

“YEAR OF GOOD ORDER, HIGH PRODUCTIVITY AND ENHANCED REWARDS”

OFFICE OF THE PRESIDENT,
PUBLIC SERVICE
MANAGEMENT

CIRCULAR NO. 26/1992

REFERENCE NO. PS: 16/0/1^{II}

FROM: Permanent Secretary,
Office of the President,
Public Service Management.

SUBJECT:

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

Respective Roles of Line and Central Personnel
Agencies in Management.

DATE: 1992-11-13

As you are aware, the Public Service was re-structured during last year with a view to improving its efficiency and effectiveness. As a consequence, it has become necessary to restate the respective roles of the Office of the President, Public Service Management, and the Public Service Commission and Line Agencies in the area of Personnel Management.

2. Notwithstanding the re-organization, the responsibility for Personnel Management within the Public Service continue to rest at the following levels: -

- (a) **Line Agencies** (i.e. Ministries/Departments/Regions). These Agencies are expected to adopt personnel practices in conformity with the policies and procedures formulated and promulgated by the Public Service Management and Public Service Commission.

Their personnel staff will be expected to provide a personnel service to their managers, supervisors and other employees, including the provision of advice and guidance on personnel issues. Supervisors are responsible for the day-to-day management of staff in the units/sections under their control.

The Ministries/Departments/Regions will continue to discharge those personnel functions which were delegated over the years, and assume responsibility for other which will devolve upon them on a phased basis with appropriate guidance.

A pre-requisite of the ‘delegation of authority’ is that both the Public Service Commission will have to be provided with specific data on a timely basis to facilitate their monitoring functions. Abuse of authority may lead to withdrawal.

- (b) **Central Personnel Agencies**
(i) PUBLIC SERVICE COMMISSION.

The Public Service Commission, under Article 201 (i) of the Constitution is empowered “to make appointments to public offices and to remove and to exercise disciplinary control over persons holding or acting such offices”. Public servants have the right to appeal to the Commission against decisions taken by Ministries/Departments/Regions in respect of personnel matters falling within the responsibility of the Commission.

Pensionable employees and those acting in pensionable positions (including those attached to the Central Personnel Agencies) have the right to appeal to the Public Service Appellate Tribunal against decisions taken by the Public Service Commission in matters relating to discipline and appointments on promotion.

The Commission will ensure compliance with the procedures relating to recruitment, selection, appointment, promotion, transfer, secondment, discipline and removal. Some of its existing functions will be delegated from time to time as the Commission sees fit.

In this regard, the Public Service Commission will be taking steps to issue authority for Public Service Managers to recruit staff at a specific level, and to set out relevant guidelines concerning the criteria for selection.

(ii) OFFICE OF THE PRESIDENT, PUBLIC SERVICE MANAGEMENT.

The Public Service Management is responsible for all aspects of Personnel Management which fall outside the responsibilities of the Public Service Commission (e.g. approval of Job Descriptions and Specifications, creation of positions). It formulates all personnel policy and establishes the broad procedures for implementation of those policies. The Office of the President, Public Service Management plans to adopt several initiatives to facilitate its objectives. In this regard, a quarterly meeting of Principal Personnel Officers was introduced to provide a forum for the discussion of personnel issues. Additionally, a Manpower Database was introduced and is now in the process of being computerized to facilitate human resource planning and policy formulation. Overall, the Public Service Management is expected to:

- Monitor the staffing requirements of the Public Service and to ensure a reliable supply of suitable candidates with the qualities and skills required to implement Government policies and programmes effectively.
- Have in place conditions of service which enhance the motivation of Public Service staff and encourage them to achieve maximum performance.
- Ensure that management procedures are rational, efficient, clearly understood and consistently implemented.

3. I look forward to your continued co-operation as we strive to motivate our workers and make the Public Service more efficient effective.

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J. McCurdy,

for Permanent Secretary,
Office of the President,
Public Service Management.