KETU NORTH MUNICIPAL ASSEMBLY

HUMAN RESOURCE DEPARTMENT ANNUAL PERFORMANCE REPORT

2022

INTRODUCTION

The Human Resource Annual Performance Report of the Ketu North Municipal Assembly covers the period of January to December 2023

The report centers on activities carried out by the Human Resource Department during the year under review.

The report is structure in four parts namely;

1. General profile of the Assembly

2. Staffing of the Assembly and Departments.

3. Activities carried out in 2022

4. Challenges and attached nominal roll 2022

LIST OF DEPARTMENTS, AGENCIES AND SERVICES

DEPARTMENTS OF THE ASSEMBLY

The following are the departments of the Assembly.

1. Central Administration
2. Department of Human Resource
3. Finance Department
4. Education, Youth and Sports Department
5. Health Department
6. Agriculture Department
7. Physical Planning Department
8. Department of Social Welfare and Community Development
9. Works Department
10. Industry and Trade Department
11. Disaster Prevention and Management Department
12. Natural Resources Conservation Department, Forestry, Game and Wildlife Division

ADMINISTRATIVE HEADS OF DEPARTMENTS OF THE KETU NORTH MUNICIPAL ASSEMBLY -2022

During the year under review, the following officers headed the various Departments and Units of the Assembly.

NO	NAME	JOB TITLE	DEPARTMENT	STATUS
1.	Jasper Adenyo	Director of Administration	Central Administration	Acting
2.	Harrison Ahorkonu	Engineer	Works Department	Substantive
3.	Edem Lekettey	Principal Accountant	Finance	Substantive
4	Margaret Bayitse	Deputy Director	Social Welfare & Community Dev't.	Substantive (Late)
5	James Attipoe	Senior Physical Planning Officer	Physical Planning	Substantive
6	Raphael Amenyo	Municipal Director	Ghana Education Service	Substantive
7	Lovelace Kudoto	Deputy Director	Agriculture	Substantive
8	Abubakari Sumalia Gariba	Director	Ghana Health Services	Substantive
9	Patrick K Ahorlu	Director	NADMO	Acting
10	Wisdom Adanuty	Senior Human Resource Manger	Human Resource	Acting
11	Augustine Sekyim	Asst. Statistician	Statistic	Acting

Division/Unit

NO	NAME	GRADE	Unit	STATUS
1.	Noah Kwame Tali	Principal Budget Analyst	Budget and Rating	Acting
2	John Gasper Ntibrey	Principal/Deputy Development Planning Officer	Economic & Development	Acting
3	Cephas Horsu	Chief Environmental Health Officer	Environmental Health	Acting
4.	John Jones Sedzro	Director of Internal Audit	Internal Audit	Acting
5	Yanick Noah Agboado	Assistant Director I	Transport	Acting
6	Prosper Ahiadzo	Higher Revenue Inspector	Revenue Mobilization	Acting
7	Francis Honugah	Asst. Procurement Officer	Procurement	Acting

8	Grace Nawayo	Chief Executive Officer	Records	Acting
	Rita Agbenyadzi	Procurement Assistant	Store	Acting
9	Raymond Dovi	Assistant Engineer	Estate / Roads	Acting

ORGANIZATIONS

1	Dominic Boachie	Municipal Information Officer	Information Service Depart.	Substantive
2	Lucy Atorkui	Director	Culture	Substantive
3	Wonder Zah	Director	NABCO	Acting
4	Moses Adzolah	Director	YEA	Substantive
5	Noel Danyo	Director	Non-formal education	Substantive
6	Prosper K. Afealete	Director	NCCE	Substantive
7	Joseph Ameyibor	Director	CHRAJ	Substantive
8	Rev Philip K Avudoahor	District Registration Officer (Director)	National Identification Authority	Substantive
9	Lydia Kate Kpovi	District Head	National Service Secretariat	Substantive
10	Rees Raynold Nyawutor	District Head	Zoom lion	Substantive
11	Francis K Susuawu	Director	National Youth Authority	Substantive
12	Elliot Avettey	Principal Registration Officer	Birth and Death	Substantive
13	Pope Yevu	Municipal Director	NHIS	Substantive

PROMOTIONS DURING THE YEAR 2022

Promotions is normally a move by an employee to a vacancy position at a higher-grade level within a class in a department, division or Unit of the Service, promotion generally result in taking up a higher responsibility and a salary increase. During the year under review the following staff of the Ketu North Municipality attended and passed their promotion interviews.

NAME OF OFFICER	SEX M/F	Previous (Grade)	Current Grade
Mr. Jasper K, Adenyo	M	Deputy Director	Director of Administration
Mr. Jones John Sedzro	M	Principal Int. Auditor	Director Int. Auditor
Md. Margaret Bayitse (Late)	F	Deputy Director SDO	Chief SDO
Mr. Blasu Edem	M	Principal R. O	Asst. Chief R.O

Staff attending promotion interview and awaiting results.

NAME OF OFFICER	SEX M/F	Current (Grade)	Expected Grade
Mr Francis Honugah	M	Assistant Procurement Officer	Procurement Officer
Mr Augustine Sekyim	M	Assistant Statistician	Statistician
Mr Prosper Bakudie	M	Assistant Agric Officer	Agric Officer
Mr Emmanuel Awlime	M	Driver Grade III	Driver Grade III
Mr Yellu Samuel	M	Assistant Engineer	Engineer
Mr Raymond Kwaku Dovi	M	Assistant Engineer	Engineer
Mr Wisdom Komla Kpativor	M	Env Health Assistant	Env Health Officer

POSTINGS

Posting is the movement of an officer to any station in the Local Government Service with the same grade or on promotion or on the expiry tour. In the case of the Ketu North Municipal Assembly the under listed staff were posted out and released accordingly to report to their new Districts.

OFFICER POSTED OUT

NAME OF OFFICER	SEX	GRADE	CURRENT POSTING	NEW POSTING	REMARKS
Foster Atuahene	M	Environmental Health Asst	Ketu North Municipal Assembly	Afadzato South D/A	Released
George Ayizuno	M	Environmental Health Asst.	Ketu North Municipal Assembly	Akatsi South M/A	Released
Vivian Nyabi	M	Principal Environmental Assistant	Ketu North Municipal Assembly	Ho West D/A	Released
Lawrence Senya	M	Assistant Environmental Health Officer	Ketu North Municipal Assembly	Ho Municipal Assembly	Released
Sylvanus Plahar	M	Deputy Director	Ketu North Municipal Assembly	Central Tongu D/A	Released
Sylvester W. Dormenyo	M	Technical Officer	Ketu North Municipal Assembly	Hohoe Municipal Assembly	Released
Renne Kpeglo	M	Technical Officer GD 1	Ketu North M/A	Akatsi North D/A	Released
Atanley Olivia	M	Chief Executive Officer	Ketu North M/A	Keta M/A	Released
Sampson Agbleke	F	Executive Officer	Ketu North M/A	Central Tongu D/A	Released
Stephen Osei Eburam	M	Assistant Programmer	Ketu North M/A	Ablekuma Central M/A	Released
Rabiatu Hashimu	F	Environmental Health Assistant	Ketu North M/A	Hohoe M/A	Released

Lawrence Xadagbui	M	Assistant Agricultural Officer	Ketu North M/A	Regional Department of Agric.	Released
Edwin Bansah	M	Assistant Transport Officer	Ketu North M/A	Ashanti Regional Coordinating Council	Released
Florence Carlson	F	Stenographer Secretary	Ketu North M/A	Greater Accra Regional Coordinating Council	Released
Rufus Fletchyann	M	Accountant	Ketu North Municipal Assembly	Regional CAGD	Released
Emmanuel Kudi	M	Assistant Production Officer	Ketu North M/A	Akatsi South M/A	Released

OFFICER POSTED IN

The Assembly also received New Officers during the year under review

Sitsofe Shitsi	F	Production Officer	Kpando M/A	Ketu North Municipal Assembly	At Post
Cephas Horsu	M	Chief Environmental Health Officer	Ketu South Municipal Assembly	Ketu North Municipal Assembly	At Post
Grace Nawayo	F	Chief Executive Officer	Keta Municipal Assembly	Ketu North Municipal Assembly	At Post
Prosper Bakudie	M	Assistant Agricultural Officer	South Dayi D/A	Ketu North Municipal Assembly	At Post

Yanick Noah Agboado	M	Assistant Director I	North Tongu D/A	Ketu North Municipal Assembly	At Post
Cornelius Kwaku Gorni	M	Principal Technical Officer	Akatsi North D/A	Ketu North Municipal Assembly	At Post
Noah Kwame Tali	M	Principal Budget Analyst	Kpando M/A	Ketu North Municipal Assembly	At Post
Bensah Juliana	F	Senior Env. Health Assistant	Agortime Ziope D/A	Ketu North Municipal Assembly	At Post
Amevor Rose	F	Assistant Chief Environmental Health Assistant	Ho West D/A	Ketu North Municipal Assembly	At Post
Fafali Aku Katamani	F	Senior Env Health Assistant	South Tongu D/A	Ketu North Municipal Assembly	At Post
Amekor K, Innocent	M	Senior Env. Health Assistant	Akatsi North D/A	Ketu North Municipal Assembly	At Post
Larry Mawutor Ahadjie	M	Asst. Engineer	Volta RCC	Ketu North Municipal Assembly	At Post
Felix Kwabla Horku	M	Senior Social Development Asst.	Volta RCC	Ketu North Municipal Assembly	At Post
Ahedor Dennis Eyra	M	Technician Engineer	Volta RCC	Ketu North Municipal Assembly	At Post
Teye Emmanuel Padi	M	Technician Engineer	Volta RCC	Ketu North Municipal Assembly	At Post

Joana Maku Ayim	F	Assistant Agricultural Officer	Volta RCC	Ketu North Municipal Assembly	At Post
Eunice Hammond	F	Assistant Director II^{B}	Volta RCC	Ketu North Municipal Assembly	At Post
Victoria Klenam Saku	F	Assistant Development Planning Officer	Volta RCC	Ketu North Municipal Assembly	At Post
Dorgbetor Theresa	F	Procurement Officer	Volta RCC	Ketu North Municipal Assembly	At Post
Seth Gbemu	M	Assistant Director II^{B}	Volta RCC	Ketu North Municipal Assembly	At Post
Shirley Akpene Ohene	F	Assistant Accountant	Regional Directorate CAGD	Ketu North Municipal Assembly	At Post
Judith Yevu	F	Assistant Accountant	Regional Directorate CAGD	Ketu North Municipal Assembly	At Post
Vivian Ledi Abla	F	Labourer	Volta RCC	Ketu North Municipal Assembly	At Post
Simon Kwaku Dordunu	M	Senior Gardener	Volta RCC	Ketu North Municipal Assembly	At Post
Maxwel Asare	M	Driver Grade III	Volta RCC	Ketu North Municipal Assembly	At Post
Wisdom Adome	M	Security Assistant	Volta RCC	Ketu North Municipal Assembly	At Post

Constantia Elorm Abledu	F	IT Technician	Volta RCC	Ketu North Municipal Assembly	At Post
Kwabena Emmanuel Nartey	M	Assistant Director II^{B}	Volta RCC	Ketu North Municipal Assembly	At Post
Gadasu Gloria	F	Environmental Health Officer GDII	Volta RCC	Ketu North Municipal Assembly	At Post
Vida Modzaka	F	Assistant Internal Auditor	Volta RCC	Ketu North Municipal Assembly	At Post
Dzramado Esenam	F	Environmental Health Assistant	Volta RCC	Ketu North Municipal Assembly	At Post
Ahiawu Saviour Kofi	M	Assistant Human Resource Manager	Volta RCC	Ketu North Municipal Assembly	At Post
Dunyo Makafui	F	Environmental Health Assistant	Volta RCC	Ketu North Municipal Assembly	At Post
Jacob Oblitey Tetteh	M	Assistant Budget Officer	Volta RCC	Ketu North Municipal Assembly	At Post
Sarpong Konadu Josiah	M	Assistant Programmer	Volta RCC	Ketu North Municipal Assembly	At Post
George Kwabena Aklinu	M	Assistant Budget Analyst	Volta RCC	Ketu North Municipal Assembly	At Post
Elizaberth A. Koranteng	F	Assistant Director II^{B}	Volta RCC	Ketu North Municipal Assembly	At Post

STAFF WHO LEFT THE SERVICE

Employees may leave the Local Government Service for several reasons. On Compulsory retirement two staff of the Ketu North Municipal attained the age of Sixty (60) years went on compulsory retirement and one staff also resigned from the service.

NAME	SEX M/F	STAFF NO.	EFFECTIVE DATE	GRADE	REASON
Richard Segbawu	M	9152391	14/02/2022	Head Watchman	Compulsory Retirement
Jennifer Folli	F	1456193	15TH April 2022	Assistant Director IIB	Resigned
Agbeke Kwasi	M	IGF	10 July 2022	Cleaner	Compulsory Retirement

STAFF DURBAR

The Assembly was not able to organized staff durbars to encourage staff to improve on their career and personal development in order to enhance on their work performance and also sensitization forums on the local government service protocols. During the year under review the Human Resource Department through the Management of the Assembly organized a staff durbar to discuss the following topics

- Local Government protocols
- Staff welfare
- Ketu North Staff Cloth/T- Shirts
- Lateness and Absenteeism from work
- Revenue mobilization

PERFORMAMNCE MANAGEMENT

The performance management tool for is to set performance target for staff during the year. It has three cycle period, setting of targets, mid-year review and end of year review. HODs/ Unit heads are to sit with their direct reports for this exercise. This is also one of the indicators for the Performance Contract between MCE and MCD. As now December, 2022 DHR the custodians of the appraisals has not received even the midyear review. I will therefore appeal to HODs/UHs to facilitate the process before the assessment begins. In all the Human Resource department is expected to receive 98 copies of the 2022 appraisal.

SUBMISSION OF REPORTS

The following monthly and quarterly reports were duly submitted up to date for the year under review.

1. Salary validation report January-December 2022
2. HRMIS report January-December 2022
3. Weekly and monthly submission of nominal roll January-December 2022
4. Quarterly Capacity building reports (1st,2nd,3rd and 4th Quarter reports 2022)

ANNUAL LEAVE ROSTER

The implementation of the annual leave is on the course, about 80 per cent of staff went on leave this year.

DISCIPLINE

Discipline among the staff of the Assembly was good under the year under review. Even though some few staff of the Assembly attracted queries for not seeking permission before absenting themselves from work.

RETIREMENT ANALYSIS

Staff retirement analysis for the year under review was duly submitted to the Volta Regional Coordinating Council and a copy was put on file.

5.0 TRAINING & DEVELOPMENT

The Ketu North Municipal Assembly was able to organize four (6) training programmes during the year under review as shown below:

Learning, training and development are key to ensuing that Local Government Service is equipped to meet present and future Human Resource development needs and Challenges. It is in this vein that the Assembly through the DHR developed and implement the under listed capacity programmes for the year 2022.

NO	TITLE OF TRAINING	TARGET GROUP	SEX		DATE OF TRAINING	NUMBER OF DAYS	VENUE	NAME OF THE TRAINING INSTITUTION	SOURCE OF FUNDING
			M	F					
1.	Training of staff in local government protocols and communication procedures for staff in the OHLGS	All Staff	60	25	22nd -23rd September 2022	2	KNMA(HALL)	Dziboax Consult	DACF-RFG
2.	Minutes and Report Writing	All Staff	60	25	22nd -23rd September 2022	2	KNMA(HALL)	Dziboax Consult	DACF-RFG
3.	Role clarifications for Departments Units of the Assembly	All Staff	60	25	22nd -23rd September 2022		KNMA(HALL)	Dziboax Consult	DACF-RFG
4.	Refresher course for aspiring officers due for promotion	Staff due for promotion	10	1	7th -8th July 2022 25th July 2022 19TH -23RD December 2022	3	VRCC and Elmina Beach Resort Auditorium	VRCC and Public Service Commission in Collaboration with Office of the Head of Local Government Service.	IGF
5.	Maiden Volta Regional HR Conference	HR Manager, MCD and MCE	4	0	7TH-10TH December - 2022	4	RESIDENCY CONFERENCE HALL	VRCC/OHLGS	IGF
6	Capacity Building for Responsive Effective Local Governance	Next Generation Leadership Training for Assembly Members	49	5	14th -16th November 2022	3	KNMA(HALL)	Institute of Local Government Studies	Common Fund

CHALLENGES

Nonpayment of T&T for the timely submission of reports, entrants' forms and activation of staff salaries.

NOMINAL ROLL SUBMISSION DURING THE YEAR

All monthly Nominal Rolls for the Assembly under the year under review were submitted on time to VRCC and the Assembly's copy duly filed at the Records Unit of the Assembly.

Staff list as at 31st December 2022 attached