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In any correspondence on
this subject please quote No. BPD 103/155/01



Ministry of Finance, Planning &
Economic Development
Plot 2-12, Apollo Kaggwa Road
P.O. Box 8147
Kampala
Uganda

19th May 2020

All Local Government Accounting Officers

RECRUITMENT OF HEADS OF DEPARTMENTS THAT ARE KEY FOR SERVICE DELIVERY IN LOCAL GOVERNMENTS

The Government of Uganda and the European Union have signed a Financing Agreement on Budget Support funding amounting to EUR 41,300,000 for Fiscal Decentralization and Service Delivery over a period of seven years effective FY 2020/21.

The specific objective of this program is to improve equitable service delivery at Local Government level, contribute to social development and social cohesion by attaining the following four (4) key outputs:

- i. Restored adequacy in financing of service delivery and capacity of Local Governments;
- ii. Ensured equity in allocation of funds for service delivery;
- iii. Improved efficiency of Local Governments and Lower Local Governments (LLGs) in the delivery of services; and
- iv. Enhanced accountability for local service delivery.

For the above outputs to be achieved and for disbursement of the funds from our funding partners to happen, among others, you must ensure that positions of Heads of Department are filled at least up to 10% and 20% in FY 2020/21 and FY 2021/22 respectively.

The purpose of this letter and in line with my circular Ref: HRM 155/222/01 dated 16th July 2018 (**copy attached**), you are requested to prioritize recruitment of Heads of Departments in your respective Local Governments in FY 2020/21. The recruitment process must follow the guidelines issued by the Ministry of Public Service.


Keith Muhakanizi

PERMANENT SECRETARY/SECRETARY TO THE TREASURY

Copy to: The Hon. Minister of Finance, Planning and Economic Development
The Hon. Minister of Public Service
The Hon. Minister of Local Government
The Head of Public Service and Secretary to Cabinet
The Permanent Secretary, Ministry of Local Government
The Permanent Secretary, Ministry of Public Service
All Resident District Commissioners
All District Chairpersons and Mayors for Municipalities

Mission

"To formulate sound economic policies, maximize revenue mobilization, ensure efficient allocation and accountability for public resources so as to achieve the most rapid and sustainable economic growth and development"

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16th July, 2018

The Permanent Secretary
Ministry of Public Service
KAMPALA

RECRUITMENT OF CRITICAL STAFF AND PAYROLL MANAGEMENT FOR THE FY 2018/19

1. Reference is made to several letters from Local Government Accounting Officers submitting the staffing levels of their respective Votes to Ministry of Local Government for consideration in which your Ministry is copied in.
2. I have noted the low staffing levels for critical positions in most Votes especially when it comes to the Heads of Department. I also note that in the recruitment requests submitted to you for consideration, the Heads of Department and Inspectors are left out yet they are critical for service delivery.
3. Further, I have noted that some staff on the payroll appear under cost centres where they are not stationed and this has been the origin of "ghost" employees on various payrolls.
4. I would also like to reiterate my communication in the Budget Execution Circular on Acting Appointments, that any Officer who acts for more than six months must get approval from the Service Commission for the extension of Acting Capacity in a given post. This therefore implies that no payments must be made to Officers who have acted for more than six months without renewal of their Acting Appointments by the relevant Appointing Authority and Service Commissions.
5. The purpose of this letter therefore, is threefold;
 - i. Request you to prioritise recruitment of Heads of Departments and identified critical positions like Inspectors when issuing clearances to recruit within the available wage provisions;

- ii. Request you to ensure that only bonafide staff, with full documentation appointing them into Service, are accessed onto the payroll. Where "ghosts" are detected, your office and that of the affected Accounting Officers will be held accountable; and
- iii. Request you to reconcile the payroll with the Votes so that, all staff fall under their respective cost centres and departments by **30th September, 2018.**



Keith Muliakamizi

PERMANENT SECRETARY/SECRETARY TO THE TREASURY

Copy to: Auditor General
The Head of Public Service and Secretary to Cabinet
All Central Government Accounting Officers
All Local Government Accounting Officers

Mission

"To formulate sound economic policies, maximize revenue mobilization, ensure efficient allocation and accountability for public resources so as to achieve the most rapid and sustainable economic growth and development"