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PART A: STRATEGIC NOTE OF MINISTRY

I. Major Achievements for 2013

- Timely implementation of the recommendations of the Pay Research Bureau Report (2013) and the Errors, Omissions and Anomalies Committee Report (2013).
- Performance Management System (PMS) made mandatory in the Civil Service.
- Establishment and operationalization of a Reforms Steering Council.
- Participation in quality initiatives such as ISO 9001:2008, Public Service Excellence Award, and elaboration of a Customer Charter made mandatory for all Ministries/Departments.
- Early filling of funded positions rendered possible through amendments to the Civil Establishment Act.
- Training of over 3,500 officers in job related areas to enhance service delivery.
- Streamlined procedures for the prescription of Schemes of Service.
- Improvement in the working environment for Civil Servants as a result of 1,100 Occupational Safety and Health Audits.

II. Major Constraints and challenges and how they are being addressed

- Inadequate technical resources in the Ministry to effectively drive the Civil Service Reforms Agenda.
 - A Public Sector Re-engineering Bureau is being set up to execute and monitor reforms initiatives in the civil service.
- Inadequate resources to enable Strategic Human Resource Planning.
 - A Human Resource Management Information System (HRMIS) is being developed and will be functional in 2014.
- Procedural difficulties to effect full compliance with the Occupational Safety and Health Act by Ministries / Departments.
 - The Occupational Safety and Health Management System already developed by the Ministry is being implemented throughout the Civil Service in a phased manner.
- Delays in the implementation of specific PRB and EOAC recommendations relating to conditions of service of public officers.
 - A permanent Implementation Secretariat has been set up at the Ministry to monitor implementation of the various recommendations of the PRB and EOAC Reports across the Civil Service.

Ministry of Civil Service and Administrative Reforms- *continued*

- Practical problems by Ministries/Departments to effectively apply the streamlined procedures for prescribing Schemes of Service.
 - Appropriate guidelines are being prepared to assist Ministries/Departments accordingly.

III. Strategic Direction 2014-2016

- Establishment and operationalization of the Integrated HRMIS for an optimum and effective utilisation of human resources in the Civil Service.
- Provision of enhanced quality training to public officers through the Civil Service College (Mauritius).
- Streamlined procedures for the prescription of Schemes of Service to further reduce processing time.
- Coordination and monitoring of the implementation of PRB and EOAC Recommendations 2013.
- Promotion of modern practices and streamlined procedures for an efficient and effective customer-centric public service.
- An effective implementation of PMS throughout the Civil Service.
- Improvements in the working environment for public officers, in terms of safety and health, through implementation of an Occupational Safety and Health Management System by Ministries /Departments.
- Assessment of the quality of service delivered to customers/ public through the introduction of annual customer satisfaction surveys.
- Spearheading reforms initiatives across the Civil Service through the operationalization of the Public Sector Re-engineering Bureau.
- Promotion of sound and harmonious employment relations in the Civil Service.
- Promoting a work-life balance for public officers.

IV. Priority Objectives and Major Services to be provided for 2014-2016

Programme 301: Civil Service Policy and Management

- | | |
|---------------------|--|
| Priority Objective: | <ul style="list-style-type: none">• Civil Service modernisation through reforms measures. |
| Major Services: | <ul style="list-style-type: none">• Modernising human resource operations with the implementation of an Integrated Human Resource Management Information System (HRMIS).• Formulation of policies for the modernisation of the Civil Service. |

Ministry of Civil Service and Administrative Reforms- *continued*

Programme 302: Administrative Reforms in the Civil Service

- Priority Objective:
- Improved public service delivery through re-engineering and modernization.
- Major Services:
- Initiate, support and facilitate administrative reforms initiatives in the Civil Service.
 - Promote the adoption of modern tools and practices in service delivery e.g. implementation of quality management schemes such as ISO certification and participation in Excellence Award.
 - Promotion of good governance through continuous sensitization of officers on the 'Code of Ethics for Public Officers' and values and norms of the Civil Service.

Programme 303: Human Resource Development and Capacity Building

- Priority Objective:
- Enhancing the technical capacity and skills of public officers.
- Major Services:
- Provision of work-related training programmes for public officers by the Human Resource Development Division and the Civil Service College, Mauritius.
 - Implementation of schemes to promote a learning culture across the Civil Service.

Programme 304: Human Resource Management

- Priority Objective:
- Optimum utilization of human resources across the Civil Service.
- Major Services:
- Assist in the proper application of rules and regulations governing management of human resources across the Civil Service.
 - Continuous re-engineering and streamlining of processes and procedures in human resource management through the adoption of modern HRM tools (HRMIS; Electronic Attendance System and PMS) across the Civil Service.

Programme 305: Occupational Safety and Health

- Priority Objective:
- A safe and healthy work environment in the Civil Service.
- Major Services:
- Facilitating the implementation of the Occupational Safety & Health Management System across the Civil Service.
 - Safety and Health Audits at work places and introducing appropriate measures towards enhancing the work environment.

Ministry of Civil Service and Administrative Reforms- *continued*

V. SUMMARY OF FINANCIAL RESOURCES BY PROGRAMMES AND SUB-PROGRAMMES

Code	Programmes and Sub-Programmes	Rs	Rs	Rs	Rs
		2013 Estimates	2014 Estimates	2015 Planned	2016 Planned
301	Civil Service Policy and Management	72,700,000	169,166,000	118,565,000	75,525,000
302	Administrative Reforms in the Civil Service	11,770,000	22,835,000	27,129,000	27,550,000
303	Human Resource Development and Capacity Building	25,800,000	23,399,000	23,610,000	23,810,000
304	Human Resource Management	242,870,000	305,723,000	357,976,000	368,196,000
305	Occupational Safety and Health	43,160,000	35,326,000	31,572,000	31,912,000
	Total	396,300,000	556,449,000	558,852,000	526,993,000

VI. SUMMARY OF FUNDED POSITIONS BY PROGRAMMES AND SUB-PROGRAMMES

Code	Programmes and Sub-Programmes	Total		% Distribution	
		In Post by Dec 2013	Funded by Dec 2014	2013	2014
301	Civil Service Policy and Management	49	66	7%	6%
302	Administrative Reforms in the Civil Service	11	35	2%	3%
303	Human Resource Development and Capacity Building	30	29	5%	3%
304	Human Resource Management	533	889	80%	84%
305	Occupational Safety & Health	40	46	6%	4%
	Total	663	1,065	100%	100%

PART B: SERVICES TO BE PROVIDED AND PERFORMANCE INFORMATION

PROGRAMME 301: Civil Service Policy and Management						
Outcome: A modern and efficient public service oriented towards excellence						
Outcome Indicator			2012 Actual	2014 Target	2016 Target	2023 Target
Number of modernisation projects implemented across the Civil Service (Revised Estimates 2013 - 10)			-	12	15	50
DELIVERY UNITS	SERVICES TO BE PROVIDED	PERFORMANCE				
		Service Standards (Indicators)	2012 Actual	2014 Targets	2015 Targets	2016 Targets
Administration	S1: Drive and facilitate change and innovation in the civil service	SS1: Reform strategy to deliver long term ESTP Outcomes formulated	-	June	June	June
		SS2: % of relevant budget measures implemented according to published timetable	-	100%	100%	100%
		SS3: % of requests acknowledged within 5 working days	90%	95%	95%	95%
PROGRAMME 302: Administrative Reforms in the Civil Service						
Outcome: Achieve excellence in the delivery of timely, quality and customer-centric public services in all Ministries/Departments						
Outcome Indicator			2012 Actual	2014 Target	2016 Target	2023 Target
% increase in delivery units participating in system improvement programmes (Revised Estimates 2013 - 13%)			-	15%	17%	23%
DELIVERY UNITS	SERVICES TO BE PROVIDED	PERFORMANCE				
		Service Standards (Indicators)	2012 Actual	2014 Targets	2015 Targets	2016 Targets
Administrative Reforms Unit	S1: Support Ministries/Departments to adopt modern and streamlined procedures and processes in the delivery of services	SS1: Cumulative Number of Delivery Units participating in ISO certification programmes	38	52	68	88

Ministry of Civil Service and Administrative Reforms - continued

PROGRAMME 303: Human Resource Development and Capacity Building						
Outcome: Technical capacity and skills of public officers enhanced for efficient service delivery						
Outcome Indicator			2012 Actual	2014 Target	2016 Target	2023 Target
% of successful transfer of learning (Revised Estimates 2013 - 57%)			55%	60%	70%	80%
DELIVERY UNITS	SERVICES TO BE PROVIDED	PERFORMANCE				
		Service Standards (Indicators)	2012 Actual	2014 Targets	2015 Targets	2016 Targets
Human Resource Development Division	S1: Provision of training programmes to public officers	SS1: Number of public officers trained	2,757	6,110	7,125	8,135
PROGRAMME 304: Human Resource Management						
Outcome: Establishment of a sound human resource planning and management system across the Civil Service						
Outcome Indicator			2012 Actual	2014 Target	2016 Target	2023 Target
% of Ministries/Departments using the integrated HRMIS to improve the efficiency and effectiveness of HR planning and management			-	10%	100%	100%
DELIVERY UNITS	SERVICES TO BE PROVIDED	PERFORMANCE				
		Service Standards (Indicators)	2012 Actual	2014 Targets	2015 Targets	2016 Targets
Human Resource Management (HRM) Division	S1: Modernised HR practices through re-engineering and streamlining of processes and procedures in HRM	SS1: % of employees processed through the HRMIS across the Civil Service	-	20%	40%	100%
		SS2: Average time taken for prescribing Schemes of Service (months)	6	4	3	3
		SS3: Number of Schemes of Service rationalised	2,500	2,156	1,918	1,825
PROGRAMME 305: Occupational Safety and Health						
Outcome: Enhanced working environment and promotion of a safety culture in the Civil Service						
Outcome Indicator			2012 Actual	2014 Target	2016 Target	2023 Target
Compliance rate of Safety and Health requirements in the Civil Service (Revised Estimates 2013 - 55%)			40%	75%	80%	100%
DELIVERY UNITS	SERVICES TO BE PROVIDED	PERFORMANCE				
		Service Standards (Indicators)	2012 Actual	2014 Targets	2015 Targets	2016 Targets
Occupational Safety and Health (OSH) Unit	S1: Safety and health audits at workplaces	SS1: Number of safety audits carried out in workplaces	1,100	1,500	1,700	2,000
	S2: Development and implementation of OSH Management System in Ministries/Departments	SS1: Number of OSH Management System implemented	5	20	25	30

PART C: INPUTS - FINANCIAL RESOURCES

1. SUMMARY BY ECONOMIC CATEGORIES

Code	Economic Categories	Rs	Rs	Rs	Rs
		2013 Estimates	2014 Estimates	2015 Planned	2016 Planned
21	Compensation of Employees	280,200,000	352,322,000	414,065,000	426,756,000
22	Goods and Services	81,780,000	82,197,000	80,557,000	80,607,000
24	Interest	-	-	-	-
25	Subsidies	-	-	-	-
26	Grants	2,820,000	2,930,000	2,930,000	2,930,000
27	Social Benefits	-	-	-	-
28	Other Expense	10,000,000	5,000,000	5,000,000	5,000,000
31	Acquisition of Non-Financial Assets	21,500,000	114,000,000	56,300,000	11,700,000
32	Acquisition of Financial Assets	-	-	-	-
	Total	396,300,000	556,449,000	558,852,000	526,993,000

2. SUMMARY FOR YEAR 2014

Code	Programmes	Rs	Rs	Rs	Rs
		Compensation of Employees [code 21]	Goods and Services [code 22]	Subsidies/ Grants [codes 25-28]	Acquisition of Assets [codes 31- 32]
301	Civil Service Policy and Management	31,571,000	31,595,000	-	106,000,000
302	Administrative Reforms in the Civil Service	11,575,000	11,130,000	130,000	-
303	Human Resource Development and Capacity Building	9,309,000	9,090,000	5,000,000	-
304	Human Resource Management	285,748,000	9,175,000	2,800,000	8,000,000
305	Occupational Safety and Health	14,119,000	21,207,000	-	-
	Total	352,322,000	82,197,000	7,930,000	114,000,000

Programme 301: Civil Service Policy and Management

Item No.	Details	Rs	Rs	Rs	Rs
		2013 Estimates	2014 Estimates	2015 Planned	2016 Planned
21	Compensation of Employees	24,620,000	31,571,000	33,120,000	33,630,000
21110	Personal Emoluments	20,685,000	27,050,000	28,510,000	29,020,000
21111	Other Staff Costs	3,735,000	4,271,000	4,360,000	4,360,000
21210	Social Contributions	200,000	250,000	250,000	250,000
22	Goods and Services	31,580,000	31,595,000	35,145,000	35,195,000
22010	Cost of Utilities	3,100,000	3,200,000	3,250,000	3,300,000
22020	Fuel and Oil	430,000	450,000	450,000	450,000
22030	Rent	18,225,000	18,250,000	24,250,000	24,250,000
22040	Office Equipment and Furniture	4,000,000	3,500,000	1,000,000	1,000,000
22050	Office Expenses	700,000	715,000	715,000	715,000
22060	Maintenance	1,200,000	1,200,000	1,200,000	1,200,000
22070	Cleaning Services	600,000	650,000	650,000	650,000
22100	Publications and Stationery	800,000	900,000	900,000	900,000

Ministry of Civil Service and Administrative Reforms - continued

Item No.	Details	Rs	Rs	Rs	Rs
		2013 Estimates	2014 Estimates	2015 Planned	2016 Planned
22120	Fees	-	300,000	300,000	300,000
22180	Overseas Travel (Mission and Capacity Building)	2,300,000	2,100,000	2,100,000	2,100,000
22900	Other Goods and Services	225,000	330,000	330,000	330,000
31	Acquisition of Non-Financial Assets	16,500,000	106,000,000	50,300,000	6,700,000
31132	Intangible Fixed Assets	12,000,000	101,500,000	50,300,000	6,700,000
31132401	<i>Upgrading of ICT Infrastructure (Integrated Human Resource Management Information System)</i>	<i>12,000,000</i>	<i>101,500,000</i>	<i>50,300,000</i>	<i>6,700,000</i>
31133	Furniture, Fixtures and Fittings	4,500,000	4,500,000	-	-
	Total	72,700,000	169,166,000	118,565,000	75,525,000
Programme 302: Administrative Reforms in the Civil Service					
21	Compensation of Employees	4,245,000	11,575,000	16,059,000	16,480,000
21110	Personal Emoluments	3,735,000	10,635,000	14,874,000	15,295,000
21111	Other Staff Costs	465,000	885,000	1,130,000	1,130,000
21210	Social Contributions	45,000	55,000	55,000	55,000
22	Goods and Services	7,405,000	11,130,000	10,940,000	10,940,000
22030	Rent	50,000	200,000	200,000	200,000
22040	Office Equipment and Furniture	3,200,000	3,400,000	3,200,000	3,200,000
22050	Office Expenses	60,000	125,000	135,000	135,000
22060	Maintenance	550,000	550,000	550,000	550,000
22100	Publications and Stationery	345,000	555,000	555,000	555,000
22120	Fees	1,600,000	4,000,000	4,000,000	4,000,000
	<i>of which</i>				
22120008	<i>Fees to Consultants (Public Sector Re-engineering Bureau)</i>	<i>500,000</i>	<i>1,000,000</i>	<i>1,000,000</i>	<i>1,000,000</i>
22130	Studies and Surveys	400,000	400,000	400,000	400,000
22900	Other Goods and Services	1,200,000	1,900,000	1,900,000	1,900,000
	<i>of which</i>				
22900937	<i>Running Costs of the Reforms Steering Council</i>	<i>-</i>	<i>500,000</i>	<i>500,000</i>	<i>500,000</i>
26	Grants	120,000	130,000	130,000	130,000
26210	Current Grant to International Organisations	120,000	130,000	130,000	130,000
	Total	11,770,000	22,835,000	27,129,000	27,550,000

Ministry of Civil Service and Administrative Reforms - continued

Item No.	Details	Rs	Rs	Rs	Rs
		2013 Estimates	2014 Estimates	2015 Planned	2016 Planned
Programme 303: Human Resource Development and Capacity Building					
21	Compensation of Employees	9,910,000	9,309,000	9,520,000	9,720,000
21110	Personal Emoluments	8,655,000	8,020,000	8,220,000	8,420,000
21111	Other Staff Costs	1,160,000	1,185,000	1,185,000	1,185,000
21210	Social Contributions	95,000	104,000	115,000	115,000
22	Goods and Services	5,890,000	9,090,000	9,090,000	9,090,000
22010	Cost of Utilities	600,000	700,000	700,000	700,000
22030	Rent	1,600,000	1,600,000	1,600,000	1,600,000
22040	Office Equipment and Furniture	250,000	250,000	250,000	250,000
22050	Office Expenses	100,000	100,000	100,000	100,000
22060	Maintenance	275,000	275,000	275,000	275,000
22070	Cleaning Services	50,000	50,000	50,000	50,000
22100	Publications and Stationery	750,000	1,050,000	1,050,000	1,050,000
22120	Fees	2,000,000	4,000,000	4,000,000	4,000,000
22900	Other Goods and Services	265,000	1,065,000	1,065,000	1,065,000
28	Other Expense	10,000,000	5,000,000	5,000,000	5,000,000
28213	Transfers to Non-Financial Public Corporations	10,000,000	5,000,000	5,000,000	5,000,000
28213008	<i>Civil Service College</i>	<i>10,000,000</i>	<i>5,000,000</i>	<i>5,000,000</i>	<i>5,000,000</i>
	Total	25,800,000	23,399,000	23,610,000	23,810,000
Programme 304: Human Resource Management					
21	Compensation of Employees	229,255,000	285,748,000	340,001,000	351,221,000
21110	Personal Emoluments	223,350,000	273,481,000	325,655,000	336,875,000
21111	Other Staff Costs	4,530,000	10,367,000	12,446,000	12,446,000
21210	Social Contributions	1,375,000	1,900,000	1,900,000	1,900,000
22	Goods and Services	5,915,000	9,175,000	9,175,000	9,175,000
22030	Rent	760,000	760,000	760,000	760,000
22040	Office Equipment and Furniture	200,000	200,000	200,000	200,000
22050	Office Expenses	325,000	325,000	325,000	325,000
22060	Maintenance	600,000	1,400,000	1,400,000	1,400,000
22100	Publications and Stationery	1,010,000	1,245,000	1,245,000	1,245,000
22120	Fees	2,450,000	4,475,000	4,475,000	4,475,000
22900	Other Goods and Services	570,000	770,000	770,000	770,000
26	Grants	2,700,000	2,800,000	2,800,000	2,800,000
26313	Current Grant to Extra-Budgetary Units	2,700,000	2,800,000	2,800,000	2,800,000
26313075	<i>Public Officers' Welfare Council</i>	<i>2,700,000</i>	<i>2,800,000</i>	<i>2,800,000</i>	<i>2,800,000</i>
31	Acquisition of Non Financial Assets	5,000,000	8,000,000	6,000,000	5,000,000
31122	Other Machinery and Equipment	5,000,000	8,000,000	6,000,000	5,000,000
31122802	<i>Acquisition of IT Equipment for Electronic Attendance System</i>	<i>5,000,000</i>	<i>8,000,000</i>	<i>6,000,000</i>	<i>5,000,000</i>
	Total	242,870,000	305,723,000	357,976,000	368,196,000

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Ministry of Civil Service and Administrative Reforms - *continued*

Item No.	Details	Rs	Rs	Rs	Rs
		2013 Estimates	2014 Estimates	2015 Planned	2016 Planned
Programme 305: Occupational Safety and Health					
21	Compensation of Employees	12,170,000	14,119,000	15,365,000	15,705,000
21110	Personal Emoluments	11,262,000	13,014,000	14,200,000	14,540,000
21111	Other Staff Costs	788,000	955,000	1,015,000	1,015,000
21210	Social Contributions	120,000	150,000	150,000	150,000
22	Goods and Services	30,990,000	21,207,000	16,207,000	16,207,000
22030	Rent	20,000	24,000	24,000	24,000
22040	Office Equipment and Furniture	100,000	100,000	100,000	100,000
22050	Office Expenses	60,000	70,000	70,000	70,000
22060	Maintenance	160,000	150,000	150,000	150,000
22100	Publications and Stationery	90,000	98,000	98,000	98,000
22120	Fees	300,000	400,000	400,000	400,000
22900	Other Goods and Services	30,260,000	20,365,000	15,365,000	15,365,000
	<i>of which</i>				
22900934	<i>Enhancement of Work Environment in the Civil Service</i>	<i>30,000,000</i>	<i>20,000,000</i>	<i>15,000,000</i>	<i>15,000,000</i>
	Total	43,160,000	35,326,000	31,572,000	31,912,000

PART D: INPUTS - HUMAN RESOURCES

STAFFING (FUNDED POSITIONS) BY PROGRAMMES AND SUB-PROGRAMMES

Salary Code	Position Titles	In Post by Dec 2013	Funded Positions by December		
			2014	2015	2016
Programme 301: Civil Service Policy and Management		49	66	66	66
	Minister	1	1	1	1
02 78 80	Senior Chief Executive	1	1	1	1
02 00 94	Permanent Secretary	1	1	1	1
02 50 75	Assistant Permanent Secretary	2	2	2	2
08 00 88	Director (Planning) <i>(New)</i>	-	-	-	-
08 64 77	Assistant Director (Planning) <i>(New)</i>	-	-	-	-
08 51 73	Analyst (Management & Human Resources) <i>(New)</i>	-	-	-	-
01 59 76	Assistant Manager, Financial Operations	1	1	1	1
01 45 65	Financial Officer/Senior Financial Officer	1	2	2	2
21 65 79	Manager, Procurement and Supply	-	1	1	1
21 53 72	Senior Procurement and Supply Officer <i>(Personal)</i>	1	1	1	1
21 45 65	Procurement and Supply Officer/Senior Procurement and Supply Officer	2	2	2	2
08 51 70	Office Management Executive	1	1	1	1
08 45 64	Office Management Assistant	8	15	15	15
08 30 56	Management Support Officer	22	27	27	27
08 38 63	Confidential Secretary	3	3	3	3
24 14 42	Office Care Attendant/Senior Office Care Attendant	1	3	3	3
24 17 45	Driver	4	5	5	5
Programme 302: Administrative Reforms in the Civil Service		11	35	35	35
02 81 89	Deputy Permanent Secretary	1	1	1	1
02 50 75	Assistant Permanent Secretary	1	1	1	1
08 45 64	Office Management Assistant	3	9	9	9
08 45 63	Higher Executive Officer (Personal)	1	1	1	1
08 30 56	Management Support Officer	3	9	9	9
08 38 63	Confidential Secretary	1	3	3	3
08 21 52	Word Processing Operator	1	1	1	1
24 14 39	Gardener	-	2	2	2

Ministry of Civil Service and Administrative Reforms - continued

Salary Code	Position Titles	In Post by Dec 2013	Funded Positions by December		
			2014	2015	2016
01 00 99	Public Sector Re-Engineering Bureau Director, Public Sector Re-engineering Bureau <i>(New)</i>	-	1	1	1
01 81 89	Assistant Director, Public Sector Re-engineering Bureau <i>(New)</i>	-	1	1	1
01 49 79	Management Analyst/Senior Management Analyst <i>(New)</i>	-	6	6	6
Programme 303: Human Resource Development and Capacity Building		30	29	29	29
02 81 89	Deputy Permanent Secretary	1	1	1	1
02 50 75	Assistant Permanent Secretary	1	1	1	1
02 00 92	Director, Civil Service College <i>(New)</i>	-	-	-	-
02 64 79	Coordinator, Civil Service College <i>(New)</i>	-	-	-	-
02 49 75	Trainer <i>(New)</i>	-	-	-	-
08 51 70	Office Management Executive	2	1	1	1
08 45 64	Office Management Assistant	3	3	3	3
08 30 56	Management Support Officer	8	8	8	8
08 38 63	Confidential Secretary	1	1	1	1
08 21 52	Word Processing Operator	2	2	2	2
05 51 70	Senior Library and Documentation Officer	1	1	1	1
05 39 66	Library and Documentation Officer	1	1	1	1
05 27 54	Library Clerk	2	2	2	2
24 14 42	Office Care Attendant/Senior Office Care Attendant	8	8	8	8
Programme 304: Human Resource Management		533	889	889	889
02 81 89	Deputy Permanent Secretary	1	1	1	1
02 50 75	Assistant Permanent Secretary	1	1	1	1
08 00 91	Director, Human Resource Management	1	1	1	1
08 70 83	Deputy Director, Human Resource Management	1	1	1	1
08 65 79	Manager, Human Resources	32	45	45	45
08 59 76	Assistant Manager, Human Resources	66	91	91	91
08 53 72	Senior Human Resource Executive <i>(Personal)</i>	81	43	43	43
08 45 65	Human Resource Executive	98	202	202	202
08 51 79	Human Resource Management Officer <i>(Personal)</i>	6	6	6	6
08 51 70	Office Management Executive	58	64	64	64
08 52 69	Office Superintendent <i>(Personal)</i>	1	1	1	1
08 45 64	Office Management Assistant	33	108	108	108
08 30 56	Management Support Officer	56	192	192	192
08 38 63	Confidential Secretary	60	49	49	49

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Ministry of Civil Service and Administrative Reforms - *continued*

Salary Code	Position Titles	In Post by Dec 2013	Funded Positions by December		
			2014	2015	2016
08 31 56	Senior Word Processing Operator	3	4	4	4
08 21 52	Word Processing Operator	2	2	2	2
24 31 46	Head Office Care Attendant	6	11	11	11
24 14 42	Office Care Attendant/Senior Office Care Attendant	27	67	67	67
Programme 305: Occupational Safety and Health		40	46	46	46
18 64 79	Director, Safety and Health Unit	1	1	1	1
18 56 76	Principal Safety and Health Officer	4	6	6	6
18 39 73	Safety and Health Officer/Senior Safety and Health Officer	29	33	33	33
08 45 64	Office Management Assistant	2	2	2	2
08 30 56	Management Support Officer	3	3	3	3
24 14 42	Office Care Attendant/Senior Office Care Attendant	1	1	1	1
	Total	663	1,065	1,065	1,065