



**A PRESENTATION ON
THE GHANA CIVIL SERVICE**

Outline of Presentation

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- ▶ Membership of the Service and Logo
- ▶ Object and Values
- ▶ Law, Rules and Regulations
- ▶ Structure of the Service
- ▶ Membership of the Civil Service Council
- ▶ Civil Service Organisations

Introduction

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 Governance Act, 2016 Act 936 to strengthen the concept of decentralisation in Ghana.

Rules and Regulations

The Civil Service is governed by the following documents:

Law

The PNDC LAW 1993, Act 327

Rules and Regulations:

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



Membership of the Service

- ▶ (a) a person serving in a civil capacity in a post designated as Civil Service post by or under the Act in,
 - ▶ (i) the Office of the President,
 - ▶ (ii) a Ministry,
 - ▶ (iii) a Government Department at the national level;
 - ▶ (iv) any other Civil Service Department established by or under the authority of the 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.

Object & Values of the Service

Object:

Is to assist the Government in the Formulation and Implementation of Government Policies for the development of the country.

Values and Principles

The following Values underpin the work of the Ghana Civil Service;

- ▶ Impartiality, Fairness, Objectivity, Meritocracy and Integrity

Guiding Principles

- ▶ Anonymity, Knowledge and Competence, Accountability, Loyalty and commitment, Openness/Transparency, Customer Centeredness, Fairness and justice, Non-Partisanship (Neutrality)

Structure of the Ghana Civil Service

Civil Service Council



Office of the Head of Civil Service



Sector Ministries



Departments

Membership of the Civil Service Council

The Civil Service Council

- Established by Section 35(1) of the Civil Service Act
- The Governing body of the Ghana Civil Service

The current membership was reconstituted in 2017 by H.E. the President

- ▶ 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 – a retired Civil Servant
- ▶ Mrs. Mary Imelda Amadu
- ▶ Mr. K. E Mensah-Abampa – rep of the National Development Planning Commission
- ▶ Mr. Isaac Bampoe Addo – representative of the Civil Servants Association

The Chairman of the Civil Service Council Justice Rose Constance Owusu



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Council Member
Nana Agyekum Dwamena - Head of Civil Service



The Civil Service Council Members Sworn In



Functions of the Civil Service Council

- ▶ Deliberate on overall 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 capacity 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) Civil Service 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 (Cont'd)

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
- ▶ 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

Civil Service Organisations (Cont'd) – List of 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
- ▶ Ministry of Youth and Sports
- ▶ Ministry of Information
- ▶ Ministry of Chieftaincy and Religious Affairs
- ▶ Ministry of Fisheries and Aquaculture

Civil Service Organisations (Cont'd) – List of 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
- ▶ Ministry of Foreign Affairs and Regional Integration
- ▶ Ministry of Business Development
- ▶ Ministry of Inner City and Zongo Development
- ▶ Ministry of Aviation
- ▶ Ministry of Planning
- ▶ Ministry of Procurement

Civil Service Departments

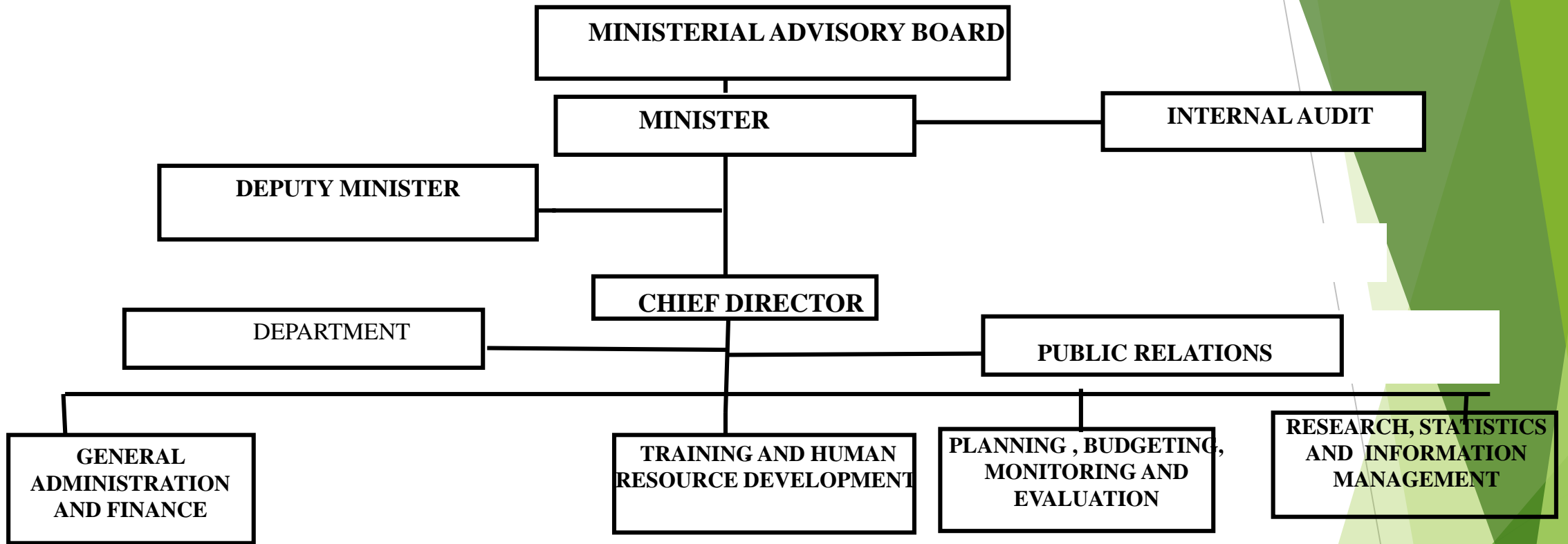
- ▶ Births and Deaths Department
- ▶ Department of Parks and Garden
- ▶ Department of Community Development
- ▶ Controller and Accountant General's Department
- ▶ Department of Chieftaincy
- ▶ Department of Children
- ▶ Department of Gender
- ▶ Department of Social Welfare
- ▶ Department of Feeder Roads
- ▶ Department of Urban Roads
- ▶ Department of Rural Housing

Civil Service Departments (Cont'd)

- ▶ Hydrological Services Department
- ▶ Public Works Department
- ▶ Rent Control Department
- ▶ Registrar General's Department
- ▶ Information Services Department
- ▶ 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

MODEL STRUCTURE OF A MINISTRY

The functions of the Civil Service are carried out through Sector Ministries which are generally structured as follows:



Office of the Head of the 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 the Civil Service (Cont'd)

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 the Civil Service Core Functions

- ▶ Formulate/review the Human Resource Management 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 the Civil Service Core Functions

- ▶ 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 Records Management policies and standards for records keeping in Public Institutions.

Office of the Head of the Civil Service Core Functions

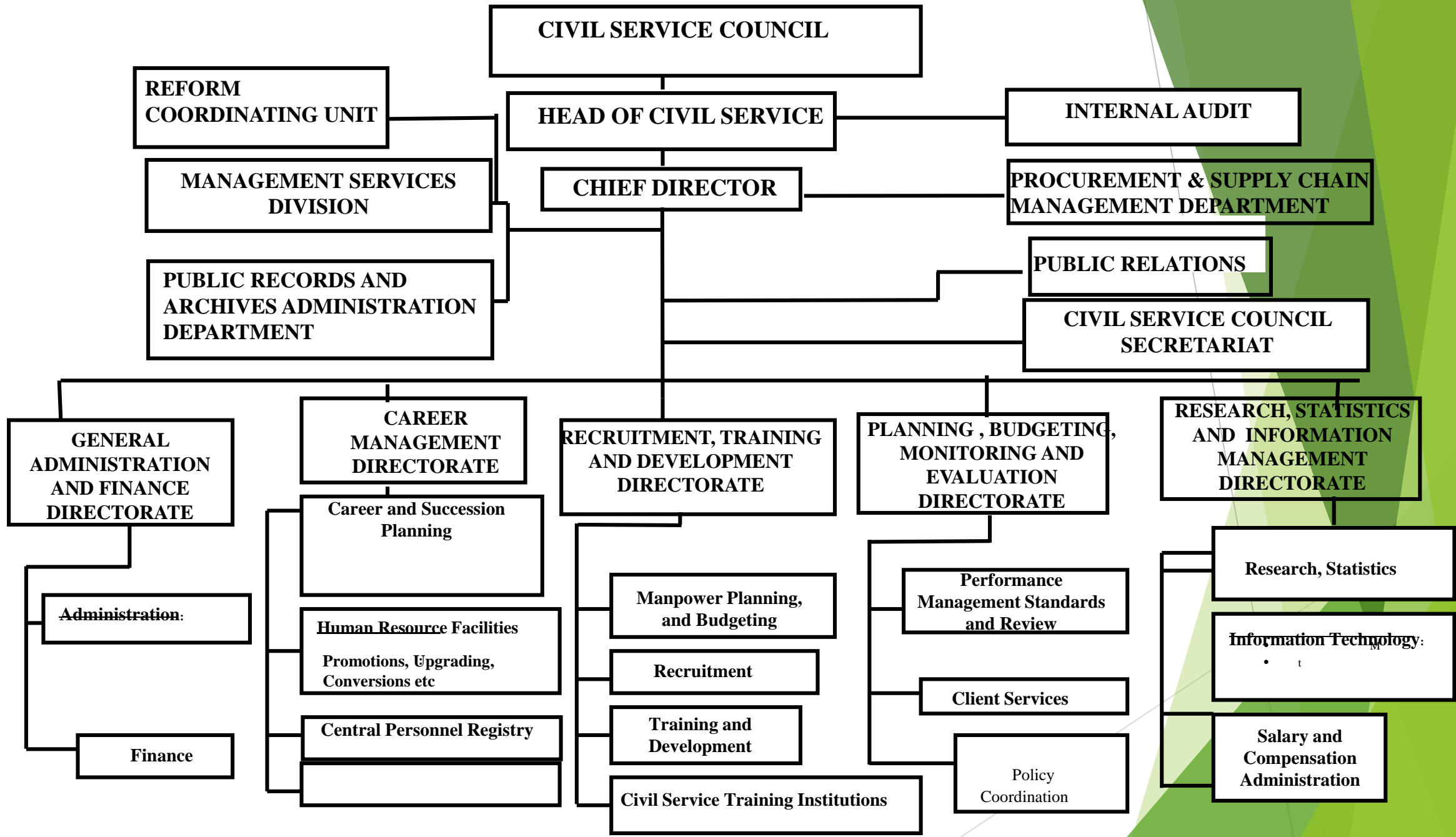
- ▶ Design and Institutionalize structures and systems to facilitate effective and efficient delivery of public procurement and Supply Chain management processes in the Civil Service.
- ▶ Develop/review standard operating procedures to guide procurement and Supply Chain managers.
- ▶ Monitor annual procurement plans for Civil Service organisations.

Office of the Head of the Civil Service

Core Functions

- ▶ Monitor and restructure the Records Management System and train staff in line with international best practices.
- ▶ Provide requisite environment for the storage, retrieval and use of archival materials.

STRUCTURE OF THE OFFICE OF THE HEAD OF THE CIVIL SERVICE



CIVIL SERVICE COUNCIL

**REFORM
COORDINATING UNIT**

HEAD OF CIVIL SERVICE

INTERNAL AUDIT

**MANAGEMENT SERVICES
DIVISION**

CHIEF DIRECTOR

**PROCUREMENT & SUPPLY CHAIN
MANAGEMENT DEPARTMENT**

**PUBLIC RECORDS AND
ARCHIVES ADMINISTRATION
DEPARTMENT**

PUBLIC RELATIONS

**CIVIL SERVICE COUNCIL
SECRETARIAT**

**GENERAL
ADMINISTRATION
AND FINANCE
DIRECTORATE**

**CAREER
MANAGEMENT
DIRECTORATE**

**RECRUITMENT, TRAINING
AND DEVELOPMENT
DIRECTORATE**

**PLANNING, BUDGETING,
MONITORING AND
EVALUATION
DIRECTORATE**

**RESEARCH, STATISTICS
AND INFORMATION
MANAGEMENT
DIRECTORATE**

Administration:

**Career and Succession
Planning**

Human Resource Facilities
Promotions, Upgrading,
Conversions etc

**Manpower Planning,
and Budgeting**

**Performance
Management Standards
and Review**

Research, Statistics

Finance

Central Personnel Registry

Recruitment

**Training and
Development**

Client Services

Information Technology:

Civil Service Training Institutions

**Policy
Coordination**

**Salary and
Compensation
Administration**

Key Management Staff

- ▶ Nana Agyekum Dwamena – Head of the Civil Service
- ▶ Ing. Godwin J. Brocke – Chief Director
- ▶ Ms. Cecilia Erzuah - Director, Finance & Administration Directorate
- ▶ Mrs. Rejoice Dankwa - Director, Career Management Directorate
- ▶ Mr. John Yao Agbeko - Director, Recruitment, Training & Development Directorate
- ▶ Mrs. Mavis Asare-Donkor - Director, Planning, Budgeting, Monitoring & Evaluation Directorate
- ▶ Mr. Ishmael Brown - Director, Research, Statistics & Info. Management Directorate
- ▶ Mr. Benedict Boadi – Ag. Director, Reform Co-ordinating Unit (RCU)

Heads of Departments

- ▶ Mrs. Thelma Ewusi – Acting Director, Public Records and Archives Administration Department (PRAAD)
- ▶ Ms. Norma Onny – Acting Executive Secretary, Management Services Department (MSD)
- ▶ Mr. Ebenezer Agyekum – Acting Director, Procurement and Supply chain Management Department (PSCMD)

Principals of the 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)

Conclusion

- ▶ Visit the OHCS Client Service for other documents e.g. Code of Conduct, Employee Handbook, Schemes of Service for Occupational Groups etc.
- ▶ Always seek clarification
- ▶ Focus and Learn the Job
- ▶ Extensive reading
- ▶ Always route all your communication through your supervisors



THANK YOU FOR YOUR ATTENTION