

Disciplinary Procedures (Part 3)

The Benefits of HRMIS

HEALTH & SAFETY at the Workplace

CSI & GIMPA Trainings

   @slcsc

AWARDS

National 2022



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Table of

CONTENTS



03 Foreword

04 Message from
THE CHAIRMAN

05 Civil Service
Disciplinary
Procedures-Part 3

07 How HRMIS
System Works

12 Success Story: CSI/
GIMPA Trainings

16 Summary of 2022
CSC Achievements

20 The Importance of
Health & Safety at
the Workplace

OUR MISSION

Equity Ensuring equitable distribution of resources and benefits accruing from the Civil Service Commission's programmes.

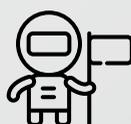
01



Vision

The vision of the Civil Service Commission (CSC) is to be a globally-recognized center of excellence offering the highest standard of public service provided by a skilled, dedicated and patriotic workforce.

02



Mission

To provide human resource, labour relations and organizational development leadership and services which sustain and inspire public service in the Republic of Somaliland.

03



Values

- Integrity Putting public interest above personal interest.
- Honesty Always acting with integrity.
- Objectivity Always acting fairly—making decisions based on facts /evidence.
- Impartiality Acting objectively and serving regional governments equitably.
- Professionalism Ensuring and maintaining high standards in the discharge of responsibilities and delivery of services.
- Transparency Upholding openness in all activities including provision of services.
- Patriotism Demonstrating a sense of devotion and personal identification as a citizen of Somaliland.

FOREWORD

APPROACHING CHANGE MANAGEMENT IN THE GOVERNMENT SECTOR

Government agencies face both common and unique challenges when faced with organizational change. Common challenges for the private and public sector include employee engagement, training, increased workload, turnover, recruiting, and market progressions. Unique (and significant) challenges for civic institutions are mission realignments and administration transitions.

In order to reduce the risk of failure, adopting a sound strategy is critical. Learn how to approach change management in the government sector so you can save time, save resources, save headaches, and come out ahead in this must-win situation.

Implementing change in a government organization is a struggle across the board, but particularly so at the central level. Local-level agencies typically report greater success with organizational change management versus central agencies.

There are management concerns including tech upgrades, skill gaps, work quality, and resource turnover. Nevertheless, this is a significant concern for any agency compelled to implement change.

Organizational change in government and public sectors also require driving forces. In order to facilitate a smooth and successful transition from the old to the new, organizations must be

competent in effective change management. Coetsee (1999) states, “any management’s ability to achieve maximum benefits from change depends in part on how effectively they create and maintain a climate that minimizes resistant behavior and encourages acceptance and support” (p. 205).

The process of change management consists of getting those involved and affected to accept the introduced changes as well as manage any resistance to them. This means that management has to ensure that every employee in an organization has an urgency to change and fostered by their awareness of the environmental conditions that demand change in the organization.

The change process also requires re-freezing the new behaviors by realigning organizational systems and team dynamics with the desired changes. Lewin (1951) further discussed that successful change rests in “unfreezing” an established symmetry by enhancing and responding to the forces driving change, or by reducing or removing resisting forces, and then “refreezing” in a new equilibrium state.

Abdi Aden

CSSP Programme Manager

Civil Service Commission, Somaliland

Message from **THE CHAIRMAN**



“

we envision the finalization and approval of Pay & Grading Policy, development

”

We have witnessed the growing capacity of the Civil Service workforce

The first quarter of each year has usually two important elements, looking back at the year ended and having a glimpse on the new year.

They give you a clear reflection of the core and important events of the ended year and this time it was how well the CSC staff under the current leadership have rallied to achieve the expected results based on the previously set goals and how they collectively overcome and challenges they faced during that period.

We have witnessed the growing capacity of the Civil Service workforce, and this was demonstrated through last year's performance after a successful evaluation.

Based on our experience from the previous years, we put in pace a well-regarded annual plan for 2023 at all levels in order to achieve even better while at the same time ensuring the continuation of delivering quality services.

Before the year ends, we envision the finalization and approval of Pay & Grading Policy, development and implementation of Human Resource Management Information System (HRMIS), development of E-learning Platform for Civil Service Institute

(CSI), approval of Pension Policy and Bill by the Cabinet, development of Pension Management Information System (PMIS) and other planned activities.

These are the main milestones for 2023 and I believe we are in a good position to ensure they are all achieved on time.

This new edition of our quarterly Civil Service Magazine reflects some of the achievements and activities we carried out during the first quarter of 2023 and as we go along, we will update you on the above activities as we make sure they are achieved as planned.

We also reflect on our collaboration with other MDAs and other aspects of our journey.

Khalid Jama

KHALID JAMA QUDAX

CHAIRMAN

Civil Service Commission

CIVIL SERVICE

Disciplinary Procedures

– Part 3

Step Four:

Disciplinary meeting

1. The disciplinary meeting (or meetings) will be conducted by the disciplinary committees.
2. As stated above, where the facts are not complex and where the suspected misconduct is not serious, an investigation may take place as part of a disciplinary meeting. In such cases, the disciplinary committee will:
 - Establish the facts as part of the disciplinary meeting;
 - Determine if misconduct has occurred; and
 - Decide on the outcome of the meeting.
3. Where a civil servant fails to attend a disciplinary meeting (without reasonable cause) or fails to answer questions or otherwise cooperate with the conduct of the meeting (without reasonable cause) then the relevant manager may make a decision on the basis of the evidence available and may draw an adverse inference from such non-participation.

Step Five:

Outcome of the disciplinary meeting

It is important to ensure that decisions are fair and consistent and that the facts of each case are considered carefully. If establishing the facts, the relevant manager is required to consider whether,

on the balance of probabilities, the concern about the civil servants conduct is proved, whether this amounts to misconduct and, if so, the appropriate outcome. A decision on the outcome will be made by the disciplinary committee. The following outcomes are possible:

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- A finding that further investigation is required to ensure all facts are being considered, in which case the relevant manager will make appropriate arrangements for such further investigation;

A finding that misconduct occurred but no disciplinary action will be taken in respect of this instance of misconduct;

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The following should be considered when reaching a decision on what disciplinary action is appropriate:

- The nature and seriousness of the misconduct;
- Any active disciplinary warnings issued to the civil servant;
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- Any mitigating circumstances presented by the civil servant; and
- Any other matters which, in all the circumstances, are relevant.



Table A: Range of disciplinary actions and decisions of disciplinary committees under the auspices of the newly approved civil service law (Law No.97/2022).

S/N	Sanction	Department director	Disciplinary committee
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8.	Reassignment to a different location or different duties.		.
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10.	Placing the civil servant on a lower rate of remuneration (including the withholding of an increment).		.
11.	Reducing the civil servant to a specified lower grade or rank.		.
12.	Suspending the civil servant without pay.		.
13.	Dismissal.		.

Abdikani Saleban (LI.B, LI.M)

Director of Legal Affairs Department
Civil Service Commission

The **BENEFITS** of **HUMAN RESOURCE MANAGEMENT** Information System (HRMIS)

Human Resources Management Information System (HRMIS) is a software application that combines human resources functions, including Administration, Employee Self Services, Payroll, Attendance, Recruiting and Mailing system.

The Civil Service Commission has been working on setting up HRMIS to better manage the civil service in Somaliland. The first phase of the assignment regarding the assessment of the existing mechanisms, system requirements and roadmap for the development of the system. The system development is now undergoing and expected to be finalized in the next few months.

In this regard, it is important to understand what is HRMIS, how does it benefits not just the Somaliland government but also the civil servants. Below are nine benefits of HRMIS:-

1. **STREAMLINES HR PROCESSES**

With the HRMIS, the MDAs can recruit, onboard, manage, and engage employees from a single, unified solution. Outdated data management systems like spreadsheets and paper-based processes, are clunky, hard to use, slow, and unsustainable as institutions grow. An HRMIS replaces that with a modern, digital solution that streamlines HR processes and workflows for faster, easier access, and maintenance.

By defining hierarchies and functions within the MDAs, HRMIS provides transparency, accountability and standardizes the procedures by keeping accurate, error-free records of the workforce.



2. AUTOMATES STAFF RECRUITMENT

How the institution onboards the employees defines the overall employee experience and talent retention. With automated staff recruitment features, the institution can enable a seamless recruitment process for the new hires and set their paths in the institution leading to greater employee satisfaction and success.

Whether it's filling out forms, e-signing documents, creating onboarding checklists, sending welcome kits, or providing access to the self-service portal, the institution can automate it all from the HRMIS. HR teams can redirect their focus to connecting with the new employee and making them feel at home.

3. REGULATES COMPLIANCE

A good HRMIS ensures that the institution can automatically update policies, regulations and guidelines into the system to ensure all information is stored and available for all the employees.

All the information will be easily available for the employees and the institution can even ensure the employees' time off complies with national requirements, and easily implement the latest regulations across the country.

4. REDUCES TIME AND MINIMIZES ERRORS

The HRMIS helps automate core HR functions and does away with repetitive day-to-day tasks. What would otherwise take hours can now be done in moments by automating common workflows like:

- Accessing, editing, or adding employee information
- Onboarding and offboarding
- Approvals
- Managing performance
- Managing staff leaves

With a standardized process in place, the HRMIS allows no room for error or redundancy and supports both the employees and the HR professionals across the MDAs allowing them to do higher-value tasks.

5. EMPOWERS EMPLOYEES WITH SELF-SERVICE

HRIS benefits go beyond just the employer and HR teams. By providing access to an employee self-service portal, you can empower your employees to do more on their own without relying on back-and-forth emails or following up with multiple people for approvals.

For instance, if your employee wants to request time off or manage reimbursements, all they have to do is access the HRIS from their mobile or desktop, and put in the requests.

With self-service, employees can update their information, access policy documents, payslips, and tax information, and even view their performance reviews and manage appraisals. The HRIS enables employees to access HR-related information round the clock.

6. INCREASES PRODUCTIVITY AND EFFICIENCY

Through HRIS' capabilities to support multiple HR-related functions in a single system, you can help HR teams to thrive in the workplace and not just survive by the day. Organizations avoid work overload, burnout, or attrition by simply moving to an HRIS instead of having several, disconnected HR systems or using complex, paper-based processes.

A modern human resource information system also constantly updates the solution based on feedback or changes in business rules to suit the evolving needs of HR teams, employees, and the employer — with productivity and efficiency at the front and center of any HRIS.

7. BOOSTS COLLABORATION AND PLANNING

HRMIS enables accurate planning and better collaboration by allowing employees to reach out to team members from any place, whether you're working from the main office, regions or even remote areas.

8. PROVIDES INSIGHTS INTO EMPLOYEE DATA

HRMIS provide analytical insights into employee data for better workforce planning, employee experience, retention rate, talent acquisition, performance management and more.

It generates the desired reports that helps the institution able to accurately make informed decisions. Concerned officials can then leverage this data to oversee processes, identify hindrances, find scope for improvement, and enhance workforce planning.

9. REDUCES COST

HRMIS reduce costs significantly by being more effective than manual, overrun processes or multiple, disparate systems. It also improves the quality of work across MDAs. The system cuts down on errors, automates tedious tasks, mitigates risks, and reduces the possibility of violations.

POLICIES, GUIDELINES & BILLS DEVELOPED

By CSSP 1 2016/2022



SUCCESS STORY:

CSI & GIMPA Trainings

As the Civil Service Institute (CSI) provides a solid platform for delivering training and development activities for the civil service, the project-built capacity of CSI aims at strengthening various capabilities to improve civil service management at institutional, organizational and individual level.

The CSI, established in 2005, currently delivers short-term training and one-year diploma programs. While the CSI is well managed and boasts of a recent and well-maintain building, there was a concern from line Ministries that it is not addressing all the specific training needs of the civil service.

The CSSPs project identified the Ghana Institute of Management and Public Administration (GIMPA) as a strategic partner institution. GIMPA has the record of accomplishment in the areas that CSI desires. Together with CSI, GIMPA conducted a training needs assessment (TNA) of the MDAs in Somaliland to identify the core needs of the civil servants in Somaliland. Based on the results of the TNA, GIMPA and CSI developed training modules, planned and delivered the trainings on short-term training courses for the MDAs in Somaliland.



The modules were developed for 30 different categories of staff. Different sets of trainings were conducted for these different categories of staff in both Haygersia, Somaliland and Accra, Ghana.



THE TRAININGS WERE:

- The Short-Term Courses for Lower, Upper, Middle and Top Level Management staff.
- Long-Term Courses for Certificate and Post-graduate Diploma.
- Trainer of Trainers For Short Term courses for 28 trainers from different government Ministries, Departments and Agencies (MDAs), Non-for Profit Academic Institutions, and CSI community (CSI lecturers/trainers, CSI Alumnus, & ECSU graduates.
- And Trainer of Trainers (TOT) for Long Term Courses for 27 trainees from different government Ministries, Departments, and Agencies (MDAs), Non-forProfit Academic Institutions, and the CSI community (CSI lecturers/trainers, CSI Alumnus, & ECSU graduates.
- Accreditation Requirements Training.
- Quality Assurance Capacity Training.
- Training on English language by ACH.



Trainer of Trainer (TOT) on English language by ACH In all, a total of 512 (389 for the short courses, 68 long term and 55 for the TOTs).

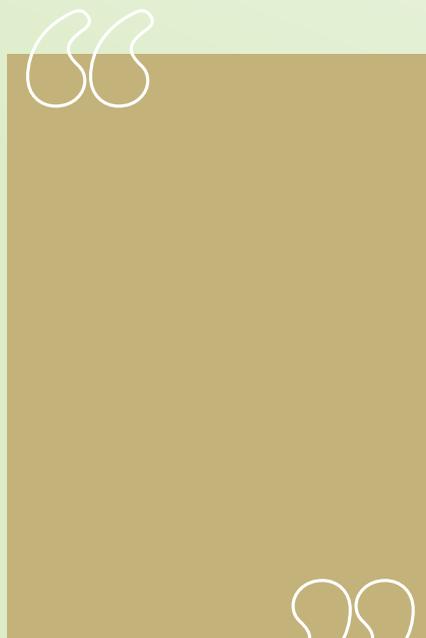


NATIONAL CIVIL SERVICE

Awards for 2022

One of the roles of the Civil Service Commission is to improve and continuously evaluate the civil servant's performance at all levels in line with the procedures set by the commission while ensuring their productivity using a transparent and fair system.

For the first time in the history of Somaliland, a nationwide national civil service awards have been conducted as part of the commission's improved management and capabilities. Early this year, a remarkable national event was organized by the civil service commission to reward the most competent civil servants in 2022.



The winners were selected from different government institutions in line with the CSC strategic plan and the national development plan and as part of the CSC's retention policy of the highly skilled and talented civil servants.

During the process, the Civil Service Commission focused on the HR Directors at the Ministries, Departments and Agencies

of the Somaliland government as they are the wheels running the successful reforms at the MDAs level.

A total of 11 out of 45 national level HR Directors were rewarded during the event for their hard work, dedication and great contribution to the ongoing civil service reforms.





The **Importance** of

HEALTH & SAFETY

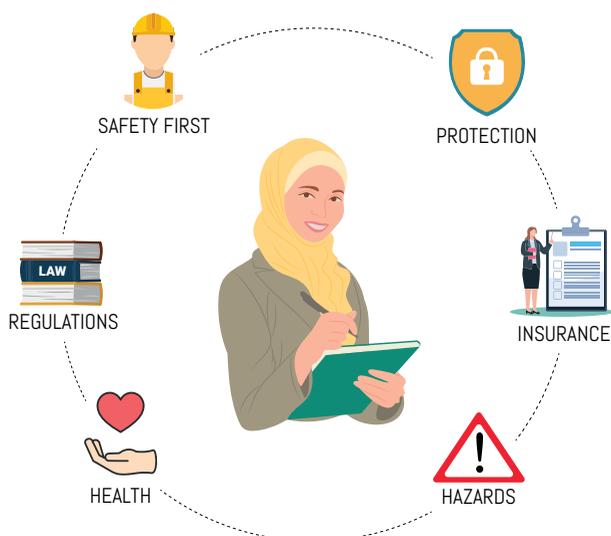
at the Workplace

PREVENT ILLNESS AND INJURY

Safety and Health procedures in the workplace can reduce the employee illnesses and injuries which leads to minimizing potential death to be happened. These procedures can help the employer and employees to understand the potential hazards in their work environment. Most of safety issues aroused due to their lack of knowledge and skills regarding to Safety and Health procedures.

INCREASE PRODUCTIVITY

Unsafe working environments and injuries are bad for employee morale. Employers who focus on maintaining a safe and healthy work environment besides conducting safety and health training to employees can build a stronger relationship with employees. Hence, employees will feel their existence as a part of a team working together. Employees will show their loyalty and increases their work productivity.



INCREASE PUBLIC PERCEPTION

Not having safety and health procedures in a workplace can have negative impacts to the business activities. A company that does not meet safety and health standards, it will face of losing their business, money, respect and clients. Customers will not put their trust to the unsafe company work style. Employers must understand that safety goes well beyond their employees. A positive team morale increases positive customer interactions, which leads to customer retention and loyalty.

AVOID FROM HUGE LOSS IN BUSINESS

Employers must continue to pay employees who miss work because they are unavailable as a result of a workplace injury or illness. If the absence is long-term, the company might need to hire another person to replace the injured employee temporarily to ensure their business run as usual. If there is a serious injury, it might result in the shutdown of the entire operation until an investigation is conducted. Therefore, a safety and health training must be carried out in order to gain knowledge and enhance skills about specific safety and health standards and guidelines.



**Health and Safety
makes a workplace
more Successful**





HAY'ADDA

Shaqaalaha Dawladda
Civil Service Commission

Somali version



Tusmada



03 Hordhac

04 Farriinta
Guddoomiyaha

05 Civil Service
Disciplinary
Procedures-Part 3

05 Faa'iidooyinka
Nidaamka Casriga
ah ee Maamulka
Shaqaalaha
Dawladda (HRMIS)

05 Tababarrada Mac:
Hadka Shaqaalaha
Dawladda iyo
GIMPA

12 Abaal-Marinta
Heer Qaran ee
Shaqaalaha
Dawladda ee 2022

15 Muhiimadda
Caafimaadka iyo
Badbaadada ee
Goobaha Shaqo

HORDHAC

MAAMULKA IS BEDDELKA EE DAWLADDA

Hay'adaha dawladdu waxa inta badan ka hor yimaadda caqabado guud iyo qaar gaar ah gaar ahaan marka uu ku yimaaddo isbeddel. Caqabadahaas waxa ka mid ah hawl-gelinta shaqaalaha, tababarro, shaqada oo ku badata, shaqaalaha oo ka taga, qaadashada shaqaale cusub iyo is beddelka suuqa. Si gaar ah waxa ugu waawayn caqabadaha hay'adaha rayidka ah qaabaynta hadafka iyo is beddelka maamul ee ku yimaadda.

Si haddaba loo yareeyo khatar fashil oo ku timaadda, waxa lagama maarmaan ah in la helo istiraatiijiyad wanaagsan oo lagaga gudbi karo. In la barto sida loo maareeyo is beddelka ee dawladda waxa ku badbaadaya wakhti, hanti, madax xanuun iyo wareer, waxaana lagaga bixi karaa xaaladdan adag.

Hirgelinta is beddelka ee hay'adaha dawladdu waa mid aad u adag, gaar ahaan heerka dawladda dhexe. Hay'adaha hoose/dhexe iyagu inta badan way guulaystaan marka loo eego maamulka is beddelka ee hay'adaha dhexe.

Sidoo kale waxa jira walaac xagga maamulka ah oo ay ka mid yihiin kor u socodka tiknoolajiyadda, firaaca xirfadaha, tayada shaqada iyo is beddelka ilaha dhaqaale. Si kastaba ha ahaatee, kuwani waa qaar ka mid ah walaaca ugu badan ee haysta hay'adaha dhaqan gelinaya is beddelka.

Is beddelka maamul ee dawladdu waxa sidoo kale lagama maarmaan u ah shaqaalihii fulinayay.

Si haddaba ay u fududaato in laga guuro nidaamkii hore loona guuro mid cusub, hay'aduhu waa in ay yeeshaan shaqaale xirfad leh si loo helo maamul is beddel oo hirgala. Maamul kasta oo ku guulaysta in uu hirgeliyo inta ugu badan is beddelku waxa uu ku xidhan yahay sida ay u abuuraan jawi yaraynaya iska caabbinta isla markaana dhiirri gelinaya in la aqbalana taageero.

Hannaanka maamulka is beddelku waxa uu ka kooban yahay in dadka ka shaqaynaya iyo kuwa uu raadka ku yeelanayaa ay si isku mid ah u aqbalaan is beddelka soo kordhay iyo in la maareeyo iska caabbin kasta oo ka hor timaadda is beddelkaas. Taas macnaheedu waa in is beddelku xaqiijiyo in qof kasta oo shaqaale ahi uu si degdeg ah ula qabsan karo is beddelkaas marka loo eego aqoonta ay u leeyihiin xaaladda keensatay in is beddelku yimaaddo. Is beddelkaasi waxa uu sidoo kale u baahan yahay is dhidibbada loo taago xaaladda cusub iyada oo la is waafajinayo nidaamka maamul, is beddelada shaqaale iyo is beddelka la rabo.

Cabdi Aadan Diiriye

Maamulaha Barnaamijka Dib u Habaynta Shaqaalaha Dawladda Hay'adda Shaqaalaha Dawladda

Farriinta **GUDDOOMIYAHA**



“

Inta aanuu sannadku dhamaan, waxa noo qorshaysan dhamaystirka iyo ansixinta Siyaasadda Mushahar Bixinta Iyo Qaabaynta Darajooyinka Shaqaalaha Dawladda

”

Waxa aynu markhaati ka nahay tayada iyo awoodda koraysa ee shaqaalaha dawladda

Saddex biloodka ugu horreeya sannad kasta waxa uu leeyahay laba halbeeg oo muhiim ah, waa in dib loo jalleeco sannadkii dhamaaday iyo in fikrad laga haysto sannadka cusub ee la galay.

Labadaasi waxa ay sawir fiican kaa siinayaan waxyaalihii ugu muhiimsanaa uguna waawaynaa ee qabsoomay sannadkii tegey, taas oo doorkan ah sida ay shaqaale waynaha Hay'adda Shaqaalaha iyo maamulkooduba ay ugu guntadeen xaqiijinta hawl-qabadka ku salaysnaa hadafyadii hore loo qorsheeyay iyo sida shaqaaluhu iyaga oo gacmaha is haysta uga gudbeen caqabadihii ka hor yimid sannadkaas. Waxa aynu markhaati ka nahay tayada iyo awoodda koraysa ee shaqaalaha dawladda taas oo lagu ogaaday qiimayntii shaqaalaha ee la sameeyay sannadkii tegey.

Sidoo kale, iyada oo laga duulayo khibraddii laga helay sannaddadii hore, waxa aanu qorshe sannadeedka sannadka 2023 oo ah mid aad looga baaraan degay, koobsanayana dhamaan qaybaha kala duwan si loo xaqiijiyo in shaqooyinkaasi ay dhamaantood qabsoomaan iyada oo taasna ay babar socoto bixinta adeegyo tayo leh. Inta aanu sannadku dhamaan, waxa noo qorshaysan dhamaystirka iyo ansixinta Siyaasadda Mushahar Bixinta Iyo Qaabaynta Darajooyinka Shaqaalaha Dawladda, samaynta iyo hirgelinta nidaamka casriga ah ee maamulka shaqaalaha dawladda loona yaqaan (HRMIS),

samaynta nidaamka waxbarashada fogaan aragga ee Mac-hadka Shaqaalaha Dawladda, ansixinta Siyaasadda iyo Xeerka Hawl-gabka shaqaalaha dawladda, samaynta nidaamka casriga ah ee maamulka shaqaalaha hawl-gabka (PMIS) iyo hawlo kale oo qorshaysan. Intaa aynu kor ku tilmaannay waa shaqooyinka ugu waawayn ee ay tahay in ay qabsoomaan ka hor inta aanu dhammaan sannadkan 2023, waxaan rumaysanahay in aanu u diyaarannahay in ay qabsoomaan dhamaan hawlahaasi.

Cadadkan cusub ee Majalladda Hay'adda Shaqaalaha Dawladdu waxa ay sawir ka bixin doontaa waxyaalihii qabsoomay saddex biloodkii ugu horreeyay sannadkan 2023, iyada oo inta sannadka lagu jirana aanu idinla socodsiiin doonno halka ay marayaan hawlaha u qorshaysnaa Hay'adda Shaqaalaha Dawladda oo aanu xaqiijin doono in ay dhamaantood u qabsoomaan sida loogu talagalay. Waxa kale oo aanu wax ka iftiimin doonnaa wada shaqaynta joogtada ah ee aanu la leenahay Wasaaradaha iyo Hay'adaha kale ee dawladda oo la'aantood aanay qabsoomeen hawlaha ilaa hadda la fuliyay.

Khalid Jama

KHALID JAMA QUDAX

CHAIRMAN

Civil Service Commission

CIVIL SERVICE

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Abdikani Saleban (LI.B, LI.M)

Director of Legal Affairs Department
Civil Service Commission

FAA'IIDOOYINKA NIDAAMKA CASRIGA ah ee MAAMULKA Shaqaalaha Dawladda (HRMIS)

Nidaamka Casriga ah ee Maamulka Shaqaalaha Dawladda (HRMIS) waa nidaam casri ah oo lagu maamulo shaqaalaha dawladda kaas oo si sahlan meel isugu keenaya noocyada kala duwan ee lagu maamulo shaqaalaha dawladda oo ay ka mid yihiin mushahar bixinta, maamulka fasaxyada, maaraynta hawl-qabadka, shaqo qorista, shaqo ka saarista, dallacsiinta iyo wixii la mid ah.

Hay'adda Shaqaalaha Dawladda ayaa dhawaanahan ku hawllanayd samaynta nidaamkan HRMIS si kor loogu qaado hannaanka maamulka shaqaalaha dawladda Somaliland. Wajigii koowaad ee ee qiimaynta nidaamyada hadda jira, qalabka iyo waxa loo baahan yahay si loo dhiso loona dhaqan geliyo nidaamkan.

Waxa hadda socda samaynta nidaamka HRMIS oo la rajaynayo in uu dhamaan doono bilaha soo socda kaas oo markaas la dhaqan gelin doono.

Sidaas darteed, waxa muhiim ah in la fahmo waxa uu yahay nidaamkan Casriga ah ee Maamulka Shaqaalaha Dawladda (HRMIS) iyo faa'iidada uu u leeyahay dawladda Somaliland iyo shaqaale weynaha dawladda ee Jamhuuriyadda Somaliland intaba. Waxa aynu hoos kaga hadli doonaa sagaal faa'iido oo ka mid ah faa'iidooyinka uu leeyahay Nidaamka Casriga ah ee Maamulka Shaqaalaha Dawladda (HRMIS):



1. WAXA UU ISKU XIDHAA MAAMULKA SHAQAALAHA

Iyada oo la adeegsanayo Nidaamka Casriga ah ee Maamulka Shaqaalaha Dawladda (HRMIS), wasaaradaha iyo hay'adaha dawladda waxa ay shaqaalaysiin karaan isla markaana maamuli karaan shaqaalahooda iyaga oo adeegsanaya nidaam keliya oo isku xidhan. Waxaana sidoo kale laga guurayaa nidaamyadii hore ee gaboobay iyo nidaamkii waraaqaha lagu shaqaynayay kuwaas oo ay isticmaalkoodu adkaayeen, ahaayeen qaar gaabinaya isla markaana hor taagan in Wasaaradaha iyo Hay'adaha kale ee dawladduba ay wax horumar ah sameeyaan. Nidaamka Casriga ah ee Maamulka Shaqaalaha Dawladda (HRMIS) waxa uu sahlayaa in hal meel laga wada maamulo shaqaalaha dawladda, taas oo shaqada ka dhigaysa mid dhakhso badan, fudud isla markaana xalkeedu fudud yahay.

Nidaamka HRMIS waxa uu sahlayaa daah-furnaan, isla xisaabtan iyo in uu kor u qaado heerka Maamul ee shaqaalaha isaga oo kaydinta xog rasmi ah oo aan khalad lahayn oo ku saabsan shaqaalaha dawladda.

2. WAXA UU FUDUDAYNAYAA SHAQAALAYSIIINTA

Sida ay Wasaaradda ama hay'adda dawladda u qaabisho shaqaalaha cusubi waxa ay qeexaysaa khibradda ay u leedahay shaqaalaysiinta iyo in ay hanan karto shaqaalaha tayada leh. Marka la adeegsanayo nidaam casri ah, Wasaaradda ama hay'addu waxa ay awood u leedahay in ay seeska u dhigto nidaam midaysan oo shaqaalaysiineed taas oo shaqaalaha iyo loo shaqeeyuhuba ay raalli iskaga yihiin.

Nidaamka casriga ah waxa ka mid ah foomamka la buuxiyo, saxeexa elektarooniga ah, liiska waxyaalaha shaqaalaha laga rabo, diyaarinta ibo-furka shaqaalaha cusub iyo qaar kale, kuwaas oo dhamaantood meel keliya laga wada helayo. Waxa sidoo kale u sahlanan doontaa masuuliyiinta Cududda shaqaalaha in ay si sahlan xidhiidh ula sameeyaan shaqaalaha cusub.

3. U HOGGAANSANAANTA SHURUUCDA

Nidaamka Casriga ah ee Maamulka Shaqaalaha Dawladdu (HRMIS) waxa uu sahlayaa in Wasaaradaha iyo hay'adaha dawladda ay si sahlan u cusboonaysiin karaan siyaasadaha iyo xeerarka qaranka ee lagu shaqeeyo oo hadba kii ugu dambeeyay nidaamka laga heli karo, kuwaas oo Shaqaaluhu si sahlan u heli karaan marka ay u baahdaan.

4. WAXA UU YAREEYAA WAKHTIGA IYO KHALADAADKA MAAMUL

Nidaamka Casriga ah ee Maamulka Shaqaalaha Dawladdu (HRMIS) waxa uu casriyaynayaa maamulka Cududda shaqaalaha, waxaanuu nidaamiyaa shaqada maalinlaha ah ee soo noqnoqota. Shaqo qaadan lahayd saacado badan ayaa laga yaabaa in lagu qabto daqiiqado yar oo kooban marka nidaamkan la isticmaalay. Shaqooyinka ugu badan ee uu qabanayo waxa ka mid ah:

- Gelinta iyo wax ka beddelka macluumaadka shaqaalaha
- Maamulka fasaxyada
- Ansixinta
- Maamulka hawl-qabadka

Nidaamkan casriga ah ee Maamulka Shaqaalaha Dawladdu waxa uu Meesha ka saarayaa khaladaadka Maamul waxaanuu ka caawinayaa shaqaalaha iyo maamulkoodaba dhamaan wasaaradaha iyo hay'adaha dawladda kor u qaadista tayada shaqadooda.

5. WAXA UU DHIIRRI GELIYAA ISU ADEEGGIDDA SHAQAALAHA

Nidaamka casriga ah ee Maamulka Shaqaalaha Dawladdu waxa uu awood u siinayaa qofka shaqaalaha ah in ay iyagu adeegsan karaan, isla markaana kaga maarmi karaan waraaqaha gacanta lagu sido iyo xafiisyo badan oo loo la maro si looga raadiyo ansixin. Dhamaan waxaas oo dhan waxa uu qofka shaqaalaha ahi ku dhamayn karaan isaga oo aan kursigiisa ka kicin.

Tusaale ahaan haddii uu qofku rabo fasax, waxa uu codsiga ka samaynayaa nidaamka dhexdiisa,

halkaas oo masuuliyiintuna ay dhankooda ka soo ansixinayaan.

6. WAXA UU KOR U QAADAA TAYADA SHAQADA IYO HAWL-QABADKA

Nidaamka casriga ah ee Maamulka Shaqaalaha Dawladdu waxa uu meel isugu keenayaa shaqooyin kala duwan oo kala filiqsan, waxaanuu maamulka Cududda shaqaalaha ka caawinayaa in ay shaqadooda si sahlan u qabsan karaan.

Waxa kale oo uu nidaamkani awood u leeyahay in wax ka beddel lagu sameeyo, xalna loo helo shaqo maalmeedka iyo is beddelka ku yimaadda xaaladaha shaqo kuwaas oo si sahlan loogu salayn karo mar kasta oo wax is beddelaan.

7. WAXA UU HORUMARIYAA WADA SHAQAYNTA IYO QORSHAYNTA

Nidaamka casriga ah ee Maamulka Shaqaalaha Dawladdu waxa uu wax wayn ka tarayaa qorshaynta shaqooyinka iyo hawl-qabadka iyo wada shaqaynta guud ee shaqaalaha meel kasta oo ay dalka ka joogaan, ha noqoto xarumaha guud, gobollada ama degaamada aadka u fogfog.

8. WAXA UU SAMEEYAA WARBIXINNADA KU SAABSAN SHAQAALAHA

Nidaamkan casriga ah ee Maamulka Shaqaalaha Dawladdu waxa si madax bannaan u sameeyaa warbixinno ku saabsan shaqaalaha kuwaas oo wasaaradaha iyo hay'adaha dawladdaba ka caawinaya inay dejiyaan qorshayaal, isla markaana helaan xogo ku saabsan maamulka shaqaalaha dawladda sida xaddiga koboca tayada, maamulka hawl-qabadka iyo qaar kale.

Warbixinaha noocaas ahi waxa ay ka caawinayaan wasaaradaha iyo hay'adaha kale ee dawladda in ay gaadhaan go'aanno wax ku ool ah, waxaanay madaxda ka caawinayaan in ay dejiyaan qorshayaasha muddada fog, ogaadaan god-daloolooyinka jira, isla markaana fahmaan sida caqabadaha looga gudbi karo.

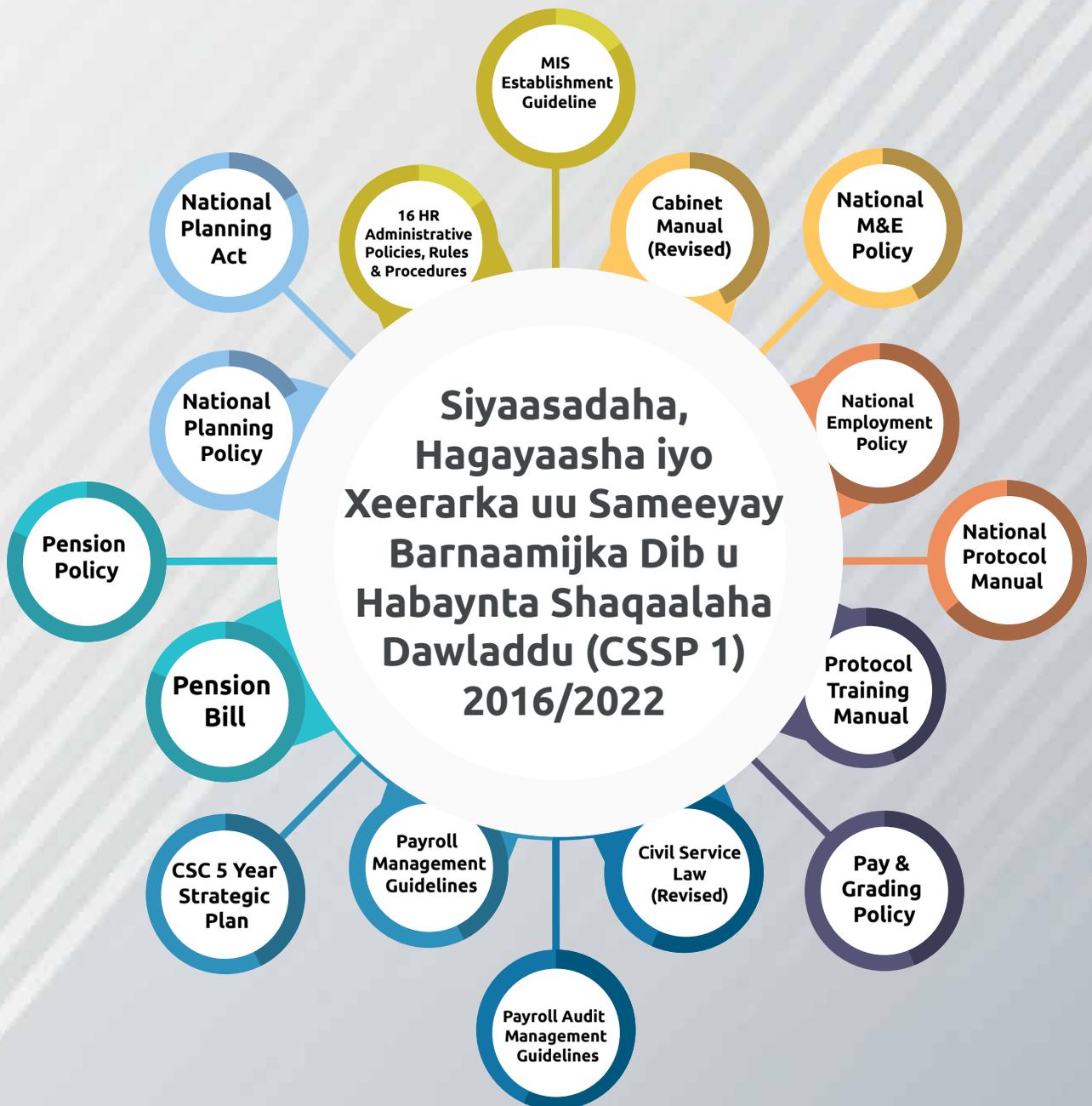
9. WAXA UU DHIMAAN KHARASHAADKA

Nidaamkan casriga ah ee Maamulka Shaqaalaha Dawladdu waxa uu si wayn u dhimaa kharashaadka isaga oo nidaamyada lagu maamulo shaqaalaha dawladda hal meel isugu keenaya. Waxaanuu sidoo kale kor u qaadaa tayada shaqada ee dhamaan wasaaradaha iyo hay'adaha dawladda.

SIYAASADHA, HAGAYAASHA IYO XEERARKA UU SAMEEYAY BARNAMIJKA DIB U

Habaynta Shaqaalaha Dawladdu (CSSP 1)

2016/2022



TABABARRADA MAC:

Hadka Shaqaalaha **DAWLADDA** iyo **GIMPA**

Mac-hadka Tababarka Shaqaalaha Dawladdu waxa uu u xilsaaran yahay tababarrada iyo kor u qaadista tayada iyo aqoonta shaqaalaha dawladda, taas oo uu kor ugu qaadayo aqoonta iyo xirfadda dhinacyo badan si loo helo shaqaale dawladeed oo xirfad iyo aqoon ku hubaysan iyo hay'ado dawladeed oo aqoon ku dhisan.

Mac-hadka Tababarka Shaqaalaha Dawladda waxa la aasaasay sannadkii 2005, waxaanuu imika bixiyaa tababarro gaagaaban iyo qaar dhaadheerba. Inkasta oo uu Mac-hadku sameeyay dadaallo badan isla markaana kor u qaaday aqoonta dad badan oo shaqaale dawladeed ah, haddana waxa aan Meesha ka madhnayn in ay muuqatay in aanuu si buuxda u daboolin baahiyihii jiray ee xagga aqoonta shaqaalaha dawladda oo dhan.

Sidaas darteed, barnaamijka Dib u Habaynta Shaqaalaha Dawladdu waxa uu soo xulay Mac-hadka Gaana ee Maamulka iyo Maaraynta loona soo gaabiyo GIMPA, kaas oo sumcad ku leh qaaradda Afrika in uu kala shaqeeyo Mac-hadka shaqaalaha dawladda kor u qaadista tayada waxbarasho ee mac-hadka. Si taasi u suuragasho haddaba, GIMPA waxa ay samaysay qiimayn ku saabsan tababarrada ay u baahan yihiin shaqaalaha dawladdu. Natiijadii ka soo baxday qiimayntaas ayaa Mac-hadka tababarka shaqaalaha dawladda iyo GIMPA waxa ay sameeyeen man-haj waxbarasho oo ka turjumaya baahiyaha shaqaalaha dawladda, iyaga oo weliba qabtay tababarro gaagaaban iyo qaar dhaadheer ku saabsan waxbarashadaas.



Manaahijtaas waxa loo diyaariyay 30 nooc oo kala duwan oo shaqaalaha ah. Hormooyin kala duwan oo tababarro ah ayaa loo qabtay qaybahaas kala duwan ee shaqaalaha dawladda ah kuwaas oo loogu kala qabtay Hargeysa iyo magaalada Accra ee dalka Gaana.



Trainer of Trainer (TOT) on English language by ACH In all, a total of 512 (389 for the short courses, 68 long term and 55 for the TOTs).

TABABBARADAAS WAXA KA MID AHAA:

- Koorsooyin gaagaaban oo ku saabsan heerarka hoose, dhexe iyo saree e maamulka shaqaalaha
- Koorsooyin dhaadheer oo ah shahaadooyin iyo heerka labaad ee shahaadada waxbarasho
- Tababarrada Barayaasha ee koorsooyinka gaagaaban oo loo qabtay 28 qof oo ka kala socda Wasaaradaha iyo Hay'adaha dawladda.
- Tababarrada Barayaasha ee koorsooyinka dhaadheer oo loo qabtay 27 tababare oo ka kala socda Wasaaradaha iyo Hay'adaha dawladda.
- Tababarka shuruudaha takhasusaadka
- Tababarka hubinta tayada waxbarasho
- Tababarka luqadda Ingiriisida oo ay bixisay hay'adda ACH



Tababarkan barayaasha ee luqadda Ingiriisida oo ay bixisay Hay'adda ACH ayaa waxa ka aflaxay guud ahaan 512 qof (389 koorsooyinka gaagaaban ah iyo 68 koorsooyinka dhaadheer ah).



ABAAL-MARINTA HEER QARAN

ee shaqaalaha dawladda

EE 2022

Waxyaalaha ay Hay'adda Shaqaalaha Dawladdu u taagan tahay waxa ka mid ah horumarinta iyo qiimaynta joogtada ah ee hawl-qabadka shaqaalaha dawladda heer kasta oo ay joogaan taas oo loo raacayo shuruucda ay dejisay Hay'adda Shaqaaluhu iyadaa oo la adeegsanayo nidaam ku dhisan daah furnaan iyo caddaalad.

Wax markii ugu horraysay ay Hay'adda Shaqaaluhu qabatay abaal marin heer qaran ah oo la abaal marinayo shaqaalihii guud ahaan ugu fiicnaa qaranka taas oo qayb ka ah horumarka dhanka maamulka shaqaalaha ee ay Hay'addu samaysay sannadihii ugu dambeeyay iyo dhirri gelinta shaqaalaha ugu wanaagsanaa sannadkii tegey ee 2022.



Hay'adda Shaqaalaha Dawladdu waxa ay awoodda saartay qiimaynta Agaasime Waaxeedyada Cududda Shaqaalaha ee dhamaan wasaaradaha iyo hay'adaha kale ee dawladda kuwaas oo lagu kala saaray shuruudo iyo miisaan ay hay'addu u dejisay ka hor intii aan hawsha la gudo gelin. Arrinkaasina waxa uu qayb ka yahay istiraatiijiyadda guud ee Hay'adda Shaqaalaha iyo Qorshaha horumarinta qaranka.

Agaasimayaasha Cududda Shaqaaluhu waxa ay qayb laxaad leh ka qaataan hirgelinta barnaamijyada horumarinta shaqaalaha dawladda ee dalka ka socday muddooyinkan dambe.

Xafladdaas waxa lagu abaal mariyay 11 agaasime oo ka mid ah 45 agaasime oo la qiimeeyay kuwaas oo lagu xushay shaqo wanaag, joogtayn iyo dadaal dheeraad ah oo ay ku bixiiyeen shaqadooda sannadkii dhamaaday.





Muhiimadda

CAAFIMAADKA iyo

BADBAADADA

ee Goobaha Shaqo

KA HOR TAGGA XANUUNNADA IYO DHAAWACA

Habraacyada badbaadada iyo caafimaadka ee goobaha shaqo waxa ay hoos u dhigaan xanuunnada iyo dhaawacyada ku yimaadda shaqaalaha, taas oo hoos u dhigta dhimashada. Habraacyadaasi waxa ay ka caawinayaan masuuliyiinta iyo shaqaalahaba fahamka ay u yeelanayaan khataraha ku gedaaman goobaha shaqo. Inta badan arrimaha la xidhiidha badbaadadu waxa keena aqoon iyo xirfad la'aan la xidhiidha hannaanka caafimaad iyo badbaado ee goobaha shaqada.

KOR U QAADISTA WAXQABADKA

Goobaha shaqo ee aan ammaanka ahayn iyo dhaawacyada soo gaadha shaqaaluhuba waxa ay u xun yihiin shaqaalaha mooralkooda. Shaqaalaha samaysta xaalad caafimaad iyo badbaado isla markaana bixiya tababarro ku saabsan caafimaadka iyo badbaadadu waxa ay xidhiidh adag la samaystaan shaqaalaha ay wada shaqeeyaan. Sidaas darteed, shaqaaluhu waxa ay dareemaan in ay yihiin qayb muhiim ah oo ka mid ah shaqada socota. Sidoo kale, shaqaaluhu waxa ay muujiyaan sida ay daacadda ugu yihiin shaqadooda taas oo kor u qaadda tayadooda shaqo.



KOR U QAADISTA ARAGTIDA DADWEYNAHA

In goobta shaqadu aanay lahayn hagayaasha caafimaadka iyo badbaadadu waxa ay raad togan ku yeelataa shaqada ka socota goobtaas. Shirkadda aan lahayn nidaamyada caafimaadka iyo badbaadadu waxa ay halis ugu jirtaa in ay lumiso lacagteeda, ixtiraamkeeda iyo macaamiisheedaba. Macaamiishu wax kalsooni ah kuma qabayaan shirkad aan ammaankeedu sugnayn. Shaqaaluhu waa in ay fahmaan in badbaadadu aanay ku koobnayn shaqaalaha oo keliya ee ay intaa ka durugsan tahay. Mooralka wanaagsan ee shaqaaluhu waxa uu kor u qaadaa xidhiidhka wanaagsan ee macaamiisha, taas oo iyaduna wax ka beddesha haysashada iyo daacadnimada macaamiisha.

KA FOGAANSHAHA KHASAARE KU YIMAADDA GANACSIGA

Madaxdu waxa ay ku khasban yihiin in ay mushaharkooda siiyaan shaqaale aan goobtii shaqada ka soo xaadirin sababo la xidhiidha dhaawac ama xanuun ka soo gaadhay goobta shaqada. Haddii maqnaanshahaasi uu yahay mid muddadiisu dheer tahay, shirkaddu waxa laga yaabaa in ay qaadata qof kale oo shaqaale ah oo si ku meel gaadh ah u beddela qofkii dhaawaca ahaa si ganacsigii aanuu isu taagin. Haddii dhaawacaasi yahay mid aad u xun, waxa dhici karta in shaqadii shirkaddaba la joojiyo inta baadhis lagu samaynayo dhacdadaas. Sidaas darteed, waa in shaqaalaha la siiyaa tababarro ku saabsan caafimaadka iyo badbaadada goobaha shaqo si kor loogu qaado aqoontooda iyo xirfaddooda ku saabsan caafimaadka iyo badbaadada goobaha shaqo.



**Caafimaadka iyo
Badbaadadu waxa ay
goobaha shaqo ka dhigaan
qaar Guulaystay**



