






NEWS LETTER

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LOYALTY EXCELLENCE SERVICE



A 14 MEMBER COMMITTEE ON ADMINISTRATIVE REFORMS INAUGURATED

The Hon. Minister for Parliamentary Affairs, Osei Kyei Mensah Bonsu has Inaugurated a 14 Member committee on Administrative Reforms of the Ghana Civil Service

Section 47 of the Civil Service Act, 1993 (PNDCL 327) establishes the Civil Service Committee on Administrative Reforms to “monitor, guide and sustain reform initiatives in the Civil Service

The Committee is therefore required to guide and ensure that reforms leading to Civil Service institutional development and performance improvement are promoted and sustained

This Committee that has been inaugurated today has a fundamental” job at hand and I am confident that we shall discharge our responsibilities diligently to justify the confidence reposed in us”, the Head of Civil Service, Nana Agyekum Dwamena noted

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CABINET SECRETARIAT AND OHCS ORGANISE A ONE DAY TRAINING WORKSHOP FOR CHIEF DIRECTORS

The Cabinet Secretariat and the Office of the Head of Civil Service held a One Day training workshop for Chief Directors of the various government Ministries yesterday in Accra

The purpose of the workshop was to discuss the important role that the Cabinet Memorandum plays in Public Administration and specifically in the development and implementation of government policy

In attendance were the Secretary to Cabinet, Ambassador Mercy Yvonne Debrah-Karikari, Head of Civil Service, Nana Agyekum Dwamena, Chief Directors, other representative Directors and officers from Cabinet Secretariat and the Office of the Head of Civil Service



2021 CIVIL SERVICE WEEK CELEBRATION

Preparation for the 2021 Civil Service Week and Awards Ceremony commenced with the constitution of an 8-member planning committee chaired by Dr. Evans Aggrey-Darko, Chief Director, and Ministry of Parliamentary Affairs

The Head of Civil Service and the Chief Director, OHCS provide technical leadership and strategic direction while the Reforms Coordinating Unit provides administrative and secretarial support to the Committee

THE CELEBRATION IS SCHEDULED FOR THE 5TH-13TH AUGUST, 2021 ON THE THEME "ECONOMIC TRANSFORMATION AMID COVID-19 PANDEMIC: THE RESPONSIBILITIES OF AN ADAPTIVE CIVIL SERVICE". Key activities for the celebration press engagement, public lecture, health & clean-up exercises, and Inter-Sectoral football tournament among others. The climax of the celebration is an awards ceremony that honours outstanding Chief Directors, Directors, Civil Service Staff and some dignitaries for their dedication and selfless contribution towards the growth of the Civil Service and the nation at large



SURVEYS CONDUCTED

The Bureaucracy Lab team in collaboration with the RSIM and the RTD Directorates conducted 2 surveys during the quarter. The theme for the Survey was "The CIVIL SERVICE ONBOARDING SURVEY FOR 2020 RECRUITS (Phase I&II)". The objective of the Survey was intended to ascertain the effectiveness of the onboarding processes for newly recruited Officers in the Civil Service. The specific objectives of Phase one of the onboarding surveys was to

Ascertain expectations of recruits within their Organizations
Ascertain employee's experiences within their Organizations

A total of 423 Cohort completed the first phase of the survey from across 16 regions in the Civil Service. The survey was launched online via google forms and broadcasted via text messages to all the Cohort population

Some of the outcomes of the Survey included

85% of the Cohort population indicating their current job matches with their career goals
68% of Cohort population also wanted to change jobs in the next 2 years and 32% uncertain on changing jobs in the next 2 years

Some of the reasons ascribed for the change in jobs in order of ranking included

Inadequate wage
Poor conditions Service
Limited Office space and poor working environment



RECRUITMENT, TRAINING AND DEVELOPMENT DIRECTORATE (RTDD) INDUCTION TRAINING FOR SUB-PROFESSIONALS

In line with the Training and Development Policy of the Ghana Civil Service, it is required that all newly recruited officers undergo an appropriate orientation/induction training programme within the first year of joining the Service, for effective and efficient job performance

To fulfill the above, the Office of the Head of the Civil Service (OHCS) organizes periodic Induction Programmes for new entrants in the Civil Service. Over the years, facilitators interacted with participants physically during the training sessions. In March 2020, there was an outbreak of the novel coronavirus (COVID-19) pandemic. In order to curb its spread, less physical contact was encouraged; other safety protocols were also to be observed. It therefore directed the courses of activities to take innovative trends; and the Induction Training Programme for 2021 was of no exception. Due to the large number of participants involved, a virtual means was adopted using the Zoom platform. The programme was organized in four (4) batches from 27th to 30th April, 2021 from 9:00am to 1:30pm daily

The 2021 Virtual Induction Programme endeavored to present a platform to expose new sub-professional staff to vital information needed to effectively and efficiently serve as Civil Service staff as well as orient and induct them into the Civil Service. The platform was also to provide an avenue to new staff to lay out their questions for clarifications from seasoned facilitators drawn from the Civil Service

Participants were from various sub professional Classes in the Service such as Executive, Secretarial, Procurement, Transport, Registrar, Agricultural Officers, Information, Information Technology/ Information Management (IT/IM) and Records Management and others. In all, Six hundred and forty-eight (648) staff participated in the virtual induction programme. The programme was divided into four (4) batches with an average of one hundred and sixty-six (162) participants in each batch

SERVICE-WIDE SCHEME OF SERVICE TRAINING



In line with the Training and Development Policy, the Directorate under the auspices of the three training institutions trained a total of three thousand one hundred and forty-seven (3147) officers in various Scheme of Service and Competency based trainings. The programmes are designed to equip Officers with the requisite knowledge; skills and abilities that will enable them function as professionals, build on knowledge already gained and prepare them for higher responsibilities within the Civil Service

The Directorate collaborated with the Ghana Institute of Management and Public Administration (GIMPA) to run Post-Graduate Diploma in Public Administration (DPA) and Senior Management Development Course (SMDC). A total of Thirty (30) Officers are participating in the training programme which commenced in April, 2021 and is expected to end in the first week of July

The office has received nomination for Senior Management Development Course (SMDC) at GIMPA. This is scheduled to commence in July, 2021



COLLABORATE WITH OTHER INTERNATIONAL INSTITUTIONS TO UNDERTAKE PROGRAMMES

The RTDD exists to recruit, train and develop the appropriate human resource base for the efficient performance of the Civil Service. The online training program on “Digitalization For Ghanaian Civil Service Staff” was organized by the Turkish Embassy for some Human Resource (HR) and Information Technology (IT) Officers from the Office of the Head of the Civil Service (OHCS) and its aligned institutions being; Public Records, Archives and Administration Department (PRAAD), Institute of Technical Supervision (ITS), Government Secretarial School (GSS) and Civil Service Training Centre (CSTC)

The training organized from the 16th – 27th November, 2020 at the CSTC was a ‘training of trainers’ to encourage participants to learn and share the knowledge acquired with colleagues upon their return to the office. Training certificates were received from the Turkish Embassy on 26th May, 2021 for 31 OHCS officers trained on HR and ICT. The ceremony was held at the Turkish Ambassador’s residence. In attendance were the Head of Service, the Chief Director, OHCS and the Director, RTDD

DEFYING THE ODDS; UNDERDOGS TURNED FAVORITES!!



As part of the preparations and identification of good players for the Civil Service Week Tournament, the OHCS organized a friendly football game with one of its departments, the Public Records and Archives Administration Department. This is amongst other friendlies to be played as preps for the OHCS Football Team.

The match which was held on 28th May 2021 at the Ridge AstroTurf, Osu, saw the Head of Civil Service, Nana Agyekum-Dwamena, Chief Director, OHCS, Ing. G.J. Brocke, and the Executive Secretary, CLOGSAG, Mr. Isaac Bampoe Addo grace the field with their presence.

This friendly game was also to assist the Head Coach of the team, Mr. Baba Adabre select good players from PRAAD's team as they are a department under OHCS for the purpose of building up a strong force for the upcoming tournament. The selected players from PRAAD will join the already existing squad from OHCS and Hedge Pensions.

The game began at 5:40 pm as both teams were poised to make an impression with the two Captains as their anchors. It saw a display of great skill, strength, teamwork, and tenacity from the players of both sides. However, the OHCS opened the scoring as the Captain of the side, Seth S. Appiah found the net from a long-range shot. Not long after, PRAAD equalized with what brought some balance to the defense of OHCS as they seemed relaxed from the start of the game.

The Central Defender (CD) of OHCS, popularly known as Solo put the team ahead once again from the penalty spot after a foul in the penalty box. The fourth and final goal was scored by the OHCS which saw it beat PRAAD by 3goals to 1.

This victory has therefore sent a strong signal to sister ministries about the readiness and strength of the OHCS football team. With some few weeks to go, the OHCS Football Team is gradually becoming favorites to win this year's tournament!!!