

YEAR OF CONTINITY ,INNOVATIVE ACTION AND SUPREME CONFIDECE

OFFICE OF THE PRESIDENT
PUBLIC SERVICE MINISTRY

CIRCULAR NO.
29/1991

REFERENCE NO. PS:16/0VII

FROM: Permanent Secretary,
Office of the President,
Public Service Ministry

TO: All Permanent secretaries,
Heads of Departments and
Regional Executive Officers.

SUBJECT:
Preparation and Maintenance of monthly and
quarterly Manpower statistics.

DATE: 1991-11-13

As you are aware as part of the Review the Public Service a study of the structure, systems, procedures and certain conditions of service was undertaken by a team of British assistance.

2. The study highlighted the need for a sound system of manpower statistics to provide basic information for human resources planning and policy formulation. Through this system data could be provided on the size of the work force, skills availability and work force stability to provide a reliability assessment of the manpower situation, and enable scarce resources to be targeted at key areas.
3. Manpower statistics are important management tools which will enable the Public service to:
 - Obtain a full understanding of the resources available in planning future work programmes on monitoring on going ones,
 - Identify “problem areas” of high turnover and staff shortage so that counter measures can be developed,
 - Forecast recruitment requirements and plan recruitments campaigns,
 - Identify areas of training need (for example, arising out of skills shortage),
 - Plan staff development programmes and management succession plans
4. In order to gather high quality manpower data it has been decided that you should take steps to ensure that a manpower statistics system comprising the following components is introduced and maintained in your organization:

- Staff list,
- Monthly staff summary'
- Leavers, joiners, transfers promotions and vacancies registers,
- Quarterly staff turnover analysis.

A procedural guide to the introduction of a manpower statistics system is attached for your information.

5. Steps should be taken to ensure that a copy of the staff lists and monthly staff summary in respect of the month of November 1991 are submitted to the Office of the President, Public Service Management by the thirteenth day of each month and the quarterly staff turnover and analysis by the 14th day of July and October.
6. Established posts, which have been created but not graded, should be listed separately.
7. Please bring this circular to the attention of your staff, particularly those employees in the Personnel Division. The office of the President, Public service Management, will be arranging training in manpower data collection and storage for your personnel staff to assist in the smooth introduction of the New Manpower Planning System.

Paula A. Mohamed
Permanent Secretary
Office of the President
Public Service Management.