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CHAPTER 1

GENERAL INFORMATION

1.1 INTRODUCTION

This report covers the activities of the Commission for the period January 2013 to December 2013. It provides among others the mission and vision of the Public Service Commission (PSC). It also attempts to provide an insight into the operations and the activities of the PSC, and the legislative mandate of the Commission.

1.2 LEGISLATIVE MANDATE

The 1997 constitution of the Republic of the Gambia under Section 174 (6) states the Public Service Commission (PSC) is to present to the National Assembly an annual report of its activities. As also provided for under Sections 172 and 173 of the afore-said Constitution, the Public Service Commission is mandated by law to appoint into offices Public/Civil Servants with the exception of Ambassadors, High Commissioners and Local Government Authorities (Chiefs and Alkalos). It also has overseeing responsibility of ensuring the smooth running of the Civil Service.

The PSC also has the following under its purview:

- A) To review from time to time the General Orders and the Public Service Regulations and advise Government accordingly
- B) To set up standard requirement for entry into the Civil Service, Training and promotion criteria vis-à-vis the Scheme of service

The President of the Republic may delegate some of his powers to the Public Service Commission as he thinks fit.

1.3 HISTORICAL BACKGROUND OF THE PSC

The PSC is a structure created during the colonial era. The report made by the Colonial Secretary in 1954 on the Civil Service, states: "the importance of maintaining confidence in the integrity of the PSC is so obvious as to require no elaboration. The purpose is to deal in a fair, unbiased and unprejudiced manner in the selection, promotion, and discipline of Civil Servants". This Colonial structure was then cast in concrete in the legal instruments that granted independence to The Gambia in 1965, and a superstructure was built in the form of the PSC Regulations (Legal Notice No 1 of 1970) made on 15th June 1970, under Section 10 of the 1970 Republican Constitution. In 1991, the then existing legal framework was radically amended when the Public Service Act was made known.

1.4 VISION AND MISSION

The vision of the Commission is to meet the national development goals by making optimal use of the diversity of competencies, skills and qualifications that are available in the country in general and the Civil Service in particular. The Commission accordingly scrutinises and evaluates a range of educational

qualifications and professional experiences before filling the many vacant positions that exist in the civil service.

The mission of the Public Service Commission (PSC) is defined by law from the provisions of the 1997 Constitution of The Republic of The Gambia. The aim is to maintain an effective and efficient Civil Service by ensuring that persons who meet the criteria for jobs are recruited, trained, and disciplined in an unbiased, fair and impartial manner. The Commission provides efficient and cost-effective service for all Civil Servants and other stakeholders throughout The Gambia by the formulation, management and the supervision of the implementation of Government policies which pertain to recruitment, development and discipline of Civil Servants.

1.5 MEMBERS OF THE COMMISSION

As provided for under section 172 of the 1997 Constitution of the Republic of The Gambia members of the Public Service Commission are appointed by His Excellency the President of the Republic of the Gambia for a two year term which is renewable by the President.

Presently, there are five members of the Commission. They are all retired Senior Civil servants, who have acquired considerable experience in Public Service Management.

The five members of the Commission are:

Mr. G.O. Bright	Chairman
Mrs. Awa Jow Auber	Vice Chairperson
Mr. Ebrahim TAS Dondoh	Member
Mr. Alieu B Jallow	Member
Alhaji Wacka Joof	Member

The Secretary to the Commission is **Mrs. Mansata M Darboe**

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1.6 STAFF OF THE PUBLIC SERVICE COMMISSION IN 2013

2. Mrs. Mansata M Darboe	-	Secretary, Grade 12
3. Mr. Landing L Sidibeh	-	Senior Assistant Secretary, Grade 9
4. Mr. Anthony Gomez	-	Senior Assistant Secretary, Grade 9
5. Ms. Haddijatou Jallow		Principal Private Secretary, Grade 9
6. Mrs. Kumba Njie	-	Records Officer, Grade 8
7. Mr. Abdou Jarju	-	Senior Accounts Clerk, Grade 6
8. Mr Lamin Gassama		Records Supervisor, II, Grade 4
9. Mrs. Fatoumatta Sanyang	-	Typist 1, Grade 3
10. Mr. Sulayman Jobe		Senior Driver, Grade, 2
11. Mr. Hatab Saidy	-	Driver, Grade 1
12. Mr. Ebrima Conateh		Messenger, Grade 1
13. Mr. Yaya Sanneh	-	Messenger, Grade 1

14. **Mrs. Fatou Cham** - Cleaner, Grade 1

15. **Mr. Modou Sanneh** Cleaner, Grade 1

Mr. Pa Tamba Jammeh, Records Clerk, Grade 3 is still on studies in Gramma, Cuba undergoing a four year under graduate Degree programme in Agricultural Engineering. He is expected to complete in 2014.

1.7 TRAINING PROGRAMMES AND CONFERENCES

The Chairman, Mr. G.O. Bright, Mr. Alieu B Jallow, Member together with Mr. Landing L Sidibeh, Senior Assistant Secretary attended a one week training programme at the Nigeria Institute of Management, Lagos, Nigeria. The training was on "Developing Senior Management Capacity". It took place from the 25th February to 1st March, 2013.

The Vice Chairperson, Mrs. Awa Jow-Auber and Mrs. Mansata M Darboe, Secretary attended a training programme at the Nigeria Institute of Management for a week to undertake a course on "Setting Key Performance Indicators". This took place from 15th to 19th April, 2013.

Mrs. Haddijatou Jallow, Principal Private Secretary attended a training programme on "Office Management and Administration", held at the Management Development and Productivity institute, Accra, Ghana from the 2nd to the 5th April, 2013.

Mr. Alieu B Jallow and Mr. Alhaji Wacka Joof attended a one week training programme at the Governance and Management Services International (GMSI) London, UK from the 13th to the 19th July, 2013 on "Modernising Service Management- Tailored Executive Study Programme".

CHAPTER 2**ACTIVITIES OF THE COMMISSION DURING THE YEAR,
2013**

The following activities were approved by the Commission or by the Chairman/Vice Chairperson acting on behalf of the Commission.

2.1 APPOINTMENTS

The Public Service is guided by Schemes of service (SOS) for the selection of candidates for appointment and promotion in the Civil Service. In accordance with GO. 02102 and GO.02103 respectively, all such recommendations must take merit into account. In 2013, 969 (nine hundred and sixty-nine) persons were appointed into the Civil Service in the permanent and Personable establishment (see appendix A)

2.2 ACTING APPOINTMENTS

In accordance with GO.02201 and 02203 respectively, Acting Appointments can only be recommended for posts on Grade 7 and above. Where an officer acts in a position for six months, the Head of Department should inform the Permanent Secretary, PMO why the post has not been filled substantively.

In 2013, the Commission approved 14 (fourteen) Acting Appointments for Civil Servants to act in higher positions.

2.3 CONFIRMATION IN APPOINTMENT

Confirmation in Appointment is a prerequisite for promotion, study leave, with or without salary, payment of gratuity etc. A civil Servant qualifies for confirmation in his/her appointment after satisfactorily serving three years and after passing a medical test.

The person must also be recommended by the Head of Department. The Head of Department can also recommend for a particular staff's confirmation in appointment to be accelerated as a result of hard work and commitment to duty.

The Commission approved 689 (six hundred and eighty-nine) Confirmation in Appointment in 2013. (see appendix A)

2.4 PROMOTIONS

In 2013, 404 (four hundred and four) promotions were approved by the Commission as recommended by the Head of Department. (see appendix A)

2.5 VOLUNTARY RETIREMENT.

In 2013, 34 (thirty four) Voluntary Retirements were approved by the Commission. The age for Voluntary Retirement is 45 (forty-five) years, from this age to the age of 50 (fifty) years, one can retire voluntarily by giving a notice of six months or pay six month's salary in lieu of notice. Above, the age of 50 (fifty) years, a month's notice is required or payment of a month's salary in lieu of notice.

2.6 STATUTORY RETIREMENT

On the attainment of 60 (sixty) years, a civil servant must retire from the Civil Service. In 2013, 40 (forty) Civil Servants retired statutorily from the Civil Service. This figure has decreased when compared to 2012, which was 89 (eighty-nine).

2.7 RETIREMENT ON MARRIAGE GROUNDS

There was 1 (one) application for retirement on marriage grounds from a female civil servant in the year, 2013, which was approved by the Commission.

2.8 STUDY LEAVE WITH OR WITHOUT SALARY

In accordance with Go.04101 study leave means leave with or without pay to enable an officer to undergo training approved by the Commission. The Commission approved 164 (one hundred and sixty-four) study leaves (ten) 10 of which were without salary in the year 2013.

2.9 SECONDMENT

The Commission approved 17 (seventeen) applications for secondment from Civil Servants in 2013. In accordance with GO.02501 an officer can only be seconded or transferred if he/she occupies a post on Grade 6 or above, is confirmed in appointment, and has completed at least three years service with Government.

Secondments by an individual is approved by the Public Service Commission through the Permanent Secretary, Personnel Management Office. However Permanent

Secretaries will require the endorsement of the Secretary General and Head of the Civil Service.

2.10 TRANSFER OF SERVICE

In 2013, the Commission approved 53 (fifty-three) transfers of Service from Civil Servants to other departments or institutions in accordance with GO.02501.

2.11 RESIGNATIONS

In 2013, the Commission approved resignations from the Civil Service in respect of 8 (eight) Civil Servants. In accordance with GO.02301, an officer can resign from his/her appointment by giving one month's notice in writing or pay one month's salary in lieu of notice. An officer cannot resign from the Civil Service while he/she is the subject of disciplinary proceedings.

2.12 DISMISSALS

. This is the most severe punishment meted to Civil Servants. It entails the forfeiture of all pension and/or gratuity which an officer may be entitled. This punishment is only enforced where situations below occur:

- a. Serious Misconduct
- b. Mal Practices
- c. Criminal Conviction

In 2013, 4 (four) Civil Servants were dismissed in accordance with PSC Regulation (57) for failing to report to work after 30 days. This figure has decreased when compared to 2012 when 8 (eight) Civil Servants were dismissed.

2.13 TERMINATION

If an officer's service is terminated he/she will be entitled to gratuity and/ or. Pension if he qualifies for it. If an officer serves for five years he/she is only entitled to gratuity. If he/she served for ten years or more, the person will be entitled to gratuity and pension. The punishment here is less severe than that of dismissal. Here an officer would be entitled to pension and/or gratuity if his/her service is terminated.

This punishment is enforced in cases of:

- a. Persistent lateness and absenteeism
- b. Unsatisfactory performance of duties or functions and
- c. Improper conduct or behaviour

In 2013, there were no termination of Civil Servants. This situation has improved as compared to 2012 when 11 (eleven) Civil Servants were terminated.

Under the terms of employment, Government can terminate a Civil Servant's appointment by giving him/her a month's notice or paying the person a month's salary in lieu of notice. The officer will be paid terminal benefits if he/she is entitled to it. Likewise, a Civil Servant can terminate his/her appointment by giving a month's notice or paying a month's salary in lieu of notice.

2.14 CONCLUSION

The Commission's responsibility to oversee the civil service is being enhanced by the Commission constant effort to promote a more effective public service delivery by helping to provide the required human resource in the most effective manner. It continues to maintain our core value of meritocracy, integrity, confidentiality and above all fairness, transparency, accountability and equity.

The PSC continues to focus in getting public employees to embrace attitudinal change and adopt a more modern, flexible, innovative and performance oriented management practices as part of the public sector review. It is at this point that pro-active visionary leadership is being applied by the Commission in setting transparent standards and practices which have reflected fair, just and competitive practices in our resources management. This is with a view to improving the quality of the recruits into the public service, enhancing the capability of staff and adopting change management strategies, which would strengthen performance and focus on results.

2.15 ACKNOWLEDGEMENT

The Public Service Commission wishes to express its appreciation and gratitude to the Secretary General and Head of the Civil Service Office of The President, Permanent

Secretary and staff of the Personnel Management Office, and to all Permanent Secretaries and Heads of Departments for their support and cooperation.

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APPENDIX A

Minis./Dep	Appoint	Acting Appoint.	Appoint. Month-Month	Confirm	Contract Appoint.	Promotion	Study Leave with or without salary	Statutory Retirement	Voluntary Retirement	Retirement on Marriage Ground	Secondment	Transfer	Dismissal	Resignation	Termination
MOFEA	11	5	-	16	-	19	4	1	-	1	2	-	-	-	-
MOWCI	5	-	-	1	-	9	2	-	-	-	-	-	-	-	-
MOFA	3	2	-	9	2	6	2&/+1 W/S	-	-	-	-	-	-	1	-
MOI	1	-	-	2	2	28	1	1	-	-	-	-	-	-	-
MOTRIE	5	-	-	8	1	9	2	1	-	-	-	1	-	-	-
MORLG	2	-	-	9	3	4	-	2	1	-	1	1	-	-	-
MOTC	2	-	-	3	-	1	1	1	4	-	-	-	-	-	-
MOICI	7	1	-	5	-	1	1&+1 W/S	3	-	-	-	1	-	-	-
MOP	-	-	-	1	-	1	-	-	1	-	-	-	-	-	-
MOYS	8	-	-	4	-	2	-	1	-	-	2	-	-	-	-
MOE	1	1	-	2	-	3	2&+1	-	-	-	1	-	-	-	-

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							W/S								
Minis./Dep	Appoint	Acting Appoint.	Appoint. Month-Month	Confirm	Contract Appoint.	Promot ion	Study Leave with or without salary	Stat utor y Retir e.	Volun tary Retire ment	Retiremen t on Marriage Ground	Second ment	Transfe r	Dismis sal	Resigna tion	Terminat ion
MOF&-&E	1	-	-	1	-	1	-	-	-	-	1	-	-	-	-
MOF&WR	4	-	-	3	-	1	2	-	-	-	-	-	-	-	-
MOHERST	5	2	-	3	-	5	-	1	1	-	-	-	-	-	-
MOHSW	245	-	6	165	3	93	34&+3 W/S	4	9	-	8	20	1	2	-
MOBSE	626	-	172	391	60	169	107&+3 W/S	60	13	-	1	29	3	2	-
MOJ	6	1	-	9	3	10	1	5	1	-	-	1	-	2	-
Dep. Lives Stock	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-
Dep. Land Surveys	-	2	1	-	1	3	-	2	-	-	-	-	-	-	-
Dep. Park/ Wil. Manag.	13	-	-	7	-	8	1	2	-	-	-	-	-	-	-
Minis./Dep	Appoint	Acting	Appoint.	Confirm	Contract	Promot	Study	Stat	Volun	Retiremen	Second	Transfe	Dismis	Resigna	Terminat

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		Appoint.	Month- Month		Appoint.	ion	Leave with or without salary	utor y Retir e.	tary Retire ment	t on Marriage Ground	ment	r	sal	tion	ion
Dep. Social Welfare	5	-	-	8	-	-	-	-	1	-	-	-	-	-	-
Dep. Agric Service	-	-	-	26	2	1	1	19	2	-	1	-	-	-	-
DEPPH	11	-	-	3	-	2	1&w+1 w/s		-	-	-	-	-	1	-
Auditor General	-	-	-	-	-	20	-	-	-	-	-	-	-	1-	
DWR	8	-	-	13	3	9	2	4	1	-	-	-	-	-	-
TOTAL	969	14	179	689	80	404	164&10 W/S	108	34	1	17	53	4	8	0

Please note: W/S = Without Salary

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APPENDIX B

Minis./Dep .	Appoint	Acting Appoint.	Appoint. Month-Month	Confirm .	Contract Appoint.	Promot ion	Study Leave with or without salary	Stat utor y Retir e.	Volun tary Retire ment	Retiremen t on Marriage Ground	Second ment	Transfe r	Dismis sal	Resigna tion	Terminat ion
Dep. Social Welfare	5	-	-	8	-	-	-	-	1	-	-	-	-	-	-
Dep. Agric Service	-	-	-	26	2	1	1	19	2	-	1	-	-	-	-
DEPPH	11	-	-	3	-	2	1&w+1 w/s		-	-	-	-	-	1	-
Auditor General	-	-	-	-	-	20	-	-	-	-	-	-	-	1-	
DWR	8	-	-	13	3	9	2	4	1	-	-	-	-	-	-
TOTAL	969	14	179	689	80	404	164&10 W/S	108	34	1	17	53	4	8	0

Please note: W/S = Without Salary

OTHER INFORMATIONS

2.18 ABBREVIATIONS & ACRONYMS

GMSI	-	Governance Management Services International
GO	-	General Orders
MDPI	-	Management Development and Productivity Institute
NIM	-	Nigerian Institute of Management
PMO	-	Personnel Management Office
PSC	-	Public Service Commission
SOS	-	Scheme of Service
UK	-	United Kingdom

2.19 REFERENCES

1. Code of Conduct
2. General Orders
3. PSC Regulations
4. Schemes of Services
5. Public Service Reform & Institutional Capacity Development Project

2.20 SIGNATORIES

Mr. G.O Bright **Chairman**

Mrs. Awa Jow-Auber **Vice Chairperson**

Mr. Ebrahim TAS Dondeh **Member**

Mr. Alieu B. Jallow **Member**

Alh. Wacka Joof **Member**