

# THE ROLE VISION OF THE PERSONNEL MANAGEMENT OFFICE IN THE CIVIL SERVICE

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PERSONNEL MANAGEMENT OFFICE

THE GAMBIA

# Vision of the Personnel Management Office

- ▣ To be the centre for human resources management and development in order to maintain a highly motivated, professional, dedicated, effective and efficient civil service that is responsive to national development goals and objectives.

## Mission of the Personnel Management Office

- ▣ To develop and sustain systems for the recruitment of eligible candidates to suitable positions in the Civil Service; the conduct and/or coordination of continuous human resources capacity development that is geared towards enhancement of job performance; and for the retention/sustenance of a disciplined and highly professional Civil Service that is lean, effective, efficient, dynamic, productive, transparent and accountable.

# Historical Context

- ▣ Following the Administrative Reform Program in the late 80s, the Personnel Management Office (PMO) formally called the Establishment Office was created by the Government of the Gambia. It was subsequently given a legal mandate under the revised Public Service Act of 1991 to administer human resource management and development functions of the civil service.

## PMO Mandates include the following:

- The administration of the General Orders;
- The recruitment of volunteers and technical assistant personnel;
- Public service training and staff development policies and implementation;
- Staff inspection, organisation and methods;
- Formulation and review of schemes of service;
- Policy formulation and administration of pensions and gratuities reform program initiatives continue to evolve. However coordination and sustainability remain evasive. Notable among these reforms was the World Bank funded Sector Adjustment Loan (SECAL) program which focused on governance. This was later abandoned as a result of the 1994 change of government.

# Organisation and functions of the Personnel Management Office

- ▣ The Personnel Management Office (PMO) is organised into six main divisions:
- ▣ (1) Personnel Management Division (PMD)
- ▣ (2) Management Services Division (MSD)
- ▣ (3) Human Resource Information Unit (HRIS)
- ▣ (4) Finance & Administration (F&A)
- ▣ (5) Civil Service Reform Unit (CSRU)
- ▣ (6) National Records Service

# Personnel Management Division

- ▣ Appointments
- ▣ Promotions
- ▣ Acting appointment
- ▣ Retirements (Voluntary, Marriage, Statutory, e
- ▣ Resignation & Departmental Transfer
- ▣ Termination/Dismissal
- ▣ Inderdiction/Suspension

# Management Services Division (MSD)

- ▣ Schemes of Service
- ▣ Staff Inspection
- ▣ Manpower Control & Budgeting
- ▣ Job Evaluation/Grading

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# Human Resource Information Unit (HRIS)

- ▣ Database Administration
- ▣ Maintenance of Computers
- ▣ Network Troubleshooting
- ▣ Staff Audit

# Human Resource Development Division

- ▣ Study Leave
- ▣ Execution of Surety Bond
- ▣ Training (Local & Overseas)
- ▣ Secondment
- ▣ Focal Point for all capacity building institutions (Australia awards, etc)

# Finance & Administration (F&A)

- ▣ Travel Arrangements
- ▣ Settlement of Tuition Fees

# Recruitment into the Civil Service

- The Ministry or Department identifies the vacant position and the job specifications, and puts in a request to the PSC through the PMO. The PSC then puts in advertisements in the appropriate media. On the receipt of applications, they are vetted and short-listed, followed by the conduct of interviews. As a rule, the Ministry or Department which is seeking to fill the vacancy is represented on the interview panel. So is PMO and, of course, PSC.
- This system which is the mechanism put in place, serves as an effective control in ensuring that positions filled are established ones. In other words, it is difficult to over-staff in this regard.
- However, with regard to semi-skilled and unskilled staff, the decision to engage rests almost entirely with the Permanent Secretaries and Heads of Department. These officials may be guided by the Approved Budget Estimates of government, which could constitute a level of control. ss
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# Conclusion

- ▣ Taken together, we are confident that with institutional capacity developed and anchored on a functioning systemic framework to develop and sustain recruitment of eligible personnel into the civil service, the conduct and/or coordination of continuous capacity development geared towards job performance in the civil service, and retention of a disciplined and highly professional staff, maintenance of a lean, effective, efficient, dynamic, productive and responsive structures, the PMO will certainly deliver an effective and functionally reliable civil service by the turn of 2020.