

SERVICE DELIVERY CHARTER

1) STRUCTURE OF THE MINISTRY

POLITICAL:

The Ministry has a Minister and a Deputy Minister who provide policy and political direction to the Administrative and Professional/Technical divisions of the Ministry.

ADMINISTRATION:

Administrative functions are carried out by a cadre of Civil Servants headed by the Permanent Secretary with responsibility to provide general administrative leadership & support functions to the Technical Division and also offer advisory functions to the Ministers. He/she is responsible for the day to day administration and management of the Ministry assisted by a Deputy Secretary, Senior Assistant Secretary, Assistant Secretary, Staff Superintendent.

PROFESSIONAL/TECHNICAL:

The Professional/Technical division consists of three Directorates, Directorate of Public Administration, Directorate of Political Affairs and Directorate of Research, Policy, Planning and M&E that provide supervision on the implementation, monitoring and coordination of activities of the Ministry. They are supported by Deputy Directors, Assistant Directors, Senior Officers and Officers of different directorates that manned the day to day assignments of the Ministry.

2) VISION STATEMENT:

An efficient, inclusive and accountable Public Service in Sierra Leone.

3) MISSION STATEMENT:

To establish a harmonised and coherent policy, legal and regulatory system for an effective and efficient Public and Political Administration in Sierra Leone

I. MANDATE:

To provide Political and Technical lead to revamp the Public Service.

II. AREAS OF RESPONSIBILITIES

- I. Coordinate the development and implementation of Public Service reform programmes;
- II. Facilitate the establishment of a coherent governance framework and fit-for-purpose institutions, including Ministries, Departments and Agencies, within the Public Service landscape;
- III. Support the development and implementation of capacity-building policies and strategies across the Public Service;
- IV. Provide policy oversight to promote coordination and collaboration and harmonize regulations, standards and procedures across government;
- V. Promote ethical public service through system, framework and structures;
- VI. Maintain constant engagement with the public, traditional rulers, Political parties CSO, NGOs, IGOs, and international partners operating in the country;
- VII. Serve as a liaison between the executive and parliament and monitor legislative programmes in parliament;
- VIII. Identify issues of national concern as and when necessary and encourage public debates on such issues;
- IX. Monitor public on political and other related matters vis-a-vis the performance of Government;
- X. Strengthen democratic good governance for the promotion of peace and national cohesion in Sierra Leone;
- XI. Prepare annual status report on the public service.

THE MINISTRY OF PUBLIC ADMINISTRATION AND POLITICAL AFFAIRS (MoPAPA) MTNDP MANDATE

III. PILLAR FIVE (5) TRANSFORMING THE PUBLIC SERVICE ARCHITECTURE

“An institutional opportunity is the establishment of a Ministry to coordinate the affairs of the Public Service in Sierra Leone with a strategic focus on transforming this sector in the next 7 years. Going forward, the main/broad focus areas (as derived from the public service reform plan of the Ministry of Public Administration and Political Affairs driving the transformation of the public service architecture)” are:

1. Structural alignment and rationalisation of mandates in the public service;
2. Human resource management/manpower planning;
3. Public sector coordination and management.
4. Monitoring, evaluation and performance management for effective public service delivery
5. E-governance; and
6. 6. Pay and incentives

4) WHAT CONSTITUTE THE PUBLIC SERVICE

- i. All Institutions created by the Constitution of Sierra Leone;
- ii. All Institutions established by an Act of Parliament;
- iii. All Ministries, Departments and Agencies;
- iv. All Technical Experts, Consultants and PIUs

5) TRANSFORMATION PILLARS

- I. Human capital management and development;
- II. Transformative and value-driven leadership;
- III. Fit-for-purpose public institutions;
- IV. Efficient, effective and citizen-centered service delivery
- V. Public sector productivity and global competitiveness

6) KEY STRATEGIES AND ACTIVITIES

- i. Institutional Reforms
- ii. Legislative review
- iii. Capacity building systems
- iv. Job description for all public service cadres
- v. Database for public Service: E-Governance
- vi. Performance Appraisal System
- vii. Remuneration and Reward Systems

7) KEY POLICY ACTIONS / TARGETS/ ALIGNMENT TO MTNDP (2024-30) COMMITMENT TO REVAMP THE PUBLIC SERVICE ARCHITECTURE

- I. By 2030, all relevant policies and legal frameworks for the civil/public service reviewed;
- II. By 2030, a public service Act promulgated;
- III. By 2030, a bill to rationalize mandate of MDAs is enacted;
- IV. By 2030, Public Service Academy Successfully Constructed;
- V. By 2026, an incentive scheme to promote staff retention developed and is in use;
- VI. By 2026, a public sector Coordinating body is established;
- VII. By 2026, a clear framework for joint implementation of cross-sectoral program/projects developed and launched;
- VIII. By 2025, all existing frameworks for strengthening performance Management in MDAs reviewed;
- IX. By 2030, all frameworks reviewed for performance management in MDAs and fully operational;
- X. By 2026, all necessary tools for performance management developed and in use in MDAs;
- XI. By 2026, migrating of all public Service workers from paper to digital platform completed;

XII. By 2026, all reporting formats transformed in to digital platforms;

XIII. By 2026, all job adverts are uploaded in one portal platform as deemed necessary;

XIV. By 2026, a unified pay and compensation system is established;

XV. By 2026, an incentive scheme to motivate staff is developed;

8) MINISTRY ALIGNMENT TO THE SUSTAINABLE DEVELOPMENT GOALS (SDGs)

Goal 16 “Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels”.

Goal 16.a Strengthen relevant national institutions, including through international cooperation, for building capacity at all levels,

9) MINISTRY ALIGNMENT TO AGENDA 2063 ASPIRATIONS

Aspiration 3 & 4 of Agenda 2063; Aspiration three (3) “An Africa of good governance, democracy, respect for human rights, justice and the rule of law” and Aspiration four (4) “A peaceful and secure Africa” Mechanisms for peaceful prevention and resolution of conflicts will be functional at all levels.

10) MINISTRY ALIGNMENT TO MTNDP 2024- 2030 ENABLERS

Enabler two (2) “Governance and Accountability” with its indicators.

11) SUPERVISORY INSTITUTIONS

The National Commission for Democracy (NCD).

12) CORE PARTNERING INSTITUTIONS IN REVAMPING THE PUBLIC SERVICE ARCHITECTURE

Public Service Commission (PSC), Cabinet Secretariat (Cab-Sec), Human Resource Management Office (HRMO), Public Sector Reform Unit (PSRU) and the Wages and Compensation Commission (WCC).

13) CORE PARTNERING INSTITUTIONS ON POLITICAL AFFAIRS

PPRC, ECSL, Peace Commission



MINISTRY OF PUBLIC ADMINISTRATION AND POLITICAL AFFAIRS

(MoPAPA)

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SERVICE DELIVERY CHARTER

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