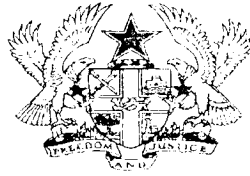


In case of reply the
number and date of this
letter should be quoted

My Ref. No:

AE760/761/01

Copy



The Office of the
PUBLIC SERVICES COMMISSION
P. O. Box GP 1618
Accra

Your Ref. No:

REPUBLIC OF GHANA

20th May, 2015

Telephone Nos. 666304-7

HUMAN RESOURCE (HR) AUDIT IN THE PUBLIC SERVICE

As you are aware, the Public Services Commission, in collaboration with the Ministry of Finance and the Controller and Accountant-General's Department will soon conduct a Human Resource (HR) Audit of the Public Service as part of the on-going sub-project on Human Resource Management Information System (HRMIS) under the GIFMIS project.

2. The Human Resource Audit is due to commence in **June 2015** and span over a period of (6) six to seven (7) months. As one of the pilot institutions selected for this exercise, you are kindly requested to inform all your heads of non-decentralised/departments and staff at the national, regional and district levels about this impending HR Audit and request their cooperation and support for the successful conduct of this exercise.

3. The Human Resource Exercise is aimed at achieving the following

- a) To obtain a more accurate and scientific data on the Human Resource in the Public Service for decision making and planning purpose.
- b) To determine the optimum number of positions and the right human resource establishment levels/ceilings for each MDA and MMDA in order to facilitate effective position management around entry, progression and exit in the public services.
- c) To identify excess labour force for deployment to other relevant organizations in deficit.

4. The exercise will involve:

- i. Completion of job analysis form/questionnaire by staff (questionnaire attached, a soft copy available);
- ii. Visits by Human Resource Audit Consultants and their teams who would hold meetings with the heads of organizations about the Consultants work schedule ;
- iii. Headcount
- iv. Interviews with staff about their work based on the completed questionnaires alongside observation of work and examination of documents/records.
- v. De-briefing after the work of the team.

5. Your organization is expected to:
- a. Circulate the questionnaire attached, to all staff for completion;
 - b. Nominate a liaison officer at the Head Quarters;
 - c. Put in place a 3 member team, with a team leader to act as liaison for the excise;
 - d. Ensure that all documents requested are provided. These documents include:
 - i. Nominal Roll/Staff List per location
 - ii. Mandate
 - iii. Mission
 - iv. Vision
 - v. Functions
 - vi. Organisational Chart
 - vii. Job Description per each post in the establishment
 - viii. Establishment List
 - ix. Approved Establishment List
 - x. List of Contract and temporary appointments
 - xi. Department Grades;
 - e. Cooperate with the Human Resource Audit team by agreeing on a time table for the exercise;
 - f. Be prepared to discuss the finding with the team ;
 - g. Implement the recommendations.
6. You may call Mrs. Fati Bodua Seidu Director (MSD) on 0244664656 or Email, hraudit@psc.gov.gh for further information or explanation.
7. We count on your maximum cooperation.


BRIDGET KATSIKU (Mrs)
CHAIRMAN



Distribution List

The Secretary
Public Services Commission
Accra

The Head of the Civil Service
Office of the Head of Civil Service
Accra

The Director-General
Ghana Health Service
Accra

The Director-General
Ghana Education Service
Accra

The Government Statistician
Ghana Statistical Service
Accra

Director-General
Ghana Prison Service
Accra

The Administrator
Office of the Administrator of Stool Lands
Accra

The Chief Fire Officer
Ghana National Fire Service
Accra

The Chief Director
Ministry of Food and Agriculture
Accra

Cc: The Minister,
Minister of Finance,
Accra

The Minister,
Ministry of Health,
Accra

The Minister,
Ministry of Education,
Accra

The Minister,
Ministry of the Interior,
Accra

The Minister,
Ministry of Lands and
Natural Resources,
Accra

The Minister,
Ministry of Food and Agriculture,
Accra