

# VOTE: 146 Public Service Commission (PSC)

## I. VOTE MISSION STATEMENT

The Mission of the Commission is to provide Government with competent human resources for effective and efficient public service delivery.

## II. STRATEGIC OBJECTIVE

To ensure that the human resource requirements of the Uganda Public Service are timely met.

## III. MAJOR ACHIEVEMENTS IN 2021/22

Final Accounts FY 2020 to 2021 were prepared and submitted to MoFPED. Maintained, serviced and repaired 20 Commission vehicles. Office equipment including hand paper boxes for washrooms was procured. Paid the ground rent and user fees. Sundry items, Stationery, Toners, Fuel, Umeme Power Units were Procured. Refurbished the Computer Lab. Organized and held the Public Service Commission budget workshop for FY 2022 to 2023. Annual Report FY 2020 to 2021 was prepared and submitted to Parliament of Uganda. Quarterly Q4 FY 2020 to 2021, and Q1 FY 2021 to 2022 Performance and Financial reports were prepared and submitted to Ministry of Finance. Government Annual FY 2020 to 2021 Performance report was prepared and submitted to Office of the Prime Minister. Prepared and submitted PSC Budget Framework Paper FY 2022 to 2023 to Ministry of Finance. Q1 FY 2021 to 2022 quarterly monitoring and evaluation report was prepared and submitted to office of the prime Minister. A total of 45 Selection instruments were Developed during first half of the FY 2021 to 2022, some of which were used in the assessment of applicants shortlisted for the various posts and other added to the questions data bank. The posts include, Uganda Revenue Authority Commissioner Domestic Taxes, Commissioner Tax Investigations, Commissioner IT Innovations, Assistant Commissioner Public and Corporate Affairs, Assistant Commissioner Research and Innovations, and Leadership assessment for all applicants. Office of the Auditor General Administrative Assistant, and Office Assistant. Kampala Capital City Authority 7 Managerial positions, and 7 Supervisors positions. Office of the President 2 Permanent Secretary. Tests conducted for 26 entities as listed below DSCs Rukiga, Kasese, Kabarole, Pakwach, Nebbi, Moyo, Balambuli, Bududa, Dokolo, Alebtong, Gomba, Mbarara, Rubirizi, Yumbe, Koboko, Kisoro. MDAs Lotteries and Gaming regulatory Board, Kampala Capital City Authority, Ministry of Public Service, Office of the Auditor General, National Council of Sports, Ministry of Finance, Planning and Economic Development, Uganda AIDS Commission, URA, and OAG. The GRE advert was run and the process of receiving of applications from interested persons is on going. Performance data for the Exercise conducted under the Uganda Prisons Authority was captured and the analysis is ongoing. Validated 10 job competence profiles for the jobs under the Ministry of Gender, Labour and Social Development. Two Draft proposals are in place for two planned Research studies. The first is on the Challenges of Exercising Disciplinary Control in the Uganda Public Service, and second is the on the Critical challenges affecting the performance of the District service Commissions. Compiled the Selection instruments and tools used for the assessment of candidates under the competence area of Leadership. Identified the Institutions to be benchmarked, namely National Social Security Fund and Uganda Management Institute and have established contact with the focal point persons. 64 Submissions for filling vacancies in DSCs were processed and concluded. 115 officers including 24 DSC Chairpersons, 91 Members, 24 DSC Secretaries and 24 Principal Human Resource Officers from the Districts of Bushenyi, Kwanja, Sheema, Isingiro, Rwampara, Butambala, Kalungu, Masaka, Namayingo, Namutumba, Bugweri, Koboko, Obongi, Moyo, Kakumiro, Kikuube, Kagadi, Kamwenge, Kitagwenda, Mubende, Omoro, Kole, Kazo and Oyam inducted. 29 Secretaries DSC mentored in the Districts of Kazo, Rwampara, Ibanda, Rukiga, Obongi, Maracha, Madi Okolo, Terego, Kyegegwa, Kakumiro, Mityana, Kassanda, Omoro, Kwanja, Kalaki, Oyam, Kikuube, Buliisa, Kiryandongo, Nakasongola, Kitagwenda, Ntoroko, Bunyangabu, Rubirizi, Bugweri, Kapelebyong, Nabilatuk, and Karenga. 3 Appeals visits conducted in the Districts of Abim, Bugweri and Ntoroko. 2047 Cases were handled including 104 confirmation in appointment, seven Study leave, and 1020 appointment related cases. 19 disciplinary Cases were handled two Cases of abandonment of duty, seven cases of interdiction on half pay, and five Cases of lifting of interdiction on full pay. Internal Advert for local government was released on 30th August, 2021 for 37 vacancies of Deputy Chief Administrative Officers. 125 documents were verified including 5 document verified with UNEB, 83 with Makerere University, 3 with Islamic University in Uganda, 25 with Kyambogo University, 2 with Busitema University, 3 with Ndejje University, 1 with Mbarara University, 1 with Uganda Management Institute, 1 Uganda Martyrs University and 1 with Busoga University. Quarter 4 FY 2020 to 2021 and Quarter 1 FY 2021 to 2022 Management Audit Reports were prepared and submitted to Internal Auditor General, Internal Audit Committee and Management and MoFPED.

**VOTE: 146 Public Service Commission (PSC)****IV. MEDIUM TERM BUDGET ALLOCATIONS****Table 4.1: Overview of Vote Expenditure (Ushs Billion)**

	2022/23 Proposed Budget	MTEF Budget Projections			
		2023/24	2024/25	2025/26	2026/27
<b>Recurrent</b>					
Wage	3.289	3.274	3.274	3.274	3.274
Non-Wage	6.918	5.591	5.591	5.591	5.591
<b>Devt.</b>					
GoU	1.281	1.281	1.281	1.281	1.281
Ext Fin.	0.000	0.000	0.000	0.000	0.000
<b>GoU Total</b>	<b>11.487</b>	<b>10.145</b>	<b>10.145</b>	<b>10.145</b>	<b>10.145</b>
<b>Total GoU+Ext Fin (MTEF)</b>	<b>11.487</b>	<b>10.145</b>	<b>10.145</b>	<b>10.145</b>	<b>10.145</b>
<b>Arrears</b>	0.002	0.000	0.000	0.000	0.000
<b>Total Budget</b>	<b>11.490</b>	<b>10.145</b>	<b>10.145</b>	<b>10.145</b>	<b>10.145</b>
<b>Total Vote Budget Excluding</b>	<b>11.487</b>	<b>10.145</b>	<b>10.145</b>	<b>10.145</b>	<b>10.145</b>

**VOTE: 146 Public Service Commission (PSC)****Table 4.2: Budget Allocation by Department for Recurrent and Development (Ushs Billion)**

<i>Billion Uganda Shillings</i>	Draft Budget Estimates FY 2022/23	
	Recurrent	Development
<b>Programme:14 PUBLIC SECTOR TRANSFORMATION</b>	<b>10.207</b>	<b>1.281</b>
<b>SubProgramme:01 Strengthening Accountability</b>	<b>0.914</b>	<b>0.000</b>
<b>Sub SubProgramme:01 Public Service Selection and Recruitment</b>	<b>0.914</b>	<b>0.000</b>
001 Guidance and Monitoring	0.518	0.000
002 Finance and Administration	0.285	0.000
004 Selection Systems Department (SSD)	0.111	0.000
<b>SubProgramme:02 Government Structures and Systems</b>	<b>5.060</b>	<b>0.000</b>
<b>Sub SubProgramme:01 Public Service Selection and Recruitment</b>	<b>5.060</b>	<b>0.000</b>
002 Finance and Administration	5.060	0.000
<b>SubProgramme:03 Human Resource Management</b>	<b>4.044</b>	<b>1.281</b>
<b>Sub SubProgramme:01 Public Service Selection and Recruitment</b>	<b>4.044</b>	<b>1.281</b>
001 Guidance and Monitoring	0.814	0.000
002 Finance and Administration	2.842	1.281
004 Selection Systems Department (SSD)	0.388	0.000
<b>SubProgramme:04 Decentralization and Local Economic Development</b>	<b>0.188</b>	<b>0.000</b>
<b>Sub SubProgramme:01 Public Service Selection and Recruitment</b>	<b>0.188</b>	<b>0.000</b>
001 Guidance and Monitoring	0.188	0.000
<b>Total for the Vote</b>	<b>10.207</b>	<b>1.281</b>

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## V. PERFORMANCE INDICATORS AND PLANNED OUTPUTS

Table 5.1: Performance Indicators

<b>Programme: 14 PUBLIC SECTOR TRANSFORMATION</b>				
<b>SubProgramme: 01 Strengthening Accountability</b>				
<b>Sub SubProgramme: 01 Public Service Selection and Recruitment</b>				
<b>Department: 001 Guidance and Monitoring</b>				
<b>Budget Output: 000049 Recruitment services</b>				
<b>PIAP Output: Appeals of the DSC decisions handled</b>				
Indicator Name	Indicator Measure	Base Year	Base Level	Performance Targets
				2022/23
Proportion of appeals of DSC decisions handled, %	Percentage	2019	88%	100%
<b>Department: 004 Selection Systems Department (SSD)</b>				
<b>Budget Output: 390026 Development of Selection tools</b>				
<b>PIAP Output: Mechanism for enforcing Compliance to selection and recruitment guidelines by commissions strengthened</b>				
Indicator Name	Indicator Measure	Base Year	Base Level	Performance Targets
				2022/23
Revised Risk management policy and framework in place	Number	1	0	1
Selection manuals and guidelines in place	Number	1	0	1
<b>SubProgramme: 03 Human Resource Management</b>				
<b>Sub SubProgramme: 01 Public Service Selection and Recruitment</b>				
<b>Department: 001 Guidance and Monitoring</b>				
<b>Budget Output: 000049 Recruitment services</b>				
<b>PIAP Output: Approved Recruitment Plans of MDAs and LGs implemented</b>				
Indicator Name	Indicator Measure	Base Year	Base Level	Performance Targets
				2022/23
% of vacancies declared within the year filled	Percentage	2019	75%	95%
<b>Department: 002 Finance and Administration</b>				
<b>Budget Output: 000005 Human Resource Management</b>				
<b>PIAP Output: Approved Recruitment Plans of MDAs and LGs implemented</b>				

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<b>Sub SubProgramme: 01 Public Service Selection and Recruitment</b>				
<b>Department: 002 Finance and Administration</b>				
<b>Budget Output: 000005 Human Resource Management</b>				
<b>Indicator Name</b>	<b>Indicator Measure</b>	<b>Base Year</b>	<b>Base Level</b>	<b>Performance Targets</b>
				<b>2022/23</b>
% of vacancies declared within the year filled	Percentage	2019	75%	95%
<b>PIAP Output: Vacant positions filled with Competent staff</b>				
<b>Indicator Name</b>	<b>Indicator Measure</b>	<b>Base Year</b>	<b>Base Level</b>	<b>Performance Targets</b>
				<b>2022/23</b>
%age of staffing needs in place	Percentage	2019	90%	100%
Guidelines on recruitment and deployment of PWDs in place	Number	2019	0	1
Number Audit reports produced	Number	2019	4	4
Number of Commission meetings held	Number	2019	144	144
Number of Commission minutes produced	Number		144	144
Number of digitized processes	Number	2019	1	1
Number of digitized processes upgraded	Number	2019	0	2
Number of existing legal, policy, regulatory and institutional frameworks which require standardization reviewed	Number	2019	0	3
Number of files that have been appraised	Number	2019	0	100
Number of legal procurement handled	Number	2019	163	215
Number of meetings held	Number	2019	294	294
Number of Offices retooled	Number	2019	17	23

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<b>Sub SubProgramme: 01 Public Service Selection and Recruitment</b>				
<b>Department: 002 Finance and Administration</b>				
<b>Budget Output: 000005 Human Resource Management</b>				
<b>Indicator Name</b>	<b>Indicator Measure</b>	<b>Base Year</b>	<b>Base Level</b>	<b>Performance Targets</b>
				<b>2022/23</b>
Number of pensioners paid by 28th of every month	Number	2019	26	28
Number of PSC meeting Minutes Digitized	Number	2019	0	200
Number of Regional Workshops held	Number	2019	2	2
Number of reports produced	Number	2019	8	8
Number of rewards and sanctions cases handled	Number	2019	2	2
Number of staff paid by 28th of every month	Number	2019	94	107
Stage of developing Client Charter	Text	2019	0	Charter in place
<b>Budget Output: 000014 Administrative and Support Services</b>				
<b>PIAP Output: Capacity of Central Government Service Commissions Strengthened</b>				
<b>Indicator Name</b>	<b>Indicator Measure</b>	<b>Base Year</b>	<b>Base Level</b>	<b>Performance Targets</b>
				<b>2022/23</b>
Number of staff trained in competence based recruitment systems	Percentage	2019	0	1%
Partnerships with other Human Resource outsourcing and Research institutions established	Number	2019	0	1
<b>PIAP Output: Capacity of Central Government Service Commissions Strengthened</b>				

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<b>Sub SubProgramme: 01 Public Service Selection and Recruitment</b>				
<b>Department: 002 Finance and Administration</b>				
<b>Budget Output: 000014 Administrative and Support Services</b>				
<b>Indicator Name</b>	<b>Indicator Measure</b>	<b>Base Year</b>	<b>Base Level</b>	<b>Performance Targets</b>
				<b>2022/23</b>
Number of staff trained in competence based recruitment systems	Number	2019	1	1
Partnerships with other Human Resource outsourcing and Research institutions established	Number	2019	0	1
<b>PIAP Output: Guidance provided on recruitments and selection</b>				
<b>Indicator Name</b>	<b>Indicator Measure</b>	<b>Base Year</b>	<b>Base Level</b>	<b>Performance Targets</b>
				<b>2022/23</b>
No. of trainings and support supervision to entities conducted	Number	2019	0	2
<b>PIAP Output: Vacant positions filled with Competent staff</b>				
<b>Indicator Name</b>	<b>Indicator Measure</b>	<b>Base Year</b>	<b>Base Level</b>	<b>Performance Targets</b>
				<b>2022/23</b>
%age of staffing needs in place	Percentage	2019	90%	100%
Guidelines on recruitment and deployment of PWDs in place	Number	2019	0	1
Number Audit reports produced	Number	2019	4	4
Number of Commission meetings held	Number	2019	144	144
Number of Commission minutes produced	Number	2019	144	144
Number of digitized processes	Number	2019	1	1
Number of digitized processes upgraded	Number	2019	0	2
Number of existing legal, policy, regulatory and institutional frameworks which require standardization reviewed	Number	2019	0	3

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<b>Sub SubProgramme: 01 Public Service Selection and Recruitment</b>				
<b>Department: 002 Finance and Administration</b>				
<b>Budget Output: 000014 Administrative and Support Services</b>				
<b>Indicator Name</b>	<b>Indicator Measure</b>	<b>Base Year</b>	<b>Base Level</b>	<b>Performance Targets</b>
				<b>2022/23</b>
Number of files that have been appraised	Number	2019	0	100
Number of legal procurement handled	Number	2019	163	215
Number of meetings held	Number	2019	294	294
Number of Offices retooled	Number	2019	17	23
Number of pensioners paid by 28th of every month	Number	2019	26	28
Number of PSC meeting Minutes Digitized	Number	2019	0	200
Number of Regional Workshops held	Number	2019	2	2
Number of reports produced	Number	2019	8	8
Number of rewards and sanctions cases handled	Number	2019	2	2
Number of staff paid by 28th of every month	Number	2019	94	107
Stage of developing Client Charter	Text	2019	0	Charter in place
<b>Department: 004 Selection Systems Department (SSD)</b>				
<b>Budget Output: 320014 Examinations and Assessments</b>				
<b>PIAP Output: Service Commissions equipped with assistive devices for persons with special needs to ensure inclusiveness</b>				



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<b>Sub SubProgramme: 01 Public Service Selection and Recruitment</b>				
<b>Department: 004 Selection Systems Department (SSD)</b>				
<b>Budget Output: 320014 Examinations and Assessments</b>				
Indicator Name	Indicator Measure	Base Year	Base Level	Performance Targets
				2022/23
% of Commissions equipped with assistive devices	Percentage	5%	1%	10%
<b>SubProgramme: 04 Decentralization and Local Economic Development</b>				
<b>Sub SubProgramme: 01 Public Service Selection and Recruitment</b>				
<b>Department: 001 Guidance and Monitoring</b>				
<b>Budget Output: 000049 Recruitment services</b>				
<b>PIAP Output: Critical positions at in Local Governments filled (CAOs, DCAOs, Town Clerks of Cities and municipalities and Heads of Department and Units)</b>				
Indicator Name	Indicator Measure	Base Year	Base Level	Performance Targets
				2022/23
% of critical positions filled	Percentage	2019	75%	95%
Number of Monitoring reports on staffing	Number	2019	0	2

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## VI. VOTE NARRATIVE

### Vote Challenges

1. Un certainty of budgetary resources. PSC Development Budget was only made available at the end of December. This has made it difficult for the Commission to retool to be able to effectively perform work that includes travelling across the country. This has in effect increased the exposure to risks like computer malware and high maintenance cost to keep the aged fleet running. 2. Limited Office Space. This has limited recruitment of staff to handle the full Commission mandate. The Commission right now is operating with the capacity of 80 technical staff. 3. Inadequate Wage and Non Wage Recurrent Budgets. There is need for additional funds to cover wage to fund a revised staff structure, and NonWage to cover the ever increasing requests for Competences and Aptitude Tests for all Districts, Cities and Agencies of Government, carry out monitoring and supervision of DSCs, inducts newly appointed Members and mentors its critical staff, and also attends to appeals reported from DSCs, validation of staff appointed in the Public Service, and the local staff recruited to work in Missions and Embassies. 4. Low Salaries. This threatens the credibility of the Institution and poses a challenge of staff integrity and professionalism. There is need for a special pay structure for Commission staff just like we have for the Scientists and Lawyers. 5. Capacity Gaps at PSC. As a key actor, the PSC has made positive strides in ensuring that the Public Service acquires staff with key skills that are necessary to implement policies and programmes. The PSC, however, has capacity gaps in terms of tools and equipment as well as skills in some areas such as managing and developing of Test Instruments. There is therefore, need for additional funds to acquire equipment and tools and training of Members and Technical staff to acquire relevant skills and knowledge.

### Plans to improve Vote Performance

1. The Commission will continue to lobby MoFPED to provide resources of the Development Budget as planned. 2. The Commission plans to have premises with common user facilities like examination rooms, interview boards, computer laboratories and devices for people with disabilities to share with other Appointing Commissions.

## VII. Off Budget Support

### Table 7.1: Off Budget Support by Project and Department

N / A

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## VIII. VOTE CROSS CUTTING POLICY AND OTHER BUDGETARY ISSUES

Table 8.1: Cross- Cutting Policy Issues

### i) Gender and Equity

<b>OBJECTIVE</b>	The females, and the physically handicapped applicants have continued to face unique challenges in the job market ranging from direct discrimination, to access barriers like inability to communicate clearly.
<b>Issue of Concern</b>	That these individuals should be given a fair chance to participate in the public service job market.
<b>Planned Interventions</b>	1 Pregnant women and mothers are granted special handling in recruitment process. 2 The visually impaired get longer examination periods, and assisted by PSC staff. 3 Purchase assistive devices for the disabled applicants
<b>Budget Allocation (Billion)</b>	0.060
<b>Performance Indicators</b>	1. All Pregnant women and mothers granted special handling in recruitment process. 2 All visually impaired get longer examination periods, and assisted by PSC staff. 3 Assistive devices acquired for the disabled applicants

### ii) HIV/AIDS

<b>OBJECTIVE</b>	HIV/AIDS has continued to impact the population across the country. The Human resource that is unhealthy has less productivity.
<b>Issue of Concern</b>	That productivity of the human resource in the commission suffers minimal effects of HIV AIDS
<b>Planned Interventions</b>	1 Conduct HIV AIDS sensitization 2 refer staff for HIV testing and counselling 3 Promote behavior change to minimise exposure to HIV 4 support those affected and or infected by HIV AIDS
<b>Budget Allocation (Billion)</b>	0.010
<b>Performance Indicators</b>	1 Number of HIV AIDS sensitization activities 4 2 referrals for HIV testing and counselling 100 percent 3 100 percent of staff affected and or infected by HIV AIDS supported

### iii) Environment

<b>OBJECTIVE</b>	The local and global environment is being impacted by the activities of man. The Commission plans to minimise its negative impact on the environment.
<b>Issue of Concern</b>	That the activities of the commission have minimum negative impact on the environment.
<b>Planned Interventions</b>	1. Networking to print centrally and cut power demand. 2. Cutting paper use through back to back printing and E recruitment 3. Adopt Electronic Document Management System 4. recycling Waste paper
<b>Budget Allocation (Billion)</b>	0.000
<b>Performance Indicators</b>	1. Networking to print centrally and cut power demand. 2. 100 percent back to back printing and E recruitment 3. 100 percent use of Electronic Document Management System 4. 90 percent recycling of Waste paper

### iv) Covid

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<b>OBJECTIVE</b>	COVID 19 pandemic has awakened the world view on many aspects of life, economy and public administration. Inevitably, several areas of the economy, public administration and governance that require competent human resources have no choice but to adapt to the changes caused by the pandemic in order to ensure continuity of service delivery.
<b>Issue of Concern</b>	The health risk as a result of exposure to Covid 19 of the Public Service Commission Members and staff as they carry out their day to day duties.
<b>Planned Interventions</b>	<ol style="list-style-type: none"> <li>1. Provision of Personal Protection Equipment to Members and staff</li> <li>2. Adhering to the Covid 19 Standard Operating procedures</li> <li>3. Provision of online facilities to encourage out of office work</li> </ol>
<b>Budget Allocation (Billion)</b>	0.000
<b>Performance Indicators</b>	<ol style="list-style-type: none"> <li>1. Personal Protection Equipment provided to 100 percent of staf</li> <li>2. Data and online facilities to all critical staff for out of office work</li> </ol>

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**IX. PERSONNEL INFORMATION****Table 9.1: Staff Establishment Analysis**

<b>Title</b>	<b>Salary Scale</b>	<b>Number of Approved Positions</b>	<b>Number of filled Positions</b>
PSSDOPSC	U2-LWR-1-3	4	2
SINFOSPSC	U3-LWR - 1	1	0
SSSDOPSC	U3-LWR - 1	4	3
TELEOPPSC	U7-UP - 1	1	0

**VOTE: 146 Public Service Commission (PSC)****Table 9.2: Staff Recruitment Plan**

Post Title	Salary Scale	No. Of Approved Posts	No. Of Filled Posts	No. Of Vacant Posts	No. Of Posts Cleared for Filling FY2022/23	Gross Salary Per Month (UGX)	Total Annual Salary (UGX)
PSSDOPSC	U2-LWR-1-3	4	2	2	2	1,235,852	29,660,448
SINFOSPSC	U3-LWR - 1	1	0	1	1	923,054	11,076,648
SSSDOPSC	U3-LWR - 1	4	3	1	1	902,612	10,831,344
TELEOPPSC	U7-UP - 1	1	0	1	1	377,781	4,533,372
<b>Total</b>					<b>5</b>	<b>3,439,299</b>	<b>56,101,812</b>

