

Commission decision to line Ministries.

- Process cases on the deployment of Public Service members into Foreign Missions and positions allocated to Zimbabwe in regional and international organisations.
- Develops and reviews human resources policies, regulations and procedures.

Occupational Psychology

The Unit is responsible for the occupational assessment of candidates recommended for appointment or promotion in the Public Service. It ensures the identification and placement of fit-for-purpose human resources in posts within Government line Ministries. The assessment is part of the selection process which also includes oral interviews, background checks and performance tracking. Psychometric tests are therefore not the sole determiner for whether one is successful or not in getting promoted or being employed into the Public Service. The Unit is manned by Occupational/Industrial Psychologists registered with the Allied Health Practitioners Council of Zimbabwe.

Gender Mainstreaming, Wellness and Inclusivity

The National Development Strategy (NDS1) has thematic areas that the Public Service Commission is expected to embrace in its day to day activities. To avoid gender blindness in the Public Sector, it is necessary to take into account the different needs and interests of men and women, identifying gender inequalities in access and control of resources and to ensure gender equality. To address the inequalities the Public Service Commission is developing policies on Sexual Harassment and Disability Affairs.

Functions of the unit include the following:

- Ensures that Gender and Social Inclusion considerations, strategies and approaches are embedded in all aspects of human resources in the Public Service.
- Coordinates the establishment and implementation of gender sensitive and inclusivity monitoring, evaluation, learning and reporting system in all line Ministries and Government Departments
- Facilitates the development of a Gender and Social inclusion integration policy for the Public Service.

PERFORMANCE MANAGEMENT ■

In order to meet National Objectives and goals, the Public Service Commission manages the monitoring and evaluation of the outputs of its human capital in various Government Ministries and Departments through an Integrated Result Based Management System anchored Performance Appraisal System. Performance advancements can then be effected to motivate the human capital and in areas where there is need for improvement, mitigatory measure like training and development are implemented. The Commission is in the final stages of commissioning the Public Service Training Academy which will address Public Sector specific training gaps.

BEHAVIOURAL ALIGNMENT ■

The Public Service Commission has an overall role of exercising disciplinary powers over members in line Ministries and departments who violate rules and regulations outlined in part VIII of Statutory Instrument 1 of 2000, as amended.

HUMAN RESOURCES MANAGEMENT INFORMATION SYSTEMS ■

The Department is mainly mandated with ensuring the full and accurate functionality of Human Resources Information Management Systems (HRMIS) as stipulated by Government policies and statutes. The current system that is being used by the Public Service captures all human resources information, of members in the Public Service and those aspiring to join the Public Service. The data is properly stored and managed to enable its easy and systematic retrieval in formats that enhance meaningful data analysis.



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HUMAN CAPITAL DEVELOPMENT & MANAGEMENT

Human Capital Development and Management Agency is mandated by the Constitution of Zimbabwe (no. 20) Act 2013 and relevant Acts to oversee the human capital requirements of Government line Ministries. It is managed by the Head and has five Departments which are headed by General Managers. There are Units within these Departments and these are headed by Partners. The Departments and their Units are as follows:

1. Organisational Development and Management
 - ✓ Organisational Design
 - ✓ Job Evaluation
2. Talent Management
 - ✓ Talent Acquisition
 - ✓ Talent Mobility
 - ✓ Occupational Psychology
 - ✓ Gender Mainstreaming, Wellness and Inclusivity
3. Behavioural Alignment
4. Performance Management
5. Human Resources Management Information Systems

CLIENTELE ■

The Public Service Commission registers and employs University and College Graduates and O' and A' Level school leavers based on the requirements of the **Organisational Structures** of Government Ministries and Departments. Upon employment, the Commission manages the Human Capital needs of its employees and also looks into the Human Capital affairs of the Uniformed Forces Commissions and Independent Commissions, and provides Human Capital to Independent Commissions on request.

The underlisted are critical manpower shortage areas within the Public Service:-

- ✓ Veterinary Doctors
- ✓ Quantity Surveyors
- ✓ Land Surveyors
- ✓ Metallurgists
- ✓ Geologists
- ✓ Cartographers
- ✓ Geophysicists
- ✓ Engineers and Architects
- ✓ Speech Therapists
- ✓ Audiologists
- ✓ Meteorologists
- ✓ Forensic Scientists
- ✓ Advanced Level Science and Mathematics Teachers
- ✓ Executive Assistants

ORGANISATIONAL DEVELOPMENT AND MANAGEMENT ■

Guided by National Strategies and Policies, and development gaps in general, the Public Service Commission develops, manages and reviews the Government's Organisational Structures. These structures are developed and managed with the goal of fulfilling the mandates of the various Government Ministries towards the achievement of their various contributions to the National Agenda specific to each and every Ministry or Department. The Commission also does **job evaluation** in order to ascertain the relevance of posts in line Ministries and come up with specific requirements for all approved posts. The department has two units, (1) Organisational Design and (2) Job Evaluation with the following functions:-

Organisational Design

- Determine appropriate manning levels in Ministries through the creation, abolition, conversion, upgrading of posts and ensuring that the changes are within the confines of budgetary allocation;
- Maintain and update Detailed Establishment Tables (DETs);
- Design, Review and update organizational structure charts;
- Review operational procedures and systems and identify potential solutions to service delivery challenges besetting the Public Service.

Job Evaluation

- Assess various qualifications to ensure that they meet the requirements of the Public Service;
- Produce Occupational Competency Profiles of all posts in the Public Service.
- Conduct job analysis and job evaluation exercises.
- Develop, review, update and maintain job descriptions
- data bank for all approved posts in Line Ministries/Government Departments.

TALENT MANAGEMENT ■

Talent Management is a Department in the Human Capital Development and Management Agency and is headed by a General Manager. It is mandated with the identification of talent

gaps, vacant positions, sourcing for and on-boarding the suitable candidates and development of skills required in line Ministries. The units in the Department are Talent Acquisition, Talent Mobility, Occupational Psychology and Gender Mainstreaming, Wellness and Inclusivity. They are managed by Partners and manned by Associates.

Talent Acquisition

The Public Service Commission is responsible for the identification and management of human capital for entry level posts in Government Ministries. The talent acquisition process involves attracting, selecting and appointing suitable candidates to fill vacant posts within the Public Service either on permanent or temporary conditions of service. In Talent Acquisition, the **functions** of the Commission are as follows:

- Maintains a database of prospective candidates with requisite qualifications, competencies and skills to fill current and future vacant posts
- Analyses line ministries establishment strengths, wastage returns, and vacancy returns to determine manning levels for the purposes of appointments, transfers, regrading and re-appointments.
- Implements and reviews talent acquisition policies and procedures for efficient, effective and responsive service delivery in the Public Service.

Talent Mobility

The Commission, in Talent Mobility, manages the Government's human capital succession and career planning to senior management level posts, i.e. Deputy Director grade and above.

The functions of the Commission in Talent Mobility are:-

- Monitors and analyses the Government line Ministries' establishments at senior Management level with the view of filling the vacant posts through promotions and transfers and maintains an updated Human Resources database
- Communicates and monitors the implementation of