

# **A PRESENTATION ON THE GHANA CIVIL SERVICE**

**AUGUST 2020**



# THE GHANA CIVIL SERVICE

The 1992 Constitution of the Republic of Ghana, Article 190 (1) (a) lists the Civil Service as one of the Public Services in Ghana.

Article 193 of the 1992 Constitution requires the President to appoint the Head of the Civil Service.

The Ghana Civil Service included the Local Government Service until it was decoupled from the Civil Service by the passage of the Local Government Act 2016 (Act 936) to strengthen the concept of decentralisation in Ghana.



# RULES AND REGULATIONS

The enabling legislation for the Ghana Civil Service is PNDC LAW 1993, Act 327.

## **Objective of the Service:**

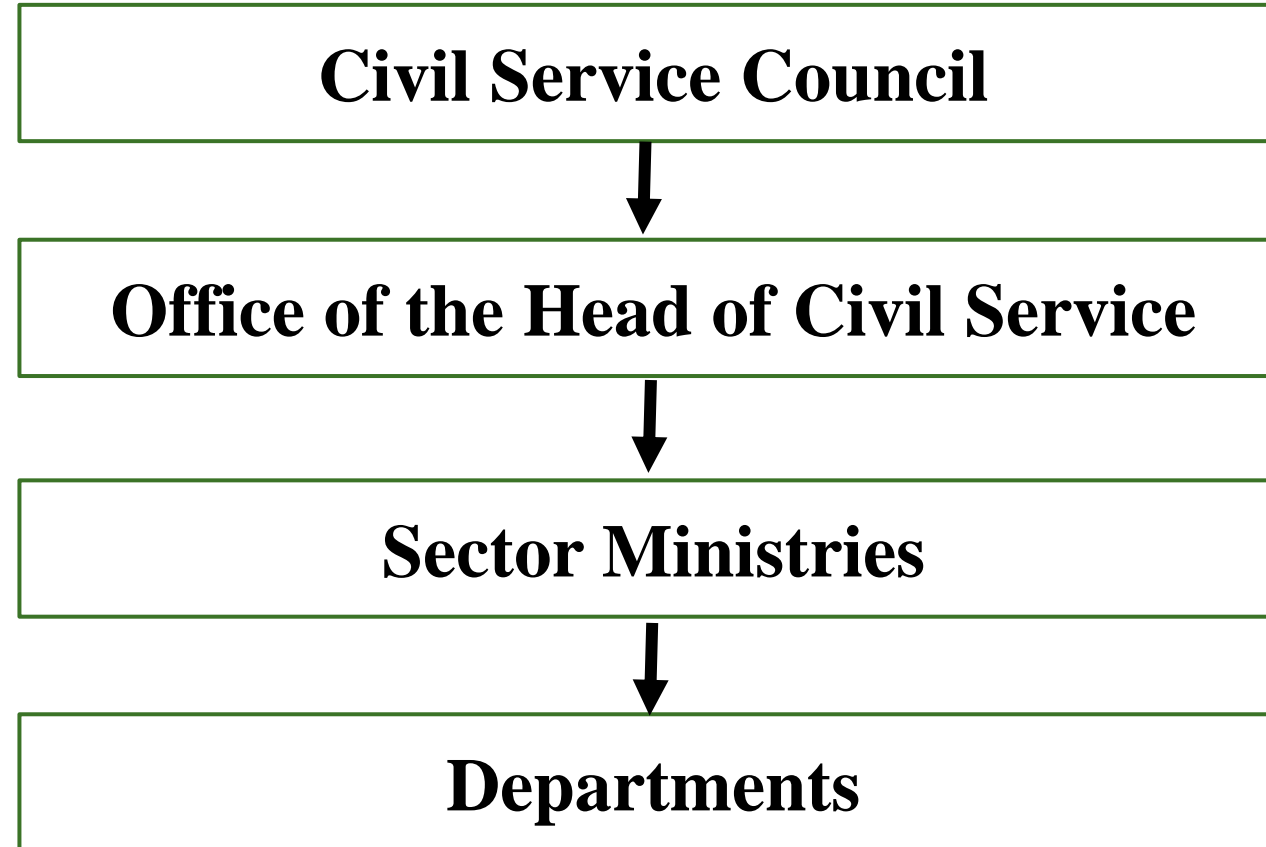
Is to assist the Government in the formulation and implementation of government policies for the development of the country.

The Civil Service is also governed by the following Rules and Regulations:

- Civil Service (Interim) Regulations (1960)
- Circulars, Guidelines and Directives
- Code of Conduct
- Administrative Instructions



# STRUCTURE OF THE GHANA CIVIL SERVICE



# THE CIVIL SERVICE COUNCIL

The Civil Service Council is established by Section 35(1) of the Civil Service Act as the governing body of the Ghana Civil Service.

The President reconstituted the current Civil Service Council in 2017 with the following membership:

- Justice Rose Constance Owusu (Chairman)
- Nana Agyekum-Dwamena - Head of Civil Service
- Justice Henrietta Abban – retired Justice of the Superior Court of Judicature
- Mr. Isaac Tetteh Adjovu
- Mr. Edwin Philip Daniels Barnes – retired Civil Servant
- Mrs. Mary Imelda Amadu
- Dr. Kodjo Esseim Mensah-Abrampa – rep. of the National Development Planning Commission
- Mr. Isaac Bampoe Addo – representative of the Civil Servant Association





# THE CIVIL SERVICE COUNCIL



**Justice Rose Constance Owusu (Chairman)**



# THE CIVIL SERVICE COUNCIL



Nana Agyekum-Dwamena - Head of Civil Service





# THE CIVIL SERVICE COUNCIL





# FUNCTIONS OF THE CIVIL SERVICE COUNCIL

- Deliberate on government policy relating to the management of the Service and suggest recommendations to Government
- Promote collaboration between the Civil Service and higher learning institutions to build capacities of Civil Service Staff for effective performance
- Advise and promote policies aimed at ensuring that the cost of the Service to Government is not excessive
- Periodically review the objectives of the Civil Service to reflect Political, economic, social and cultural changes
- Make proposals for enhancing employer (Government) and employee (members of the Civil Service) relationship



# CIVIL SERVICE ORGANISATIONS

**The Ghana Civil Service is currently made up of :**

- Three (3) Extra-Ministerial Organisations;
- Thirty-five (35) Sector Ministries according to the Civil Service (Ministries) Instrument, 2017 (E.I. 28); and
- Twenty-three (23) Departments

**The three (3) Extra-Ministerial Organisations are:**

- Office of the President
- Office of the Head of Civil Service
- Office of the Senior Minister



# CIVIL SERVICE ORGANISATIONS

## **The Sector Ministries are:**

- Ministry of Finance
- Ministry of National Security
- Ministry of Trade and Industry
- Ministry of Education
- Ministry of Agriculture
- Ministry of Monitoring and Evaluation



## SECTOR MINISTRIES

- Ministry of Energy
- Ministry of Regional Reorganisation and Development
- Ministry of Health
- Ministry of Employment and Labour Relations
- Ministry of Railway Development
- Ministry of Tourism, Arts and Culture
- Ministry of Foreign Affairs and Regional Integration





## SECTOR MINISTRIES

- Office of the Attorney-General and Ministry of Justice
- Ministry of Transport
- Ministry of Special Development Initiatives
- Ministry of Defence
- Ministry of the Interior
- Ministry of Sanitation and Water Resources
- Ministry of Lands and Natural Resources



## SECTOR MINISTRIES

- Ministry of Parliamentary Affairs
- Ministry of Environment, Science, Technology and Innovation
- Ministry of Local Government and Rural Development
- Ministry of Gender, Children and Social Protection
- Ministry of Communications
- Ministry of Works and Housing
- Ministry of Roads and Highways



# SECTOR MINISTRIES

- Ministry of Youth and Sports
- Ministry of Information
- Ministry of Chieftaincy and Religious Affairs
- Ministry of Fisheries and Aquaculture
- Ministry of Business Development
- Ministry of Inner City and Zongo Development
- Ministry of Aviation
- Ministry of Planning
- Ministry of Procurement



# CIVIL SERVICE DEPARTMENTS

- Births and Deaths Department
- Department of Parks and Garden
- Department of Community Development
- Controller and Accountant General's Department
- Department of Chieftaincy
- Department of Children
- Department of Gender
- Department of Social Welfare





# CIVIL SERVICE DEPARTMENTS

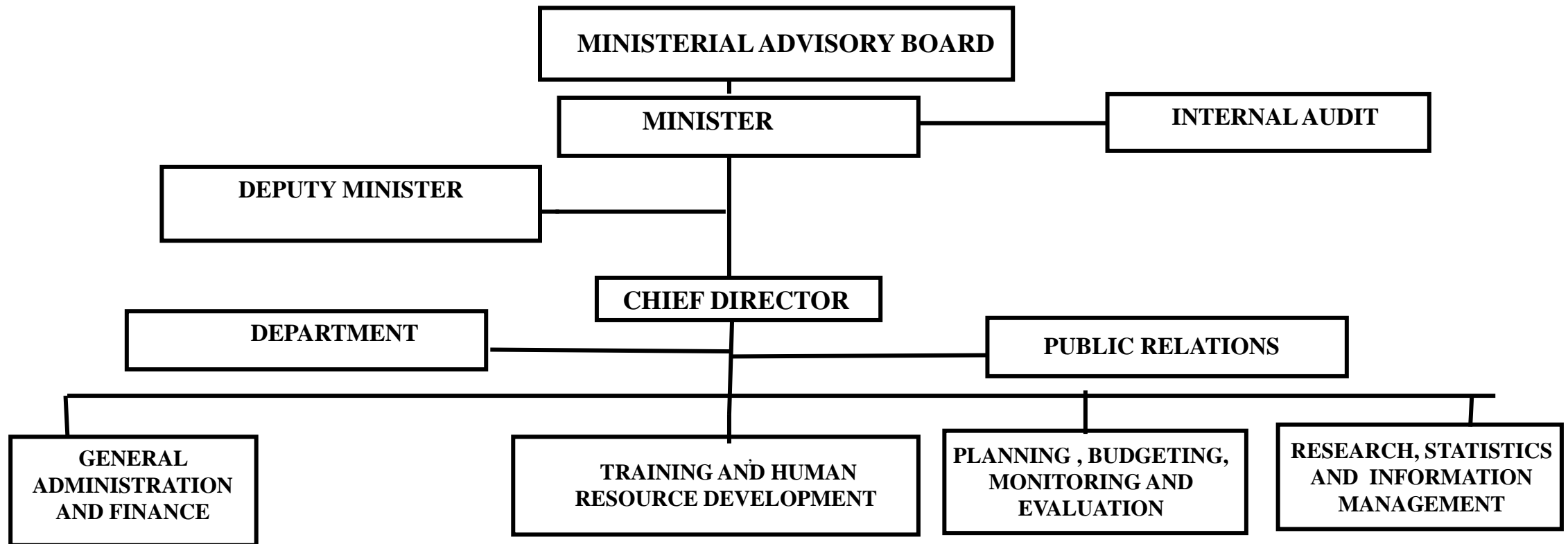
- Department of Feeder Roads
- Department of Urban Roads
- Department of Rural Housing
- Hydrological Services Department
- Public Works Department
- Rent Control Department
- Registrar General's Department
- Information Services Department



# CIVIL SERVICE DEPARTMENTS

- Department of Factories Inspectorate
- Department of Cooperatives
- Labour Department
- Management Services Department
- Public Records and Archives Administration Department
- Procurement and Supply Chain Management Department
- Bureau of Ghanaian Languages





# OFFICE OF THE HEAD OF CIVIL SERVICE

## MANDATE:

The Office of the Head of the Civil Service (OHCS), as a Central Management Agency, has the mandate to provide the requisite leadership, manage the human resources and promote the organizational development of the Civil Service to enable it respond positively to the needs and aspirations of all its stakeholders

## VISION:

A client-oriented organisation providing world-class policy advice and services





# OFFICE OF THE HEAD OF CIVIL SERVICE

## MISSION:

The Office of the Head of Civil Service exists to manage human resources, and promote efficient records management, organisational development and value for money procurement for the delivery of results-oriented, knowledge-driven services by Civil Service Organisations towards the attainment of national goals.



# OFFICE OF THE HEAD OF CIVIL SERVICE

## CORE FUNCTIONS:

- Formulate/review the HRM related policies, guidelines, standards and programmes for the service and facilitate their implementation.
- Monitor and coordinate all human resource management related programmes in ministries and departments to ensure uniformity in the application of rules and adherence to standards.
- Develop and ensure the implementation of a robust performance management system for the civil service.



# OFFICE OF THE HEAD OF CIVIL SERVICE

## CORE FUNCTIONS CON'T:

- Develop and facilitate the conduct of systematic, competency based training for the acquisition of skills consistent with the needs of the Service.
- Exercise oversight responsibility for the management of Civil Service Training Institutions.
- Develop record management policies and standards for records keeping in public institutions.



# OFFICE OF THE HEAD OF CIVIL SERVICE

## CORE FUNCTIONS CON'T:

- Monitor and restructure the record management system and train staff in line with international best practices.
- Provide requisite environment for the storage, retrieval and use of archival materials.
- Design and Institutionalise structures and systems to facilitate effective and efficient delivery of public procurement and SupplyChain management processes in the Civil Service.



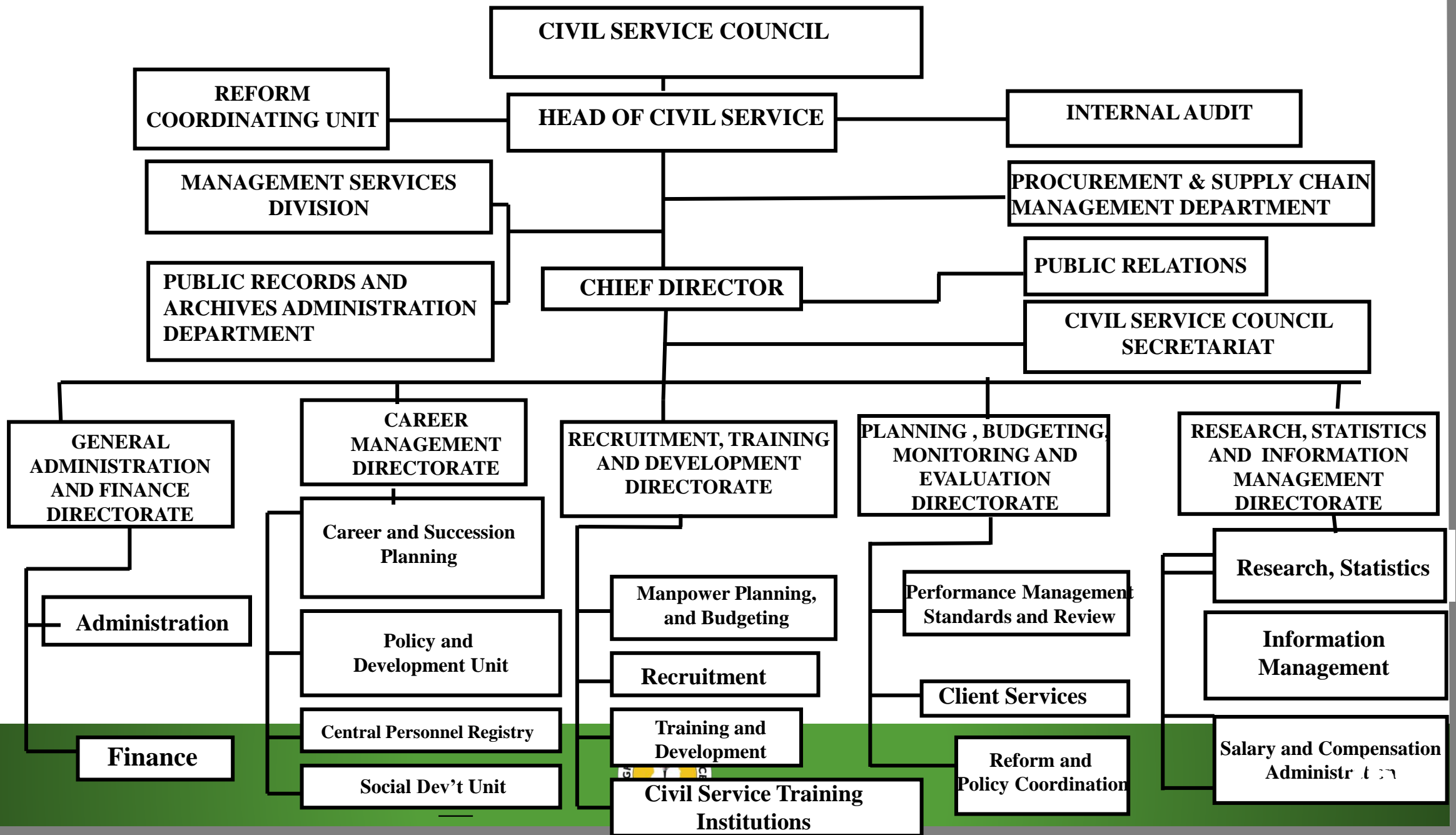


# OFFICE OF THE HEAD OF CIVIL SERVICE

## CORE FUNCTIONS CON'T:

- Develop/review standard operating procedures to guide procurement and supply chain managers.
- Monitor annual procurement plans for Civil Service organisations.





## CHIEF DIRECTOR & DIRECTORS (OHCS)

- Mr. Godwin J. Brocke – Chief Director
- Ms. Cecilia Erzuah - Director, Civil Service Council Secretariate
- Mrs. Rejoice Dankwa - Director, Career Management Directorate
- Mrs. Elizabeth Obeng-Yaboah - Director, Recruitment, Training & Development  
- Ag. Director, Reform Co-ordinating Unit (RCU)
- Mrs. Mavis Asare-Donkor - Director, Planning, Budgeting, Monitoring & Evaluation Directorate
- Mr. Ishmael Brown - Director, Research, Statistics & Info. Management Directorate



# LIST OF DIRECTORS

## PRINCIPALS OF OHCS TRAINING INSTITUTIONS:

- Mrs. Dora G. Dei Tumi - Chief Training Officer, Civil Service Training Centre (CSTC)
- Solomon Nobi Amanor - Chief Training Officer, Government Secretarial Schools (GSS)
- John N.O Welbeck - Chief Training Officer, Institute of Technical Supervision (ITS)



# LIST OF DIRECTORS

## DEPARTMENTS:

- Mrs. Thelma Ewusi – Acting Director, Public Records and Archives Administration Department (PRAAD)
- Ms. Norma Onny – Acting Executive Secretary, Management Services Department (MSD)





# MEMBERSHIP OF THE SERVICE

(a) A person serving in a civil capacity in a post designated as Civil Service post by or under this Act in,

- (i) the Office of the President,
- (ii) a Ministry,
- (iii) a government departments at the national level;
- (iv) any other civil service department established by or under the authority of this Act the emoluments attached to which are paid directly from the Consolidated Fund or other source approved by the Government, and

(b) A person holding a post designated as Civil Service post created by or under the authority of any other enactment, the emoluments attached to which are paid directly from the Consolidated Fund or other source approved by Government.



# CHARACTERISTICS OF THE CIVIL SERVICE

- Bureaucratic
- Hierarchical
- Anonymity
- Neutrality
- Loyalty



