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**HAY'ADDA**  
Shaqalaha Dawladda  
Civil Service Commision

Somaliland Civil Service  
**MAGAZINE**  
Majaladda Hay'adda Shaqalaha Dawladda



# MESSAGE FROM THE CHAIRMAN

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# FOREWORD

The quality of a country's public administration is key to its economic performance and the well-being of its citizens. An effective and efficient public

administration serves the needs of its citizens. It is essential that public authorities and their managers can adjust to changing circumstances, especially in times of crisis.

Ordinary citizens are becoming ever more concerned about the effectiveness of their government, on all administrative levels. At the same time, budgetary constraints on public administrations require human resource management (HRM) to make the most of scarce resources and promote learning and career opportunities, to build and maintain a quality workforce in the public sector.

Knowledge is becoming obsolete increasingly quickly.

As a result, lifelong learning is a necessity to promote workability at every phase of life. Knowledge management and transfer is becoming a key issue for the future, with laboratory facilities also playing an important role to promote innovation.

Originations are run by teams; therefore, leaders must be able to motivate their teams. Public administration requires leaders who can inspire people to work toward a common objective.

The objective is to create institutions which are stable and predictable, but also flexible enough to react to the many societal challenges, open for dialogue with the public, able to introduce new policy solutions and deliver better services.

The investment in the structures, human capital and systems and tools of the public sector is oriented towards more efficient organizational processes, modern management, motivated and skilled civil servants.

**Abdi Aden Diriye**  
Program Manager  
Civil Service Strengthening  
Project (CSSP)

# MAIN FINDINGS OF THE CIVIL SERVICE PERSONAL RECORDS



The Somaliland Civil Service Commission has been established by a Presidential Decree in 1993 followed by the development of the first Civil Service Law in 1996. The commission is one of the five constitutional institutions and thus given the priority to manage the civil service across the country.

The Civil Service Law clearly mandates the Commission to manage and keep records

of all civil service personnel including their personal details, positions, grades, leaves and other personal details that are required

for their employment. Those records were kept at their respective

MDAs as well as a copy sent to the Civil Service Commission but remained manual since there are no systems and policies guiding the development and handling of those personal records.

Since the establishment of the National Archives at CSC, a significant progress has been made in relation to the central employee records as the center employed proper filing systems categorized by each MDA and given a timeline to finalize each MDA's employee records leaving a copy of each record at the respective MDA for easy reconciliation of the payroll system against employee records.

Since the establishment of the National Archives, the center has been equipped with qualified staff along with 12 filing bulk cabin



**A**s we are in the second half of the year, we strive to contribute to the overall development goals Somaliland by continuously building a resilient and well capacitated civil service through public service reform programs.

We have the new Civil Service Law guiding us to the shores of the objectives set in the public service reform objectives and we are on the right track to achieving those goals one at the time to make sure the sustainability of the achievements and goals.

We also have the Human Resource Management Information System (HRMIS) being developed and will be in use in the next couple of months. This is a huge milestone and for the first time, the management of the civil service will be digitalized, and all the processes will be done online with increased accountability and transparency. The development of the Pension Policy and Bill is in its final stage, and we are expecting to be approved by the Cabinet very soon.

For the first time in Somaliland history, the civil servants will have a pension system managed by an independent body set up in line with the pension policy and bill. We are also in the process of developing Pension Management Information System (PMIS) along with this so that the pension management will be more efficient and technology-based method.

To ensure the continuation of payroll management, we carry out a continuous payroll audit monitoring visits both in the Capital and in the regions. We visit the regions and meet the regional staff face-to-face to make sure the lists are up to date and no ghost workers are there in the regions. We work with the Ministry of Finance Development on this as this is an area of cooperation between the two MDAs.

The above are many other activities are ongoing this year as some of them will be completed before the end of the year.

Special thanks to the CSC officials who are tirelessly working towards achieving the commission's goals and objectives.

***Khalid Jama Qodax***  
***Chairman, Civil Service***  
***Commission***



# ABOUT OUR NEW CIVIL SERVICE COMMISSION DIRECTOR GENERAL



**A**s part of his successful career, Mr Khalid Mire was a member of the technical committee formed by the Somaliland Ministry of Finance in 2015 to set up and implement the Somaliland Fixed Asset Management System in the country.

In 2016, Khalid Mire was nominated to become a member of the Technical TOT committee formed by the Ministry of Finance to provide technical guidance, trainings, and implementation strategy for the SL-Financial management information system.

For the previous 6 years, Khalid Mire was the senior Head of Finance for JPLG project Somaliland, where he worked directly with local governments and all Mayors in the country to support

decentralization of work and service delivery to population. For the past six years, Khalid Mire has served as the senior Head of Finance for the JPLG project Somaliland, where he has worked directly with local governments and all of the country's mayors to support decentralization of work and service delivery to the needy. Mr. Khalid has also served as the Chairperson of the Somaliland Group of IT Association.

Mr. Khalid Mire Nuh is the current executive director of Somaliland civil service commission as the President of Somaliland nominated him for this position on 29, June 2022.

systems and office furniture, computers and other equipment deemed necessary for the smooth-running of the center.

Each filing cabinet have the capacity for 600 personal files which makes the total of the current center capacity 7,200 personal file which much less than the total targeted civil service personnel.

Despite their importance in managing the civil service, there are no electronic records in Somaliland and all records are kept in hard copies both at CSC and at the respective MDAs. To address this issue, the Civil Service Strengthening Project is supporting the government of Somaliland to develop Human Resource Management Information System (HRMIS) where electronic version of all the records will be created and staff management will be much easier and transparent.

## Personal Record Process

There is a standard process of creating each personal record in which each civil servant must follow. Here are the steps for creating a personal record: At the Archive Office, the staff is given a list of the documents required for creating the personal file, those documents include

- **Employment letter**
- **Personal CV**
- **Certificates**
- **National ID**
- **Employee ID**
- **Medical Certificate**
- **Non-criminal Conviction Letter**

- **Upgrading Letter (if any)**
- **Transfer Letters (if any)**

After providing those documents, the personal file is officially created and the same is sent to his/her respective MDA. Each file is given a unique number for easy reference and clarity on which MDA does the staff belong to. Those records along with their unique numbers are also registered in a computer for the same purpose and would be easily extracted information when needed.



## **Step two: Investigation: Establish the facts**

In pursuance with article 53 and 54 of the civil service law (Law No.2022/97) disciplinary committees be it ministerial level or the civil service commission are obliged to make investigation for finding relevant facts that surrounds the disciplinary case at hand.

The disciplinary committees may gather available information prior to commencing an investigation or undertaking a disciplinary meeting.

The committees may need to complete some preliminary information-gathering before informing the civil servant of any concerns.

This may arise where there is a question about whether there is anything worth investigating; or where there is ambiguity about the extent of the investigation; or where there is ambiguity about who should be investigated.

A civil servant should not normally be the subject of a prolonged information-gathering process without his or her knowledge. The civil servant should be informed without delay as soon as the disciplinary decides that an investigation should be commenced or a disciplinary meeting should be undertaken.

## **Nature of the fact finding/ investigation**

- In cases where the facts are not complex and where the suspected misconduct is not serious, the fact-finding exercise may take place as part of the disciplinary meeting.
- In all other cases, an investigation (whether an investigation under the department director or a disciplinary committee's investigation such as an investigation under the Dignity at Work Policy) will be completed prior to any disciplinary meeting taking place.

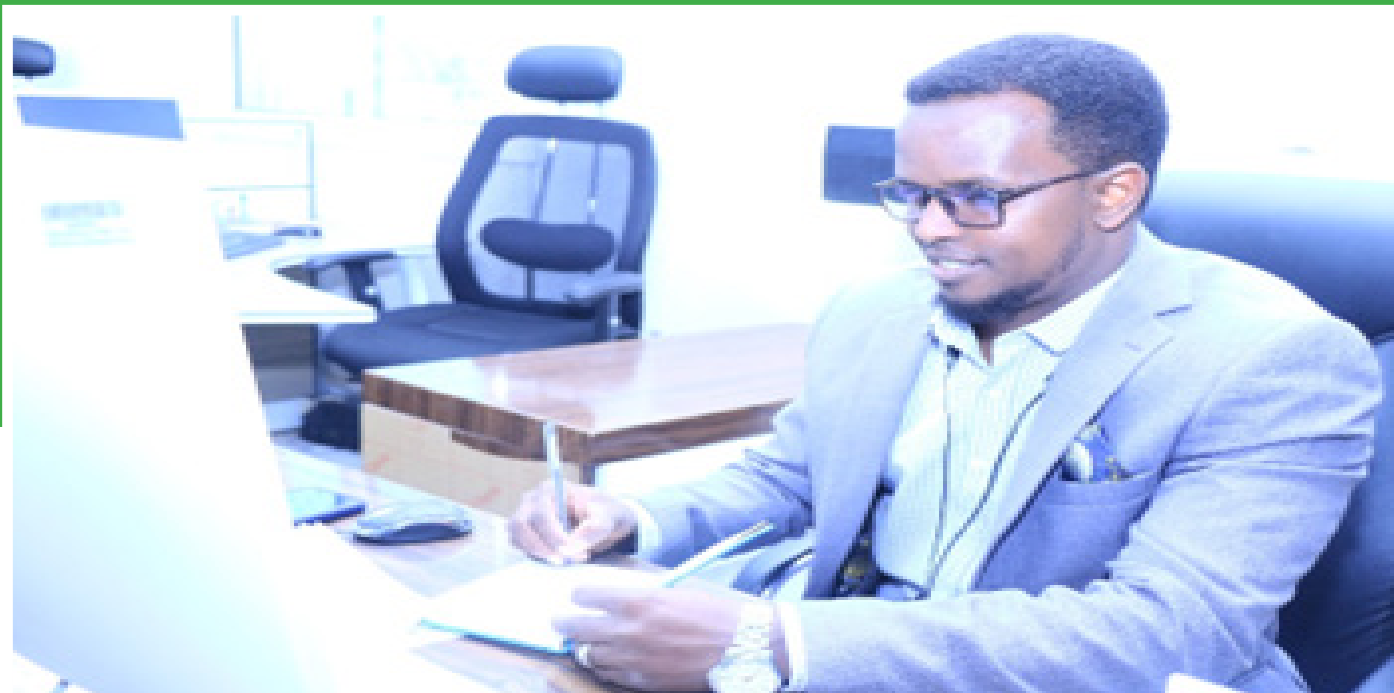
## **General principles that apply to investigation processes:**

As stated article 28 paragraph 2 of the Somaliland constitution, all civil servants must be treated in a fair and equitable manner in accordance with appropriate fair procedures, which will normally include:

- the right of a civil servant to be informed of any concern about his or her conduct and to be provided with appropriate detail to allow the civil servant reply in respect of that concern;
- the right to be provided with copies of all relevant documentary evidence that is being considered by the investigator, or his departmental director, except where it is inappropriate to disclose certain information taking into account all the circumstances of



# CIVIL SERVICE DISCIPLINARY PROCEDURES (PART 2)



## Disciplinary Process

### **Step one: Commencement of the process**

Initially, in the case where concern arises about a civil servant's conduct and where the use of informal measures to resolve the behavior is considered inappropriate or has proven

unsuccessful, the departmental director will commence the disciplinary procedure in accordance with the procedures set out under the newly approved civil service law and civil service administrative policies and procedures.

Following the article published in the civil service magazine which focuses on civil service disciplinary management. I am hereby opts to revitalize my energy to guide the disciplinary committees of both Ministries, departments and agencies and civil service commission.

This article spells out the disciplinary process and appropriate disciplinary measures to be taken so as to promote the ethical standards of the civil servant. Improving ethical standards of civil servants through disciplining process not only increases the public sector morality rather it also enhances the public service delivery.

## HOW FAR ARE WE ON THE PENSION POLICY AND BILL



**T**he pension policy and the pension bill are on their final stage to be approved by the Cabinet. The revisions have been finalized and the relevant ministries were engaged including the ministry of employment and Social Affairs, Ministry of Finance and the Ministry of Labor among others.

The CSC Chairman submitted the bill to the Somaliland President and meetings with individual key Ministers are ongoing in order for them to understand the policy and bill and share their feedback before it is finalized.

This is part of the CSC management pushing things forward to make sure that the Policy and the bill are put forward to the Cabinet for approval.

Separate meetings were also held with the relevant parliament committees and the key individuals who can influence the positive progress to be made within the shortest time period possible.

Pension Technical Advisor have been recruited to lead the process by putting together document revisions and feedback from different stakeholders, coordinate

relevant government institutions and so on. The Technical Advisor is an expert who will be responsible to complete the process of Pension Policy & Bill approvals.

As part of the process, the development of Pension Management Information System (PMIS) has started and the bid for expression of interest has been advertised internationally and locally so that we attract a pool of applicants from reputed companies who are expert in designing the systems.

first draft forecast of the pension benefits as well as the expected contribution from both the employer and the employee have also been prepared and a draft five-year forecast was developed in this regard.

A Training Needs Assessment (TNA) is ongoing in order to identify the capacity building interventions including knowledge, skills, abilities and attitudes required to run successful operations of the pension fund management as a standalone organization.

The TNA will assess the training and non-training needs required for the team to grow and ensure both strategic thinking and operational efficiency.

the case and any legal requirements;

- the right of reply to any such concern;
- the right to be represented by a serving civil servant or by an official employed by a trade union holding recognition from the relevant Department or Office in respect of civil servants at that grade or rank; and
- the right to a fair and impartial determination of the matter after all relevant facts have been considered.

### **Investigation of complex or serious matters**

In all other cases, for example where the facts are complex or where there is a possibility that serious misconduct may have occurred, the matter should be referred to disciplinary committees to investigate and come up with concrete findings .

sent to the civil servant along with notice of the disciplinary meeting.

c) The notice of the disciplinary meeting should state:

- the purpose of the disciplinary meeting with a clear statement of the matter(s) which is/are the subject of the disciplinary meeting;
- that it is necessary to comply with the law and attend the meeting;
- that the civil servant has a right to come and defend himself any issue that brought before him;
- that the department director may make a decision on the basis of the evidence available in the event that the civil servant fails or refuses (without reasonable cause) to participate and may draw an adverse inference from such non-participation;
- that the outcome of the disciplinary meeting may be disciplinary action.

### **Step three: Prepare for the disciplinary meeting**

The purpose of the disciplinary meeting will be to put any concerns (including, where appropriate, any investigation report) to the civil servant and allow the civil servant to respond.

a) The civil servant is entitled to receive reasonable notice of a disciplinary meeting (normally 5 - 3 working days' notice in advance of the meeting).

b) A copy of this Code should be

*Abdikani Saleban (LI.B, LI.M)*  
*Director of Legal Affairs Department*  
*Civil Service Commission*



## Tusmadda CONTENT:

- 1.Hordhac.....
2. Farriinta Guddoomiyaha
3. Warbixin ku Saabsan Faylasha Shakhsiga ah ee Shaqaalaha Dawladda
4. Waa Kuma Agaasimaha Guud ee Cusub ee Hay'adda Shaqaalaha Daawladda ?
5. Hannaanka Anshax Marinta Shaqaalaha Dawladda – Qaybtii Labaad
6. Xaggee Ayay Marayaan Xeerka iyo Siyaasadda Qaran ee Hawl-gabku ?
- 7.Shirka Guddiga Farsamo ee Dib u Habaynta Shaqaalaha Dawladda





## TECHNICAL COMMITTEE MEETINGS HELD

The Technical Committee, consisting of the Director Generals of the key Ministries, Departments and Agencies of the Somaliland government have been established to contribute to the technical aspects of the civil service reform.

The committee meets every two months to mainly discuss decide regarding the common issues and technical aspects of the ongoing civil service reform led by the Civil Service Commission.

Civil Service Strengthening Project uses the existing governance and management arrangements designed under the government's Public Service Reform Strategy. The overall project implementation is led by the Civil Service Commission (CSC) in collaboration with the other MDAs to implement different components of the project.

During this period, the committee discussed pressing issues including implementation of MDA structures, development of HRMIS, Public Pension System and other programs. The committee also discussed the key priorities for the new SERP Program regarding the Public Sector Management component.





## FARRIINTA GUDDOOMIYAHA

Inanga oo ku jirna qaybtii dambe ee sannadka 2022, waxa aynu geeddi ugu jirnaa sidii aynu u xaqiijin lahaayn yoolasha horumarka Somaliland innaga oo si joogto ah u dhisayna shaqaale dawladeed oo adag, isla markaana leh tayo aad u sarraysa iyada oo taas loo marayo dib u habayn joogto ah oo lagu samaynayo shaqaalaha dawladda.

Xeerka shaqaalaha dawladda ayaa innagu hagaya xaqiijinta ujeeddooyinka guud ee lagu qeexay hiigsiga dib u habaynta shaqaalaha dawladda, waxaan hubaa in aynu ku taagannahay dariiqii saxda ahaa

ee ujeeddooyinkaas lagu gaadhayay, iyada oo midba mar la gaadhayo si loo hubiyo in ay yihiin qaar waaraya isla markaana cagahooda ku taagan.

Waxa annu gacanta ku haynaa samaynta nidaamka casriga ah ee maamulka shaqaalaha dawladda loona yaqaano (HRMIS) kaas oo si rasmi ah u dhaqan geli doona bilaha soo socda. Kani waa mid ka mid ah guulaha ugu waawayn ee qaranku gaadhay, waana markii ugu horraysay Somaliland ee maamulka shaqaalaha dawladda la casriyeeyo, lagana dhigo mid ku shaqeeya tiknoolajiyadda casriga ah. Taasi waxa ay kor u qaadi doontaa

# HORDHAC

Tayada maamulka guud ee dalka ayaa fure u ah waxqabadkiisa dhaqaale iyo wanaagga muwaadiniinta. Maamul dowli ah oo tayo leh oo hufan ayaa u adeegaya baahida muwaadiniintiisa.

Waa lagama maarmaan in mas'uuliyiinta dawladda iyo maareeyayaashoodu ay la qabsan karaan xaaladaha isbeddelaya, gaar ahaan waqtiyada dhibaatooyinka.

Muwaadiniinta caadiga ah waxay aad uga walaacsan yihiin wax-ku-oolnimada dawladda, heerkasta oo maamul. Islamar ahaantaana, caqabadaha miisaaniyadeed ee maamullada dadweynaha waxay u baahan yihiin maamulka shaqaalaha (HRM) si ay uga faa'iidaystaan kheyraadka yar iyo horumarinta fursadaha waxbarashada iyo shaqada, siloodhisoloonailaaliyoshaqaale tayo leh oo ka tirsan qaybta dadweynaha.

Aqoontu si degdeg ah ayay u duugaysaa. Natiijo ahaan, waxbarashada nolosha oo dhan waa lama huraan si kor loogu qaado karti-shaqsiyeedka marxalad kasta oo nolosha ah. Maareynta aqoonta iyo wareejinta ayaa noqonaysa arrin muhiim u ah mustaqbalka, iyadoo xarumaha shaybaadhka ay sidoo kale door muhiim ah ka ciyaaraan horumarinta hal-abuurka. Asal ahaan waxa maamula kooxo; sidaas darteed, madaxdu waa inay awoodaan

inay dhiirigeliyaan kooxahooda. Maamulka guud wuxuu u baahan yahay hoggaamiyeyaal ku dhiirigelin kara dadka inay ka shaqeeyaan ujeeddo guud.

Ujeedadu waa in la abuuro hay'ado xasiloon oo la saadaalin karo, laakiin sidoo kale dabacsanaan leh si ay uga falceliyaan caqabadaha badan ee bulshada, u furaan wadahal dadweynaha, awood u leh inay soo bandhigaan xalal siyaasadeed oo cusub oo bixiya adeegyo wanaagsan. Maalgelinta qaab-dhismeedka, hantida dadka iyo nidaamyada iyo aaladaha qaybaha dadweynaha waxay ku jihaysan yihiin habab urureed oo hufan, maarayn casri ah, shaqaale rayid ah oo dhiirigelin iyo xirfad leh.

*Abdi Aden Diriye*

*Maamulaha Mashruuca Dib u Habaynta  
Shaqaalaha Dawladda*



# FAYLASHA SHAKHSIGA AH EE SHAQAALAH DAWLADDA



**H**ay'adda Shaqaalaha Dawladda waxa la aasaasay sannadkii 1993 taas oo lagu aasaasay wareegto Madaxweyne iyada oo xeerkaa shaqaalaha dawladda ee ugu horreeyayna la sameeyay sannadkii 1996. Hay'addu waxa ay ka mid tahay shanta Hay'adood ee dastuuriga ah waxaanay si gaar ah ugu xil saaran tahay maamulka, maaraynta iyo horumarinta shaqaalaha dawladda.

Xeerka Shaqaalaha Dawladdu waxa uu si cad Hay'adda Shaqaalaha u saaray masuuliyadda maamulka iyo kaydinta xogta shaqaalaha dawladda sida xilalka, darajada, fasaxyada iyo wixii kale ee xog ah ee ay leeyihiin ee ku saabsan shaqaalaysiintooda. Xogtaas shaqaalaha dawladda waxa lagu kaydinaayaa wasaaradaha ay ka shaqeeyaan iyada oo nuqul ka mid ahna si guud loogu kaydinaayo xarunta guud ee shaqaalaha dawladda, kuwaas oo ilaa hadda ku kaydsan faylal yaalla xafiisyada, iyada oo

aan la samayn siyaasadihii iyo hagayaashii lagu maamuli lahaa faylashaas.

Haddaba si arrintaas wax looga qabto, Hay'adda Shaqaaluhu waxa ay samaysay xafiiska arkiifiyada qaranka si ay u noqoto xarunta lagu kaydiyo xogta shaqaalaha dawladda ee guud, ilaa intii xaruntan la sameeyayna waxa dawladda ka caawisay in wax laga qabto horumarinta maamulka kaydinta xogta shaqaalaha. Waxa wasaaradaha iyo hay'adaha kele ee dawladda la siiyay muddo cayiman oo ay ku soo gudbiyaan xogta shaqaalahooda si loo dhamays tiro faylasha shakhsiga ah ee qof kasta oo shaqaale dawladeed ah, iyada oo taasi ay dawladda ka caawin doonto maamulidda xaashida mushahar bixinta iyo samaynta liisas sax ah oo mushaharooyinka lagu bixiyo.

Markii la sameeyay xarunta arkiifiyada, waxa laga shaqo geliyay shaqaale khibrad





daah-furnaanta iyo isla xisaabtanka la xidhiidha maamulka shaqaalaha dawladda Jamhuuriyadda Somaliland.

Waxa sidoo kele gebo-gebo ku dhow dhamaystirka Xeerka iyo Siyaasadda Hawl-gabka shaqaalaha dawladdaa,

waxaanuna rajaynaynaa in Golaha Wasiirradu ay dhawaan ansixin doonaan.. waaa markii ugu horraysay taariikhda Somaliland ee shaqaalaha dawladdu ay heli doonaan nidaamka hawl-gabka oo ay maamulayso guddi madax bannaan oo lagu sameeyay sida ku qeexan xeerka hawl-gabka. Waxa iyadana gacanta lagu hayaa samaynta nidaamka maamulka hawl-gabka shaqaalaha dawladda oo casri ah loona yaqaan (PMIS) si maamulka hawl-gabku uu isaguna u noqdo mid casri ah lana jaan qaadaya tiknoolajiyadda cusub.

Si loo hubiyo joogtaynta maamulka mushahar bixinta shaqaalaha dawladda, waxa aanu samaynaa baadhis iyo kormeer joogto ah kaas oo ka socda Caasimadda iyo gobollada dalkabba.

Waxa aanu safarro ugu baxnaa gobollada annaga oo si toos ah kulamo ula yeelanna shaqaalaha dawladda ee gobolladaaas isla markaana hubinna in shaqaalahaasi yihiin qaar jiira oo shaqaynaya si Meesha looga saaro caaglayaasha. Hawshan waxa aanu kak wada shaqaynaa Wasaaradda Maaliyaddaa oo aanu iska kaashanno.

Intaa aynu kor ku xusnay iyo hawlo kele oo farabadan ayaa socda sannadkan, iyada oo hawlahaas badankoodu dhamaystirmi

doonaan inta aan sannadku dhamaanin. Waxa aan si gaar ah ugu mahad celinayaa masuuliyiinta Hay'adda Shaqaalaha Dawladda oo si firfircoon ugu hawlgala sidoo loo xaqiijin lahaa hiigsiga iyo yoolasha hay'adda.

Khalid Jama Qodax  
Chairman, Civil Service Commission



## WAA KUMA AGAASIMAHA GUUD EE HAY'ADDA SHAQAALAH DAWLADDU ?

**K**haalid Mire Nuux waxa uu ku takhasusay maamulka iyo maaraynta isaga oo leh khibrad ka badan 10 sannadood oo uu ka soo shaqeeyay maamulka maaliyadda, falanqaynta xogta, maamulka mashaariicda iyo arrimaha tiknoolajiyadda. Waxa uu hadda wadaa shahaadada labaad oo uu ku qaatay Maamulka Barnaamijyada iyo Siyaasadaha. Khaalid waxa uu soo qabta xilal hore isaga oo ka mid ahaa guddidii farsamo ee wasaaradda maaliyadda Somaliland ay sannadkii 2015 u magacawday in ay dejiyaan nidaamka maamulka hantida ma guurtada ah ee dawladda. Sannadkii 2016, waxa loo magacaabay xubin ka mid ah guddida farsamo ee tababarka, hagista iyo dejinta istiraatiijiyadda

hirgelinta nidaamka maamulka maaliyadda Jamhuuriyadda Somaliland. Lixdii sannadood ee ugu dambaysay, Khaalid waxa uu masuulka ugu sarreeya maamulka maaliyadda ee mashruuca JPLG, isaga oo si toos ah ula shaqayn jiray dawladda hoose iyo maayarrada dalka si loo hirgeliyo nidaamka daadejinta adeegyada si ay u gaadho dadka u baahan. Khaalid Mire Nuux waxa uu hadda yahay Agaasimaha Guud ee Hay'adda Shaqaalaha Dawladda, xilkaas oo uu Madaxweynaha Jamhuuriyadda Somaliland u magacaabay bishii June 2022.

u leh hawsha xarunta isla markaana la siiyay tababarradii ay u baahnaayeen, waxa sidoo kele lagu qalabeeyay kabadhada faylasha oo casri ah, agabka

xafiiska iyo kombuyuutarro ay shaqayso. Kabadh kastaa waxa uu qaadayaa ugu yaraan 600 oo fayl iyada oo loogu talagalay in wixii qalab dhiman **LAGU SOO**

## KORDHIYO INTA SHAQADU SOCOTO.

**D**hanka kele, iyada oo ay muhiim tahay maamulka shaqaalaha dawladdu, haddana ma jiraan faylal elektaroonik ah oo u kaydsan qaabka casriga ee kombuyuutarka, iyada oo dhamaan faylashu ay yihiin qaar gacanta lagu diyaariyay oo kabadhada ku kaydsan. Si taas wax looga qabto, Hay'adda Shaqaaluhu iyada oo taageero ka helaya barnaamijka dib u habaynta shaqaalaha dawladda waxa ay

bilowday samaynta hannaanka casriga ah ee lagu maamulo shaqaalaha dawladda loona yaqaano HRMIS. Nidaamkaas oo hadda gacanta lagu hayo ayaa dawladda ka caawin doona in mustaqbalka laga maarmo waraaqaha iyo faylasha kabadhada lagu kaydiyo, dhamaantoodka ka dhigi doona qaar elektaroonik ah oo ku kaydsan nidaam kombuyuutar oo casri ah.

## Hannaanka Samaynta Faylasha Shakhsiga ah

Si loo sameeyo faylasha shakhsiga ah ee shaqaalaha dawladda, waxa jira hannaan loo raaco oo Khasab ku ah qof waliba in uu raaco si loo dhamaystiro xogtiisa/xogteeda shaqaalenimo. Waxyaalaha looga baahan yahay in lagu kaydiyo faylasha shakhsiga ah waxa ka mid ah:

1. Warqadda Shaqaalaysiinta
2. CV ga
3. Shahaadooyinka waxbarasho
4. Kaadhka dhalashada
5. Kaadhka shaqaalaha
6. Shahaadada caafimaadka
7. Waraaqda dembi la'aanta
8. Waraaqda dallacsiinta (haddii ay jirto)

9. Waraaqda beddelka (haddii ay jirto)

Marka uu qofka shaqaalaha ahi intaas keeno, waxa si rasmi ah loogu sameeyaa faylkiisii shakhsiga ahaa iyada oo nuqul ka mid ahna loo dirayo wasaaraddii ama hay'addii dawladeed ee uu kashaqaynayay. Fayl kasta waxa la siiyaa lambar u gaar ah oo u noqonaya sumadda lagu garto laguna baadho haddii loo baahdo. Sidaas si la mid ah ayaa kombuyuutarkana lagu gelinayaa xogtaas si hadhow ay u fududaato in lagu wareejiyo marka la dhamaystiro nidaamka casriga ah ee HRMIS.



tallaabooyinka aan rasmiga ahayn ee lagu xallinayo hab-dhaqanka loo arko mid aan habboonayn ama lagu caddeeyo in aan lagu guulaysan, agaasimaha waaxdu waxa uu bilaabayaa habraaca anshax-marinta iyada oo la raacayo habraacyada lagu sheegay hab-dhaqanka cusub. sharciga shaqaalaha rayidka ah ee la ansixiyay iyo siyaasadaha iyo habraacyada maamulka shaqaalaha rayidka ah .

## **Tallaabada Labaad:**

### **Baadhis: Xaqiijinta Caddaymaha**

Iyadoo la raacayo qodobka 53 iyo 54 ee xeerka shaqaalaha rayidka ah (Xeer Lr.2022/97) guddiyada anshax-marinta heer wasiir ama guddiga shaqaalaha rayidka ah waxaa ku waajib ah in ay baaritaan ku sameeyaan sidii ay u heli lahaayeen xaqiiqooyin la taaban karo oo ku xeeran dacwadda anshax marinta.

Guddiyada anshaxu waxa laga yaabaa inay ururiyaan macluumaadka la heli karo ka hor inta aanay bilaabin baadhitaanka ama samaynta kulanka anshax-marinta. Guddiyadu waxa laga yaabaa inay u baahdaan inay dhammaystiraan xog-ururin horudhac ah ka hor inta aanay shaqaalaha dawladda u sheegin wax kasta oo ay tabanayaan.

Tani waxay ka dhalan kartaa marka ay jirto su'aal ku saabsan haddii ay jiraan wax mudan in la baaro; ama haddii uu jiro madmadow ku saabsan baaxadda baaritaanka; ama meesha uu ka jiro madmadow ku saabsan cidda ay tahay in la baaro. Shaqaale dawladeed waa in aanu caadi ahaan noqon mawduuc xog ururin oo daba dheeraada isaga oo aan aqoon u

lahayn. Waa in shaqaalaha dawladda lagu wargeliyaa iyada oo aan dib loo dhigin isla marka uu go'aamiyo in baadhista la bilaabo ama la qabto shir anshaxeed.

## **NOOCA XAQIIQO RAADINTA/BAADHIS**

- Kiisaska ay xaqiiqadu ayan adagayn oo akhlaaqdarada tuhunka ahi aanay ahayn midhalisah, layligaxaqiiqoraadintawaxau dhici karaa qayb ka mid ah kulanka edbinta. Dhammaan kiisaska kale, baadhis (haddii baadhis hoos timaada agaasimaha waaxda ama guddiga anshax marinta sida baadhista hoos timaada Xeerka Shaqada) waa la dhamaystiri doonaa ka hor shir kasta oo anshaxeed oo dhacay.

## **Mabaadida Guud Ee Khuseeya Hababka Baadhitaanka**

Sida ku cad qodobka -28aad ee dastuurka Somaliland faqradiisa -2aad, dhammaan shaqaalaha dawladda waa in loola dhaqmo si cadaalad iyo sinaan ah oo waafaqsan nidaamka cadaaladeed ee ku haboon, taas oo sida caadiga ah ka mid noqon doonta. Xaqqa uu u leeyahay shaqaalaha rayidka ah in lagu wargeliyo wixii welwel ah ee ku saabsan hab-dhaqankiisa iyo in la siiyo tafaasiil ku habboon si loogu oggolaado shaqaalaha dawladda in uu ka jawaabo walaacaas; Xaq u leeyahay in la siiyo koobiyada dhammaan caddaymaha dukumentiga ah ee la xidhiidha oo uu eegayo baadhuhu, ama agaasime waaxeedkiisa, marka laga reebo marka



# HANNAANKA ANSHAX MARINTA SHAQAALAH DAWLADDA (QAYBTA 2AAD)



Iyadoo la raacayo maqaalka lagu daabacay majaladda shaqaalaha rayidka ah ee diiradda saareysa hab-dhaqanka shaqaalaha rayidka ah. Waxaan halkan ka door biday in aan dib u soo nooleeyo tamartayda si aan u hago guddiyada anshax-marinta ee labada Wasaaradood, waaxyaha iyo hay'adaha iyo guddiga shaqaalaha rayidka ah. Maqaalkani waxa uu qeexayaa habka edbinta iyo tallaabooyinka edbinta ku habboon ee la qaadayo si kor loogu qaado heerarka anshaxa ee shaqaalaha dawladda. Hagaajinta heerarka anshaxa ee shaqaalaha rayidka ah iyada oo loo marayo habka edbinta kaliya maaha in ay kordhiso akhlaaqda waaxda dawladda ee

waxay sidoo kale kor u qaadaysaa bixinta adeegga dadweynaha.

## Hanaanka Anshax Marinta Shaqaalaha Dawladda:

### **Talaabadda Koobaad: Bilowga Hanaanka**

Ugu horrayn, haddii ay dhacdo in laga walaaco hab-dhaqanka shaqaalaha dawladda iyo marka adeegsiga

# XAGEE AYAY MARAYSAA DIYAARINTA SIYAASADDA IYO XEERKA HAWL-GABKA SHAQAALAHADA DAWLADDU?

**D**hamaystirka siyaasadda iyo xeerka hawl-gabka shaqaalaha dawladda ayaa gebo-gebo ku dhow, kuwaas oo la filayo in dhawaan la hor geeyo Golaha Wasiirrada Jamhuuriyadda Somaliland. Dhamaan waxyaalihii looga baahnaa siyaasadda iyo xeerka ayaa la dhamaystiray iyada oo ay hawshaas gacanta ku hayeen khubaro muwaadiniin iyo ajnabi isugu jira oo aqoon iyo khibrad durugsan u leh arrimaha hawl-gabka. Waxa iyaguna qayb ka ahaa diyaarinta siyaasadda iyo xeerkan wasaaradaha ay khusayso sida Wasaaradda Shaqo Gelinta, Wasaaradda Maaliyadda iyo qaar kale.

Guddoomiyaha Shaqaalaha Dawladda ayaa nuqul ka mid ah xeerka iyo siyaasadda u gudbiyay Madaxweynaha Jamhuuriyadda Somaliland, isaga oo sidoo kale kulamo gaar gaar ahna la yeeshay qaar ka mid ah wasiirrada ugu muhiimsan xukuumadda Somaliland si uu faahfaahin uga siiyo qodobbada xeerka iyo siyaasaddani koobsanayaan isla markaana ay ra'yigooda ula wadaagaan ka hor inta aan la dhamaystirin.

Guddoomiyaha iyo maamulka Hay'adda shaqaaluhu waxa ay sidoo kale kulamo kala duwan la yeesheen guddi hoosaadyada Golaha Wakiillada ee ay arrintani khusayso si ay mudanayaashu ula socdaan xeerka hawl-gabka isla markaana ay uga sii war hayaan qodobbadiisa si ay u fududaato ka doodista xeerku marka golaha la hor keeno.

Waxa sidoo kale la qaatay khabiiir farsamo oo Hay'adda Shaqaalaha kala shaqayn doona dhamaystirka siyaasadda iyo xeerka hawl-gabka inta hawshani socoto, kaas oo masuuliyaddiisu tahay in uu isku ururiyo falcelinta ka imanaysa masuuliyiinta kala duwan ee dawladda iyo kuwa khubarada kale ee ajnabiga ah, isla markaana waxa uu isku xidhayaa hay'adaha kala duwan ee dawladda ee ay arrintani khusayso.

Waxa kale oo hawshan barbar socota dhismaha nidaamka casriga ah ee lagu maamulo hawl-gabka ee loo yaqaano PMIS, kaas oo samayntiisu ay dhawaan bilaabmi doonto iyada oo shirkaddii samayn lahayd dhawaan la qaadan doono.

Waxa iyadana la diyaariyay saadaasha kharashaadka bixi doona iyo lacagta hawl-gabka looga jaro shaqaalaha dawladda shanta sannadood ee soo socda si loo ogaado miisaaniyadda ay ku kacayso iyo ku talagalka ay tahay in laga galo si barnaamijkaas loo fuliyo.

Waxa isaguna socda qiimaynta baahida tababarrada loo baahan yahay si loo ogaado nooca tababar ee la siin doono shaqaalaha ka shaqaynaya hawl-gabka si barnaamijkan hawl-gabka ahi ugu fulo sidii ugu wanaagsanayd ee la doonayay haddii ay noqo aqoon, xirfad iyo qalab intaba.

aanay habboonayn in la shaaciyo macluumaadka qaarkood iyada oo la tixgalinayo dhammaan xaaladaha kiiska iyo shuruudaha sharciga ah;

- Xaquuqdakajawaabidawalaackasta;
- Xaquuqda in lagu matalo shaqaale dawladeed ama sarkaal u shaqeeya urur shaqaale oo haysta aqoonsiga Waaxda ama Xafiiska ay khusayso marka la eego shaqaalaha rayidka ah ee darajadaas ama darajadaas; iyo
- Xaqqa loo leeyahay in arrinta si cadaalad ah oo dhexdhexaad ah loo go'aamiyo ka dib marka dhammaan xaqiiqooyinka khuseeya la tixgeliyo.

## **BAADHITAANKA ARRIMAHA ADAG AMA HALISTA AH**

Dhammaan kiisaska kale, tusaale ahaan marka ay xaqiiqadu kakan tahay ama ay suurtoagal tahay in ay dhici karto in khalad weyni dhacay, arrinta waa in loo gudbiyo guddiyada anshaxa si ay u soo baaraan oo ay uga soo baxaan natiijooyin la taaban karo.

## **TALLAABADA SADDEXAAD: U DIYAARGARAWGA KULANKA ADAG EE ANSHAX MARINTA:**

Ujeeddada kulanka anshaxu waxay noqon doontaa in wixii tabasho ah (ay ku jiraan, halka ay ku habboon tahay, warbixin kasta oo baadhis ah) loo gudbiyo shaqaalaha dawladda loona ogolaado shaqaalaha dawladda inuu ka jawaabo.

a) Shaqaaluhu wuxuu xaq u leeyahay inuu helo ogeysiis macquul ah oo ku saabsan kulanka edbinta (sida caadiga ah 5 - 3 maalmood oo shaqo ogeysiis ka hor kulanka).

b) Waa in nuqul ka mid ah xeerkan loo diraa shaqaalaha dawladda oo uu la socdo ogaysiis shirka anshax-marinta.

## **c) Ogeysiiska shirka anshaxu waa inuu sheegaa:**

- Ujeeddada kulanka anshax-marinta oo leh bayaan cad oo ku saabsan arrimaha/mawduuca kulanka anshax-marinta;
- in ay lagama maarmaan tahay in loo hoggaansamo sharciga dhalaalka iyo ka qaybgalka shirka;
- in shaqaalaha dawladdu xaq u leeyahay in uu yimaado oo iska difaaco arrin kasta oo la hor keeno;

***Cabdiqani Saleebaan (LI.B, LI.M)***

*Agaasimaha Waaxda Sharciga  
Hay'adda Shaqaalaha Dawladda*



## SHIRARKA GUDIGGA FARSAMO EE DIB U HABAYNTA SHAQAALAH DAWLADDA:

**W**axa jira guddi farsamo oo ka kooban Agaasimayaasha Guud ee qaar ka mid ah Wasaaradaha iyo Hay'adaha Dawladda, kaas oo loo sameeyay in ay farsamo ahaan u hagaan barnaamijka dib u habaynta shaqaalaha dawladda. Guddidaasi waxa kulan isugu timaaddaa labadii biloodba mar si ay uga doodaan arrimaha khuseeya arrimaha farsamo ee dib u habaynta shaqaalaha dawladda oo ay gacanta ku hayso Hay'adda Shaqaalaha Dawladdu.

Barnaamijka Dib u habaynta shaqaalaha dawladdu waxa uu ku shaqeeyaa istiraatiijiyadda u dejisan dib u habaynta shaqaalaha dawladda Jamhuuriyadda Somaliland isaga oo raacaya qaab-dhismeedka guddiyada farsamo ee loogu talagalay in ay farsamo ahaan ka taageeraan barnaamijiyada dib u habaynta ee socda.

Shirarkii ugu dambeeyay ee guddida waxa lagaga dooday arrimo badan oo muhiim ah oo ay ka mid yihiin dhamaystirka dib u eegista qaab-dhismeedka wasaaradaha iyo hay'adaha dawladda, dhismaha nidaamka

casriga ah ee maamulka shaqaalaha dawladda (HRMIS), dhamaystirka siyaasadda mushahar bixinta iyo qaabaynta darajooyinka shaqaalaha dawladda iyo sidoo kele siyaasadda iyo xeerka hawl-gabka shaqaalaha dawladda. Waxa iyadana laga hadlay arrimo khuseeya barnaamij cusub oo ku saabsan dib u habaynta hannaanka maaliyadda iyo maamulka shaqaalaha dawladda oo dhawaan la filayo in la bilaabo kaas oo Baanka Adduunku uu ka caawinayo Somaliland.

