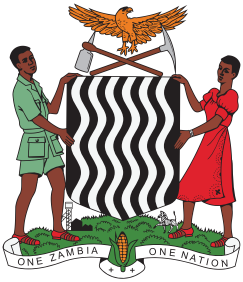

REPUBLIC OF ZAMBIA

LOCAL GOVERNMENT SERVICE

HUMAN RESOURCES MANAGEMENT GUIDELINES AND PROCEDURES FOR RECRUITMENT AND PLACEMENT IN THE LOCAL GOVERNMENT SERVICE

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FOREWORD

The Government of the Republic of Zambia aspires to have a principled and value based decentralized human resource management system for the Local Government Service. This commitment is reflected in the Service Commissions Act No. 10 of 2016 which provides for the delegation of human resource management functions to Responsible Officers in the Local Authorities.

In this regard, these guidelines have been developed to promote transparency, consistency and uniformity in the handling of both delegated and non-delegated human resource management functions in the Local Government Service.

It is my sincere hope that these guidelines will ensure efficient and effective functioning of the Local Authorities for improved service delivery to the people of Zambia. It is, therefore, important for all officers in the Local Government Service to familiarise themselves with the provisions of these guidelines.

I, therefore, implore all the Responsible Officers in the Local Authorities to ensure strict adherence and compliance to the provisions of this document.

Amos Mwila Musonda
Chairperson
Local Government Service Commission

INTERPRETATION OF TERMS

"Delegated functions" means, human resource matters assigned to Responsible Officers of Local Authorities.

"Employee" means, an individual who has a contract of employment with the Government of the Republic of Zambia.

"Employer" means, the President of the Republic of Zambia or the Service Commission, as the case may be, on behalf of the President of the Republic of Zambia.

"Local Authority" means, a Government Ministry, Department, Agency or Institution, a statutory body, Commission and a Local Authority.

"Probation Period" means a period not exceeding three months.

"Probation appointment" means an appointment to the Local Government Service for a period not exceeding three months for the purpose of determining the suitability for admission to the permanent and pensionable establishment.

"Head of Department" means, the public officer in charge of a Department in a Local Authority.

"Human Resource Management Committee" means, a committee established under section thirty-three (33) of the Service Commissions Act No. 10 of 2016.

"Non- delegated functions" means human resource matters retained by the Commission.

"Permanent Transfer" means a transfer from one station to another for a period of not less than six (6) months.

"Promotion" means, elevation of an officer from a lower salary scale to a higher salary scale.

"Public Officer" means an employee serving in the Local Government Service.

"Responsible Officer" means an officer appointed as such pursuant to Part IV of the Service Commissions Act No. 10 of 2016.

"Station" means, a place of work within a District boundary.

"Temporary transfer" means, a transfer from one station to another for a period of less than six (6) months.

"Transfer" means, the movement of an officer from one Local Authority to another.

"Vacancy" means, unfilled funded post in the authorized establishment of a Local Authority.

PART I

APPOINTMENTS

1.0 When a vacancy occurs in a Local Authority, it can be filled in the following ways:

(i) Appointment;

(ii) Promotion;

(iii) Regrading; and

(iv) Transfer

1.1 Power to Appoint

The power to appoint persons to hold or to act in an office in the Local Government Service is vested in the Republican President. However, these powers have been delegated to the Local Government Service Commission.

The Service Commissions Act. No.10 of 2016 has provided for decentralization through delegation of some human resource functions from the Local Government Service Commission to Responsible Officers to make appointments, promotions, transfers and deal with all human resource matters within their jurisdiction.

1.2 Principles of Appointments

(i) The Human Resource Management Committees / Human Resource Department shall ensure that priority to fill positions should be within their respective Local Authority before external officers are considered.

(ii) The Human Resource Management Committees /Human Resource Department shall ensure that when vacancies occur, qualifications, knowledge, skills**,** competence, experience, good conduct and good performance are taken into account of all eligible candidates.

(iii) The Human Resource Management Committees /Human Resource Department shall ensure that all appointment documents are completed in applicant's own handwriting.

(iv) An appointment shall only be done once the process of selection has been concluded.

1.3 Types of Appointments

There are three (3) types of appointments in the Local Authority, namely: -

(i) **Appointment on Probation -** This is the appointment given to an applicant who is eighteen (18) years and above, and placed on probation period for purposes of determining his/her suitability for admission to the Permanent and Pensionable Establishment.

(ii) **Appointment on Contract Agreement -** This is the appointment given to an applicant whose contract is of fixed term or for a specified period of time and at the expiry of the period the Officer is paid gratuity.

(iii) **Appointment on Temporary Agreement** - This is an appointment providing for a period of full or part time service in respect of which no pension or gratuity shall be paid.

Note I:

(a) The composition of the Human Resource Management Committee will be as provided for in the Service Commissions Act No. 10 of 2016;

(b) When making placements the Human Resource Department shall follow the above principles in cases of Resignations, Death, Dismissal, unpaid leave, retirements, secondment and promotions;

(c) No person below the age of eighteen (18) years or above the age of forty-five (45) years shall be appointed on probation;

(d) Where the candidate with rare skills does not meet conditions in *(c)*(i) and (ii) above, and is above forty-five (45) years, he/she can be appointed on contract agreement;

(e) College/University qualifications obtained from outside the Country must be evaluated by the Zambia Qualifications Authority; while qualifications at grade twelve (12) or equivalent that have been obtained from outside the Country must be evaluated by the Examinations Council of Zambia; and

(f) All grade 12 certificates of applicants to the Local Government Service must be validated by the Examinations Council of Zambia.

1.3.1 Appointment on Probation

1.3.1.1 Procedure for Appointment on Probation for Officers in non-delegated functions category

The procedure that the Human Resource Department shall follow when appointing officers on probation is as follows:

(i) The Human Resource Department notifies the Responsible Officer of existence of vacancy in liaison with the Head of Department where the vacancy has occurred and shall submit a report to the Human Resource Management Committee accordingly;

(ii) The Human Resource ManagementCommittee through the Responsible Officer makes a recommendation to fill the vacancy to the Local Government Service Commission for final determination;

(iii) The Human Resource Department shall ensure that priority to fill positions should be within their respective Local Authority before external officers are considered; and

(iv) When vacancies occur, the Human Resource Department shall ensure that the following factors among others are considered for all eligible serving officers:

(a) Qualifications
(b) Competence
(c) Experience
(d) Good conduct
(e) Good performance
(f) Knowledge
(g) Talent
(h) Skills
(i) Ability
(j) Ingenuity
(k) Creativity

1.3.1.2 Appointment on Probation for Officers in the delegated functions category

The procedure that the Human Resource Department shall follow when appointing Officers on probation is as follows:

(i) The Human Resource Department notifies the Responsible Officer of existence of vacancy in liaison with the Head of Department where the vacancy has occurred shall submit a report to the Human Resource Management Committee;

(ii) The Human Resource Management Committee selects a suitably qualified candidate(s) from the applicants;

(iii) The Human Resource Management Committee recommends to the Responsible Officer the successful candidate(s) for implementation of the recommendation;

(iv) Where the Responsible Officer is dissatisfied with a recommendation of the Human Resource Management Committee, he/she shall refer the matter to the Committee for re-consideration;

(v) The Human Resource Management Committee shall reconsider the matter referred to it and shall either maintain its original recommendation or make a new one to the Responsible Officer; and

(vi) The Human Resource Department shall ensure that when vacancies occur, qualifications, knowledge, skills, and relevant experience are taken into account of all eligible candidates.

Note II:

(a) In case of a dispute in (v) above, the procedure in the Service Commissions Act No. 10 of 2016, PART 34 (5) *(a), (b) (c)* and (6) shall be followed. This shall apply to any other dispute that may arise during the entire recruitment and placement process.

(b) The Human Resource Management Committee shall prepare and submit a report to the Service Commission on the recruitment process undertaken within two (2) weeks of completion of the process.

1.3.2 Appointment on Contract

Appointment on Contract agreement is for a specified period of time given to applicants who are:

(i) Not eligible for admission to the Permanent and Pensionable Establishment;

(ii) Non - Zambian without Resident Permit; and

(iii) Not an established citizen of Zambia or any other officer who has been retired in the National Interest to take up another appointment made by the Republican President.

Note III:

(a) All cases for contracts shall be processed through Local Government Service Commission regardless of the salary scale;

(b) No contract shall be given where eligible and suitably qualified serving Officers are available to fill the posts; and

(c) Citizen is as categorized in the Citizenship of Zambia Act No. 33 of 2016

1.3.3 Requirements and Documents for Appointment

1.3.3.1 Requirements for Appointment on Contract, Probation and Temporary Service in the Local Government Service

Before an applicant can be considered for appointment to the Local Government Service, the Human Resource Management Committees /Human Resource Department must ensure that the applicant meets the following requirements:

(i) Applicant must be a Zambian citizen /Foreign Established National;

(ii) Applicant must be the age of 18 and above (**See Note I**);

(iii) Applicant must be in possession of the necessary academic and professional qualifications for the post applied for:

(a) Academic qualifications; Full Grade twelve (12) Certificate, or equivalent English inclusive.

(b) Qualifications obtained from outside the Country must be evaluated by the Zambia Qualifications Authority or the Examinations Council of Zambia, as the case may be (**see Note I**) ; and

(iv) Applicant must be a member of a professional body where applicable.

1.3.3.2 Documents Required for Appointment on Contract, Probation and Temporary Service in the Local Government Service

The Human Resource Management Committees / Human Resource Department must ensure that the successful applicant(s) fill/submit(s) the documents listed below before taking up the appointment in the Local Government Service:

(i) Application for Appointment to the Local Government Service (LGSC Form 1);

(ii) Application for Appointment to the Local Government Service (LGSC Form 7), (where applicable);

(iii) Certified photocopies of academic and professional qualifications ;

(iv) Arrival Advice and Payment of Salary (Accounts Form 81);

(v) Form of Acknowledgement of Liability for Loss of Damage of Officer's personal effects (CSB Form B25);

(vi) Declaration and undertaking to be signed by persons who may work on or have access to matters affecting State Security (Secretariat CSB 10);

(vii) Form of Vital Statistics (CS Form B 26), Marriage Certificate and Birth records for children/ dependents;

(viii) Medical Certificate (CSB 31);

(ix) Finger Prints Clearance Report (ZP Form 83 A);

(x) Practicing License (where applicable);

(xi) Registration Certificate (where applicable);

(xii) Established Resident Permit from Immigration Department (where applicable);

(xiii) Work Permit (where applicable);

(xiv) Certified copy of National Registration Card (NRC);

(xv) Vetting Clearance (where applicable); and

(xvi) Certified statement of NAPSA contributions for candidates above 45 years.

Note IV:

All appointment documents must be completed in applicant's own handwriting.

PART II

ADMISSION TO THE PERMANENT AND PENSIONABLE ESTABLISHMENT

2.0 When an officer has satisfactorily completed the probationary period of three (3) months', he or she shall be considered for admission to the Permanent and Pensionable Establishment.

2.1 Procedure for Admission to the Permanent and Pensionable Establishment (Confirmation) for Officers in non-delegated functions category

The procedure to be followed by the Human Resource Management Committee when admitting Officers to the Permanent and Pensionable Establishment is as follows:

(i) The Human Resource Department submits cases to the Human Resource Management Committee for consideration; and

(ii) The Human Resource Management Committee recommends to the Responsible Officer for implementation of the recommendation to the Local Government Service Commission for final determination.

2.2 Procedure for Admission to the Permanent and Pensionable Establishment (Confirmation) of Officers in delegated functions category

The procedure to be followed by the Human Resource Management Committee when admitting Officers to the Permanent and Pensionable Establishment is as follows:

(i) The Human Resource Department submits cases to the Human Resource Management Committee for consideration; and

(ii) The Human Resource Management Committee recommends to the Responsible Officer for implementation of the recommendation.

2.3 Documents Required for Admission to the Permanent and Pensionable Establishment (Confirmation) for Officers

The Human Resource Department must ensure that the Officers submit the documents listed below in order to be considered for admission to the Permanent and Pensionable Establishment: -

(i) All appointment documents as stipulated in 1.3;

(ii) Letter of appointment;

(iii) Letter of offer of appointment;

(iv) Letter of acceptance of offer of appointment from the Officer;

(v) Annual Performance Appraisal System (APAS) Form; and

(vi) Application for Admission to the Permanent and Pensionable Establishment (PSB Form No. 28).

PART III

ACTING APPOINTMENTS, PROMOTIONS AND REGRADING

3.0 Acting Appointment

3.1 There are two (2) types of Acting Appointments:

(i) **Acting Appointment with a view to substantive promotion**

This is where an Officer is appointed to perform duties of the higher post for a period of three (3) months with a view to establish the Officer's suitability for substantive promotion to that post.

(ii) **Acting Appointment for administrative convenience only**

This is where an Officer is appointed to act in a higher post in the following circumstances:

(a) When the substantive holder of the position is acting in a higher post for a period of more than thirty (30) days; and

(b) When the substantive holder of the position is away from the office for thirty (30) or more consecutive days.

However, an acting appointment may be approved for a shorter period of less than thirty (30) consecutive working days in special cases or where there is a legal requirement that certain matters may only be dealt with by the Officer holding or acting in a particular post as stipulated in the Terms and Conditions of Service for the Local Government Service.

Note V:

(a) The procedures for identifying officers to act with a view to substantive promotion or for administrative convenience should be followed as in PART 1.3.1.1 and 1.3.1.2;

(b) It is not obligatory for the Responsible Officer or the Service Commission to substantively promote an Officer acting for administrative convenience to the post;

(c) The Officer being recommended to act either with the view or for administrative convenience must possess the requisite qualifications for that particular post.

(d) All acting appointments shall be made on merit taking into consideration, conduct, performance, experience and relevant qualifications; and

(e) An officer who has acted in a higher post for administrative convenience for a continuous period of three (3) months and who has received a positive assessment of his or her performance, shall not be required to act in that post when being considered for promotion to that post.

3.1.1 Acting Appointment with a View to Substantive Promotion

3.1.1.1 Procedure for Acting Appointment with a view to Substantive Promotion for Officers in non-delegated functions category

The procedure to be followed by the Human Resource Management Committee when appointing Officers to act with a view to substantive promotion is as follows:

(i) The Human Resource Department in liaison with the Head of Department where the vacancy has occurred shall submit a report to the Human Resource Management Committee;

(ii) The Head of Department of the user department submits a list of candidates with the requisite qualifications, competence and relevant experience as outlined in the detailed Job Descriptions to the Human Resource Management Committee of the Local Authority; and

(iii) The Human Resource Management Committee considers the recommendation for the successful candidate and submits to the Responsible Officer for consideration and approval before submitting to Local Government Service Commission for final determination.

3.1.1.2 Procedure for Acting Appointment with a view to Substantive Promotion for Officers in delegated functions Category

(i) The Human Resource Department notifies the Responsible Officer of existence of vacancy in liaison with the Head of Department where the vacancy has occurred and submits a report to the Human Resource Management Committee;

(ii) The Human Resource Management Committee considers the recommendation for the successful candidate and submits to the Responsible Officer for implementation of the recommendation; and

(iii) Where there is no suitable candidate(s), the vacancy should be advertised.

3.1.1.3 Documents Required for Acting Appointment with a view for Substantive Promotion

The Human Resource Management Committee must ensure that the following documents are attached before considering recommendations for acting appointment:

(i) Relevant academic and professional qualifications for the post;

(ii) Vacancy Report;

(iii) Performance Appraisal System (PAS) forms for the acting period not exceeding three (3) months as proof of Officer's performance record;

(iv) Letter of Appointment to the substantive position;

(v) Valid practicing license (where applicable); and

(vi) Detailed Job Description for guidance to the Committee.

3.1.2 Acting Appointment for Administrative Convenience

3.1.2.1 Procedure for Acting Appointment for Administrative Convenience

The procedure to be followed when recommending an officer for acting appointment for administrative convenience is listed below:

(i) The Human Resource Department in liaison with the Head of Department shall provide the Human Resource Management Committee with proof of absence of the substantive holder of the post;

(ii) The Human Resource Management Committee considers the recommendation and submits to the Responsible Officer for implementation of the recommendation; and

(iii) In the case of officers in the non-delegated functions category, the Responsible Officer will submit the recommendation to the Local Government Service Commission for final determination.

3.1.2.2 Documents required for Acting Appointment for Administrative Convenience only

When submitting the recommendation for acting appointment for administrative convenience the following documents must be attached:

(i) Proof of the substantive holder's absence from office for a period of thirty (30) or more consecutive working days;

(ii) Letter of Appointment to the substantive position in respect of the officer being recommended; and

(iii) The officer's relevant academic and professional qualifications.

3.2 Promotions

There are two (2) types of promotions:

(i) Direct Promotions;

(ii) Promotion after acting appointment either with a view to substantive promotion or after acting for administrative convenience only.

3.2.1 Direct Promotion

This is where an Officer is elevated to a higher post without being subjected to an acting period. Officers that have acquired extra qualifications can be promoted directly without being subjected to an acting appointment as provided for in the Terms and Conditions of Service for the Local Government Service and Administrative Circulars issued from time to time.

3.2.1.1 Procedure for Direct Promotion

The procedure that the Human Resource Management Committee should follow when promoting Officers on Direct Promotion is listed below:

(i) The Human Resource Department notifies the Responsible Officer of existence of vacancy in liaison with the Head of Department where the vacancy has occurred shall submit a report to the Human Resource Management Committee; and

(ii) The Human Resource Management Committee considers the recommendation for the successful candidate and submits to the Responsible Officer for implementation of the recommendation.

3.2.1.2 Requirements for Direct Promotion

Before an Officer is considered for Direct Promotion, the Human Resource Department must ensure that there is:

(i) A vacancy report; and

(ii) Evidence of requisite qualifications.

3.2.2 Procedure for Promotion after an Acting Appointment with a view to Substantive Promotion for Officers in non-delegated functions category

The procedure that the Human Resource Management Committee should follow when promoting Officers is listed below:-

(i) The Human Resource Department prepares recommendation to the Human Resource Management Committee for consideration, attaching the duly signed Annual Performance Appraisal System Forms (APAS); and

(ii) The Human Resource Management Committee considers the recommendation and submits to the Responsible Officer for onward submission to the Local Government Service Commission for final determination.

3.2.2.1 Procedure for Promotion after an Acting Appointment with a view to Substantive Promotion for officers in delegated functions category

The procedure that the Human Resource Management Committee should follow when promoting Officers is listed below:

(i) The Human Resource Department prepares recommendation to the Human Resource Management Committee for consideration attaching duly signed Annual Performance Appraisal System Forms (APAS); and

(ii) The Human Resource Management Committee considers the recommendation and submits to the Responsible Officer for implementation of the recommendation.

3.2.2.2 Procedure for Promotion after an Acting Appointment for Administrative Convenience Only for Officers in non-delegated functions category

The procedure that the Human Resource Management Committee should follow when promoting Officers after an acting appointment is listed below:

(i) The Human Resource Department prepares recommendation to the Human Resource Management Committee for consideration attaching duly signed Annual Performance Appraisal System Forms (APAS); and

(ii) The Human Resource Management Committee considers the recommendation and submits to the Responsible Officer for onward submission to the Local Government Service Commission for final determination.

3.2.2.3 Procedure for Promotion after an Acting Appointment for administrative convenience only for Officers in delegated functions category

The procedure that the Human Resource Management Committee should follow when promoting Officers is listed below:

(i) The Human Resource Department prepares recommendation to the Human Resource Management Committee for consideration attaching duly signed Annual Performance Appraisal System Forms (APAS); and

(ii) The Human Resource Management Committee considers the recommendation and submits to the Responsible Officer for implementation of the recommendation.

3.3. Re-grading

Re-grading is the change of duties and job title to another but of the same salary scale and notch. The officer being re-graded must possess requisite qualifications for the job.

3.3.1 Procedure for re-grading for Officers in non-delegated functions category

The procedure to be followed by the Human Resource Department when recommending Officers for re-grading is listed below:

(i) The Human Resource Department notifies the Responsible Officer of existence of vacancy in liaison with the Head of Department where the vacancy has occurred shall submit a report to the Human Resource Management Committee; and

(ii) The Human Resource Management Committee through the Responsible Officer makes a recommendation to fill the vacancy to the Local Government Service Commission for final determination.

The Human Resource Department shall ensure that priority to fill positions should be within their respective Local Authoritybefore external officers are considered.

3.3.2 Procedure for re-grading for Officers in delegated functions category

The procedure to be followed by the Human Resource Department when recommending Officers for re-grading is listed below:

(i) The Human Resource Department notifies the Responsible Officer of the existence of a vacancy in liaison with the Head of Department where the vacancy has occurred, and shall submit a report to the Human Resource Management Committee accordingly; and

(ii) The Human Resource Management Committee considers the recommendation and submits to the Responsible Officer for implementation of the recommendation.

3.3.3 Documents required for Re-grading

When submitting the recommendation for Re-grading, the following documents must be attached: -

(i) Letter of application from the Officer/Recommendation from the Responsible Officer;

(ii) Relevant academic and professional qualifications;

(iii) Job Description; and

(iv) Letter of appointment to the substantive position.

Note VI:

(a) In the case of officers on different grades, seniority shall be determined by the salary scales.

(b) In the case of officers on the same grade seniority shall be determined by date of appointment or promotion to that grade, the officer with the earliest date of appointment or promotion being the most senior.

(c) Superseding senior officers shall not be accepted. In an event that there are no suitable candidates, positions shall be advertised to the wider Local Government Service.

PART IV
TRANSFER

4.0 An Officer may be transferred to any duty station where his or her services are required, according to the Terms and Conditions of Service for the Local Government Service.

A transfer shall be effected under the following circumstances:

(i) Rotation for capacity building;

(ii) Where a department is abolished or restructured;

(iii) On request by the officer; and

(iv) To fill a vacant and funded post.

There are two types of transfers in the Local Government Service:

(a) Permanent Transfer

(b) Temporary Transfer

4.1 Permanent Transfer

Under the Permanent Transfer, there are two (2) situations through which an Officer may be transferred:

(i) Transfer from one Local Authority to another which can be initiated by the Officer, the Responsible Officer or the Local Government Service Commission; and

(ii) Transfer from one department to another within the same Local Authority which can either be initiated by the Officer or the Responsible Officer.

4.1.1 Procedure for Transfer from one Local Authority to another initiated by an Officer in non-delegated functions category

The procedure to be followed by the Human Resource Department when an officer initiates a Transfer is as listed below:

(i) The Officer applies for transfer through the Head of Department indicating the Local Authority where to be transferred and giving reasons for the request;

(ii) The Head of Department submits application with comments to Human Resource Department and in turn submits to the Human Resource Management Committee for consideration;

(iii) If the Human Resource Management Committee accepts the request, it forwards the application to the receiving Local Authority for consideration through the Responsible Officer; and

(iv) The Responsible Officer of the receiving Local Authority shall refer the request to the Local Government Service Commission for final determination.

4.1.2 Procedure for Transfer from one Local Authority to another initiated by an Officer in delegated functions category

The procedure to be followed by the Human Resource Department when an officer initiates a Transfer is as outlined below:

(i) The Officer applies for transfer through the Head of Department to the Responsible Officer indicating the Local Authority where he or she wishes to be transferred and giving reasons for the transfer;

(ii) The Head of Department submits application with comments to Human Resource Management Committee;

(iii) Human Resource Management Committee submits recommendation to Responsible Officer for consideration;

(iv) If accepted, the Responsible Officer shall communicate to the Responsible Officer of the receiving Local Authority for consideration

(v) The Responsible Officer of the receiving Local Authority shall consider the request and inform the requesting Local Authority accordingly; and

(vi) If the request is supported, the Responsible officer shall submit a recommendation to the Commission for final determination.

4.1.3 Procedure for Transfer from one Local Authority to another initiated by Responsible Officer for Officers in non-delegated functions category

The procedure to be followed by the Human Resource Department when recommending Officers for Transfer is listed as follows:

(i) The Responsible Officer writes to the Local Government Service Commission recommending the transfer of an employee and stating the reasons; and

(ii) The Local Government Service Commission may consider the recommendation and inform the Responsible Officer accordingly.

4.1.4 Procedure for Transfer from one Local Authority to another initiated by the Responsible Officer for Officers in delegated functions category

The procedure to be followed by the Human Resource Department when recommending Officers for Transfer is listed as follows:-

(i) The Responsible Officer submits a recommendation to the Local Government Service Commission stating the reason(s) of the transfer of the officer; and

(ii) The Local Government Service Commission may consider the recommendation and inform the Responsible Officer accordingly.

4.1.5 Documents required for Transfer

When submitting the recommendation for Transfer, the following documents must be attached:

(i) Vacancy report;

(ii) Application letter from the Officer (where the request is from the Officer); and

(iii) The recommendation letter from the Responsible Officer.

4.2.0 Temporary Transfer

An Officer may be transferred from one Local Authority to another for a period of less than six (6) months. An Officer on temporary transfer shall remain on the payroll of the Local Authority where he or she is coming from.

Note VII:

Temporary Transfer is not encouraged and shall only be permitted in exceptional circumstances.

PART V
SECONDMENT AND ATTACHMENT

5.0 Secondment

5.1 Secondment is the appointment of an officer from the Local Government Service to a non-Local Government Service Organisation or from a non-Local Government Service Organisation (where the Government has an interest) to the Local Government Service for a specified period.

5.1.1 Secondment shall be considered under the following circumstances:

(i) Where Government has established a need for an officer to undertake an assignment in a semi-autonomous body or an organization outside the Local Government Service;

(ii) Where Government establishes a need for human resource capacity building and as a result seconds a public officer to a relevant organisation outside the Local Government Service; and

(iii) Where a public officer makes an application for Secondment.

5.1.2 There is no guarantee that a position will be reserved for the officer when returning from secondment.

5.1.3 The period from end of secondment to the time the officer is redeployed, shall not be considered as qualifying service and the officer will not be entitled to a salary.

5.1.4 An Officer proceeding on Secondment shall be removed from payroll upon receipt of the Local Government Service Commission directive.

Note VIII:

All cases for secondment shall be processed through the Local Government Service Commission regardless of salary scale

5.1.5 Procedure for Secondment

The procedure to be followed by the Human Resource Department when recommending Officers for secondment is as follows:

(i) The Officer who wishes to be seconded submits an application letter attaching the relevant documents through the Head of Department who submits to the Human Resource Department for consideration by the Human Resource Management Committee;

(ii) The Human Resource Management Committee after consideration of the application shall submit a recommendation to the Responsible Officer; and

(iii) The Responsible Officer shall submit the recommendation to the Local Government Service Commission for final determination.

Note IX:

The same procedure shall apply for processing an extension of secondment.

5.1.6 Documents required for Secondment

When submitting the recommendation for secondment, the following documents must be attached:-

(i) Letter of offer of employment;

(ii) Letter of request for Secondment by the Officer; and

(iii) Letter of recommendation from the Responsible Officer.

Note X:

(a) An Officer to be seconded should not be permitted to assume duties in the organisation or statutory body without prior authority of the Local Government Service Commission.

(b) Submissions for Secondment in retrospect shall not be accepted by the Local Government Service Commission.

5.2 Attachment

This is where an Officer serving in one Local Authority but whose standards of work are set and monitored by another Local Authority.

5.2.1 Conditions for Attachment

(i) Officers on attachment shall be maintained on the payroll of the Local Authority they are coming from;

(ii) An Officer to be attached shall not be permitted to assume duties in the Local Authority without prior authority of the Local Government Service Commission;

(iii) The Responsible Officer may assign another Officer to perform the responsibilities/duties of the Officer on attachment; and

(iv) An Officer who has been assigned to perform duties in place of the substantive post holder who is on attachment shall not be entitled to acting allowance.

Note XI:

(a) All cases of attachments, regardless of the salary scale shall be processed through Local Government Service Commission.

(b) The attachment period shall be a period which is stipulated in the letter of attachment but not exceeding one (1) year subject to renewal.

5.2.2 Procedure for Attachment to a Local Authority

The procedure to be followed by the Human Resource Department when recommending Officers for Attachment is outlined below:

(i) The Human Resource Department in liaison with the Head of Department submits a recommendation to the Human Resource Management Committee;

(ii) The Human Resource Management Committee shall submit the recommendation to the Responsible Officer; and

(iii) The Responsible Officer shall submit the recommendation to the Local Government Service Commission for final determination.

5.2.3 Documents required for Attachment

When submitting the recommendation for Attachment, the following documents must be attached:

(i) The recommendation from the Responsible Officer;

(ii) Relevant academic and professional qualifications; and

(iii) Terms of Reference/Job Description for the assignment.