It groups together Planners and officers who have acquired professional and sub-professional skills in engineering and allied subject areas such as Electrical, Mechanical, or Civil engineering.

OBJECTIVES

The main objectives of this scheme are:

To attract individuals with the appropriate ability, ambition and integrity by offering well defined career prospects in the practice of their profession.

To ensure uniform standards, procedures and quality of work for the delivery of an efficient and effective service in all aspects of the engineering and social service function in the Council.

To prescribe realistic qualifications required for maintaining these professional standards.

To create a common cadre whereby a balance is struck between general Planning/Engineering training and specialized qualifications with the purpose of establishing flexibility and adaptability in the Cadre.

COMPOSITION

Officers in this Cadre are to be found mainly in the Department of Planning and Development. The Director of Planning and Development (DPD) is responsible for their professional development and discipline. As head of the Cadre, the DPD will be responsible for the day-to-day management of staff directly under his portfolio. As a group, they are responsible for the planning, development and maintenance of Council infrastructure and social services. The proposed job designations applicable to officers in this Cadre are as follows;

<u>PROFESSIONAL TITLES</u>	<u>GRADE</u>
Director of Planning and Development	12
Deputy Director of Planning and Development	11
Council Engineer/Planner	10
Deputy Council Engineer/Planner	9
Assistant Council Engineer/Works Superintendent	8

<u>SUB PROFESSIONAL TITLES</u>	<u>GRADE</u>
Assistant Works Supt/Architectural Assistant/Physical Planning Assistant	8
Foreman	6
Tradesman I	5
Tradesman II	4
Tradesman III	3

Assistant Engineers and Works Superintendent should be on a combined establishment, i.e. an Assistant Engineer or a Works Superintendent should be able to rise to the level of Engineer after satisfactorily completing training, having been confirmed in the grade, and having demonstrated that they are suitable to perform the full range of duties of Engineer.

DUTIES AND STANDARDS

Engineers in Council may do different work according to their specialization but there is a common denominator: to be able to practice in the group, officer d to have achieved educational qualification and/or training in the fundamental principles of the profession.

Officers in the Cadre are generally expected to be employed on the following type of duties:

PROFESSIONAL

DUTIES

Assistant Council Engineer/Works Superintendent

Officers in this grade are required to work under general guidance, to plan and execute the routine works in their professional area. They report to the Deputy Council Engineer in managing parks and open spaces as well as maintain all roads within the Council, soakaways, public standpipes, streetlights, public latrines, and offices in reasonable condition. They could also be involved in planning and supervision of civil, electrical, or mechanical engineering works as well as maintaining plant and other equipment. They are required to programme, budget, and account for funds needed for maintenance and servicing and report such to the Deputy Council Engineer. Alongside the professional practice, officers may have responsibility for general administration, especially those associated with their work.

Deputy Council Engineer / Planner

Officers in this grade should normally undertake planning, design, direction, and execution of works and social services in the Municipality or Area Council under the supervision of the Council Engineer/Planner. This will involve the coordination and supervision of the activities of staff in lower grades and personal involvement in those works that require professional training and/or experience of a higher level. Among the administrative duties associated with this post may be the organization of training and staff development activities for his subordinates in the professional and sub-professional grades.

Council Engineer / Planner

Officers in this grade should normally undertake more detailed planning, design, direction, and execution of development works and social services in the Municipality or Area Council. This will involve involvement in those works that require professional training and/or experience of a higher level. Among the administrative duties associated with this post may be the organization of training and staff development activities for Deputy Council and Sub-professional grades.

Deputy Director of Planning and Development

Officers in this grade assist the Director of Planning and Development in the execution of his/her duties. They are required to assess and ensure the feasibility, viability and efficiency of the use of resources in the various operations of Council. This includes planning, budgeting, project or programme appraisal, management, implementation, monitoring and co-ordination of activities. Among the administrative duties associated with this post may be the organization of training and staff development activities delegated by the Director of Planning and Development.

Director of Planning and Development

As head of Department, the Director of Planning and Development is responsible for the overall coordination and control of all public works and social services in the Municipality or Area Council and has the final decision on the professional conduct, supervision and development of staff. He/she should ensure that the terms of reference of the Department are carried out efficiently and effectively. He/she is the Chief Technical Adviser to Council.

SUB PROFESSIONALS

There are five grades in the Sub-professional Cadre: Tradesman I, II, and III, Foreman, and Assistant Works Superintendent/Architectural Draughtsman/Physical Planning Technician. The specific duties of officers in these five grade levels will be defined in Council manuals and senior professionals in Council will allocate officers' duties.

DUTIES

i. Tradesman I

Officers appointed to this grade level are those from Secondary and Technical Schools or apprentices who have developed an acceptable and proven level of proficiency needed by the section of the Council in which they are employed. They are to work under close supervision by their immediate superior(s).

Officers will be assigned specific duties based on their trade and specialization.

ii. Tradesman II & Tradesman III

Officers appointed to these grades are required to execute a skilled process with adequate proficiency to yield as near as possible a perfect result in accordance with given directions or specifications.

Officers will be assigned specific duties based on their trade and specialization.

Foreman

Officers in this grade are expected to lead a team of Tradesman and Labourers for the execution of a given job or element in the job. They will specifically be responsible for the preparation and submission to the Deputy Council Engineer or an Assistant Works Superintendent of a realistic programme of work to cover a given task; this should reflect the labour force required, the duration of their engagement on the given task, the materials required and the flow in which they are required. They will also assist in the supervision of council works and project.

Assistant Works Superintendent/Architectural Assistant/Physical Planning Assistant

A Works Superintendent will maintain such records in his area of work to make it possible for a superior officer to build up statistical data on materials and labour content of routine maintenance or other operations in the area. He will be required to programme all work to be undertaken under the instructions of the Deputy Council engineer or a Works Superintendent.

The Architectural Assistant will be responsible for designing simple Council buildings, drains, parks, etc. and the preparation of other drawing/sketches as directed by the Council Engineer or his/her deputy. He/she may be required to supervise project works and write reports if necessary.

The Physical Planning Technician will work under the direct supervision of the Assistant Engineer or his deputy and will assist in the design and costing of simple engineering specifications and works. He/she will be responsible for preparing base maps, plans and diagrams and present data collected in such surveys. They are also assigned responsibility for the task of planning, monitoring and controlling physical development as well as assist the Council Engineer in preparing, drafting and reviewing physical development plans and local plans.

QUALIFICATIONS

i. Tradesman I

Appointments at this level are subject to the recommendation of the Director of Planning and Development based on the candidates proven level of proficiency to meet full needs of the job on which they will be employed.

ii. Tradesman II & III

iii. Candidates for appointment of tradesman II must have successfully completed:

The Gambia Technical Training Institute pre-apprenticeship course, normally one year, plus two years full-time craft course and passes the Intermediate City and Guilds Certificate.

Appointments to this grade may be made direct for those candidates who possess the City and Guilds Advanced Certificate and a minimum of three years work experience within the trade.

Tradesman II who have served satisfactorily for at least three years in the grade and have demonstrated proficiency equivalent to the standard required at this level may as well fill posts at this level.

Foreman

This is normally a promotion grade for Tradesman III, or Tradesman II who have passed the Final/Advanced City and Guilds Examinations, served satisfactorily in the grade for at least three years and have successfully completed a supervisor's course for Technical Officers approved under The Gambia National Vocational and Training Act (No. 11 of 1979).

Candidates may be appointed directly to this grade if they hold the final/Advanced city and guilds certificate in their trade plus at least three years proven experience of working in a supervisory capacity.

Assistant Works Superintendent/Architectural Assistant/Physical Planning Assistant

Foreman normally fills vacancies at the level of Assistant Works Superintendent on promotion after three years satisfactory service in their grade. In exceptional circumstances, direct appointments may be made to this level of candidates who possess the Final/Advanced City and Guilds Certificate and have at least five years proven work experience in a supervisory capacity.

For appointment as Architectural Assistant or Physical Planning assistant applicant must have an OND/HND in Building Technology or Architecture.

Assistant Engineer/Works Superintendent

Vacancies in this grade will be filled by:

The promotion of serving officers in the grade of Assistant Works Superintendent/Architectural Assistant/Physical Planning Assistant who have:

- a. Completed a minimum of three years satisfactory service in the grade and have passed an interview conducted by the Local Government Service Commission.
- b. Direct appointment after an interview by the Local Government Service Commission, of candidates who have an HND in Building Technology or Civil Engineering.

Deputy Council Engineer/Planner

Vacancies in this grade will be filled by:

The promotion of serving officers in the grade of Assistant Engineer/Works Superintendent who have:

- (a) Completed a minimum of three years satisfactory service in the grade and have passed an interview conducted by the Local Government Service Commission or;
- (b) Direct appointment after an interview by the Local Government Government Service Commission, of candidates who have:
 - (i) a BSc degree in Civil Engineering or Building Technology or an HND in the relevant field of specialization with five years work experience; or
 - (ii) a minimum of a first degree in Economics or a relevant social science subject.

Council Engineer/Planner

Vacancies in this grade will be filled by:

The promotion of serving officer(s) in the grade of Deputy Council Engineer/Planner who have:

Completed a minimum of three years satisfactory service in the grade and have passed an interview conducted by the Local Government Service Commission or;

Direct appointment after an interview by the Local Government Service Commission, of candidates who have;

- (i) a BSc degree in Civil Engineering or Building Technology will three years practical experience or an HND in the relevant field of specialization with five years work experience; or

- (ii) a minimum of a first degree in Economics or a relevant social science subject with at least two years work experience.

Deputy Director of Planning and Development

Vacancies in this grade will be filled by:

The promotion of serving officer(s) in the grade of Council Engineer/Planner who have:

Completed a minimum of three years satisfactory service in the grade and have passed an interview conducted by the Local Government Service Commission or;

Direct appointment after an interview by the Local Government Service Commission, of candidates who have;

- (i) a BSc degree in Civil Engineering or Building Technology with three years practical experience or an HND in the relevant field of specialization with five years work experience; or
- (ii) a minimum of a first degree in Economics or a relevant social science subject with at least five years work experience.

Director of Planning and Development

Vacancies in this grade will be filled by:

The promotion of serving officer(s) in the grade of Deputy Director of Planning who must have;

Completed a minimum of three years satisfactory service in the grade and have passed an interview conducted by the Local Government Commission; or

Direct appointment after an interview by the Local Government Service Commission, of candidates who have:

- (i) a professional qualification or BSc degree in Civil Engineering/Building Technology with five years practical experience in the relevant field of specialization or,
- (ii) a postgraduate degree in Planning with five years post qualification work experience.

TRAINING AND DEVELOPMENT

Whenever possible, training of officers should be determined by the head of Cadre and carried out in a recognized Institution in The Gambia. Only where essential training is not available locally, will officers be released for overseas studies. In these cases, officers will be bonded to return to work for Council in their appropriate areas of specialization for at least a period equivalent to their length of study, or in lieu of which, they will refund the full costs of the study.

(A) Sub-Professionals

Department manuals will define the training and staff development of officers in the sub-professional grades and officers will have training needs and requirements prescribed by the head of the Cadre.

(B) Professionals

(i) Assistant Council Engineer/Works Superintendent

Officers in this grade will be required to undergo short-term courses in their respective areas of specialization. They should also attend locally run course on Project Design, Planning and Evaluation. Officers should attend short-term or diploma courses identified by the Head of Cadre.

Deputy Council Engineer/Planner

Incumbents in this grade should attend courses in project and general management at the MDI. Such officers will gain useful experience and exposure in the meetings and conferences in their areas of specialization.

(ii) **Council Engineer/Planner**

Officers in this grade should undergo advanced courses in engineering design and/or general and project management. Like the Deputy Council Engineer/Planner, their attendance at seminars and conferences in their areas of specialization will greatly enhance their capability and experience. They should attend MDI general management council for heads of Technical/Planning Departments.

Deputy Director of Planning and Development

Officers in this grade should undergo advanced courses in engineering design and/or general and project management courses organized for officers in Technical Departments. Similar to the Council Engineer/Planning, their attendance at seminars and conferences in their areas of specialization will greatly enhance their capability and experience. They should attend MDI general management course for senior officers in technical/planning departments

Director of Planning and Development

Officers in this grade must undergo advanced courses in engineering design and/or general and project management courses organized for officers in Technical Departments. Like the Deputy Director of Planning and Development, their attendance at seminars and conferences in their areas of specialization will greatly enhance their capability and experience. They should attend MDI general management course for heads of technical/planning department

Progressing within the Cadre

Promotion in the Engineering and Allied professional Cadre is based on merit. The qualifications set out in the Scheme of Service are the minimum qualifications which will normally be required of candidates of promotion. However, the acquisition of such qualifications does not lead automatically to promotion.

Promotion will depend:

- i. On the genuine existence of a vacancy in the higher grade; and
- ii. On the decision of the Local Government Service Commission that the officer is in every respect suitable for promotion.

There may be times when there are more candidates eligible for promotion than there are vacancies available. Under such circumstance, the Local Government Service Commission will use its discretion to determine the candidates most suitable for promotion, with prime consideration given to the officer's work performance and productivity. In short, merit, not seniority will be the main criterion.

All promotions require candidates to have been confirmed in the Local Government Service.

SCHEME OF SERVICE

MUNICIPAL POLICE CADRE THE GAMBIA LOCAL GOVERNMENT SERVICE

Introduction

This Scheme of Service relates to Municipal Police within Councils applicable, who are responsible for safeguarding the property of the Municipal Council and for securing the assets and maintain peace and order in the premises of the Council at all times.

OBJECTIVE

The major objectives of the Scheme of Service for Municipal Police is to:

- ❖ To attract people with the appropriate ability, ambition and integrity by offering well defined career prospects and security services;
- ❖ To ensure uniform standards, procedures and quality of work for delivery of an efficient and effective security service geared towards any security irregularity within the Council;
- ❖ To prescribe realistic qualification requirements (educational, training and promotion criteria) in a bid to maintain high professional standards.

COMPOSITION OF THE MUNICIPAL POLICE CADRE

<u>DESIGNATION</u>	<u>GRADE</u>
Commander	9
Assistant Superintendent	8
Chief Inspector	7
Inspector	6
Sergeant Major	5.4
Sergeants	5
Corporals	4
Lance Corporal	3
Constables / Guards	2

DUTIES AND STANDARDS

COMMANDER

GRADE 9

The position is on Grade 9 of the Council pay scale

Job Summary

The Commander is the principal adviser to the Mayor in security matters and is responsible for investigating any security irregularity within the Council.

Duties Include:

- To supervise the day-to-day administration of the municipal police;
- Checking on security staff to ensure that law and order are enforced;
- Ensuring that peace and order are maintained in all the buildings within the Municipality;
- Assisting in the collection of revenue;
- To report any irregularities against fraudulent practices;
- To watch for any security risks, threats and protect the property and staff of the Municipality;
- To represent the K.M.C on all cases involving the Council and to testify in court;
- To provide maximum protection in case of hazards and take appropriate courses of action;
- To take decision and operate on principles, as well as preventing unauthorized entry into the building.

QUALIFICATIONS AND EXPERIENCE REQUIRED

The requirements for this position is a minimum of an Advanced Diploma in law enforcement or relevant area of work. In addition, candidates must have at least 10 years relevant work experience, must be able to work under pressure and demonstrate a high level of management skills.

TRAINING REQUIREMENTS AND CAREER DEVELOPMENT

The Commander could be trained in general law enforcement and general management. They must have two years satisfactory service and demonstrate leadership and management skills

ASSISTANT SUPERINTENDENT

The position is on Grade 8 of the Council pay scale.

Job Summary

The Assistant Superintendent is an assistant to the Commander and is responsible for the management and control of the Chief Inspector, Inspectors, Sergeant Major, Sergeants, Corporals, Lance Corporals, Constables and Guards. He/she is responsible for:-

- Supervising the inspectors with minimal supervision as part as a team;
- Document law enforcement related activities and other usual incidents;
- Analyse situation and adopt effective reasonable courses of action;
- Stay calm and maintain composure to operate efficiently under stressful conditions.

QUALIFICATIONS AND EXPERIENCE REQUIRED

Must have a working knowledge of, and ability to apply security practice, and procedures. Officers must have served as security supervisors for at least three years and have some leadership and organizational skills.

TRAINING REQUIREMENTS AND CAREER DEVELOPMENT

The Assistant Superintendent should attend management and supervisory training courses.

CHIEF INSPECTOR

GRADE 7

The post holder is on Grade 7 of the Council pay scale.

Job Summary

The Chief Inspector is assistant to the Assistant Superintendent and is of all other subordinate officers and is responsible for the day to day supervision. Other duties include:

- Giving oversight and guidance to all in the Municipal Cadre;
- Demonstrating continuous effort to improve operations and streamline work processes;
- Conducting investigations of alleged violation and complaints of disorderliness on duties or unusual public activity.

QUALIFICATION AND EXPERIENCE REQUIRED

Must have a working knowledge of, and ability to apply security practice, and procedures. Officers must have served as security officer for at least five years and have some leadership and organizational skills.

TRAINING REQUIREMENTS AND CAREER DEVELOPMENT

On-the-job training in basic management and supervisory training course may be appropriate.

INSPECTORS

GRADE 6

Post holder is on Grade 6 of the Council's integrated Pay Scale.

Job Summary

Post holder assist the Chief Inspector in the most efficient or effective utilization of Council resources. Other duties involve:-

- Responsible implementation of orders;
- Assists the Chief Inspector to carry out assignments in conformity with the policies, procedures and directives of the Council;
- Assists with the revision and evaluation of performance of Sergeant Major, Sergeants, Corporals, Lance Corporals and Constables;
- Patrolling and observing activities of persons around the Council building grounds;
- Answer to routine inquiries and prevent unauthorized access to restricted area;
- Perform security check and secure doors after working hours.

QUALIFICATIONS AND EXPERIENCE REQUIRED

Must possess six months experience as a security officer.

Training Requirements and Career Development

On the job training in basic management and supervisor courses may be appropriate.

SERGEANT MAJOR

GRADE 5.4

The post holder is on Grade 5.4 of the Council pay scale.

Job Summary

The Sergeant Major directly supervises the Sergeant, Corporals, Lance Corporals, and Constables/Guards. Others duties involve;

- Acting as a liaison between the Junior and Senior Staff in the Municipal Police Cadre;
- Maintains a high quality of discipline and morale;
- Supervises and co-ordinates the activities of the Sergeants;
- Co-ordinates scheduling and processing including leave requests;
- Keeps the Inspector informed of all significant events or developments, which may affect the Council;
- Maintain discipline and morale;
- Supervises and co-ordinates the daily activities of the Sergeants.

QUALIFICATIONS AND EXPERIENCE REQUIRED

Training required and career development

On-the-job training in basic management and supervisory courses may be appropriate.

SERGEANTS

GRADE 5

The post holder is on Grade 5 of the Council pay scale

Job Summary

The post is supervised directly by Sergeant Majors. The post holder directly supervises the Corporals, Lance Corporals, Constables and Guards. Duties include;-

- Oversees the operations of the Municipal Council;
- Determines necessary and appropriate actions needed to resolve problems;
- To assure safety and security of employees as well as protect property;
- Co-ordinates and supervises all functions;
- Oversees and monitors the Council buildings;
- Monitors the Corporals, Lance Corporals, Constables and Guard;
- Disperses unruly visitors at the Municipal building;
- Conducts investigation on assignments of suspected illegal activity;

- Supervises and direct security personnel.

TRAINING REQUIREMENTS AND EXPERIENCE DEVELOPMENT

Three or more years experience in related security enforcement or training. Supervisory experience can be considered for promotion to this Grade.

CONSTABLES / GUARDS

GRADE 2

The position is on Grade 2 of the Council pay scale.

Job Summary

The Constables / Guard is the entry classification in the Municipal Police Cadre and is responsible for enforcing law and order and perform security checks within the Council.

OTHER DUTIES INCLUDE:

- Responsible for providing support services;
- Tasks associated with support and control of Council property;
- Prepare and process incident reports;
- Support and assist Municipal Police process, preserve and document evidence;
- Patrol Council grounds and parking lot to observe unusual behavior and to prevent vandalism;
- Ensure that all visitors and staff vacate building at closing and perform security check of all doors.

QUALIFICATIONS AND EXPERIENCE REQUIRED

Have a secondary school certificate or equivalent plus one year of experience as a security guard. Combinations of experience and education that meet the minimum requirements may be substituted. Candidates must be physically fit and mentally alert. They must not have a criminal record. Corporals who have served satisfactorily in their grade for one year are eligible for promotion to this level.

TRAINING REQUIREMENTS AND CAREER DEVELOPMENT

The Constables and Guards could be trained on-the-job. They should also be inducted on related courses.

CORPORALS / LANCE CORPORALS

The post holders are on Grade 3 / Grade 2 of the Council pay scale.

Job Summary

Potholders are responsible for overseeing the Council building. They are expected to complete daily activity reports. Duties involve;

- Assessing problem institution and exercise tact;
- To patrol the Council;
- Answer to routine enquires and direct visitors to appropriate areas;
- Respond to after-work security calls;
- Ensure all visitors and staff vacate the building at closing of work and perform security check of all doors and windows.

QUALIFICATIONS AND EXPERIENCE REQUIRED

Entrants at this level must be literate and have at least Junior Secondary School Leaving Certificate. Candidates must not have a criminal record and must not be above 35 years and should be physically fit and mentally alert with one-year work experience as a security guard.

TRAINING REQUIREMENTS AND CAREER DEVELOPMENT

Officers in the Municipal Police Cadre must take part in routine tactical training. On-the-job training will be provided by more senior officers.

COMMANDER: This officer should attend middle management development seminars and workshops.

The commander is responsible for the professional development and discipline of the Municipal Police. For career purposes, the Municipal Police Cadre will be treated as a unified service. Vacancies will be filled by promoting the best qualified officers from the grades below. Recruitment and promotion will be dealt with by the Major in liaison with the Commander and the Chief Executive and is subject to approval by the Local Government Service Commission.

PROGRESSION

Promotion in the Municipal Police Cadre is based on merit. The qualifications set out in the Scheme of Service are the minimum qualifications, which will normally be required of candidates for promotion. However eligibility does not lead automatically to promotion. Promotion will depend on the genuine existence of a vacancy.

The Commander in consultation with the Chief Executive will consider all promotions, which shall be subject to approval by the appropriate appointing authority.