



CIVIL SERVICE

ORGANIZATION AND MANAGEMENT

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PRESENTATION OUTLINE

- LEGAL BASIS
- MEMBERSHIP OF THE SERVICE
- ORGANIZATION/ STRUCTURE
- PUBLIC ADMINISTRATIVE SYSTEM
- DRESS CODE
- CONCLUSION



INTRODUCTION

Ghana Civil Service

- ✓ Administrative arm of the Executive
- ✓ Distinct from Parliamentary and Judicial Services
- ✓ Distinct from other Services



LEGAL BASIS

- 1992 4TH REPUBLICAN CONSTITUTION
 - Article 190 and 193
- CIVIL SERVICE ACT, 1993 PNDCL 327
- EXECUTIVE INSTRUMENT (E.I. 28)
Civil Service (Ministries) Instrument, 2017
- Civil Service (Interim) Regulations, 1960 L.I 47



MEMBERSHIP OF THE SERVICE

WHO IS A CIVIL SERVANT?

- Section 4 of Civil Service Act: 1993 (PNDCL 327).
A person serving in a civil capacity in a post designated as a Civil Service post by or under the Law in:
 - ✓ the office of the President;
 - ✓ a Ministry;
 - ✓ a government department/agency at the national level; and
 - ✓ any other civil service department established by or under the authority of the Law the emoluments attached to which are paid directly from the Consolidated Fund or any other source approved by the Government.



ORGANIZATION/STRUCTURE

○ BUREAUCRATIC ORGANISATION

- Bureau
- Bureaucrat

Recourse to due process

- cross fertilization views/ideas
- avoidance of mistakes
- trains and develops subordinates



ORGANIZATION/STRUCTURE CONT'D

Max Weber's typology of organization based on the following principles:

- BUREAUCRACY
- HIERARCHY
- PERMANENCE
- CONTINUITY
- IMPARTIALITY
- ANONYMITY
- POLITICAL NEUTRALITY
- LOYALTY



ORGANIZATION/STRUCTURE CONT'D

STRUCTURE OF THE SERVICE

- Governing Council – *9 or 8 Members?*
- Office of the Head of Civil Service
- Ministries
- Departments
- Agencies

MDAs?



ORGANIZATION/STRUCTURE CONT'D

- Ministries
 - Policy Formulation
 - Sector Strategic Development Planning
 - Monitoring and Evaluation



ORGANIZATION/STRUCTURE CONT'D

Departments

- Policy Implementation
 - Inputs into policy formulation
 - Inputs into strategic planning
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- Operational management
 - Data collection
 - Researching
 - Providing first drafts of minutes/reports/speeches etc.
 - Interactive work



ORGANIZATION/STRUCTURE CONT'D

- Organisation by post
 - Head of Service
 - Chief Directors
 - Directors and Heads of Departments
- Organisation by Class
 - Administrative
 - Professional/Technical
 - Executive/Sub Professional
 - Clerical
 - Sub-Clerical/Labourers



UNDERSTANDING THE PUBLIC ADMINISTRATION SYSTEM

- The Politics/Administration dichotomy
- Role of Politics
- Role of Administration
- Responsibility of Administrators
 - Political Sensitivity
 - Administrative sophistication



UNDERSTANDING THE PUBLIC ADMINISTRATION SYSTEM CONT'D

ADMINISTRATIVE SKILLS

- Have a clear Understanding of the functions/roles of the CIVIL SERVICE
 - Ability to appreciate the issues at stake and implications thereof;
 - Have a clear understanding of action(s) required to be taken;
 - Knowledge of reporting relationships
 - Have command of the rules, regulations to apply and procedure to be followed,
 - Demonstrated ability to be a-political;
 - Being analytical, methodical.



UNDERSTANDING THE PUBLIC ADMINISTRATION SYSTEM CONT'D

Requirements of public life

- In all you do:
 - Be loyal to the Government of the day;
 - Exhibit high Integrity;
 - Uphold high ethical standards;
 - Be fair, impartial, respectful courteous and sensitive to clients;
 - Exhibit high leadership qualities;
- - Be professional;
- - Avoid conflict of interest;



REQUIREMENTS OF PUBLIC LIFE CONT'D

- Avoid improper use of official information, position, status, power, authority for personal gain;
- Provide truthful and accurate information in the performance of your official duties;
- Be proud to be working in the Civil Service of Ghana where we aim at providing quality, professional service to ensure an effective policy management for national development .



DRESS CODE

- Decent formal dressing
- Casual Dress Day/Friday Wear
- Avoid body art where possible
- Body piercing jewelry will only be worn on the ear. No other areas of the body should be visible with body piercing jewelry.
- Tattoos are to be covered where practicable. If visible, they must be appropriate in content.



CONCLUSION

- As Civil Servants, a high level of trust is expected of you. You are to be polite in all your dealings with clients and the public and eschew all vices that will bring the Service into disrepute. Your behaviour outside the workplace is equally important. Avoid any criminal act.



○ THANK YOU

