

# CSC

SOMALILAND CIVIL SERVICE COMMISSION

Q4 2023

# MAGAZINE

Xidhmada 2<sup>aad</sup>, Tirsiga 4<sup>aad</sup>, December 2023

| Vol. 2, No. 4, December 2023

| Hargeisa, Somaliland

**MADAXWEYNAHA  
OO LA KULMAY**  
Agaasimayaasha  
Guud

**STRATEGY  
HRMIS  
LAUNCHED**  
"Managing all Civil  
Service through one  
System"



Pension  
Management  
Information  
System

**SUCCESS STORY**  
**WAAXDA  
ARKIIFIYADA**  
Doorka Kaydinta Xogta  
Shaqaalaha Dawladda

**VALIDATION  
OF PAY &  
Grading Policy**

**LAUNCHING  
SERP  
PROJECT**

**CSC CUP FINALS 2023**

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# TUSMADA

4TH QUARTER 2023 || ISSUE #04



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# 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.

# FARRIINTA TIFAFTIRKA



// TIFAFTIRAHHA MAJALLADDA ROOBLE MOHAMED

## WAXA

... aanu sawir

fiican ka bixin

doonaa hiigsiga

fog ee kor

u qaadistq

shaqada iyo

shaqaalaha

dawladda.

### Akhristayaasha Qiimaha leh,

Waxa aan aad ugu faraxsanahay in aan idinku soo dhaweeyo cadadkan cusub ee majalladda Hay'adda Shaqaalaha Dawladda oo aynu kaga hadli doono maqaallo, warbixinno iyo qormooyin sawir fiican ka bixinaya shaqooyinka culus iyo horumarka la taaban karo ee ay qaranka u hayso Hay'adda Shaqaalaha Dawladdu.

Majalladdani waa madal aanu ku soo bandhigno carbanaanta iyo curinta shaqaalaha dawladda. Waxa aanu ku faafinnaa sheekooyinka la xidhiidha hal-adaygga, shaqo wanaagga iyo fulinta hawlaha ee ay qaranka u hayaan, kaas oo qayb muhiim ah ka ah horumarka dalka.

Waxa aanu sidoo kale ku soo bandhignaa waraysiyo aanu la yeelano daneeyayaasha kale, annaga oo daaha ka qaadi doonna hiigsiga guud ee horumarinta shaqaalaha dawladda iyo doorka ay ku leedahay horumarinta qaranka. Majalladdu waxa ay sidoo kale soo bandhigtaa horumarka ay Somaliland ka samaysay dhinaca tiknoolajiyada, si gaar ah waxa aanu wax uga odhan doonaa Nidaamka Casriga ah ee Maamulka Hawlgabka loona yaqaano (PMIS), kaas oo ka mid ah guulaha ugu waawayn ee la gaadhay sannadkan, qaybna ka qaadan doona daah-furnaanta

“

WAXA AANU SIDOO  
KALE KU SOO BANDHIG-  
NAA WARAYSIYO AANU  
LA YEELANO

iyo dardar gelinta maamulka hawlgabka.

Sida aanu mar walba ugu taagannahay daah-furnaanta iyo xidhiidhka dadweynaha waxa caddayn u ah in Guddoomiyaha Hay'adda Shaqaaluhu uu si fool-ka-fool ah ula hadlo saxaafadda, taas oo ujeeddadeedu tahay in ay dadku ogaadaan shaqooyinka ay Hay'adda Shaqaalaha Dawladdu u hayso qaranka iyo guud ahaanba sida ay dawladda uga go'an tahay kor u qaadista maamul wanaaggu.

Waxa aanu cadadkan kugu soo dhawaynaynaa maqaallo iyo warbixinno fikir guud kaa siinaya himilada iyo hiigsiga shaqaalaha dawladda iyo hawlaha ay qaranka u hayaan.

Waxa aanu rajaynaynaa in aad cadadkan ka heli doontaan warbixinno iyo qoraallo idin xiiso geliya isla markaana xambaarsan macluumaad muhiim ah.

**Waad Mahadsan Tihiin**



Message from

# FARRIINTA GUDDOOMIYAHA



**Hannaanka istiraatiijiyadeed ee dawladda Somaliland** waxa ay si cad u qeexaysaa siyaasadaha aasaaska u ah in shaqaalaha dawladdu ay helaan mustaqbal wax ku ool ah oo la isku hallayn karo.

**Mr. KHALID JAMA QODAH**

**GUDDOOMIYAHA**

**Hay'adda Shaqaalaha**

**Dawladda**

Waxa aan si gaar ah ugu mahadcelinayaa Madaxweynaha Jamhuuriyadda Somaliland, Mudane Muuse Biixi Cabdi oo aan uga mahadnaqayo kaalintiisii hoggaamineed ee uu ku lahaa samaynta iyo ansixinta Xeerka iyo Siyaasadda Hawlgabka shaqaalaha dawladda.

Tusaalaynta iyo hagidda joogtada ah ee Madaxweynaha ayaa dhalisay in uu qaranku gaadho guushan, taas oo sannadaha soo socda raad ku yeelan doonta shaqaalaha dawladda iyo qoysaskoodaba.

Ansixinta Siyaasadda iyo Xeerka Hawlgabku waxa uu daliil u yahay aqoonsiga la aqoonsaday muhiimadda ay leedahay in shaqaalaha dawladdu helan dhaqaale ay ku tiirsanaadaan iyo nasasho marka ay galaan da'da hawlgabka. Tani waxa ay cad u muujinaysaa sida ay dawladda Somaliland u tahay mid si buuxda tunka ugu qaadaysa masuuliyadda bulshadeeda, isla markaana ay tahay mid ku dhisan dadweynaha ay metesho.

Hannaanka istiraatiijyadeed ee dawladda Somaliland waxa ay si cad u qeexaysaa siyaasadaha aasaaska u ah in shaqaalaha dawladdu ay helaan mustaqbal wax ku ool ah oo la isku hallayn karo. Ansixinta siyaasadda iyo xeerka hawl-gabku waxa uu si shaki la'aan ah wax weyn uga tarayaa bedqabka shaqaalaha dawladda, isaga oo abuuraya jawi shaqo oo wanaagsan.

Hoggaaminta Madaxweynuhu waxa ay xaqiijisay halbeeg heerkiisa sarreeyo oo ay ku naalloodaan shaqaalaha dawladdu. Shaki igagama jiro in xeerkan hawl-gabku uu noqon doono mid ka turjuma dadaalka Hay'adda Shaqaalaha ee la xidhiidha hanashada hibooyinka sare.

Waxa kale oo aan jecelahay in aan u mahadnaqo dadaalka aan go'a lahayn ee ay muujiyeen xubnaha Golaha Wasiirrada, Guddida heer Wasiir ee Dib u Habaynta Shaqaalaha Dawladda, Agaasimayaasha Guud iyo Saraakiisha Hay'adda Shaqaalaha ee gacanta ka gaystay samaynta iyo dhamaystirka Xeerka iyo Siyaasadda Hawlgabka Shaqaalaha Dawladda. Dadaalkooda iyo wada shaqayntooda ayaa qayb weyn ku lahaa dhamsytirka hawshan.

WAXA AAN KU KALSOONAHAY  
IN XEERKA IYO SIYAASADDA  
HAWL-GABKU AY WAX  
KU KORDHIN DOONAAN  
JIRITAANKA IYO GUUSHA  
SHAQAALAH DAWLADDA.

Waxa aan ku kalsoonahay in Xeerka iyo Siyaasadda Hawl-gabku ay wax ku kordhin doonaan jiritaanka iyo guusha shaqaalaha dawladda.

Waxa aan mar kale idiinka mahad celinayaa sida aad mar kasta u garab taagan tihiin daryeelka shaqaalaha dawladda.

# HORDHAC

## **Milicsiga Dib u Habaynta Shaqaalaha Dawladda**

Taariikhda dib u habaynta shaqaalaha dawladdu waxa ay soo martay saddex qaybood. Sannadihii Siddeetamaadkii, deeq bixiyayaashu waxa ay taageero siiyeen dhisidda hay'adaha dawladda iyada oo la xaqiiqsada muhiimadda ay shaqaalaha dawladda u leeyihiin wax ka beddelka siyaasadaha. Sannadihii sagaashamaadkii markii shuuciyaddu burburtay waxa timid in la yareeyo doorka dawladda, laakiin taasi waxa ay keenatay natiijo aan la filaynin. Wixii ka dambeeyay dhamaadkii sagaashamaadka, deeq-bixiyayaashu waxa ay awoodda saareen dhisidda nidaamyo ku dhisan isla xisaabtan oo ay hagayaan hoggaamiyayaal fahan u leh isla markaana taageeraya dib u habaynta.

Intii ay samaysmeen dawladda casriga ahi, shaqaalaha dawladda ee dalalka soo korayaa waxa ay abuureen siyaasado ay isla markaana hirgeliyeen. Sida caadiga ah, shaqaalaha dawladda waxa loo arkaa in ay fure u yihiin maamulidda siyaasadaha iyo barnaamijyada horumarineed. Haddaba, barnaamijyada dib u habaynta shaqaalaha dawladda ee ay inta badan maal-geliyaan deeq-bixiyayaashu, waxa ay awoodda saaraan Arrimaha qaab-dhismeedka, maamulka maaliyadda iyo shaqaalaha iyo Arrimaha aasaaska u ah horumarinta Qaranka.

Meelo badan oo caalamka waxa la sheegaa in dib u habaynta shaqaalaha dawladdu aanay ka shaqayn sababo kala duwan awgood, kuwaas oo ay ka mid yihiin hannaanka dawladeed oo isku dabran, danaha dadka wada oo iska hor yimaadda, xasaasiyadda marka horaba laga qaabo is beddelka iyo iyada oo aanay jinin siyaasa-

do hagaya isbeddelladaas isla markaana lagu kormeerayo.

Somaliland sida dalalka kale ee soo koraya waxa ka shaqaynaysaa in ay abuurto shaqaale dawladeed tayadoodu sarrayso kuwaas oo Qaranka ku hagi kara horumar waara, isla markaana xaqiijin kara yoolasha qorshaha horumarinta Qaranka. Laga soo bilaabo sannadkii 2003, Somaliland waxa ay bilowday in ay dib u habayn ku samayso shaqaalaheeda dawladda kuwaas oo bixinaya adeegyo tayadoodu sarrayso dadkana u horseedaya nolol wanaagsan.

Dib u habaynta shaqaalaha dawladda Somaliland waxa ay awoodda saaraysaa kor u qaadista tayada Hay'adda Shaqaalaha Dawladda iyo ta Mac-hadka Tababarka Shaqaalaha Dawladda iyada oo la abuurayo siyaasadaha hawl-gabka, dib u Qaabaynta, dib u eegista hannaanka mushahar Bixinta, kor u qaadista adeeg Bixinta, tayaynta maamulka shaqaalaha iyo dib u eegista Arrimaha sharci intaba.

Waxa muhiim ah in arrintan lagu eego indho ka fog kana duwan ta ay deeq-bixiyayaashu ku eegayaan iyada oo lagu dhiirri gelinayo dawladda iyo ururrada bulshadaba in ay daraasad rasmi ah ku sameeyaan hirgelinta iyo wax ka beddelka Arrimaha khuseeya dib u habaynta shaqaalaha dawladda.

---

**[ ABDI ADEN ]**

**CSSP PROGRAMME MANAGER**

CIVIL SERVICE COMMISSION, SOMALILAND



# GUDDOOMIYE KU XIGEENKA HAY'ADDA SHAQAALAH A OO XILKII LA WAREEGAY

<< RECOMMENDED >>



Madaxweynaha Jamhuuriyadda So-  
maliland Mudane Muuse Biixi Cabdi  
ayaa dhawaan Haya'dda Shaqaalaha  
Dawladda u soo magacaabay Gud-  
doomiye ku Xigeen cusub kaas oo si  
rasmi ah xilkii ugala wareegay Gud-  
doomiye ku Xigeenkii Hore, Aamina  
Hussein Mohamoud.

Xafladda xil-wareejinta ayaa  
waxa ka soo qaybgalay Guddoom-  
iyaha Hay'adda Shaqaalaha oo  
uu wehelinayo Agaasimaha Guud  
ee Hay'adda Shaqaalaha, Agaas-  
imaha Guud ee Komishanka  
Maamul Wanaagga, guud ahaan  
shaqaalaha Hay'adda Shaqaalaha  
dawladda iyo Madax kale.

Madaxda ka soo qayb gashay  
xafladdan ayaa halkaa ka jeediyay



hadallo kala duwan oo lagu  
sagootinayo guddoomiye ku  
xigeenkii hore isla markaana  
lagu soo dhawaynayo gud-  
doomiye ku xigeenka cusub.

Guddoomiye ku xigeenka cus-  
ub ee Hay'adda Shaqaalaha  
Dawladda, Mudane Cabdillaa-  
hi Axmed waxa uu shaqooyin  
kala duwan iyo waxbarasha-  
diisiiba ku soo qaatay dalka  
iyo dibeddaba, gaar ahaan  
dalalka Masar, Turkiga, In-  
giriiska, Malaysiya iyo qaar  
kale. Waxa uu khibrad badan u  
leeyahay dhinacyada maamul-  
ka, ganacsiga iyo maaraynta  
shaqaalaha, isaga oo ku hadla  
afaf badan oo dunida ka jira.

# MADAXWEYNAHA QARANKA SOMALILAND AYAA KULAN LA QAATAY AGAASIMEYAASHA GUUD EE DALKA.

Madaxweynaha Jamhuuriyadda Somaliland, mudane Muuse Biixi Cabdi, ayaa maanta kulan ballaadhan oo uu goobjoog ka ahaa gudoomiyaha.



**H**ay'adda Shaqaalaha Dawladdu qasriga Madaxtooyada kula qaatay agaasimeyaasha guud ee wasaaradaha ee dalka.

Kulankan oo ujeeddadiisu ahayd is xog-waraysi la xidhiidha hawlaha baaxadda leh ee ay agaasimeyaashu Qaranka u hayaan iyo sii dardargelinta shaqooyinka agaasimeyaasha guud, waxaana kulanka diiradda lagu saaray sidii loo sii laban-laabi lahaa hawlaha muhiimka ah ee ay agaasimeyaasha guud qaranka iyo bulshadaba u hayaan.

Ugu dambayntii, madaxweynaha Jamhuuriyadda Somaliland mudane Muuse Biixi Cabdi waxa uu agaasimeyaasha guud ku bogaadi-

**MADAXWEYNUHU WAXA  
UU AGAASIMEYAASHA  
GUUD KU BOGAADIYEH  
HAWLAHA MUHIIMKA  
AH EE AY QARANKA U  
HAYAAN**

yey hawlaha muhiimka ah ee ay qaranka u hayaan iyo sida ay u yihiin mishiinka dhaq-ajiya dhammaanba hawlaha ka dhex socda hay'adaha ay masuuliyiintani ka socdaan.



**Kulanka Madaxweynaha iyo Agaasimayaasha Guud**





# SUCCESS STORY

**WAAXDA ARKIIFIYADA  
IYO DOORKA** AY KU  
LEEDAHAY KAYDINTA XOGTA  
SHAQAALAHADA DAWLADDA

**[HADIYA CALI DAA'UUD]**

HAY'ADDA SHAQAALAHADA DAWLADDA  
HARGEYSA, SOMALILAND.

■ QORAALKANI  
WAXA UU SOO  
GUDBINAYAA  
MUUQAALKA  
GUUD EE WAAXDA  
ARKIIFIYADA  
EE HAY'ADDA  
SHAQAALQAHADA  
DAWLADDA OO  
LA AASAASAY  
SANNADKII 2020 KII.

**K**aas oo loo aasaasay in uu wax ka qabto caqabadaha hor taagnaa maamulka xogta shaqaalaha dawladda. Waraysi aanu la yeelanay Hoodo Maxamuud Axmed, Agaasimaha Waaxda Arkiiyada ayaanu ku faahfaahinaynaa dhibaataada ay shaqadeeda kala kulmi jirtay inta aan la aasaasin waaxdan, waxyaalaha u qabsamay iyo mustaqbalka la higsanayo intaba.

Hoodo oo ka warramaysa dhibaatooyinka iyo caqabadaha haystay ka hort inta aan la aasaasin Waaxda Arkiiyada ayaa sheegtay in aanay jin goob lagu kaydiyo faylasha macluumaadka shaqaalaha, taas oo caqabad ku ahayd in si fudud loo helo macluumaadka la rabo iyo weliba in macluumaadka muhiimka ah la ilaaliyo. Taasina waxa ay inta badan keeni jirtay in dib u dhac ku yimaaddo marka shaqaale la dallacsiinayo amaba la beddelayo.

Sidaas darteed ayaa loo sameeyay Waaxda Arkiiyada si caqabadahaas looga gudbo iyada oo loo sameeyay goob dhexe oo ammaankeedu sugan yahay oo lagu kaydinkaro dhamaan macluumaadka shaqaalaha dawladda oo dhan.

Ujeeddada ugu muhiimsan ee tan laga lahaa ayaa ah in qof kasta oo shaqaale dawladeed ah loo sameeyo fayl u gaar ah oo ay ku jiraan dhamaan macluumaadka shakhsiga ah ee looga baahan yahay si loo xaqiijiyo sugnaanta iyo Ammaanka macluumaadka. Nidaamkani waxa uu Meesha ka saaray in macluumaadku isku khaldamaan amaba qaarkood la waayo isaga oo sidoo kale abuuray nidaam la isku hallayn karo oo lagu maamulo macluumaadka shaqaalaha.

Hoodo waxa ay sheegtay in Waaxda Arkiifiyadu ay wax weyn ka beddeshay sida ay shaqaaluhu u arkayeen maamulka xogtooda. Ilaa markii la sameeyay waaxdan, shaqaalaha loogama baahna in ay gacanta ku soo qaataan faylashooda shakhsiga ah, waxaana taas kaga filan in ay yimaadaan xafiiska arkiifiyada si loogu maamulo macluumaadkooda marka ay u baahdaan. Tani waxa ay fududaysay in shaqadii cuslayd iyada oo ka dhigtay mid nidaamsan isla markaana Meesha ka saartay in la isaga dab-qaado wasaarado iyo xafiisyo kala duwan.

Habka laba geesoodka ah ee la xidhiidha in faylasha lagu kaydiyo xafiiska arkiifiyada isla markaana laga dhigo qaar kombuyuutarka lagu kaydiyo ayaa isaguna sii fududeeyay maamulka xogta shaqaalaha dawladda. Iyada oo imika la wado in loo guuro nidaamka casriga ah ee kombuyuutarka, ayuu taasna xafiisku ka sameeyay horumar wax ku ool ah. Faylasha shaqaalaha ayaa loo kaydiyay qaab nidaamsan, iyaga oo lagu kaydiiyay magaca qofka shaqaalaha ah iyo lambar u gaar ah faylkaas oo marka loo baahdo si fudud loogu soo heli karo si looga fogaado in macluumaadkaasi lumo.

Hoodo ayaa sidoo kale ka hadashay mustaqbalka waaxdan iyada oo ay sheegtay in la samaynayo nidaam casri ah oo dhamaystiran kaas oo koobsanaya labada nooc ee faylasha shaqaalaha. Waxa la hiigsanayaa in dadka loo oggol yahay oo keli ah, kuwaas oo ku kala sugan Wasaardaha iyo hay'adaha dawladdu ay

macluumaadkaas ku arki karaan si fudud iyaga oo ka soo gelaya kombuyuutarradooda. Waaxda Arkiifiyadu waxa ay qorshaynaysaa in ay wada shaqayn la yeelato hay'adaha dawladda si loo abuurto hal nidaam oo casri ah oo ay ku wada shaqayn karaan dhamaan hay'adaha dawladdu si loo mideeyo maamulka macluumaadka shaqaalaha dawladda.

Waaxda Arkiifiyadu waxa uu horumar wax ku oolka ka sameeyay maamulka xogta shaqaalaha dawladda isaga oo kor u qaaday



Tayada maamulka isla markaana hoos u dhigay culayskii maamul ee jiray. Maamulka waaxda waxa ka go'an in ay sii wadaan kor u qaadista shaqada waaxda iyo wada shaqaynta ay la leeyihiin hay'adaha dawladda si loo xaqiijiyo mustaqbal ifaya oo uu yeesho maamulka macluumaadku. Waaxda Arkiifiyadu waxa ay u taagan tahay in ay noqoto astaanta horumarka iyo kor u qaadista Tayada maamulka macluumaadka shaqaalaha dawladda.

# Guddoomiyaha oo Tababar u soo xidhay Agaasimayaasha Cududda Shaqaalaha

Guddoomiyaha Hay'adda Shaqaalaha Dawladda Mudane Khaalid Jaamac Qodax oo ay weheliyaan Wasiirka Wasaaradda Isgaadhsiinta & Tiknoolajiyadda JSL Dr. Cabdiwali Cabdillaahi Suufi iyo Wasiirka Wasaaradda Horumarinta Khayraadka Biyaha Mudane Cali Xasan Maxamed ayaa soo xidhay tababar loo qabanayay Agaasimayaasha Cududda Shaqaalaha ee Wasaaradaha iyo Hay'adaha kale ee dawladda kaas oo ku saabsanaa **Nidaamka Casriga ah ee Maaraynta Cududda Shaqaalaha loona yaqaanno (HRMIS)**. Xidhitaankii Tababarkan waxa shahaadooyin la siiyay 55 ka mid ah agaasimayaashaasi.

Labada Wasiir iyo Guddoomiyaha Hay'adda Shaqaalaha Dawladda ayaa ku dheeraaday muhiimadda uu nidaamkani u leeyahay maamulka shaqaalaha dawladda iyada oo tababarkanina uu qayb ka yahay hirgelinta nidaamkan oo ay Hay'adda Shaqaaluhu in muddo ahba ka soo shaqaynaysay. Gudoomiyuhu waxa uu sheegay in marka Agaasimayaashu ay tababarkan dhammaystaan ay si rasmi ah ugu shaqayn doonaan iyaga oo shaqaalaha kale ee wasaaraddahana lagu tababari doono. Hirgeinta nidaamkan Maamulka shaqaalaha dawladda







*Wasiirrada iyo  
Guddoomiyaha  
Hay'adda  
Shaqaalaha  
Dawladda ayaa  
ku dheeraaday  
muhiimadda uu  
nidaamkani u  
leeyahay maamulka  
shaqaalaha  
dawladda*



ee HRMIS waxa uu qayb ka yahay barnaamijka dib u habaynta shaqaalaha dawladda ee ay Hay'adda Shaqaaluhu hagayso kaas oo gacan weyn ka gaysan doona hufnaanta iyo daahfurnaanta hannaanka maamul ee shaqaalaha dawladda sida saacadaha shaqada, fasaxyada, shaqaalaysiinta, shaqo ka saarista, dallacaadda, iyo wixii la midka ah.

# Qaab-dhismeedka & Waajibaadka Hay'adda Shaqaalaha Dawladda

## 1.1. Hordhac

Marka ugu horaysa Hay'adda shaqaalaha dawladda waa Hay'ad kamid ah Hay'addaha uu dastuurka aasaasay sida ku cad qodabka 113<sup>aad</sup> ee Dastuurka JSL.

Sidoo kale, Xeerka shaqaalaha dawladda **Xeer Lr.97/2022** ayaa noqday Xeerkii ugu horeeyay ee Baarlamaani ah ee lagu faahfaahiyo qaab-dhismeedka Hay'adda iyo Waajibaadka ay Qaranka ugu igman tahay.

Haddaba, Waaxda Arrimaha Sharciga ee Hay'adda shaqaalaha dawladda waxay maqaalkan kooban si taxanna ah ugu lafaguri doontaa qaab-dhismeedka iyo Waajibaadka Hay'adda shaqaalaha dawladda.

Sida ku cad qodabka 14<sup>aad</sup> ee Xeerka shaqaalaha dawladda **Xeer Lr.97/2022** Hay'addu waxay yeelanaysaa qaab-dhismeed ka kooban: -

- Guddoomiye oo ah Gudoomiyaha Guddida
- Guddoomiye ku-xigeenka Guddida, iyo
- Shan (5) xubnood oo ah Guddi

**Qaab-dhismeedka Hay'adda Shaqaalaha Dawladdu waxa kale oo uu yeelanayaa**

- Agaasime Guud oo noqonaya Xoghayaha guddida
- Waaxo iyo Qaybo
- Xafiisyada Gobolada ee Hay'adda Shaqaalaha Dawladda.
- Machadyo Tababar.

Qodobka 15<sup>aad</sup> ee xeerka shaqaalaha dawladda waxa u ka hadlayaa Magacaabista Xubnaha Guddiga Hay'adda Shaqaalaha isaga oo sheegay in Madaxweynaha JSL uu magacaabay Xubnaha Guddida Hay'adda

Shaqaalaha Dawladda, waxaana cod hal dheeri ah ku ansixinaya Golaha Wakiilada sida uu dhigayo Qodobka 114<sup>aad</sup> farqadiisa 1<sup>aad</sup> ee Dastuurka JSL. Xil ka qaadista Xubnaha Guddida Hay'adda Shaqaalaha Dawladda waxa awood u leh oo kaliya Madaxweynaha JSL sida uu dhigayo Qodobka 114<sup>aad</sup> farqadiisa 2<sup>aad</sup> ee Dastuurka JSL.

## 1.2. Magacaabista Xubnaha guddida Hay'adda shaqaalaha dawladda waxa ku xidhan shuruud, shuruudaas oo ah:-

- In uu yahay Muslim ahna muwaadin reer Somaliland ah
- In ku sifoobay asluub & akhlaaq wanaagsan kuna dhaqmo diinta Islaamka;
- In uu leeyahay aqoon heer jaamacadeed ah haystana ugu yaraan shahaadada darajada 1aad (Bachelor Degree);
- In uu ku sifoobay xilkas toosnaan isla markaana leeyahay sifo dhexdhexaadnimo, karti iyo daacadnimo;
- In aanu ku dhicin xukun maxkamadeed oo ciqaab oo kama danbays ahi 5tii sano ee ugu danbeeyay;
- In uu leeyahay khibrad shaqo iyo waayo aragnimo aan ka yareyn 5 sanadood; iyo
- In uu maskax ahaan iyo jidh ahaanba u gudan karo xilkaas.

## **Cabdiqani Saleban Jaamac** **(LI.B, LI.M)**

Agaasimaha Waaxda Arrimaha  
Sharciga  
Hay'adda Shaqaalaha  
Dawladda



### **1.3. Waajibaadka Hay'adda Shaqaalaha dawladda**

Sida ku xusan Qodabka 13<sup>aad</sup> ee Xeerka shaqaalaha dawladda Hay'addu waxa waxay masuul ka tahay hirgelinta xeerarka iyo siyaasadaha dib-u-habaynta, maaraynta iyo maamulka shaqaalaha dawladda, iyo tayaynta aqoonta cududda shaqaalaha Dawladda.

Si gaar ah, xilka iyo waajibaadka Hay'adda Shaqaalaha waxa ka mid ah:

- a) Curinta siyaasadaha, qorsheyaasha iyo Tabaha horumarinta maamulka iyo tababarrada shaqaalaha dawlada.
- b) La socodka dhaqangalinta siyaasadaha iyo habraacyada maamulka shaqaalaha dawladda;
- c) Kormeerka iyo u kuurgalidda hab-sami u socodka shaqada iyo adeegyada ay bixiyaan shaqaalaha dawladdu;
- d) Kala talinta Madaxweynaha arrimaha la xidhiidha Shaqaalaha dawlada;
- e) Shaqaalaynta, dallacsiinta, hoos-u-dhigista iyo anshax-marinta shaqaalaha joogtada ah ee Hay'addaha Dawladda;
- f) kor u qaadida iyo tayaynta aqoonta shaqaalaha si loo hormariyo wax qabadka shaqaalaha korna loogu qaado adeegyada ay bixiyaan;
- g) Isku dubba ridka, hirgelinta siyaasadaha iyo istiraatiijiyadda ku aadan maaraynta qiimaynta xil-gudashada shaqaalaha dawladda;
- h) Fulinta daraasadaha ku saabsan horumarinta cududda shaqaalaha ee dhinacyada waxqabadka, baahiyaha, xilgudashada iyo dajinta qorsheyaasha la xidhiidha hormarinta iyo hagaajinta nidaamka shaqada ee dawladda;
- i) Dajinta barnaamijyo iyo qorsheyaal loogu talagalay in lagu dhiirigaliyo shaqaalaha dawladda.
- j) Jaangoynta iyo ansixinta qaabdhismeedka Hay'addaha dawladda.
- k) Unkidda ama aasaaska nidaam hufan oo ku saabsan dhageysiga dacwaddaha shaqaalaha iyo go'aan ka gaadhista cabashooyinka go'aannadda ay gaadhaan hay'addaha dawladda ee ku aadan cududda shaqaalaha;
- l) Dhaqangalinta tallaabooyinka kala duwan ee anshaxmarinta shaqaalaha kala duwan ee dawladda iyada oo loo raacayo sida Xeerku jideeyay;
- m) Bixinta tallooyinka kala duwan ee lagu toosinaayo hal-beegyadda kormeerka iyo qiimaynta si kor loogu qaado qorsheynta, dejinta iyo hirgelinta siyaasadaha iyo barnaamijyada adeega dadwaynaha;
- n) Samaynta daraasaadka baahida nooca tababar ee u baahan yihiin shaqaalaha dawladu sanadkasta iyo la socoshada iyo qiimaynta tayada tababarka shaqaalaha dawlada; iyo
- o) Fulinta shaqo kasta oo kale oo xerkan ama xeerar kale siiyeen.



# Maamulidda Cabashooyinka Shaqaalaha Dawladda



**D**awladda Somaliland wuxuu ka taagan yahay in uu iskaashi u wado shaqaalaha adeegga sare ee madaxbannaan, waxaana lagu talagalay in la abuuro isfaham wanaagsan iyo in loo helo xal u helidda matalidda iyo sharraxaadka shaqaalaha dawladda.

Xaaladda sharciyada ah, shaqaalaha waa inay bixiyaan macluumaad muhiim ah oo loo baahan yahay in shaqaale lagu soo bandhigo ama isu gudbo matalid, iyadoo xadka sharciyada lagu xiro. Macluumaadka ku saabsan xaaladda matalidda iyo hawlaha la xiriiira waa in la soo waco shaqaale. Ka dib markii la soo waco, shaqaale waxay heli karaan koob aan matalidka ahayn ee sharci (Annexure 1: Form 15.1). Sidoo kale, shaqaale waxay leeyihiin xaquuqda inay soo jeediyaan CSC (Guddiga Adeegga Sare) iyo sidaas darteed ku guulaysatay maamulka sharciga iyo xallinta matalidda.

**Shaqaale waa inay bilowdaan matalid aan maqalno ugu dambayn 10 maalmood ka dib markii xaaladda dhacay. Kadib markii daafaca, Maamulaha wasaaradda wuxuu kulan la qaatay shaqaale si uu u wada hadlo mataliddooyinka la soo jeediyay, iyadoo loogu talagalay inuu fahmo natiijada loo baahnaa iyo inuu helo xal lagu kalsoonaado shaqaale.** Maamulaha wuxuu qaabab ka qaadasho, oo ay ka mid tahay falcelin xog ah oo ku saabsan xaaladda, iyadoo la isku dayo in la kala hadlo shaqaale kale ee shaqaaleada maamulka ah.

Ka dib markii la isku dayo, maamulaha wuxuu soo xidhiidhaysaa shaqaale natiijooyinka matalidda 7 maalmood ka dib markii kulanka ugu horreeya. Haddii khilaafka la sii kordho, maamulaha wuxuu kusoo jeedaa inuu dib u eegisyo wada hadalka, kulan loo bixinayo ka dib markii la iskudaynayo. Haddii dib u eegis lagu kordhinayo, shaqaale wuxuu la xidhiidhsan karaa matalid, oo dhaqaale loo filanayo, iyadoo kulankaasi ka dhici karaan 10 maalmood ka dib markii la soo waco matalidka.

Haddii shaqaaluhu dhammaan kala joogayaan, matalidka wuxuu sii kordha isticmaalayaan inay mar walba ku soo xidhaan foomka matalidka (Annexure 1: Form 14 Stage 1); ilaa maamulaha wasaaradda, ama haddii maamulaha yahay kan la mataliyo, ama kan la casuuma. Ka dib markii la xidho, maamulaha wuxuu eegaya xaaladda matalidda sida sharciga loo baahanyahay, oo inta badan uu u xoojiyaa shaqaale. Haddii sharcigaasi lagu dhammeeyo, maamulaha wuxuu ku war-geliya shaqaaleyaal in matalid lagu ogaado, waxaana lagu siiyaa xogtan matalidda qorshaha matalidka lagu sameeyo. Haddii sharcigaasi lama dhammeeyo, maamulaha wuxuu shaqaaleyaasha soo waco inuu sharci aanad lahayn oo ku saabsan xaaladda. Haddii shaqaaluhu xog ogaalayaan, maamulaha wuxuu ku war-geliyaa shaqaaleyaal in matalidka uu furmi doono, isagoo shaqaaleyaal ugu ballanqaaday inay kulan ku yeelan doonaan matalidka 10 maalmood ka dib markii la soo waco. Haddii shaqaaluhu ka kulmaan, maamulaha wuxuu ka dhigi doonaa matalid, waxaana laga soo saari doonaa xiriirka kulanka si shaqaale loogu garsooro. Wasaaradda HR wuxuu soo saari doonaa qoraal ah oo ka kooban khudbadda dhammaystirka ee dhamaan shaqaalaha loo soo jeediyay, oo waxaa loo soo saarayaa ugu yaraan 5 maalmood ka hor kulanka. Maamulaha wuxuu ku dhameystirayaa matalidka, waxaana laga soo saarayaa xogtan kulankan si shaqaale loogu kalsoonaado. Maamulaha wuxuu siinayaa shaqaale xilligooda inuu eego caddaaladda iyo fikirka sharciga. Xal

loo yiri maamulaha, sababaha, iyo waxa laga filan karo ayaa lagu soo saarayaa Maamulaha Guud ee Wasaaradda (Director General) si uu uga hor keenayo. Maamulaha Guud wuxuu dib u eegisay, waxaana lagu soo saarayaa dhamaan shaqaaleyaasha dhinaca kala duwan si uu uga hortago matalidka 10 maalmood ka dib markii la soo waco. Shaqaale waa inay la wadaagaan warqad ku saabsan xaquuqda iskaashi.

Hadii xanuunku sii kordho, shaqaale wuxuu kusoo dhamaan kordhintii matalidka. Shaqaale wuxuu soo gudbiyaa warqad ku saabsan xaaladda matalidda (Annexure 1: Form 15.1) Maamulaha Guud ama haddii uu yahay maamulaha la mataliyo, ama ilaa maamulaha sare ee ugu sarreeya. Ka dib markii la soo gudbiyo, maamulaha wuxuu eegaya shaqaaleyaasha iyadoo uu isaga bixiyo hababka qorshaha matalidka iyo qof walba oo muhiim ah oo ay ka mid yihiin shaqaalaha.

Matalidka ku saabsan xanuunka lahayd, maamulaha wuxuu bilowgaan kormeer xiriirka kulanka, kula kulmiya shaqaale si uu u wada hadlo matalidada, isaga oo loogu talagalay inuu fahmo natiijooyinka loo baahnaa iyo inuu helo xal loo kalsoonaado shaqaale. Maamulaha wuxuu qaabab ka qaadasho, oo ay ka mid tahay falcelin xog ah oo ku saabsan xaaladda, iyadoo loogu talagalay inuu ogaado haddii buuxinta shuruudaha, isagoo soo bandhigaya midkood oo la siiyay shaqaale. Haddii shuruudahaasi lama buuxin, maamulaha wuxuu ku sheegaya shaqaaleyaasha in matalid loo soo jeediyay, waxaana lagu siiyaa muhiimadda matalidka qorshaha (Annexure 1: Form 14: Stage I) iyo macluumaadka dheeraadka ah ee shaqaaleyaasha. Haddii shuruudahaasi lama buuxin, maamulaha wuxuu ku sheegaya shaqaaleyaasha inay ku ogaadaan shuruudaha saaran ama xalal kale oo loo baahanyahay. Haddii matalidku aanay ahayn mid ka mid ah cudurka, maamulaha wuxuu u sheegaya shaqaaleyaal in matalidka lama odhanayo, oo uu gudbiyo shaqaaleyaal shaqaalaha ah inay soo bandhigaan isticmaalka shaqaalaha.

Haddii shaqaaluhu dhammaan kala joogayaan, maamulaha wuxuu ku sheegaya in uu talaabooyin qaadi doono inay dhammaan kala joogto. Haddii xiliga loo baahdo inay dhammaan kala joogto, shaqaale wuxuu ku soo bandhigaa warqad ku saabsan xaaladda matalidda, kuwaas oo lagu

sheegayo shaqaaleyaasha in lagu guulaysan doono. Ka dib markii warqaddu la soo bandhigayo, maamulaha wuxuu u sheegaya shaqaaleyaasha in matalidka loo bixiyo, waxaana lagu soo saarayaa tafsiirka xaaladda shaqaalaha, khudbadda shaqaale, iyo warbixin kale oo kasta oo loo baahanyahay. Maamulaha wuxuu la xidhiidhi karaa shaqaaleyaasha sidii uu u qeexi lahaa xaaladda, soo bandhigga shuruudaha, iyo helitaanka xal loo baahanyahay. Warqadda xidhiidhiga ee xaaladda iyo shaqaaleyaasha, iyo dhammaan warbixintooda, waxay la socdaan si shaqaale loogu horumariyo. Maamulaha wuxuu sheegaa shaqaaleyaasha habka ugu horeeya ee dhexdhexaadinta matalidda. Warqadda warqadda wuxuu u sheegaya shaqaaleyaasha xaaladda matalidda, sababaha laga qabsanayo, go'aanka, sababta go'aanku yahay, iyo waxyaabo kale oo ka soo baxaya go'aankiisa.

Maamulaha wuxuu ku soo bandhigaa shaqaaleyaasha warqad shaqsi ah oo sheegaya inay xaqiijinayaan qorsheyaasha, talaabooyinka, iyo sababaha lagu xalayo. Shaqaale wuxuu heli karaa muddo labaatan maalmood ka dib markii la soo gudbiyo warqadda soo bandhiga, halkaas oo loo oggolaaday in la kulmo. Kulankaasi waxaa ka mid ah in la ogaado xaaladda matalidda ee hadda socota, dib u eegida qaybinta go'aanka hore, iyo saadaasha xalinta. Shaqaale wuxuu la siinayaa fursad inuu sheego matalidkiisa, kana shaqeeyo shaqaale kale oo ka shaqeeya Wasiirka Ama Diiwaan-gelinta. Hawlaha talaabada ah ee loo baahan yahay hawlo sharciga iyo maareynta maamulaha. Shaqaale wuxuu la oggolaaday inuu qorsheyo isticmaalka shaqaalaha. La xidhiidhaa shaqaalaha iyo maamulaha inay kala soo bandhigaan hababka lagu shaqeeyo. Bulshada iyo xeerarka dalka waa inay si wanaagsan iskaashi uga shaqeeyaan, isla markaana waxyeelo ku hagaagaan shaqaalaha adeegga sare.

Haddii shaqaaluhu kulaalayaan tallaabooyinka talaabada ah, waxaa ay ka mid yihiin taageero iyo guul. Dawladda Somaliland waxay leedahay kalsooni darro iyo taageero siyaasadeed oo ay ku guulaysato inay soo saaraan xaaladaha shaqaalaha.

**[ FARDUUS SICIID DIRIR ]**  
**HAY'ADDA SHAQAALAHAWLADDA**  
**HARGEISA, SOMALILAND**

# DIIWAAN-GELINTA SHAQO QARAN



*Shaqaalaha Shaqo Qaran waxa ay ka hawl-geli doonaan hay'adaha dawladda ee dalka oo dhan.*

**W**axaa si rasmiya uga furmay Hoolka Hay'adda Shaqaalaha Dawladda hubinta & Diwaangelinta Shago-qaran Duf cadda Aad Ga Gaar ahaan Gobolka Maroudi-jeex

Waxa kormeer ku soo maray Gudoomihaya Hay'adda Shaqaalaha Dawladda Mudane Khalid Jaamac Qodax oo ay weheliyaan Gudoomiye Xigeenka HSHD Aamina

Xuseen Maxamuud iyo Guddida Loo Xil-saaray Diiwaan galinta.

Gudoomiyaha ayaa warbixin ka siiyay Tilifishanka Qaranka isaga oo waraystay dhallinyaradda shaqo qaran qaabka loogu adeegayo.



# Daahfurka Bilowga

## MASHRUUCA DIB-U-HABEYNTA IYO KOBICINTA MAAMULKA

Khayraadka Dawladda Somaliland (SERP)



**G**uddoomiyaha Hay'adda Shaqaalaha Dawladda Mudane Khalid Jama Qodax ayaa ka qayb galay daahfurka bilowga mashruuca Dib-u-habeynta iyo Kobicinta Maamulka Khayraadka Dawladda Somaliland oo loo soo gaabiyo SERP [Somaliland Enhancing Public Resource Management]. Mashruucan oo uu maalgalinayo Bangiga Aduunku waxa uu socon doonaa muddo shan sannadood ah kaas oo ay fulinayso dawladda Somaliland.

Munaasabadda daahfurka oo ka qabsoontay hotel Ambassador ee magaalada Hargeisa, waxa ka soo qaybgalay madax ka socota xukuumadda Somaliland iyo saraakiil ka socota daneeyayaasha mashruucan.

Mashruucan ayaa wax ka tari doona kor u qaadista iyo tayaynta nidaamka maamulka khayraadka dawladda iyada oo Hay'adda Shaqaaluhuna ay gacan ka gaysan doonto daah-furnaanta iyo isla xisaabtanka maamulka dhaqaale ee dalka.



**Daah-furkani waxa uu muujinayaa dardar gelinta wada shaqaynta, daah-furnaanta iyo hufnaanta maamulka dhaqaalaha dawladda.**

# DAAH-FURKA NIDAAMKA MAAMULKA HAWLGABKA

(PMTS)



***Kulan lagu daah-furayay Qiimaynta iyo Qaabaynta Nidaamka Casriga ah ee Maamulka Xogta Shaqaalaha Hawlgabka ka qabsoomay hoolka shirarka ee Hay'adda Shaqaalaha Dawladda.***

**K**ulankankaasi oo uu si rasmi ah uu u furay Wasiirka Wasaaradda shaqo-gelinta, Arrimaha bulshada iyo qoyska iyo Guddoomiyaha Hay'adda Shaqaalaha Dawladdu ayaa waxa ka soo qaybgalay Agaasimayaasha Guud ee qaar ka mid ah Wasaaradaha iyo Hay'adaha Dawladda iyo masuuliyiin kale.

Guddoomiyaha Hay'adda Shaqaalaha ayaa halkaas kaga hadlay muhiimadda uu

nidaamkani u leeyahay qaranka gaar ahaan shaqaalaha hawlgabka iyo in nidaamkani uu qayb ka yahay xeerka iyo siyaasadda hawlgabka ee dhawaan ay Golaha Wasiiradu ansixiyeen. Guddoomiyuhu waxa uu u mahadnaqay cid kasta oo ka soo shaqaysay hawshan haddii ay noqoto mid farsamo ama mid maamulba.



Wasiirka Wasaaradda Shaqo Gelinta, Arrimaha Bulshada iyo Qoyska ayaa isaguna ku dheeraaday muhiimadda uu leeyahay nidaamka hawlgabka qaranku iyo in ay tani tahay tallaabo hore loogu qaaday dhinaca dawladnimada maadaama aynu yeelanay nidaam hawlgab oo rasmi ah.

Waxa uu Wasiirku masuuliyiintii halkaa joogtay ku boorriyay in ay kala shaqeeyaan Hay'adda Shaqaalaha sidii nidaamkaas loo hirgelin lahaa.

Masuuliyiinta kale ee halkaa ka hadashay ayaa sheegay in tani ay tahay fursad qaali ah

oo u baahan in laga faa'idaysto. Khubarrada kala shaqeyn doontaa Hay'adda nidaamkan casriyeynta Hawlgabka ayaa iyaguna madasha ka hadlay kuna dheeraaday inay si hagar la'aan ah hawshaasi u fulin doonaan.

Nidaamka Casriga ah ee Maamulka Xogta Shaqaalaha Hawlgabku waxa uu noqonayaa ka ugu wayn ee xagga maamulka Hawlgabka si loo gaadho ujeeddooyinkii laga lahaa, waana mid ku dhisan hannaanka Tiknoolajiyada Casriga ah, kaas oo ku xidhan xog-kaydiye loogu talagalay.



“

NIDAAMKANI WAA  
MID KU DHISAN  
HANNAANKA  
TIKNOOLAJIYADA  
CASRIGA AH, KAAS  
OO KU XIDHAN  
XOG-KAYDIYE  
LOOGU TALAGALAY.





# SHIRKA AGAASIME WAAXEEDYADA

## HAY'ADDA SHAQAALAHA DAWLADDA

**W**axa hoolka shirarka ee Hay'adda Shaqaalaha Dawladda ka qabsoomay shirkii joogtada ahaa ee maamulka Hay'adda Shaqaalaha Dawladda.

Kulankan oo uu guddoominaya Agaasimaha Guud ee Hay'adda Shaqaalaha Dawladda **Khalid Mirre Nouh** ayaa waxa lagaga hadlay waxa ka mid ahaa:

Warbixin ku saabsan Qodobadan hoos ku xusan:-

1. Nidaamka Casriga ah ee Maaraynta Cudduda Shaqaalaha loona yaqaano (HRMIS)
2. Fulinta Meelaynta Shaqaalaha Shaqo-qaran.
3. Iswaafajinta xeerka shaqaalaha dawladda iyo Habraacyada.
4. Fulinta Siyaasadda Mushaharbixinta iyo qaabaynta darajooyinka Shaqaalaha dawladda.

5. dib u eegista iyo qiimaynta qorshe-hawleedkii HSHD.

6. Dib-u-habaynta Xogta Xaashida Mushahar Bixinta

dib u eegista iyo qiimaynta hawl-qabadka qabsoomay kaas oo lagu lafaguray wixii qabsoomay wixii aan qabsoomin iyo wixii caqabado ah ee ka hor yimid.

Agaasimaha Guud ee Hay'adda Shaqaalaha Dawladda ayaa isaguna sharraxaad ka bixiyay muhiimadda ay leedahay joogtaynta dabagalka hawl-qabadka isaga oo u mahad celiyay cid kasta oo fulisay qorshaheedii hawl-qabadka kuna qabatay muddadii loo qorsheeyay. Ugu dambayn, waxa shirka si rasmi ah u soo xidhay Agaasimaha Guud ee Hay'adda Shaqaalaha Dawladda, isaga oo kula dardaarantay masuuliyiinta shirka ka soo qayb gashay sidii loo xoojin lahaa la xisaabtanka shaqaalaha isla markaana la joogteeyo kormeerka iyo sugnaanta hawl-qabadyada shaqaalaha dawladda.





## KOOBKA KUBADDA CAGTA EE HAY'ADDA SHAQAALAH

**K**oobka kubadda Cagta ee Hay'adda Shaqaalaha Dawladda ayaa beryahanba ka socday magaalada Hargeysa, kaas oo ay ku tartamayeen dhamaan Wasaaradaha iyo Hay'adaha kale ee dawladda ayaa ku soo dhamaaday si guul ah.

Is reeb-reeb dheer ka dib, waxa ugu dambayn koobka isugu soo hadhay xulalkii ka kala socday Hay'adda Shaqaalaha

**HAMBALYO XULKA  
WASAARADDA  
HORUMARINTA BIYAHA  
OO KU GUULAYSATAY  
KOOBKA**

Dawladda iyo Wasaaradda Horumarinta Biyaha, halkaas oo ay Wasaaradda Horumarinta Biyuhu ku guulaysatay koobkii.

Ujeeddada tartanka ayaa ahaa in la abuuro jawi wada shaqayneed iyo adkaynta xidhiidhka shaqaalaha dawladda ee ka kala shaqeeya wasaaradaha kala duwan.

“

**Hambalyo xulka  
wasaaradda  
horumarinta biyaha  
oo ku guulaysatay  
koobka**





# SHIRKA KA DANEYAYAASHA

Mashruuca dib u habaynta  
shaqaalaha iyo dib u cusboonaysiin  
tababarka nidaamka caalamiga ah  
ee bay'adda iyo bulshada



## Qodobbada ugu waayayn:

Warbixinta mashruuca,  
Tababarka Deegaanka  
iyo Arrimaha Bulshada,  
Wacyi Gelinta hannaanka  
cabashooyinka, soo bandhigidda  
Siyaasadda Arrimaha bulshada  
ee Wasaaradda Qoyska.





Shirka daneeyayaasha barnaamijka dib u habaynta shaqaalaha dawladda iyo dib u cusboonaysiin tababarka nidaamka caalamiga ah ee ilaalinta deegaanka iyo bulshada ayaa ku qabsoomay xarunta Wasaaradda Qoyska iyo Arrimaha Bulshada taariikhtu markay ahayd 11 December 2023.

Shirkan waxa ka qaybgalay qaar ka mid ah daneeyayaasha wasaaradaha iyo hay'adaha dawladda, iyo mas'uuliyiin ka socda Wasaaradda Qoyska iyo Arrimaha Bulshada, Hay'adda Shaqaalaha Dawladda iyo khubaro ka socota barnaamijka dib u habaynta Shaqaalaha Dawladda. Madaxa barnaamijka ayaa iftiimyey wax qabadyadii ugu muhiimsanaa ee Hay'adda shaqaaluhu fuliso. Sida Siyaasadda Xaqsiinta Hawl gabka shaqaalaha dawladda, Nidaamka Maareynta Shaqaalaha dawladda (HRMIS), iyo Siyaasadda Mushahar Bixinta.

Ka qaybgalayaasha shirkan ayaa halkaa kaga hadlay arrimo muhiim ah oo ay ka mid yihiin cusbooneysiinta tababarrada ku saabsan nidaamka caalamiga ah ee ilaalinta deegaanka iyo Bulshada (ESF), maaraynta iyo xallinta khilaafaadka (GRM). Wasaaradda

Shaqo Gelinta ayaa sidoo kale iyaduna ka hadashay Siyaasadda Daryeelka Bulshada dhowaan la ansixiyey.

Shirka waxa ka soo baxay qodobbo ay ka mid yihiin iskaashi iyo faham ku saabsan dardar gelinta nidaamka caalamiga ah ee deegaanka iyo bulshada, taas oo Hay'adda Shaqaalaha Dawladdu ugu talagashay in lagu horumariyo Adeegyada Shaqaalaha Dawladda.

Ugu danbayntii waxa lagu soo gunaanaday muhiimada ay leedahay iskaashiga iyo wada shaqaynta daneeyayaashu. Waxa kale oo halkaa ka hadlay Agaasimaha guud ee Wasaaradda Qoyska iyo Arrimaha Bulshada oo isna iftimiyey muhiimada shirku leeyahay iyo ahmiyada ay siinayaan wada shaqaynta Hay'adda Shaqaalaha iyo daneeyayaashaba.

Tababarkan waxa bixinayey khabiirad Hay'adda Shaqaalaha u qaabilsan horumarinta arrimaha bulshada. Halkaas lagu guudmaray Nidaamka caalamiga ah ee ilaalinta deegaanka iyo bulshada (ESF) iyo Maaraynta iyo xalinta khilaafaadka Casriga ah (GRM).



**Shirka Guddida Farsamo ee**  
**Agaasimayaasha Guud**  
**oo lagaga Hadlay**  
**Nidaamka Casriga**  
**ah ee Maamulka**  
**Shaqaalaha Dawladda**  
**(HRMIS)**

---





“

## FULINTA SIYAASADAHA SIDA MUSHAHAR BIXINTA IYO HAWLGABKA

”

Shirka Guddida Farsamo ee Agaasimayaasha Guud oo ka qabsoomay hoolka shirarka ee Hay'adda Shaqaalaha oo uu guddoominayay Guddoomiyaha Hay'adda Shaqaalaha Dawladdu ayaa lagu soo bandhigay Nidaamka Casriga ah ee maamulka shaqaalaha dawladda loona yaqaano HRMIS. Guddoomiyaha ayaa halkaa kaga hadlay doorka muhiimka ah ee ay Agaasimayaasha Guud ku leeyihiin dib u habaynta shaqaalaha dawladda, gaar ahaan higelinta nidaamkan casriga ah.

Guddoomiyuhu waxa uu warbixin kooban ka siiyay shirka hannaanka uu soo maray samaynta nidaamkani iyo sida uu isticmaalkiisu muhiimka ugu yahay Agaasimayaasha Guud. Guddoomiyuhu waxa uu sheegay in shirka kan xiga lagaga hadli doono arrimo ku saabsan higelinta siyaasada Mushahar Bixinta iyo Hawlgabka shaqaalaha dawladda.

Agaasimaha Waaxda ICT iyo khabaro ka socota shirkadda SAHAL Tech ayaa iyaguna halkaa ku soo bandhigay qaabka uu u shaqaynayo Nidaamka HRMIS, qaybaha uu ka kooban yahay iyo sidoo kale jadwalka dhamaystirka Nidaamka. Agaasimayaasha Guud ayaa dood iyo fikir ka dhiibtay nidaamkan HRMIS kuwaas oo la xidhiidhay cidda awoodda u leh maamulka Nidaamka, qaabka looga faa'idaysan karo in lagu kala saaro xirfadaha shaqaalaha dawladda iyo arrimo kale.

Guddoomiyaha Hay'adda Shaqaalaha oo si rasmi ah u soo xidhay shirka ayaa uga mahadnaqay Agaasimayaasha Guud sida ay wakhtigooda ugu soo hureen shirka iyo doodaha ay soo jeediyeen intii shirku socday.



# Doorka Isku Xidhayaasha

## Mashaariicdu ay ku leeyihiin

### Fulinta Mashaariicda

**I**sku xidhayaasha Mashaariicdu waxa ay door muhiim ah ka ciyaaraan sidii loo fulin lahaa mashaariicda kala duwan meel kastaba ha ahaatee. Waxa ugu muhiimsan ee ay qabtaan waa xaqiijinta in dhamaan shaqooyinka loo qorsheeyay mashruucu ay u fulaan sidii loogu talaglay iyo weliba wakhtigii loo qoondeeyay. Masuuliyadaha isku xidhayaasha mashaariicdu waxay ku kala duwan yihiin hadba nooca uu yahay mashruuca la fulinayaa.

Marka la dejinayo qorshaha mashaariicda, isku xidhayaashu waxa ay si dhow ula shaqeeyaan daneeyayaasha mashruucaas si ay u dejiyaan ujeeddada mashruuca, xayndaabka uu ku shaqaynayo, iyo weliba in loo rogo qorshe-hawleed dhamaystiran oo qeexaya muddada, hadafyada iyo dhaqaalaha loo baahan yahay intaba. Marka uu mashruucu socdo, isku xidhayaashu waxa ay qayb laxaad leh ka qaataan helista dhaqaalaha ku baxaya, kaas oo si habboon loogu qaybinayo shaqooyinka la qabanayo, shaqaalaha iyo agabka lagu fulinayo mashruuca. Sidaa si la mid ah, waxa ay isku xidhaan hawl-wadeennada iyo daneeyayaasha si Hawlaha mashruucu ugu qabsoomo sidii la rabay.

Isku xidhayaashu waxa kale oo shaqadooda ugu muhiimsan ka mid ah in ay sameeyaan kormeer iyo qiimayn joogto ah inta mashruucu socdo, kaas oo lagu ogaanayo waxyaalaha qabsoomay iyo hadba sida loo fuliyay shaqooyinkii la qorsheeyay. Waxa ay sidoo kale qiimeeyaan isla markaana maamulaan khataraha ay suuragal tahay in



ay wax yeesho fulinta mashruuca, iyaga oo markaa dejinaya qorshihii lagaga hor tegi lahaa khatarahaas amaba wax lagaga qaban lahaa. Warbixinaha kala duwan ayaa iyaguna ka mid ah shaqada isku xidhayaasha kuwaas oo ay si joogto ah ugu gudbiyaan cidda ay khusayso iyo daneeyayaashaba si ay ula socodsiiyaan halka ay hawluhu marayaan mar kasta. Waxa ay iyadana ka shaqeeyaan kor u qaadista aqoonta iyo xirfadda dadka mashruuca ka shaqaynaya si loo xaqiijiyo in mashruucu guulaysto. Marka mashruucu dhamaanayo waxa ay awoodda saaraan in ay kaydiyaan xogta ku saabsan mashruuca, guulihii laga gaadhay iyo casharrada laga bartay si ay ugu dabbaqaan mashaariicda dambe.

Isku xidhayaasha mashaariicdu waxa ay udub dhexaad u yihiin qorshaynta, isku xidhka iyo kormeerka wax kasta oo mashruuca la xidhiidha, iyaga oo xaqiijinaya in mashruucu u fulay sidii loogu talagalay, isla markaana uu xaqiijiyay ujeeddadii laga lahaa.



# HAY'ADDA

Shaqaalaha Dawladda  
Civil Service Commission

# ENGLISH

version



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# EDITOR'S NOTE



// EDITOR ROOBLE MOHAMED

# WE

... are shedding  
light on the  
broader vision  
for strengthening  
the Civil Service  
and it's pivotal  
role in national  
development.

**Dear Readers,**

It is with great pleasure that I welcome you to the latest edition of the Civil Service Commission (CSC) Magazine. In this issue, we aim to provide you with insightful articles, updates, and features that capture the essence of the transformative initiatives and noteworthy developments within the Civil Service.

As we navigate the dynamic landscape of public service, the magazine serves as a platform to showcase the dedication and innovation of our Civil Service personnel. We bring you stories of resilience, excellence, and commitment that underscore the integral role played by the Civil Service in the nation's progress.

Additionally, we feature an exclusive interview with key stakeholders, shedding light on the broader vision for strengthening the Civil Service and its pivotal role in national development. The magazine also explores technological advancements, such as the Pension Management Information System (PMIS), which represents a milestone

# “

WE FEATURE AN  
EXCLUSIVE INTER-  
VIEW WITH KEY  
STAKEHOLDERS

in enhancing transparency and efficiency in managing pensions.

Our commitment to transparency and communication is further exemplified by the Chairman's address to the nation through National TV and other private outlets. This direct communication ensures that the public is well-informed about the ongoing initiatives and the government's dedication to openness in governance.

We invite you to explore the diverse articles and features within these pages, providing you with a comprehensive view of the current landscape and the exciting path ahead for the Civil Service.

We hope you find this edition of the CSC Magazine both informative and inspiring.

Message from

# THE CHAIRMAN



**The Somaliland government's strategic direction** has been pivotal in shaping policies that not only meet the needs of our civil servants today but also lay the **foundation for a sustainable and prosperous future.**

**Mr. KHALID JAMA QODAH**

**CHAIRMAN**  
Civil Service Commission

**I would like to express my sincere appreciation and gratitude for the instrumental role of Somaliland President, H. E. Musa Bihi Abdi in the recent approval of Pension Policy and Bill.**

**H**is visionary leadership and commitment to the well-being of our civil service have resulted in a significant milestone that will positively impact the lives of our workforce for decades to come.

The approval of the Pension Policy and Bill is a testament to recognizing the importance of providing financial security and peace of mind to our employees during their retirement years. This milestone not only reflects the government's commitment to our workforce but also underscores our dedication to being a socially responsible and citizen-centric government.

The Somaliland government's strategic direction has been pivotal in shaping policies that not only meet the needs of our civil servants today but also lay the foundation for a sustainable and prosperous future. The approval of the Pension Policy & Bill will undoubtedly contribute to enhancing the overall well-being of our workforce and foster a positive work environment.

I extend my heartfelt gratitude for your steadfast support throughout this process. Your leadership has not only ensured the successful approval of the Pension Policy but has also set a standard for excellence within our organization. I have no doubt that this policy will serve as a cornerstone in

our efforts to attract and retain top talent, further solidifying our position as an industry leader.

I would also like to acknowledge and appreciate the efforts of the Cabinet Ministers, Steering Committee, MDAs Director Generals and CSC Officials involved in the development of the Pension Policy & Bill. Their dedication and hard work have been invaluable in bringing this initiative to fruition.

AS WE MOVE FORWARD, I AM CONFIDENT THAT THE APPROVED PENSION POLICY & BILL WILL CONTRIBUTE TO THE LONG-TERM SUCCESS AND SUSTAINABILITY OF OUR CIVIL SERVANTS.

As we move forward, I am confident that the approved Pension Policy & Bill will contribute to the long-term success and sustainability of our civil servants.

Thank you all once again for your exemplary commitment to our civil servant's welfare.



# FOREWORD

## ***Background of Civil Service Reforms***

Civil service reform history has three phases. In the 1980s, donors supported building institutions, realizing the civil service's importance in changing policies. In the 1990s, after Communism fell, there was a push to reduce the state's role, but this had unintended outcomes. Since the late 1990s, donors shifted focus to promoting accountable systems with leaders who understand and support reforms.

As modern states emerged, the civil service in developing countries evolved to not only create policies but also to implement them effectively. Essentially, the civil service is viewed as a key instrument for managing development policies and programs efficiently. With this perspective, civil service reform programs, often backed by donors like the World Bank and the International Monetary Fund (IMF), have focused on issues such as organizational structure, financial and human resource requirements, and fundamental administrative capabilities necessary for carrying out developmental functions.

By and large, civil service reform is often seen as unsuccessful, marked by a weak track record in achieving goals and a lack of evidence showing improved outcomes (Evans 2008: 25). Analysts attribute this limited progress to various factors. These include the intricate nature and interdependencies within the system, conflicting stakeholder interests, the sensitive nature of necessary changes, and the absence of a theoretical model to guide practitioners in approaching and monitoring reform (Evans 2008, Scott 2011, UNDP 2004).

Somaliland, like many emerging governments, is working towards establishing a functional civil service to realize its political and developmental goals. Beginning in 2003, the Somaliland government decided to undertake a significant civil service reform. The vision for Civil Service Reform (CSR) is to build a professional and fairly compensated civil service capable of delivering high-quality services efficiently to improve and sustain the people's quality of life. The goal of CSR in Somaliland is to improve the people's quality of life sustainably by creating a competent, professional civil service workforce that is responsive, effective, and efficient in achieving the objectives outlined in the National Development Plan.

Somaliland's civil service reforms focus on strengthening the Civil Service Commission (CSC) and Civil Service Institute (CSI), refining Retirement and Pension Scheme Policies, right-sizing and restructuring, improving pay and working conditions, fostering a client-focused service culture, promoting professionalism, enhancing human resource management, and refining the legal and institutional framework.

I cited multiple sources, mainly relying on the World Bank for its comprehensive information on civil service reform. However, it's essential to seek diverse perspectives beyond donors, encouraging governments and civil society to contribute more to the discourse on the successes and failures of reform efforts.

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**[ ABDI ADEN ]**

**CSSP PROGRAMME MANAGER**

**CIVIL SERVICE COMMISSION, SOMALILAND**

# THE DEPUTY CHAIRMAN OF THE CIVIL SERVICE COMMISSION TAKES OFFICE

<< RECOMMENDED >>



The President of the Republic of Somaliland, Mr. Muse Bihi Abdi, has recently appointed a new Deputy Chairman for the Civil Service Commission, officially relieving the former Deputy Chairman, Aamina Hussein Mohamoud, of her duties. The inauguration ceremony was attended by the Chairman of the Civil Service Commission, Director General of the Civil Service Commission, Director General of the Good Governance Commission, the entire staff of the Civil Service Commission, and other dignitaries.

Those present at the inauguration ceremony delivered various speeches congratulating the outgoing Deputy Chairman and welcoming the newly appointed Deputy Chairman. The new Deputy Chairman of the Civil Service Commission, Abdullahi Ahmed, brings a wealth



of experience from various sectors, including work and education in countries such as Egypt, Turkey, the United Kingdom, Malaysia, and others. He is highly knowledgeable in the areas of administration, commerce, and employee management, with a global perspective reflected in his diverse experiences.

We express our satisfaction with the new appointment and hope that the Deputy Chairman, Abdullahi Ahmed, will contribute to the progress and development of the country's civil service. The outgoing Deputy Director General, Aamina Hussein Mohamoud, is commended for her service, and we look forward to continued advancements in the Republic of Somaliland.

# SOMALILAND PRESIDENT MEETS WITH DIRECTOR GENERALS OF THE MDA'S

The meeting between the President of the Republic of Somaliland and the Director Generals of all government Ministries, Departments, and Agencies at the President's office signifies a crucial moment for national governance and coordination.





During the meeting, the focus was on the pivotal role that Director Generals play at the national level and the need to enhance and strengthen their contributions to achieving the country's overarching goals. The President acknowledged the significance of the Director Generals as key leaders within their respective institutions and emphasized the critical role they play in driving national progress.

The President took the opportunity to extend congratulations to the Director Generals, recognizing and commending their exceptional contributions to the country. By referring to them as the central engine for their respective institutions, the President underscored their instrumental role in steering the course of their organizations and, by extension, contributing to the broader development and success of Somaliland.

The meeting likely served as a platform for the President to convey the government's vision and expectations, emphasizing

## THE PRESIDENT UNDERScoreD THEIR INSTRUMENTAL ROLE IN STEERING THE COURSE OF THEIR ORGANIZATIONS

the collaborative efforts required from all government bodies to achieve national objectives. This recognition and encouragement from the President not only boost the morale of the Director Generals but also highlight the importance of their leadership in the broader context of national governance.

The outcome of this meeting may involve strategic discussions, policy alignment, and a renewed commitment to effective collaboration among government agencies to ensure a cohesive and coordinated approach towards the nation's goals and development agenda.



Committee that met the President



# SUCCESS STORY

## **TRANSFORMING EMPLOYEE DATA MANAGEMENT:**

*THE ARCHIVES DEPARTMENT'S  
IMPACT ON GOVERNMENT  
EMPLOYEE RECORDS*

**[HADIA ALI DAUD ]**

**CIVIL SERVICE COMMISSION  
HARGEISA, SOMALILAND**

■ THIS NARRATIVE PROVIDES A COMPREHENSIVE OVERVIEW OF THE ARCHIVES DEPARTMENT, AN OFFICE ESTABLISHED IN 2020 TO ADDRESS CHALLENGES IN GOVERNMENT EMPLOYEE DATA MANAGEMENT.

Through interviews with Hodo, the director of the Archives Department, we explore the difficulties faced before its creation, the improvements achieved, and the future aspirations of this vital department.

Hodo Mohamoud, the Director of the Archives Department highlights the issues faced before the Archives Department's establishment. Employees lacked a designated space for storing their information, leading to difficulties in accessing and preserving vital records. This often resulted in inconveniences and delays during upgrades or transfers.

The Archives Department was established to overcome these challenges by providing a centralized and secure repository for government employees' information. The primary objective was to create personalized files for each employee, ensuring data accuracy and privacy. This approach

eliminated mix-ups and lost documents, creating a reliable system for information management.

Hodo underscores how the Archives Department has revolutionized employees' perception of information management. With the department in place, employees no longer carry personal files but approach the Archives Department to update and manage their records. This streamlined process has significantly eased the workload, eliminating the need to shuttle between different offices for file submissions and retrieval.

The dual approach of maintaining hard copies and computerized systems has enhanced efficiency and accuracy in employee data management. While the transition to a fully digitalized system is ongoing, the department has made substantial progress. Hard copies are meticulously recorded with employees' names and unique follow-up numbers, ensuring redundancy and minimizing the risk of data loss.

Hodo expresses her hopes for the future, aiming to develop a comprehensive system seamlessly integrating both hard copies and digital records. The vision is to enable authorized personnel from different ministries to access required information easily. The Archives Department plans to collaborate with other institutions, working towards a standardized system across organizations to streamline data management practices.

The Archives Department has revolutionized employee data management, empowering employees, reducing administrative burdens, and improving overall efficiency. Under the leadership of Hodo, the department remains committed to continuous improvement and collaboration, ensuring a bright future for data



*The Archives Department plans to collaborate with other institutions, working towards a standardized system across organizations to streamline data management practices.*



management practices. The Archives Department stands as a testament to the transformative power of dedicated departments in handling and protecting crucial employee information.



# HRMIS Training for HR Directors Concluded

*The Chairman of the Civil Service Commission, Mr. Khalid Jama Qodax, joined forces with the Minister of the Ministry of Communication & Technology, Dr. Abdiwali Abdillahi Sufi, and the Minister of Water Resources Development, Mr. Ali Hassan Mohamed, to successfully conclude a HRMIS training for HR Directors from various Ministries and government agencies.*

Upon completion of the training, certificates were awarded to 55 directors, signifying their proficiency in the contemporary methods of HRMIS. The Chairman and the Ministers emphasized the significance of this system in efficiently managing civil service, highlighting its integration into the ongoing efforts of the Civil Service Commission. The Chairman articulated that completing this training qualifies directors to assume their roles officially, and further trainings are on the horizon. The implementation of this Human Resource Management Information System (HRMIS) aligns with the Public Service Reform Program led by the Steering Committee.





# TIME'S COMING

*The Chairman and the Ministers emphasized the significance of this system in efficiently managing civil service, highlighting its integration*



This strategic move is poised to enhance the efficiency and transparency of civil service management, covering crucial aspects such as working hours, holidays, recruitment, layoffs, promotions, and more. The culmination of this training session is a tangible step toward the realization of a modern, streamlined, and effective civil service.



# Structure and the Mandate of the Civil Service Commission

## The Organogram and mandate of Civil Service Commission

First and foremost, the Civil Service Commission is one of the constitutionally established bodies, as indicated in Article 113 of the Somaliland Constitution, along with three other bodies. Similarly, the Civil Service Act No. 97/2022 has become the first Parliamentary Act to detail the structure of the commission and the duties entrusted to it by the State. Therefore, the Legal Affairs Department of the commission will analyze the structure and duties of the Civil Service Commission in this brief article.

As stipulated in Article 14 of the newly approved Civil Service Law (Law No. 97/2022), the Civil Service Commission will have a structure consisting of:

1. Chairman of the committee
2. Deputy Chairman
3. Five (5) other members

The structure of the Civil Service Commission shall also include:

1. Director General, who will be the secretary of the commission
2. Departments and sections
3. Regional offices of the Civil Service Commission
4. Training institutes

Article 15 of the Civil Service Act stipulates that the members of the Civil Service Commission, as outlined in Article 14 of the law, shall be appointed by the President of the Republic of Somaliland and approved by

a simple majority of the House of People's Representatives, in accordance with Article 114, paragraph 1 of the Somaliland Constitution.

The members of the commission may only be dismissed by the President of the Republic of Somaliland, following the procedures outlined in Article 114, paragraph 2 of the constitution.

## Requirements of the Appointment

The requirements for the appointment of members to the Civil Service Commission are as follows:

- Be a Muslim.
- Be a citizen of Somaliland.
- Possess good manners and practice Islam.
- Hold a University degree, preferably a bachelor's degree.
- Demonstrate a clear sense of responsibility and possess characteristics of impartiality, competency, and honesty.
- Have not been subject to a final criminal conviction in the last 5 years.
- Have a minimum of 5 years of work experience and be physically fit to perform the role.

## Duties & Responsibilities of Civil Service Commission

As per Article 13 of the Civil Service Law, the Civil Service Commission is mandated



## **Abdikani Saleban (LL.B, LL.M)**

Director of Legal Affairs  
Department  
Civil Service Commission



for the implementation and enforcement of rules and regulations governing the reform, management, and administration of the civil service. Additionally, the commission is responsible for overseeing the training, capacity building, and development of the civil service.

More specifically, the duties and responsibilities of the commission include: -

- a) Develop policies, plans, and strategies for the administrative development and training of civil servants;
- b) Monitor and supervise the implementation of policies and staff training;
- c) Monitor the progress of work and services provided by civil servants;
- d) Advise the President on matters related to civil servants;
- e) Handle recruitment, promotion, demotion, and discipline of civil servants in public institutions;
- f) Enhance the knowledge of civil servants to improve their performance and the services they provide;
- g) Coordinate and implement policies and strategies for human resource and professional development;
- h) Coordinate and implement policies and strategies for managing the performance of civil servants;
- i) Formulate and implement policies and strategies to build and strengthen the workforce of national institutions;
- j) Develop programs and plans to motivate government civil servants;
- k) Establish a transparent system for hearing civil servants' grievances and resolving complaints about decisions made by government agencies;
- l) Implement various disciplinary measures against civil servants;
- m) Provide various recommendations to streamline monitoring and evaluation standards to improve planning, formation, and implementation of civil service policies and programs;
- n) Conduct studies on the type of training required by civil servants annually and monitor their quality;
- o) Carry out any other duties provided by this act or other regulations.

**To be Continued in the Next Edition ...**

# Civil Service Complaints & Grievance Management



The Government of Somaliland is committed to working with employees of the civil service in an open and accountable manner, building trust and finding durable solutions to complaints and grievances of civil servants.

In the grievance process, an employer is obligated to furnish pertinent information required for an employee to file or pursue a grievance, within legal constraints. Regular updates on the grievance status and progress towards resolution must be communicated to the employee. After each application, the employer is required to provide the employee with a copy of the grievance form (Annexure 1: Form 15.1).

**Additionally, the employee possesses the right to appeal to the CSC (Civil Service Commission) and further to the Appellate Body, established by the President of Somaliland, serving as the ultimate administrative complaints and grievance resolution authority.**

The employee is required to initiate an informal grievance within 10 working days of the incident. Following this, the Director of the department engages in a meeting with the employee to discuss the raised grievances, aiming to understand the desired outcome and seek resolution acceptable to the employee. The director takes appropriate actions, including fact clarification through discussions with relevant staff members. Within 7 working days of the initial meeting, the director communicates the outcome to

the employee. If dissatisfaction persists, the director may propose mediation, forming a reconciliatory committee upon agreement. If mediation proves ineffective, the employee is then advised to proceed to the formal stage of the grievance procedure.

If the employee remains dissatisfied, the grievance proceeds to the formal stage. The employee submits a written statement of grievance using Form 14 Stage 1 to the Director of the department or, if the director is involved, to the next appropriate higher authority. Upon receipt, the director screens the complaint against specified standards, acknowledging it if criteria are met. If not, the director advises the complainant on proper standards or alternative resolution options. If the grievance is not related to unfair treatment, the director redirects the complainant appropriately.

For grievances related to unfair treatment, the director initiates an investigation, inviting the employee to a meeting within 10 working

days. The HR department arranges for written statements from all parties, circulated at least 5 days before the hearing. The director fully investigates, minutes are taken, and the employee is given an opportunity to explain. The director's decision, reasons, and recommended actions are reported to the Director General for further action, reviewed, and communicated to the parties involved within 10 working days. The employee is informed in writing of the right to appeal.

If dissatisfied with the internal grievance resolution, the complainant must inform the Director General in writing using Grievance Form Annexure 1: Form 15.1 for stage II within 7 days of receiving feedback. The employee provides reasons for dissatisfaction, the sought remedy, and the intention to refer the complaint to the Civil Service Commission (CSC). The Director General forwards the grievance and relevant documentation to the CSC within 7 days, notifying the complainant.

Upon receipt, the CSC constitutes a committee and holds a meeting within 14 days to review the grievance. The complainant is invited with a minimum of 7 working days' notice and may bring a colleague or representative. Chaired by the Chairman of CSC or a Commissioner, the meeting aims to understand the grievance, review earlier decisions, and explore solutions. If further investigations are needed, the meeting adjourns and reconvenes in 14 working days with an agreed timetable. After final deliberations, the CSC issues a decision letter within 7 working days, detailing the grievance nature, conducted investigations, the decision, and reasons. Meeting records are provided to the complainant, Director General, and involved parties, concluding the referral process for grievance resolution by the Commission.

**The President of Somaliland establishes an Appellate Body comprised of senior officials from the Ministry responsible for Justice and the Civil Service Commission (CSC). Chaired by a retired Judge of a Superior Court of Somaliland, the Appellate Body's decisions in any administrative complaint and grievance management process are considered final.** If dissatisfied with the CSC's decision, a complainant must submit a notice of appeal to the Appellate Body using Grievance Form Annexure 1: Form 14: Stage II within 7 working days of receiving the CSC decision, or in advance if the decision is not officially communicated within 21 working days.

A hearing by the Appellate Body is arranged within 21 working days of the appeal notification, with the complainant receiving a minimum of 7 working days' notice. The Body may co-opt government or non-government officials for advice but without voting rights. Deliberations are held privately after reviewing documentation, evidence, and hearing submissions. The final decision is communicated to the employee within 7 working days of the hearing's conclusion. The decision may convey that the complaint is unfounded, resulting in no action, or upheld in full or part, with the Appellate Body recommending appropriate remedial action.

A letter, accompanied by Annexure 1: Form 14: Stage III, is sent to all parties notifying them of the Appellate Body's final decision, confirming the end of the administrative process for adjudicating the complaint.

**[ FARDUS SAID DIRIR ]**  
**CIVIL SERVICE COMMISSION**  
HARGEISA, SOMALILAND



# NATIONAL SERVICE REGISTRATION



**T**he registration of National Service Members into the Civil Service at the CSC (Civil Service Commission) office marks a significant event in the integration of these members into the broader government structure. The registration process was formally inaugurated by the CSC Chairman, accompanied by the deputy Chairman and the registration committee.

The Chairman, in his opening remarks, likely highlighted the importance of this registration process and its implications for the Civil Service and the nation as a whole. This event signifies the transition of National Service Members into roles within the Civil Service, showcasing the commitment to utilizing the skills and talents of these individuals for the benefit of the country.

The fact that the Chairman spoke to the National TV indicates the significance of this event for public awareness and transparency. The Chairman likely addressed the nation, explaining the procedures involved in the registration process and shedding light on how these National Service Members will be integrated into various roles within the Civil Service across the country.

**National Service  
Members will be  
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country.**

Overall, this event not only marks the practical integration of National Service Members into the Civil Service but also demonstrates the government's commitment to utilizing and leveraging the skills of its citizens for the overall development and functioning of the country.

# Launching of Somaliland

## ENHANCING PUBLIC RESOURCE (SERP) Project



**T**he Civil Service Chairman played a key role in the inauguration ceremony of the Somaliland Enhancing Public Resource Management (SERP) project, a significant initiative hosted at the Ambassador Hotel in Hargeisa. This transformative project, funded by the World Bank, is poised to shape the trajectory of public resource management in Somaliland over the next five years and was officially launched with the participation of esteemed government officials, as well as representatives from various institutions and organizations.

The Chairman's attendance at the inauguration underscores the Civil Service's commitment to actively engage in initiatives that promote effective and transparent management of public resources. As the project sets out to enhance resource management practices, the Civil Service's involvement is crucial, given its central role in governance and administration.

As the project unfolds over the next five years, the Civil Service Chairman's involvement at the inauguration reflects a dedication to fostering cooperation, transparency, and efficiency in the management of public resources—a critical component in driving sustainable development and progress for Somaliland.



**The inauguration reflects a dedication to fostering cooperation, transparency, and efficiency in the management of public resources.**



# PENSION MANAGEMENT INFORMATION SYSTEM

## PMIS Launched



*The launch event for the Pension Management Information System (PMIS) marked a significant milestone in the governance and management of pensioners in Somaliland.*

The event, held at the CSC meeting hall, was attended by key dignitaries including the Minister of Employment, Social Affairs and Family, the CSC Chairman, and other Director Generals of the Somaliland government.

During the meeting, the CSC Chairman emphasized the critical role of the PMIS for the country, particularly in the efficient

management of pensioners. He highlighted that the implementation of the PMIS aligns with the recently approved Pension Policy and Bill by the Ministerial Cabinet. The Chairman expressed gratitude to all those involved in the development and implementation of the system.

The Minister of Employment, Social Affairs and Family elaborated on how the PMIS



would benefit both the government and pensioners, emphasizing that it represents a significant step forward in terms of governance. He encouraged participating officials to actively support the Civil Service Commission in the successful implementation of the new system.

Various participants underscored the golden opportunity presented by the PMIS, emphasizing the urgency of its swift implementation. They highlighted the potential for the system to enhance transparency and sophistication in the management of pensions.

The PMIS is anticipated to be the largest system dedicated to managing the pension system, with the overarching goal of achieving program objectives. Its integration with other existing systems, including the Human Resource Management Information System (HRMIS) and the Somaliland Financial Management Information System (SLFMIS), will ensure seamless connectivity and data exchange, contributing to a more integrated and efficient government infrastructure. The collaborative efforts of all stakeholders are crucial for the successful implementation of the PMIS and the realization of its benefits for both the government and pensioners.



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SYSTEM WILL ENSURE SEAMLESS CONNECTIVITY AND DATA EXCHANGE, CONTRIBUTING TO A MORE INTEGRATED AND EFFICIENT GOVERNMENT INFRASTRUCTURE.



# CSC DIRECTOR'S MEETING 2023

The regular meeting of CSC Directors was presided over by the Director General of the Civil Service Commission, taking place at the commission's meeting hall. The agenda centered around critical issues, including the development of HRMIS, national service registration, a comprehensive review of the 16 policies and procedures governing civil service management, along with the civil service law.

Additionally, discussions encompassed the implementation of the pay and grading policy, and a thorough examination of the CSC Workplan, among other pertinent matters.

Within the meeting, the Director General underscored the significance of monitoring staff performance and expressed gratitude

to those who successfully executed their work plans within the established timeframe. This emphasis on accountability and timely execution reflects a commitment to operational efficiency within the civil service.

As the meeting concluded, the Director General further encouraged participating officials to sustain their vigilance in monitoring both activities and staff. The Director General emphasized that such ongoing diligence is pivotal in fortifying the Civil Service Commission's standing as the leading agency in its domain. This call to continuous scrutiny underscores the commitment to maintaining and enhancing the commission's effectiveness and leadership position.







# CSC FOOTBALL *Cup*

The CSC Football Cup, organized by the Civil Service Commission (CSC) and featuring participation from various Ministries, Departments, and Agencies (MDAs), concluded with an exciting finale. The championship match saw intense competition between the CSC and the Ministry of Water, ultimately resulting in a victory for the Ministry, securing the final cup.

FOOTBALL CUP ORGANISED BY (CSC) AND FEATURING PARTICIPATION FROM VARIOUS MINISTRIES, DEPARTMENTS, AND AGENCIES (MDAS),



**Congratulations to the Ministry of Water on their achievement in the CSC Football Cup.**

This initiative not only fostered camaraderie and sportsmanship among government entities but also provided a platform for healthy competition and social engagement among civil servants.

The success of the event highlights the importance of such recreational activities in promoting teamwork and a sense of community within the civil service.





# STAKEHOLDERS ENGAGEMENT MEETING and ESF Refreshed Training



## Key Topics:

Project progress updates, refreshed ESF training, Grievance Redress Mechanism (GRM) awareness, and MESAF's presentation on the newly approved Social Protection Policy.



The Stakeholders Engagement Meeting and Refreshed Training on the Environmental and Social Framework (ESF) held at MESAF on December 11, 2023, represented a pivotal moment for the Civil Service Strengthening Project (CSSP II). Project leaders and stakeholders convened to discuss critical topics, including project progress updates, refreshed ESF training, Grievance Redress Mechanism (GRM) awareness, and MESAF's presentation on the newly approved Social Protection Policy. The meeting facilitated transparent communication, collaboration, and an in-depth understanding of environmental and social considerations, reinforcing the project's commitment to effective civil service strengthening.

In the stakeholders' engagement session, the Project Manager provided updates on

key facets of CSSP II, including the Pension Policy, HRMIS Systems, and Pay and Grading Policy. The ESF refreshed training session equipped stakeholders with comprehensive insights into the framework, emphasizing essential components and standards.

The GRM awareness session underscored the importance of an effective grievance redress system, promoting transparency and stakeholder empowerment. MESAF's presentation highlighted achievements and introduced the Social Protection Policy, emphasizing collaboration and addressing societal issues comprehensively. Together, these elements form a cohesive strategy to ensure CSSP II's success as a model for inclusive, transparent, and socially responsible civil service strengthening.





**Technical Committee Meeting:**

# **Navigating HRMIS Implementation for Civil Service Advancement**

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## IMPLEMENTATION OF POLICIES SUCH AS PAY & GRADING AND PENSION

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The meeting commenced with the Chairman of the Civil Service Commission (CSC) leading the agenda, emphasizing the crucial role of Director Generals (DGs) in the ongoing civil service reforms, particularly in the implementation of the Human Resource Management Information System (HRMIS). The Chairman provided an overview of the HRMIS, its developmental process, and stressed the significance of DGs in its successful utilization. New appointees were introduced, and the Chairman highlighted that upcoming meetings would delve into the implementation of policies such as Pay & Grading and Pension.

Following the opening, the Director of ICT at the CSC and technical experts from SAHAL Tech Company presented the HRMIS, elucidating its features, usage and the roadmap for implementation across various Ministries, Departments and Agencies (MDAs). The subsequent DGs' discussion revealed concerns and questions regarding the system's role in mapping qualifications,

accessibility for staff, involvement of Ministers, staff performance evaluation, and the impact on archival practices. The need for a deadline for HRMIS implementation, challenges related to department director turnover, and the next steps were discussed, including providing complete DG accessibility and uploading MDA data to the system by January 2024. The meeting concluded with the Chairman expressing gratitude for active participation, officially closing the session.

In summary, the meeting focused on the pivotal role of DGs in HRMIS implementation, with discussions encompassing system functionalities, staff qualifications mapping, ministerial involvement, performance evaluation, archival concerns, and upcoming deadlines. The report emphasized the active engagement of DGs and the commitment to achieving full DG accessibility and data upload by January 2024, underscoring the importance of the ongoing civil service reforms.

# THE ROLE OF THE Project Coordination Unit (PCU) In the Project Implementation

**T**he Project Coordination Unit (PCU) plays a crucial role in the successful implementation of a project. Its primary function is to ensure that all project activities are carried out efficiently and effectively, meeting the project's objectives and timelines. The specific responsibilities of a PCU can vary depending on the nature of the project and the organization

The Project Coordination Unit (PCU) serves as the linchpin for effective project management by meticulously executing key functions throughout the project lifecycle. During the planning and design phase, the PCU collaborates closely with stakeholders to define clear project goals, scope, and objectives, subsequently translating them into comprehensive project plans that delineate timelines, milestones, and resource requirements. As the project progresses, the PCU plays a pivotal role in resource allocation, ensuring the judicious distribution of budget, personnel, and materials to maintain project trajectory and meet objectives. Simultaneously, the unit facilitates seamless communication and coordination among team members and stakeholders, aligning project activities with the overarching organizational strategy.

Moreover, the PCU undertakes a rigorous approach to monitoring and evaluation, implementing mechanisms to track progress against established goals and analyzing data to assess project performance. Risk management is a constant focus, with the PCU actively identifying potential challenges, developing mitigation strategies, and



overseeing risk management throughout the project lifecycle. Reporting becomes a crucial aspect as the PCU prepares regular updates on project status and progress, keeping stakeholders informed and addressing issues promptly through collaborative problem-solving with the project team. Quality assurance measures are implemented to maintain project deliverables' standards, and the PCU identifies opportunities for capacity building within the team to ensure ongoing success. Finally, during project closure, the PCU coordinates activities, conducts a thorough evaluation, and documents lessons learned, contributing valuable insights for future project improvements.

In summary, the Project Coordination Unit serves as the central hub for planning, coordinating, and overseeing all aspects of a project, ensuring that it is executed smoothly and achieves its intended outcomes. Effective communication, monitoring, and adaptability are key components of a successful PCU.



# CSC FOOTBALL *Team*





## SOMALILAND CIVIL SERVICE COMMISSION

