

DISTRICT SERVICE COMMISSION

Achievements registered in FY 2016/ 2017

NO	OBJECTIVES	ACTIVITY	ACTUAL OUTPUT	RESPONSIBLE PERSONS
1	To hold normal DSC meetings to handle various cases as submitted by CAO & TC	Running of the external advert to replace staff which was run on 15th May 2017. Running of the Internal advert to Promote and replace staff which was run on 11th May 2017.	<ul style="list-style-type: none"> - Discuss vacant posts - One external advert was run. - One Internal advert was run. - Confirmation of Appointments - Staff appointed - Noted interdiction for Four staff - Redesignated Staff - Grant Study Leaves - Noted the Lifting Interdiction - Regularization of Appointments - Appoint staff in acting capacities - Noting of Abscondment - Termination of service - Noting Interdictions 	Chairman DSC Secretary DSC
		Receiving & processing applications	Applications were received for the 20 declared posts.	
		And short listing received applications	78 applications were received for the external advert and 20 applications were received for the Internal advert. 47 candidates were shortlisted for external and 14 candidates were shortlisted for Internal.	
		Interview short listed candidates	55 candidates were interviewed for the declared posts	

		<p>Appointment of staff</p>	<p>The following staff were appointed arising out of the interview proceeding of the external and Internal adverts</p> <ul style="list-style-type: none"> Chief Finance Officer-1 Senior Planner -1 Planner -1 Principal Township Officer /Town Clerk-1 Senior Records Officer -1 Senior Assistant Secretary-1 Parish Chief -1 Driver-1 Senior Civil Engineer-1 Engineering Assistant-1 Stenographer Secretary-1 Senior Probation and Welfare Officer-1 Senior Community Development Officer-1 Cold Chain Technician-1 Senior Inspector of Schools-1 Inspector of Schools-1 Senior Agricultural Engineer-1 Agricultural Officer-1 Senior Environment Officer-1 	
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		<p>Confirmation and regularization of staff</p>	<p>38Staff confirmed and 88Staff regularized i.e.</p> <p><u>Confirmations</u></p> <p>02 Clinical Officers 01 Land Officer 01 Health Inspector 03 Enrolled nurses 07 Enrolled midwives 12 Education Officers 02 Office Attendants 01 Ass.Veterinary officer 03 Agricultural Officer 01 Community Development Officer 1.Senior Assistant Secretary 1. Senior Medical Officer</p> <p><u>Regularization</u></p> <p>6. Education Assistants 22. Head teachers with degrees 34. Head teachers with diplomas 3.Deputy Head teachers with degrees and diplomas 23.Deputy Head teachers with diplomas 3. Enrolled Midwives</p> <p><u>Interdictions</u></p> <p>Noted 1.Driver from Town Council's Interdiction lifting. Noted 4. Staff's Interdictions: 1.Probation and Welfare officer 1. Senior Assistant Secretary 2. Senior Accounts Assistant</p> <p><u>Appointment in Acting Capacities</u></p> <p>1. Acting District Health Officer. 1. Acting Assistant District Health Officer (Maternal Child Health/Nursing). 1. Acting Chief Finance Officer</p>	
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2	To promote transparency & accountability	Account for funds advanced to DSC	All funds received were accounted for.	Secretary
		Preparation and submission of activity reports	OBT report for the 3 rd quarter prepared and submitted to District planning unit for incorporation in the District report.	
3	To strengthen coordination and networking	Consultation with the Centre and other DSCs	The secretary made visits to PSC, HSC, and ESC and Ministry of Public Service to seek guidance on the management of DSC issues.	