



NEWS LETTER

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CIVILSERVICEGH



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OHCSGHANA



END OF YEAR GREETINGS 2020

The year 2020 which is systematically ebbing away has been one of the most challenging for the Civil Service, Ghana and the world at large. The outbreak of the Coronavirus (COVID-19) has impacted on our country, the Civil Service and indeed our very lives in such a way that the world and the way we do things have changed and will never be the same

During this difficult time, we have collectively adopted various strategies including the introduction of 'flexible working hours' and adherence to safety protocols while ensuring that the Civil Service continued to deliver on its mandate in order to keep Government Machinery functional. I would like to take the opportunity to acknowledge the diverse contributions of all Civil Service Staff towards the management and development of the Ghana Civil Service in particular and our nation as a whole. I also commend you for quickly embracing the 'new normal', the new way of conducting business in the Civil Service, which has enabled the Service to make so much progress

The reintroduction of the celebration of the Civil Service Week and Awards Night has improved staff motivation and effective networking. The leveraging of ICT during the celebrations enabled a greater participation of the Civil Service Staff from all over the country. His Excellency the President and the Chief of Staff also virtually participated in the celebrations. About 120 staff from the Ministries and Departments received awards. Retired officers of the Civil Service were also acknowledged

Additionally, the Office of the Head of Civil Service and the Civil Service Council successfully recruited and conducted orientation for the newly recruited via online applications. For the first time ever, the 2020 promotion exercise for over 2000 Civil Service staff from across the country was mainly conducted online. Hopefully in 2021, other online applications including the digitization of the appraisal system of the Ghana Civil Service, may come on stream

I am also grateful for your cooperation and excellence exhibited in delivering the Handing over notes for the transition process. The effort made by Civil Service staff to meet this Constitutional requirement is commendable. The 2020 elections are over and to a large extent, Civil Service staff have conducted themselves to reflect the requirements of the Code of Conduct by not being overtly political in their behavior. Let us continue to maintain that posture of neutrality even as we work diligently to deliver on the mandate of the Civil Service

The continuous support and collaboration of CLOGSAG has made industrial relations in the Civil Service relatively easy so I thank them. I would like to also commend them for their dedication towards ensuring the wellbeing of the Civil Service staff

We also want to thank other organizations including; the World Bank, the European Union, the Turkish, Chinese, Korean and Japanese Embassies, University College of London (UCL)/Oxford, Danish International Development Agency (DANIDA), Emerging Public Leaders (EPL) and the media for partnering the Office of the Head of the Civil Service to deliver various services in the areas of capacity development and performance improvement

Further, I thank everyone for being part of this family. I appreciate your great effort and dedication, which have been germane to the progress of Ghana. We must commit ourselves to eliminate all sources of waste and corrupt practices and make judicious and effective use of our resources in our places of work

To this end, I congratulate you all for a fruitful 2020 and look forward to seeing greater support and commitment from you in 2021 so that the Civil Service and mother Ghana may be richly blessed

Long live the Ghana Civil Service and may our nation



**ABOUT 2000
CIVIL SERVICE
STAFF PROMOTED**

**A TOTAL OF 2,798
STAFF INTERVIEWED
FOR PROMOTION**

After going through rigorous training, examination and interview processes, the Office of the Head of Civil Service has issued promotion letters to about 2000 staff of the Ghana Civil service

Promotion in the Civil Service is one of the motivational packages which seek to increase productivity and thereby assisting the political leadership to deliver on their mandates

The main aim of promotion is to move staff up in job positions with greater responsibilities and in their higher career stream level. This promotions we hope will address needs within the service", Nana Agyekum Dwamena

One of the motivational factors as far human resource management is concerned, is progression from one grade to the other. This is actually the case in every human endeavour

According to the Head of Civil Service, Nana Agyekum Dwamena, looking at the various processes adopted by the Service towards the promotion of staff, he is optimistic that they would be able to deliver on their mandate of the Ghana Civil Service

The Career Management Directorate of the Office of the Head of Civil Service has completed promotion interviews for about 2,798 staff of the Ghana Civil Service

The officers who came for the training were drawn from various classes from all the Ministries, Departments and Agencies

Some of the classes are; Administrative, Information, Protocol, Accounting, Audit, Programmes, Rent Control, Cooperative

Others were, Birth and Death, Agric Extension amongst others

The Directorate exist to Promote professionalism and efficient career management in the Ghana Civil Service, it also provides leadership and guidance for effective career management and coordinate and monitor all activities in MDAs related to promotions, postings, succession planning and other career management activities

Owing to COVID-19, these interviews were to be conducted via zoom. This is one of the innovations the OHCS has adopted to continue providing services to all staff of the Service

It is the hope of the Head of Civil Service, Nana Agyekum Dwamena that the officers will put to good use lessons learnt during the training



UNICEF TIPS FOR KIDS



How to spend your time if you have to stay home because of the novel coronavirus

If the school you are studying is closed and you have to stay at home, enjoy the free time you have at your disposal and do the things you like, but for which you haven't had enough time so far. But do not forget the hygiene rules: wash your hands often and do not touch your face if your hands are not disinfected

If you're staying home because you are isolated because of a suspected coronavirus infection, yours or someone's close to you, either a colleague or family member, do not worry

You may be in the situation of having to stay at home because you returned in the last two weeks from an epidemic-affected area or contacted an infected person. You will have to stay home for 14 days without seeing your friends or family members

It is normal to have many questions about how this situation affects you and how the coronavirus works. Talk to an adult about your concerns and tell them openly the things that make you anxious. No question is "too childish" if you are very worried or about your health

Keep washing your hands very well, do not touch your face with dirty hands or after touching things that others have touched, listen to the doctor's advice and you will be safe

Here are some things you can do to make the time you spend at home as enjoyable as possible

There are many fun games you can play alone or with your family. Do not spend too much time on TV, computer or mobile

Listen to music and read. Consider the time spent at home an unplanned vacation that you can enjoy

Do your homework and keep in touch with teachers or classmates. It will be easier for you to catch up with your lessons when you return to school

Eat as healthy and varied as possible. Fruits and vegetables have many vitamins that keep you in shape and make you stronger in the face of disease



FIRST QUARTER ACTIVITIES FOR THE 2021

CAREER MANAGEMENT DIRECTORATE



MONTHS	ACTIVITIES
March	Organize Virtual Forum with HR Managers and Officers handling HR Issues in M/D in collaboration with RTDD , RSIM
February-March	Organise collaborative virtual meetings with MSD on draft paper on the review of Schemes of Service
February-March	.Organize virtual validation meeting in collaboration with relevant stakeholders on reviewed document
February-March	Submit draft document to management for consideration and Civil Service Council for approval
February-March	Review and finalize Draft Scheme of Service of Research, Program and Planning Class
February-March	Organize validation virtual meeting in collaboration with relevant stakeholders
February-March	Submit draft to management for consideration and civil service council for approval
Jan-March	Liaise with RCU to Conduct an Assessment on 2020 Virtual Promotion Interviews
March	Finalise Concept Paper on Decentralization of Promotion Interviews
Feb.	Liaise with RSIM and PBMED for relevant data on officers' service-wide Establishment.
February	Examine staff placements to identify staffing gaps and develop draft posting proposal
Jan-March	Collate Service-wide application for conversion
Jan-March	Organise Service-wide conversion examination in collaboration with CSTC
Jan-March	Collect, Update & Digitize Personnel Records of all Civil Servants
January	Capacity building for staff of the Directorate on the various human resource facilities
March	Finalisation and printing of Manual on Pensions/Brochure
Jan-March	Preparation of Reports