

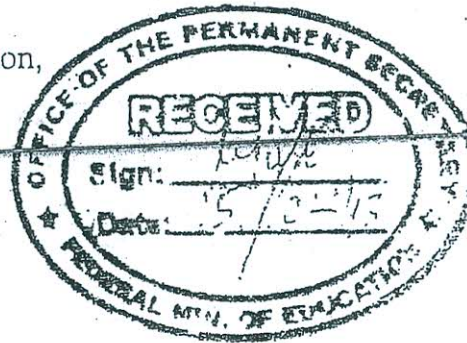
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Office of the Permanent Secretary,
Management Services Office/Bureau for
Public Service Reforms,
Office of the Head of the Civil
Service of the Federation,
Federal Secretariat, Phase II,
Abuja.

8th April 2013

The Chief of Staff to the President,
The National Security Adviser,
The Deputy Chief of Staff, Office of the Vice President,
All Honourable Ministers,
The Secretary to the Government of the Federation,
Special Advisers,
Chairman, Federal Civil Service Commission,
All Federal Permanent Secretaries,
The Clerk of the National Assembly,
Chief Registrar, Supreme Court of Nigeria,
The Auditor-General of the Federation,
The Accountant-General of the Federation,
All Directors-General/Chief Executives of Extra-Ministerial Departments and Agencies



CLARIFICATION OF SCHEDULE OF DUTIES OF HUMAN RESOURCE MANAGEMENT AND PROCUREMENT DEPARTMENTS

It has become imperative to make a clarification on the schedules of duties of Human Resource Management and Procurement Departments, especially as it affects State Administration, Office Maintenance and Transport. Accordingly, the duties of the Departments are set out below:

(1) HUMAN RESOURCE MANAGEMENT DEPARTMENT

(a) Functions of Appointment, Promotion and Discipline Division

- (i) Compiling and updating of the Ministry's nominal rolls;
- (ii) Processing of promotion matters as they affect pooled staff;
- (iii) Handling the promotion of both junior and senior non-pooled officers;
- (iv) Processing, upgrading/conversion and advancement of officers who acquired relevant additional qualifications to the appropriate posts;
- (v) Handling disciplinary matters as they affect erring staff;
- (vi) Handling the constitution of the membership of both the Junior and Senior Staff Committees;
- (vii) Documenting newly posted staff into the Ministry;
- (viii) Maintaining staff records;
- (ix) Processing regularization of appointment of staff;
- (x) Deploying staff within the Ministry;
- (xi) Recruiting junior officers;
- (xii) Issuing circulars/office notices/instructions as may be directed;
- (xiii) Handling appeals and petitions by aggrieved staff;
- (xiv) Preparing yearly Manpower Budget for the Ministry.

(b) Functions of Training and Staff Welfare Division

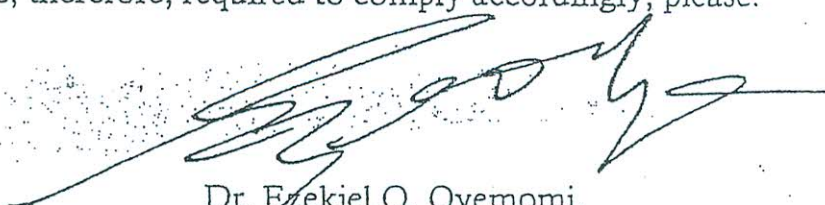
- (i) Identifying staff training needs of the various departments;
- (ii) Preparing annual training schedules for consideration;
- (iii) Compiling staff list for in-service training at the Federal Training Centres (FTCs) and other training institutions;
- (iv) Processing and obtaining approvals for in-service training;
- ✓(v) Handling transport matters;
- (vi) Processing and issuing of staff ID cards;
- (vii) Processing all leave matters for staff;
- (viii) Allocating office accommodation;
- (ix) Processing pension/gratuity entitlement of staff;
- (x) Coordinating staff unions and cooperative society matters;
- (xi) In charge of all sporting activities;
- ✓(xii) Office maintenance;
- (xiii) Processing staff allowances, eg, first 28 days in lieu of hotel accommodation, transport allowances, etc
- ✱ ✓(xiv) Stores administration

(2) PROCUREMENT DEPARTMENT

Functions

- (i) Assessing the procurement needs of the organization;
 - (ii) Designing the procurement plan and strategies;
 - (iii) Analyzing cost implication of the proposed procurement plan;
 - (iv) Developing policy guidelines on the award of contracts;
 - (v) Setting procurement time-frame;
 - (vi) Assembling and collating briefs on contracts from various departments;
 - (vii) Spelling out the requirements for acceptance of bids and preparing tender notices for publication;
 - (viii) Receiving bid documents from contractors;
 - (ix) Examining bid documents to ensure conformity with the conditions stipulated in the Public Procurement Act 2007;
 - (x) Evaluating bids to ensure value for money;
 - (xi) Maintaining records of proceedings of Ministerial Tenders Board meetings;
 - (xii) Forwarding of approvals of the Ministerial Tenders Board to the Minister/DG/Head of Agency, etc;
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- (xiii) Conveying award of contracts to successful bidders;
 - (xiv) Collating statistical information on tenders and award of contracts for use in planning and research;
 - (xv) Liaising with stock verifier and user-department/unit to ensure that works/goods/services delivered are in conformity with specifications and contract terms.

2. All MDAs are, therefore, required to comply accordingly, please.


Dr. Ezekiel O. Oyemomi,
Permanent Secretary,
(Management Services Office/Bureau of Public Service Reforms)
for: Head of the Civil Service of the Federation.