

FILE NO. PNDC/SCR/A. 10/40

ACTING CHIEF DIRECTOR
(C & G)

STAFF REQUIREMENTS AND JOB DESCRIPTIONS
AT THE CONSULTATIVE ASSEMBLY

Mr. Kyei has recently provided me with feedback on action so far pursued on the task described in attached documentation on above subject. But there is still some more work left to be done.

2. Kindly relate to him and find out how soon the exercise will be completed.

3. I shall welcome an early brief from you.

Q
MEMBER SECRETARY OF COMMITTEE
OF SECRETARIES AND HEAD
OF CIVIL SERVICE
(E. A. SAI)

11th September, 1991.

②

Scr

By 30 / 9 / 91

Q

12/9/91

FILE NO. 1/12

ACTING CHIEF DIRECTOR
(C & G)

STAFF REQUIREMENTS AND JOB DESCRIPTIONS
AT THE CONSULTATIVE ASSEMBLY

Mr. Kyei has recently provided me with feedback on action so far pursued on the task described in attached documentation on above subject. But there is still some more work left to be done.

2. Kindly relate to him and find out how soon the exercise will be completed.
3. I shall welcome an early brief from you.

Q
MEMBER SECRETARY OF COMMITTEE
OF SECRETARIES AND HEAD
OF CIVIL SERVICE
(E. A. SAI)

11th September, 1991.

MS/CS/AS/AIS (CG)

Mr. Kyei has indicated that a minute on the above assignment shall reach you on Monday, 16th Sept, 1991.
Please Note: 6/12-9 a. Q 13/9/91

3
SR

Please by on
- mts. 1/12-9 a.

Use of reply the
After and date of this
letter should be quoted.

Ref No.

PND/SCA/A.10/40

Your Ref. No.



REPUBLIC OF GHANA

OFFICE OF THE
PROVISIONAL NATIONAL
DEFENCE COUNCIL

P.O. BOX 1627

ACCRA

9th August, 1991.

STAFF REQUIREMENT AND JOB DESCRIPTIONS
AT THE CONSULTATIVE ASSEMBLY

--- Please find attached a copy of Miss Doris Ocansey's letter No.C/NCD.08/SF.1(1) of 5th August, 1991 addressed to me on above subject.

2. I would like to have a team constituted from within OHCS to handle this special exercise. The composition of the Team should be Mr. F.Y. Kyei (Chairman/Convener), and Messrs Yaw Aidoo, Obeng-Adofo and Ogum.

3. Kindly proceed as indicated above and furnish me with your report by 16/8/91 without fail.

El - In.
MEMBER SECRETARY OF COMMITTEE
OF SECRETARIES AND HEAD OF
CIVIL SERVICE
(E.A. SAI)

MR. F.Y. KYEI
AG. CHIEF DIRECTOR
OHCS

MR. YAW AIDOO
DIRECTOR
TRAINING AND MANPOWER
DEVELOPMENT DIVISION
OHCS

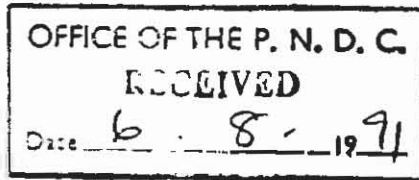
MR. K. OBENG-ADOFO
DIRECTOR
PERSONNEL POLICY AND MANAGEMENT
DIVISION
OHCS

MR. OGUM
DIRECTOR
OHCS

DESPATCHED ON 9/8/91
BY MW/ai

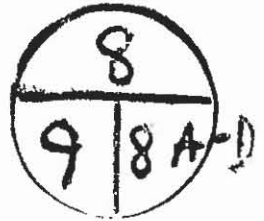
C/MCD.08/SF.1(1)

1494



NOV. COMMITTEE ON THE
CONSULTATIVE ASSEMBLY / BUDGET
AND OTHER MATTERS
P.O. BOX M.214,
ACCRA.

5TH AUGUST, 1991.



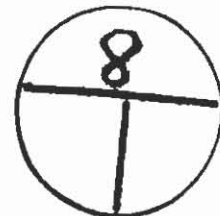
THE SECRETARY AND
HEAD OF THE SERVICE
ACCRA

STAFF REQUIREMENT AND JOB DESCRIPTIONS
AT THE CONSULTATIVE ASSEMBLY

1. Consequent upon the discussion between your goodself, myself and Mr. Rex Owusu-Ansah at your office on Friday 2nd August 1991 on the above subject I am submitting the attached write-up on the subject for your consideration and necessary action.

2. The Consultative Assembly staff requirement is broken down as follows:-

- a] 1 Clerk
- b] 1 Deputy Clerk
- c] 11 Assistant Clerks
- d] 1 Editor of Debate
- e] 1 Deputy Editor of Debate
- f] 6 Verbatim Reporters
- g] 1 Accountant
- h] 3 Accounting Clerks
- i] 2 Executive Officers
- j] 10 Stenographer Secretaries
- k] 12 Ushers
- l] 2 Store-keepers
- m] 8 Drivers
- n] 1 Machine Room Operator

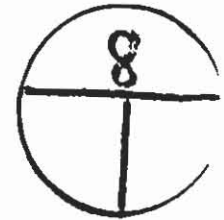
3. JOB DESCRIPTIONSa] THE CLERK

For the purposes of the Consultative Assembly the Clerk shall be the permanent head of the staff of the Assembly.

- i] He will be responsible for the preparation of the texts of the new Constitution when agreed upon by the House either as amendments or otherwise to the Constitutional Proposals.
- ii] He will put together all the Sections, Chapters, Articles and Clauses of the Constitution in the manner that will be agreed upon by the House and shall have them printed for authentication by the Speaker of the House.
- iii] He will be responsible for calling on each item of the business of the day as it is reached and keeps watch generally over the course of business.
- iv] The Clerk shall make true entries and records of the things done and passed in the Assembly and will keep secret all such matters as shall be treated as such and not to disclose the same before they are published.
- v] He will record the daily attendances.
- vi] He will give advice to the Speaker and Members of the Assembly on points of order and procedure.
- vii] He will have custody of the extensive accumulation of manuscripts and printed records stored in the Assembly.
- viii] He will keep the Minutes of the Proceedings of the Assembly and will prepare the Order Paper containing future business.
- ix] The Clerk will be the administrator and also the Accounting Officer for the budget of the Assembly.
- x] He will receive and when necessary put in order notices of motions, and amendments.
- xi] The Clerk shall keep custody of all the properties of the Assembly even when the Assembly has ceased to function until such time that the Government directs other-wise.

b] THE DEPUTY CLERK

The Deputy Clerk when appointed will sit at the Table of the House with the Clerk and in general assist him in the



performance of his duties especially in matters of Committee, personnel and establishment administration.

c] THE ASSISTANT CLERKS

The Assistant Clerks will assist the Clerk in his duties. They will serve on Committees. They will man the Table Office, and offer other services for the smooth administration of the Assembly. Research matters will be tackled and dealt with by Assistant Clerks.

d] EDITOR OF DEBATES

The Editor of Debates and his Deputy will edit all verbatim accounts of the proceedings of the Assembly. They will on behalf of the Clerk have custody of all manuscripts and transcripts of the House's proceedings. They will ensure that all such materials are printed and kept in trust for the general public and other archival purposes. The Editor is assisted by shorthand writers.

e] VERBATIM REPORTERS

The Verbatim Reporters are the Shorthand writers of the Assembly. They assist the Editor to produce the Official Record of the House.

f] The jobs to be done by the Accountant, Accounting Clerks, Executive Officers, Stenographer Secretaries, Ushers, Storekeepers, Drivers, and finally the Machine Room Operator are too obvious to warrant further elucidation.

It is however necessary that measures are taken to have all the personnel recruited before the Assembly convenes. Those of the staff who may be deployed from Parliament House will be substituted for those who would have been appointed afresh by the Head of the Civil Service.

4. STAFFING POSITION IN PARLIAMENT

4.1 The Office of Parliament stood dissolved on the abrogation of the 1979 Constitution. The workers in that office however continued to enjoy Public Servant statuses. There was the need to keep a skeletal staffing in the House to serve as care-takers until the House could be put back to its traditional use. Some of the professional staff in the House accepted secondment duties in other organizations while others stayed behind. A number of them either retired or vacated their posts.

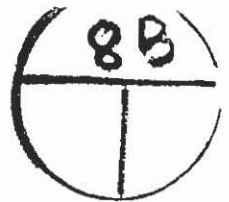
4.2. The following members of staff of the last Parliament have continued to remain in that House ever since 1981.



	NAME	POSITION	SCHEDULE
i.	Mr. S.N. Darkwah	Ag. Deputy Clerk	head of skeletal administration
ii.	" J.O. Bimpong	Asst. Table Officer	routine administration
iii.	" J. Mensah	Typist Gd. I	typing
iv.	" Miss Mercy Acheampong	Typist Gd. II	"
v.	Miss Andzie Quainoo	" " I	"
vi.	Miss Perpetual Cobbina	Snr. Typist	"
vii.	Mr. J. Asare Mensah	Executive Off.	Accounts office
viii.	" J.A. Okine	Operator	Machine Room
ix.	" Blay-Morkeh	Snr. Usher	library
x.	" Isaac Quaye	Usher	Messenger
xi.	" J.A. Madjitey	"	O.R.C.

4.3 The following staff members at the House's Canteen continue to render unofficial catering services though there has been a closure of the House's Canteen in 1990. A number of the staff have accepted to go on redeployment.

	NAME	POSITION	SCHEDULE
i.	Mrs. Agnes Sintim	Snr. Catering Officer	-
ii.	Miss Regina Abrafi	Staff Cook	-
iii.	" Alice Ofori	Staff Cook	-
iv.	" Charlotte Mensah	Stewardess	-
v.	" Felicia Gyamah	"	-
vi.	" Florence Ankomah	"	-
vii.	" Comfort Eduful	"	-
viii.	" Debora Aryeh	"	"



4.4. The following staff members have been responsible for the security of the House. Several of their colleagues have left the Service.

	NAME	POSITION	SCHEDULE
i.	Miss Matilda Asare	Sen. Security Guard	Security
ii.	Miss Henrieta Oddoye	Sen. Security Guard	"
iii.	" Love Osei-Akoto	Security Guard	"
iv.	Mr. Stephen Owusu	Security Guard	"
v.	Mr. Osmanu Batogbe	Security Guard	"

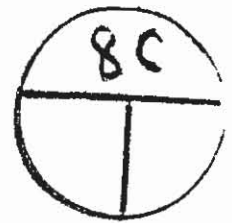
4.5 The Accountant General maintains his presence with the secondment duties of Messrs E. Nortey and A.L.C. Vanderpuye Accountant and Senior Accountants officer respectively. They are involved in the House's maintainance and other accounts work.

4.6. In view of the fact that Parliament House is at the moment undergoing a massive renovation work it may be necessary to keep some of its staff at post to help execute the renovation contract which we are informed involves several millions of cedis. It may also be pointed out that the services of the entire membership of the skeletal staff may be required or engaged only when there is a National Assembly. Since the Consultative Assembly is not being held at Parliament House the services of all the officers cannot be required.

5. PARLIAMENTARY STAFF ON SECONDMENT

7.1 Soon after the 1981 Revolution the services of the Verbatim Reporters in Parliament House came in handy at some of the Investigation Committees appointed by the PNDC. The following Reporters accepted attachment duties and have worked with the respective Committees ever since 1981.

	NAME	POSITION	PRESENT WHEREABOUTS
i.	Mr. A.K.A. Agyeman	Ag. Asst. Editor	Office of Revenue
ii.	" A.A. Addo	Sub-Editor	Commissioners
iii.	" E.K. Akuamoah	"	"
iv.	" M.T. Mensah	"	"



- v. " E.A. Adjin " "
- vi. Mrs. M. Acquah-Hayford Principal Reporter "
- vii. Mr. J.A. Okine " " NIC
- viii. Mr. S.T. Amanor " " Judicial Service [Law School]

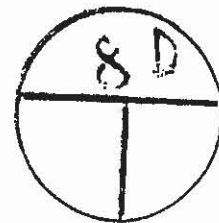
5.2 It would be necessary to appoint the most senior among the Reporters to occupy the position of Editor of Debates during the period of the Consultative Assembly. The next most senior officer can take up the position of Deputy Editor of Debates. It may be pointed out that promotions for all officers of the office of Parliament, like others elsewhere, have been delayed.

5.3 The following Parliamentary staff also accepted secondment duties in other institutions.

NAME	POSITION	PRESENT WHEREABOUTS
i. Mr. Rex Owusu-Ansah	Deputy Director [Monitoring Unit]	MIN. OF LOCAL GOVT. Now on Temporary assignment with NCD Committee on Consultative Assembly Budget and other Matters.
ii. Mr. T.A.K.E. Mensah	Typist Gd. I	Office of Revenue Commissioner
iii. Miss Matilda Asare	Ungraded typist	O.R.C.

6. FORMER STAFF

6.1 A number of officers of diverse grades and expertise left the Service of the House after 1981. Many of such officers left the country. A few stayed behind but took up fresh appointments with other institutions. As a long term plan measures may be taken to tap back the needed expertise in those former officers willing to be engaged in the service of the Consultative or National Assembly.



7

The target groups include, Reporters, Ushers, and Assistant Clerks with considerable expertise and training. One such officer wishing to be re-engaged is Mr. J.S.E. de Graft Johnson formerly Asst. Clerk Grade I and now Personnel Manager at the Ghana Oil Palm Development Corporation.

Yours faithfully,


MISS DORIS OCANSEY
[CONVENER].