



Electronic Newsletter August 2013

OF THE CIVIL SERVICE AGENCY, RL

"Smaller Government, Better Service"

Office of the Director General – Civil Service Agency, Republic of Liberia

President Sirleaf Dedicates CSA's Regional Office in Bomi County!

July 25, 2013 - The Civil Service Agency dedicated its regional office in Tubmanburg, Bomi County, to kick off the July 26, 2013 Independence Day celebrations. During the program's opening remarks, Director-General of the CSA, Hon. George K. Werner, commended both Mr. Daniel Fallah

Poawalio (CSA Rural Outreach Coordinator) and ZAF Construction and Maintenance Services (Project Contractor) for their hard work and dedication towards the project.

Hon. Werner then presented the Door Keys to the newly constructed office to President Ellen Johnson-Sirleaf. During her dedicatory speech, President Sirleaf praised the Civil Service Agency's leadership for its tireless commitment to the Rural Outreach Initiative. Her Excellency also noted that the Tubmanburg facility would better deliver services to the citizens of Gbapolu, Grand Cape Mount, and Bomi Counties', which greatly contributes to the GoL's goals of decentralization.



President Sirleaf Cutting the ribbon

Recent Highlights

1.1 The President Dedicates CSA's Regional Office in Bomi

President Sirleaf praised the Civil Service Agency's leadership for its tireless commitment to the Rural Outreach Initiative which greatly contributes to the GoL's goals of decentralization.

This is the 4th regional office established by the CSA.



The Director-General of the CSA, Hon. Werner, presents the keys of the building to President Sirleaf

President Sirleaf Dedicates CSA's Regional Office in Bomi County!

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Also in attendance at the ceremony was newly appointed Ambassador and former Director-General of the CSA, Dr. C. William Allen. Dr. Allen called on Ministries and Agencies to “follow-the-lead” of the CSA’s decentralization efforts. Dr. Allen further buttressed his message by saying, “It’s an open secret that citizens are no longer satisfied not only in the administration of laws, but also in the ability of government to effectively deliver services to its citizens. Service delivery in this context means that opportunities given to citizens in the capitol be also made available to citizens in the counties.”

The Tubmanburg, Bomi County facility will be headed by newly appointed Regional Officer, Mr. Francis G. Wolobah. This is the 4th regional office established by the Civil Service Agency in recent years.



The Director-General and his Technical Assistant converse as Mr. Alfred Drosaye, PAO of CSA, and Mr. Raymond Muhula of the World Bank look on



Mr. George Wilson of CSRD standing with Mr. Daniel Poawolio of the Rural Outreach Program.



Former Director-General, Dr. C. William Allen, Dr. Bernard, and Mr. Alfred Drosaye in outside the Tubmanberg Office



Hon. Werner in discussion with his Deputy for HRM/Policy, Dr. Puchu Leona Bernard



Amb. C. William Allen, Deputy Director-General for Administration, Hon. Weh, and Director-General Hon. Werner prepare for the dedication ceremony



Who is a Civil Servant???

Generally, to become a Civil Servant one must be qualified for a Civil Service position, must pass the Civil Service examination and be certified, and must have a processed Personnel Action Notice (PAN) in order to be placed on Payroll.

Healthcare professionals must have a VALID License and a PAN processed to be placed on the payroll. However, this license must be renewed and validated yearly by the Liberian Medical & Dental Board to maintain the status of a civil servant. All other unlicensed healthcare workers must pass the CSA Exam and have a PAN processed.

Teachers and educational administrators must have a Ministry of Education validated certificate and have a PAN processed to be placed on payroll. Employees who work for the Ministry of Education and are not certified, must pass the CSA Exam and have a PAN processed to be placed on the payroll.

An executive appointee must have a PAN processed to be placed on the payroll.

Exemptions are at the discretion of the Director-General of the Civil Service based upon an applicant’s academic qualifications, specified field of work relevant to the position being sought, age, and duration of service in government. Again, a PAN has to be processed to be placed on the payroll. (Standing Orders for the Civil Service, Section 3.2.5)



President Sirleaf making remarks before cutting the ribbon



Some members of the IFMIS Civil Service Management System (CSMS) team celebrating the successful printing of a check from the system

The CSA has “Gone Live”!

July 9, 2013 - The Civil Service Agency together with the Ministry of Finance successfully ran the July 2013 Civil Service payroll and printed checks from the newly deployed IFMIS Civil Service Management System (CSMS). This milestone set the Civil Service Agency in a new era where its human resource management processes is now managed in an automated environment using an Human Resource Management Information System (HRMIS).

This comes after defining a plethora of data in the system amongst which include: employee

information, organizational structures, job positions, salary grades, job descriptions, qualifications, skillsets, job locations, leave parameters, and pay parameters.

The introduction of this system is a major part of CSA’s Reform Strategy which seeks to improve Payroll Management with the use of a human resource and payroll management system. With this system, in combination with the Employee Biometric Identification & Record System (EBIRS), the CSA is now well on its way in terms of ensuring the highest integrity and efficient management of the Civil Service payroll.

Currently, the CSA and the Ministry of Finance are wrapping up on the running of the August 2013 payroll.



Project Lead, Director Baki, with Steve JoeJoe and Eddie Johnson (Functional Lead & Technical Resource)



EDP Payroll Analyst & CSMS Technical Resource reconciling the data in the legacy payroll system known as GAPS, against the new IFMIS CSMS

Recent Highlights

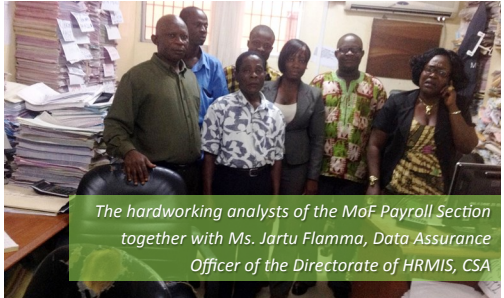
2.1 CSA has Gone Live!

The Civil Service Agency has implemented its Human Resource Management Information System (HRMIS), automating the Government of Liberia human resource management processes and Payroll for Civil Servants. The system is also part of the IFMIS.

What is the CSMS???

The Civil Service Management System (CSMS) is a Human Resource platform that supports civil service reform and management including movement, capacity building, salary planning, performance appraisal and recruitment.

The system also includes the following: Job Position & Organization Management, Recruitment Management, Employee Administration, Employee, Performance, and HR Development Management.



The hardworking analysts of the MoF Payroll Section together with Ms. Jartu Flamma, Data Assurance Officer of the Directorate of HRMIS, CSA



The EDP Team and the Ubiquitous Mr. Steve JoeJoe, IFMIS CSMS Deployment Functional Lead, making sure the deployment is successfully implemented.



WorldBank (WB) Public Sector Specialist, Mr. Raymond Muhula, facilitates retreat discussions at the WB Office

The World Bank hosts Public Sector Modern- ization (PSM) Retreat!

On Thursday, August 1, 2013 - a technical working group comprised of representatives from the CSA, GC, and LIPA attended a WB hosted retreat focused on the Public Sector Modernization (PSM) Project. The retreat was held at the WB Office and included a full day of project reviews and assessments, budgeting and forecasts, and interactive exchanges between the facilitator and participants.

The retreat helped to provide a progress report on the development of the official project document, as well as allowed the

working team to reach a final agreement on the structure and timeline for the project. The \$12 Million PSM project is sponsored by a consortium of development partners including the World Bank (WB), Swedish International Development Agency (SIDA), and the United States Agency for International Development (USAID-GEMS).

The PSM Project incorporates the Project Development Objective (PDO). The PDO is focused on is improving pay, recruitment, and performance of the civil service in Liberia. The project consists of three components that include: (A) Pay Reform and Payroll Management; (B) Organizational Restructuring and Human Resource Management; and (C) Project Management. Once the PSM project is fully implemented, the GoL and Civil Servants will benefit from an increase in human resource capacity, the streamlining of service delivery, and well-structured fair and transparent compensa-

tion scheme.

To conclude the retreat, participants expressed their appreciation to the WB and other Donor Partners for the due diligence and continuous support towards the PSM project and Liberia’s Reform Agenda.

Project Partners:



Recent Highlights

3.1 World Bank Host Public Sector Management Retreat

The Project Development Objective (PDO) is focused on improving pay, recruitment, and performance of the civil service in Liberia.



Participants of the Training in Dakar, Senegal

CSA, LIPA, and GC Participate in World Bank Training in Senegal!

From June 24-27, 2013, representatives from the Civil Service Agency (CSA), Liberian Institute of Public Administration (LIPA), and Governance Commission (GC) participated in a World Bank (WB) sponsored Impact Evaluation Training Workshop in Dakar, Senegal. The training workshop was entitled, "ieGovern Impact Evaluation for Public Sector Governance and Justice" and was facilitated by the Development Impact Evaluation Unit ((DIME) under the Development Economics Research Group), the Poverty Reduction and Economic Management Public Sector Team (PRMPS), and the Legal Vice-Presidency Justice Reform Team (LEGJR) of the World Bank.

The workshop brought together 10 participating countries from Sub-Sahara Africa including Liberia. The Liberian team consisted of Dr. Dominic N. Tarpeh from the Governance Commission (GC), Charles Jarrett from Liberian Institute of Public Administration (LIPA), and Alfred Drosaye from the Civil Service Agency (CSA). Participating on behalf of the WB was Mr. Raymond Muhula, the Public Sector Specialist for Liberia.

The primary objective of the workshop was to bring together WB sponsored beneficiary countries from across Sub-Sahara Africa to help them identify countrywide benchmarks and best practices. At the end of the training, the professionals would be able to better access the value-added impact of the programs and projects developed by their respective public sector institutions. The evaluation training's specific objectives were to teach professionals to:

- Evaluate programs at scale to answer policy-relevant questions

- Build the country's institutions for evidence-based policymaking
- Build theory and operational knowledge based on high-quality evidence

The Liberian team will work with the WB assigned consultant on the development and implementing of the Public Sector Modernization (PSM) project as it relates to Liberia's Reform Agenda .

Recent Highlights

4.1 Impact Evaluation Training Workshop in Dakar, Senegal

Civil Service Agency (CSA), Liberian Institute of Public Administration (LIPA), and the Governance Commission (GC) participated in the workshop