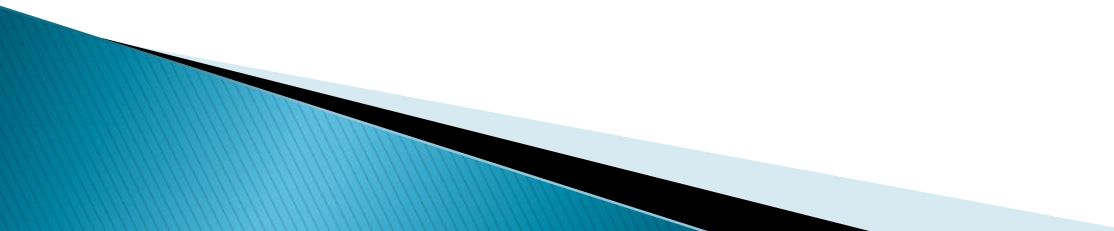


# ROLES AND RESPONSIBILITIES OF OCCUPATIONAL GROUPINGS

**BY  
K. ADUSEI-BAIDOO**

# PRESENTATION OUTLINE

- Introduction
  - Learning outcomes
  - Creation Of Post
  - Categories Of Post
  - General & Departmental Posts
  - Roles And Responsibilities Of Occupational Groupings
- 

# INTRODUCTION

In order to avoid duplication of functions, role conflicts, work effectively and efficiently, there is the need to classify/group all the posts in the Civil Service.

# LEARNING OUTCOMES

- To assist participants to deepen their knowledge about the Civil Service and its Occupational Groupings.

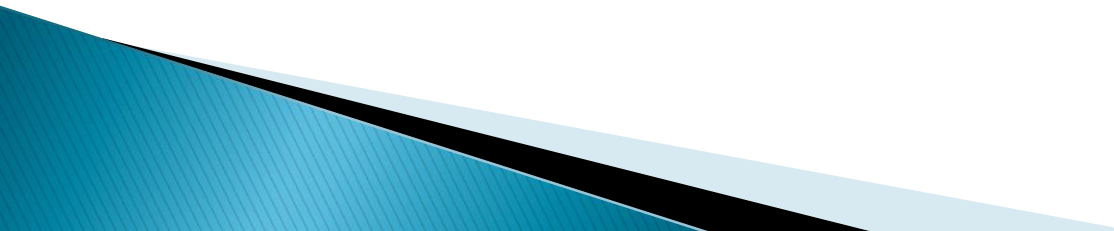
# LEARNING OUTCOMES

At the end of this briefing, officers will be able to :

- Appreciate the critical role of Occupational Groupings in the Civil Service.

# CREATION OF POST

THE CIVIL SERVICE ACT 1993 (PNDCL 327) SECTION 49 AMONG OTHERS INDICATES THAT:

- POSTS IN THE SERVICE SHALL BE CREATED BY REGULATIONS MADE UNDER THIS ACT.
  - POSTS CREATED UNDER ANY OTHER ENACTMENT BUT DESIGNATED AS CIVIL SERVICE POSTS ARE CIVIL SERVICE POSTS FOR THE PURPOSES OF THIS ACT.
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# CREATION OF POST CONT'D

- THE REGULATIONS CREATING POSTS IN THE SERVICE SHALL SPECIFY IN RELATION TO EACH POST THE
  - NAME OF THE POST,
  - THE SALARY SCALE ATTACHED TO THE POST,  
AND
  - THE QUALIFICATIONS FOR THE POST
- THE REGULATIONS SHALL DESIGNATE AND SPECIFY THE CATEGORIES AND CLASSES OF POSTS IN THE MINISTRIES AND DEPARTMENTS IN THE SERVICE

## **CREATION OF POST CONT'D**

THE REGULATIONS DESIGNATING A POST UNDER THIS SECTION SHALL SPECIFY WHETHER THE POST IS A DEPARTMENTAL OR A GENERAL POST.



# CATEGORIES OF POST

POSTS WITHIN THE CIVIL SERVICE HAVE ALSO BEEN CATEGORIZED INTO A, B, C, D & E. CATEGORIES OF POSTS AND CLASSES OF POSTS ARE DESIGNATED BY REGULATIONS. EXAMPLES OF CATEGORIES ARE:

## CATEGORY 'A'

- ✓ CONTROLLER & ACCOUNTANT-GENERAL
- ✓ DIRECTOR (ADMINISTRATION/HEAD OF DEPARTMENT)
- ✓ EXECUTIVE SECRETARY, MANAGEMENT SERVICES DEPARTMENT.

# CATEGORIES OF POST CONT'D

## CATEGORY 'B'

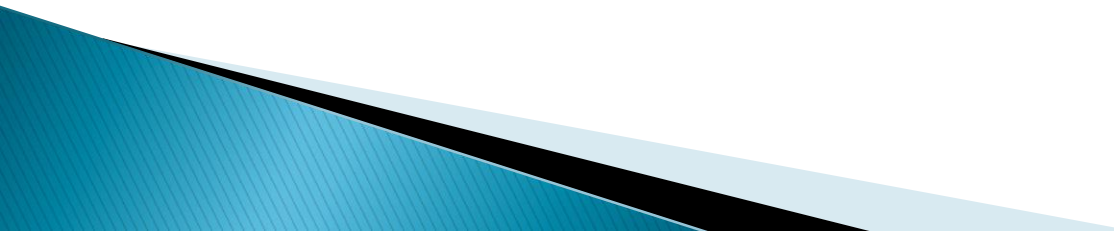
- ✓ DEPUTY DIRECTOR (ADMINISTRATION/DEPUTY HEAD OF DEPARTMENT)
- ✓ ASSISTANT DIRECTOR I (ADMINISTRATION)
- ✓ FOREIGN SERVICE A2 AND A3

## CATEGORY 'C'

- ✓ ASSISTANT DIRECTOR
- ✓ ASSISTANT BUDGET ANALYST TO BUDGET ANALYST
- ✓ ASSISTANT DIRECTOR IIA AND IIB (ADMINISTRATIVE)

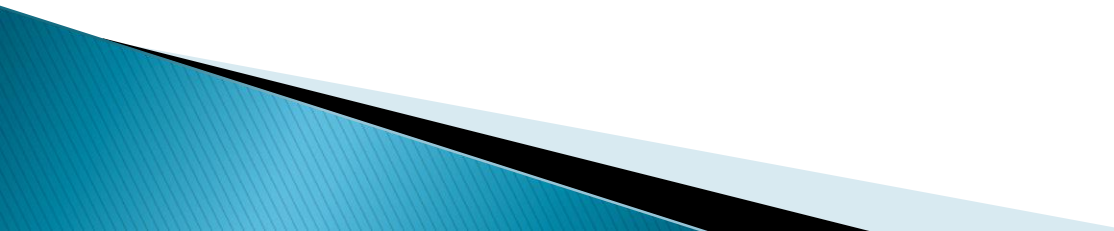
# CATEGORIES OF POST CONT'D

## CATEGORY 'D'

- ✓ HIGHER EXECUTIVE OFFICER
  - ✓ ALL PRE-SERVICE TRAINING GRADES: I.E  
STENOGRAPHER II & I, TECHNICAL OFFICER GRADE  
II
  - ✓ JUNIOR FOREMAN
  - ✓ DRIVER
- 

# CATEGORIES OF POST CONT'D

## CATEGORY 'E'

- ✓ CLEANERS
  - ✓ LABOURERS
  - ✓ MESSENGERS
  - ✓ CARETAKERS
  - ✓ GARDENERS
- 

# GENERAL AND DEPARTMENTAL POSTS

CIVIL SERVICE POSTS CAN BE GROUPED INTO --  
GENERAL AND DEPARTMENTAL POSTS.

THIS CLASSIFICATION OF POSTS IS BROADLY BASED  
ON FUNCTIONS OR OCCUPATIONS.

A POST WITH THE SAME TITLE AND SALARY SCALE  
CONSTITUTE A GRADE

THE GENERAL POSTS ARE FURTHER GROUPED INTO  
CLASSES. EACH WITH A HEAD.



# GENERAL AND DEPARTMENTAL POSTS CONT'D

A CLASS IS A GROUP OF DISTINCT PROFESSIONAL GROUPS OF DIFFERENT GRADES. THESE ARE:-

- ✓ THE ADMINISTRATIVE AND MANAGEMENT CLASS
- ✓ THE CLERICAL/EXECUTIVE CLASS
- ✓ THE PERSONNEL CLASS
- ✓ THE SECRETARIAL CLASS
- ✓ THE RECORDS CLASS
- ✓ PROGRAMME CLASS
- ✓ ACCOUNTING CLASS

# **GENERAL AND DEPARTMENTAL POSTS CONT'D**

THE CIVIL SERVICE COMPRISES ALSO A GROUP OF MISCELLANEOUS GRADES/POSTS. MESSENGERS, LABOURERS, TRADESMEN, TECHNICAL ASSISTANTS, DRIVERS AND COOKS.

# DEPARTMENTAL POSTS

THERE ARE DEPARTMENTAL POSTS WHICH ARE DERIVED FROM THE TYPE OF WORK, OCCUPATION OR PROFESSION. THEY ARE PECULIAR TO THE DEPARTMENTS FOR WHICH THEY ARE CREATED IN THAT THE PERSONNEL IN THESE POSTS CANNOT AS A RULE BE POSTED FROM THEIR PARENT DEPARTMENT TO ANOTHER DEPARTMENT WITH A DIFFERENT HEAD. EXAMPLES ARE:

- ✓ COOPERATIVE OFFICER
- ✓ LABOUR OFFICER
- ✓ GEOLOGIST



# ROLES AND RESPONSIBILITIES OF SOME SELECTED OCCUPATIONAL GROUPINGS


## a. ADMINISTRATIVE CLASS

**OBJECTIVE:** IS TO ASSIST GOVERNMENT TO EFFECTIVELY FORMULATE POLICIES, DESIGN PLANS AND PROGRAMMES, ENSURE IMPLEMENTATION, AND MONITOR AND EVALUATE SAME FOR THE SOCIOECONOMIC DEVELOPMENT OF THE COUNTRY.


### **FUNCTIONS:**

1. SUPPORT THE MINISTER TO EFFECTIVELY MANAGE THE MINISTRY BY:

# ADMINISTRATIVE CLASS CONT'D

- DEVELOPING/INSTITUTIONALISING APPROPRIATE STRUCTURES AND SYSTEMS TO FACILITATE EFFICIENT AND EFFECTIVE DELIVERY OF SERVICES;
  - ENSURING THAT APPROPRIATE HUMAN RESOURCES – NUMBERS, SKILLS MIX AND COMPETENCIES ARE AVAILABLE;
  - OVERSEEING AND COORDINATING PLANS, PROGRAMMES AND BUDGETS OF DEPARTMENTS AND AGENCIES WITHIN THE SECTOR;
  - ENSURING THAT THERE IS ADEQUATE FINANCE THROUGH BUDGETARY ALLOCATIONS FOR THE MINISTRY'S PROJECTS, PROGRAMMES AND ACTIVITIES.
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## ADMINISTRATIVE CLASS CONT'D

2. MAINTAIN A DATABANK OF INFORMATION ON THE SECTOR; RESEARCH POLICY ISSUES CONFRONTING THE MINISTRY/SECTOR;
  3. DETERMINE/ANALYSE VARIOUS OPTIONS/SCENARIOS AVAILABLE AND TO PROVIDE THE BEST POLICY ADVICE;
  4. MONITOR AND EVALUATE THE IMPLEMENTATION OF GOVERNMENT POLICIES, DECISIONS, PROJECTS AND PROGRAMMES WITH THE VIEW TO ASSESSING PROGRESS AND IMPACT, IDENTIFYING PROBLEMS AND SLIPPAGES, IF ANY, AND PROVIDING REMEDIAL ACTION THAT NEEDS TO BE TAKEN, AND
- 

## **ADMINISTRATIVE CLASS CONT'D**

5. PREPARE AND SUBMIT ANNUAL PERFORMANCE REPORTS ON THE RESPECTIVE MINISTRY/SECTOR.

# ROLES AND RESPONSIBILITIES OF SOME SELECTED OCCUPATIONAL GROUPINGS

## b. INFORMATION CLASS

**OBJECTIVE:** IS TO EDUCATE AND SENSITIZE THE GHANAIAN PUBLIC ON GOVERNMENT POLICIES, PROGRAMMES AND ACTIVITIES.

### **FUNCTIONS:**

- EDUCATE AND SENSITIZE THE PUBLIC ON GOVERNMENT POLICIES, PROGRAMMES AND ACTIVITIES.
- WRITE FEATURES ON GOVERNMENT POLICIES AND PROGRAMMES.

## INFORMATION CLASS CONT'D

- ORGANIZE EXHIBITIONS ON GOVERNMENT PROGRAMS AND ACHIEVEMENTS.
- PROVIDE TECHNICAL SUPPORT TO THE MINISTRIES, DEPARTMENTS AND AGENCIES IN RESPECT TO PUBLICATION OF BROCHURES, LITERATURE AND HANDOUTS.
- PROVIDE INFORMATION TO ATTRACT FOREIGN INVESTMENT AND TOURIST THROUGH GHANA'S MISSION ABROAD.
- REVIEW OF FILMS FOR EXHIBITION.
- PARTICIPATE IN EXHIBITIONS TO SENSITIZE THE PUBLIC ON GOVERNMENT ACTIVITIES.

# ROLES AND RESPONSIBILITIES OF SOME SELECTED OCCUPATIONAL GROUPINGS

## c. IT/IM CLASS

**OBJECTIVE:** TO DEVELOP, SUPPORT AND DEPLOY INFORMATION AND COMMUNICATIONS TECHNOLOGY AS WELL AS KNOWLEDGE MANAGEMENT SYSTEMS AND PROCESSES WITHIN THE CIVIL SERVICE.

### **FUNCTIONS:**

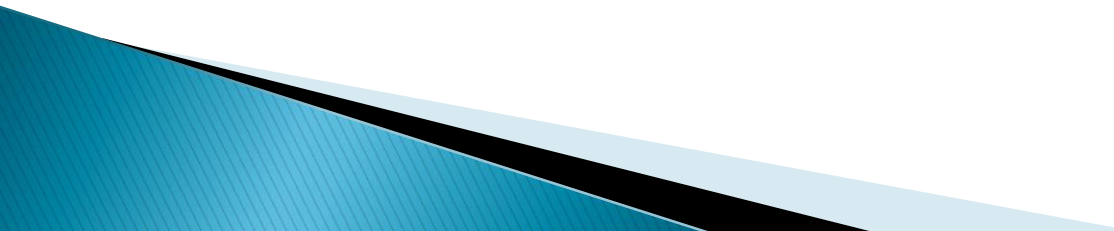
- ADVISE ON ICT POLICY FOR THE CIVIL SERVICE
- DEVELOP STRATEGIC ICT PLANS FOR THE TECHNOLOGICAL DIRECTION OF MDAS.

# IT/IM CLASS CONT'D

- DEVELOP PROCEDURES, STANDARDS AND GUIDELINES FOR THE IMPLEMENTATION OF IT/IM SYSTEMS OF MDAS.
- DOCUMENT THE ICT REALITIES AND REQUIREMENTS OF THE CIVIL SERVICE.
- ENSURE THE PROCUREMENT, INSTALLATION AND MAINTENANCE OF IT INFRASTRUCTURE
- ADDRESS THE IT/IM HRM RELATED ISSUES ARISING FROM THE CONVERGENCE OF COMPUTER, TELECOMMUNICATIONS AND OTHER TECHNOLOGY PLATFORMS FOR THE DELIVERY OF SERVICES WITHIN THE CIVIL SERVICE.



# IT/IM CLASS CONT'D

- MONITOR AND EVALUATE THE IMPLEMENTATION OF IT/IM SYSTEMS.
  - DESIGN AND IMPLEMENT ICT DISASTER RECOVERY PLANS.
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# ROLES AND RESPONSIBILITIES OF SOME SELECTED OCCUPATIONAL GROUPINGS

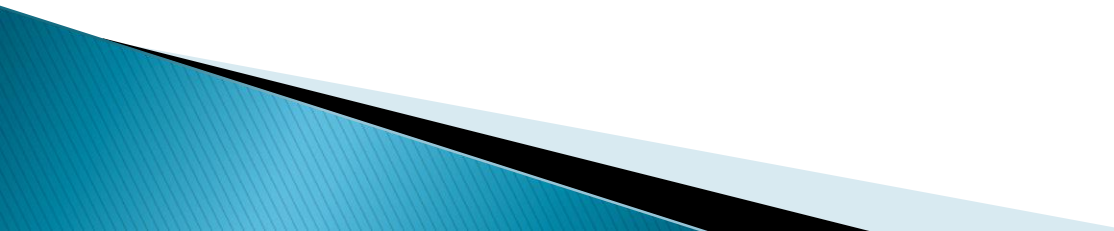
## d. PROGRAMME CLASS

**OBJECTIVE:** TO ENSURE EFFECTIVE AND EFFICIENT IMPLEMENTATION OF POLICIES OF THE SECTOR MINISTRY.

### **FUNCTIONS:**

- IMPLEMENT POLICIES, PROGRAMMES, PROJECTS AND PLANS OF THE SECTOR MINISTRY.
- MONITOR AND EVALUATE BOTH THE PROCESSES AND IMPACT OF PLANS AND PROGRAMMES

## PROGRAMME CLASS CONT'D

- COLLABORATE AND NETWORK WITH MDAS, NGOS AND CBOS TO IMPROVE AND ENHANCE SOCIO-ECONOMIC DEVELOPMENT.
  - UNDERTAKE RESEARCH TOWARDS IMPROVING POLICY/PROGRAMME IMPLEMENTATION.
  - PROVIDE REFERRAL AND ON THE SPOT COUNSELLING SERVICES
  - COMPLY WITH GHANA'S INTERNATIONAL OBLIGATIONS AND ENSURE ITS INTEGRATION INTO THE DEVELOPMENT PROCESS.
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Thank

you

