

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT:

Public Management Modernization Programme

DATE: 3rd February, 2006

The design phase of the Public Sector Modernisation Programme (PSMP) which was conducted in 2003 concluded the following five cornerstones to modernise Guyana's Public Service Management:

- Strengthen policy development and coordination
- Build Performance Monitoring and evaluation structure
- Establish a new human resource management infrastructure
- Develop a management framework for arm's length agencies and strengthen their accountability
- Foster transparency and integrity in Public Sector

As you may have noted, the follow-up implementation project Public Management Modernisation Project (PMMP) was commissioned on December 1st 2005 to fulfill the cornerstone of highest priority which is '**Establish a new Human Resource Management Infrastructure**'.

2. In this regard, the following information is required from your agency:

- i. An updated organisational chart according to the Programme Budget Structure showing positions and their reporting structure
- ii. Information on all your senior officers and all personnel officers substantive and acting according to the attached Employee Profile Form. When dealing with senior officers, you should consider the following:
 - yourself as Head of the Agency and your deputies
 - your functional Heads of Divisions and their deputies but not below the GS:10 level

3. We attach a copy of your December 2005 version of the Inventory of Authorised Positions (IAP) and Employee Listing as you have maintained them to assist you with this exercise.

4. Kindly ensure that your agency submits all information required by 2006-02-06 for this exercise to be a success.

Dr. N. K. GOPAUL
Permanent Secretary
Public Service Ministry

[Attached PDF Form - Employee Profile](#)