

## Chapter : 0601 Civil Service Bureau

- Creation:** The Bureau was established in 1955 as per personnel bureau law no.(11) for 1955 as a central department responsible for regulating personnel affairs in the country to ensure raising their efficiency and improve their performance of their duties and the Bureau exercises its tasks as per the provisions of Article no.(10) of civil service regulation no.(30) for 2007 and its amendments.
- Vision :** An efficient governmental administration and a qualified civil service apparatus, in order to provide excellent services to citizens, in addition to promoting productivity and performance level.
- Mission:** Organizing human resources management as well as job affairs in the civil service apparatuses, and developing these apparatuses with their human, procedural, and legal dimensions, in addition to supervising the well implementation of legislations governing public job affairs, enhancing institutionalism, using information systems, applying the concept of developing and managing human resources, establishing traditions and an accumulation of knowledge in the civil service institutions, as well as fortifying the methodology of initiation, excellence, creativity, and the principles of justice, equity, and transparency.

### Tasks of the Ministry / Department:

- Contribute in human sources management in the civil service, suggest policies and set mechanisms to increase effectiveness and efficiency.
- Prepare legislations related to instructions for selecting and recruiting employees.
- Nominate persons to fill up the vacant jobs in the civil service and participate in the process of their selection and set bases related to competitive exams among applicants.
- Participate in suggesting legislations related to civil service affairs.
- Follow up the application of civil service regulation provisions.
- Build and develop central database and databases for human resources management.
- Consider complaints presented by employees, candidates and applicants to occupy public jobs.

### Ministry/Department Contribution to the National Objectives:

- Enhance the social justice principle and opportunity equality.
- Improve economic and human resources, enhance production base and expand development profits.

### Major Issues and Challenges which face the Ministry / Department:

- Limited financial capabilities and defected structure of salaries and allowances in the civil service.
- Absence of institutional coordination and planning and evaluation methodology of civil service issues.
- The marginalism of care about administrative and functional aspect and the weak support of its specialized units in the programs and work of government departments managers.
- The declining institutional role of the Bureau in human resources management and weak awareness of this role.
- Weakness and absence of participation of concerned people in the civil service bodies in development and reform programs.
- Weakness of institutionalism and continuity of Bureau's liaison with the structure of executive authority.
- The weak allocated financial allocations for development and research in the Bureau and civil service bodies.
- Increased unemployment percentage and weak job opportunities and established job society culture.
- The risks of competitiveness in light of combining the civil service's employees for social security law and inability to preserve competencies.

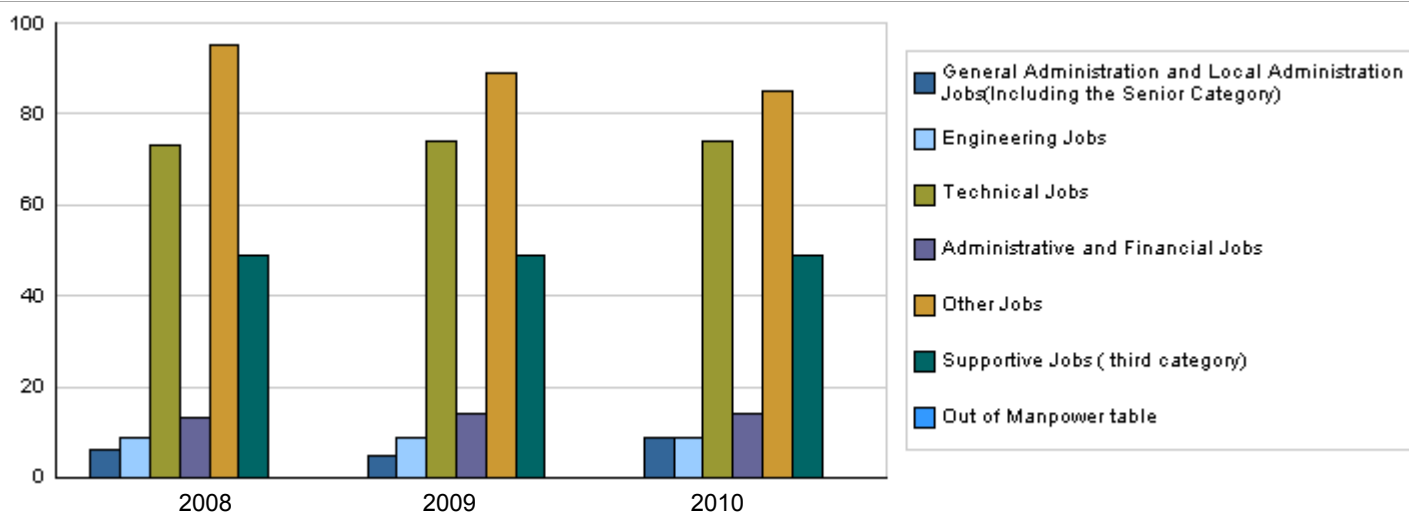
# Chapter : 0601 Civil Service Bureau

## Strategic Objectives and Performance Indicators of the Ministry / Department

Strategic Objective	Performance Indicator	base year	Value	Actual Value	Target Value	Primary Self Evaluation	Target Value		
				2008	2009		2010	2011	2012
1 - Developing the level of services provided by the Bureau and enhancing its social role and partnership with civil society organizations in human resources management on the national level	1 Percentage of employment applicants notification through mobile and ground telephones of total employment applicants.	2007	80%	80%	95%	95%	95%	98%	99%
	2 Number of employment applicants that their applications were marketed inside and outside the Kingdom not within the framework of civil service departments.	2007	150	150	450	450	600	800	900
2 - Planning, managing and developing human resources as well as enhancing the Bureau's role as a national center for all aspects related to civil service field	1 Percentage of departments subject to civil service system which applies a computerized HR system of total governmental departments.	2007	50%	50%	70%	70%	80%	85%	90%
	2 Percentage of departments which liaison between payroll system and human HR of total governmental departments.	2007	0	0	10%	10%	12%	15%	30%

## Number of Staff of the Ministry / Department

Group	Job	Actual 2008	Primary 2009	Estimated 2010
General Administration and Local Administration J		6	5	9
Engineering Jobs	Engineering jobs	9	9	9
Technical Jobs	Head of department	8	10	10
	Assistant auditor	2	2	2
	Data entry	20	18	18
	Second technician	3	3	3
	Manager	1	4	4
	Clerk	4	4	4
	Programmer	1	1	1
	Assistant programmer	15	16	16
	Researcher	5	1	1
	Associate researcher	14	15	15
Administrative and Financial Jobs		13	14	14
Other Jobs		95	89	85
Supportive Jobs ( third category)		49	49	49
Total		245	240	240
Out of Manpower table	Out of manpower table	0	0	0
Overall Total		245	240	240
Number of male staff		172	169	169
Number of female staff		73	71	71



## Key Information of the Ministry / Department

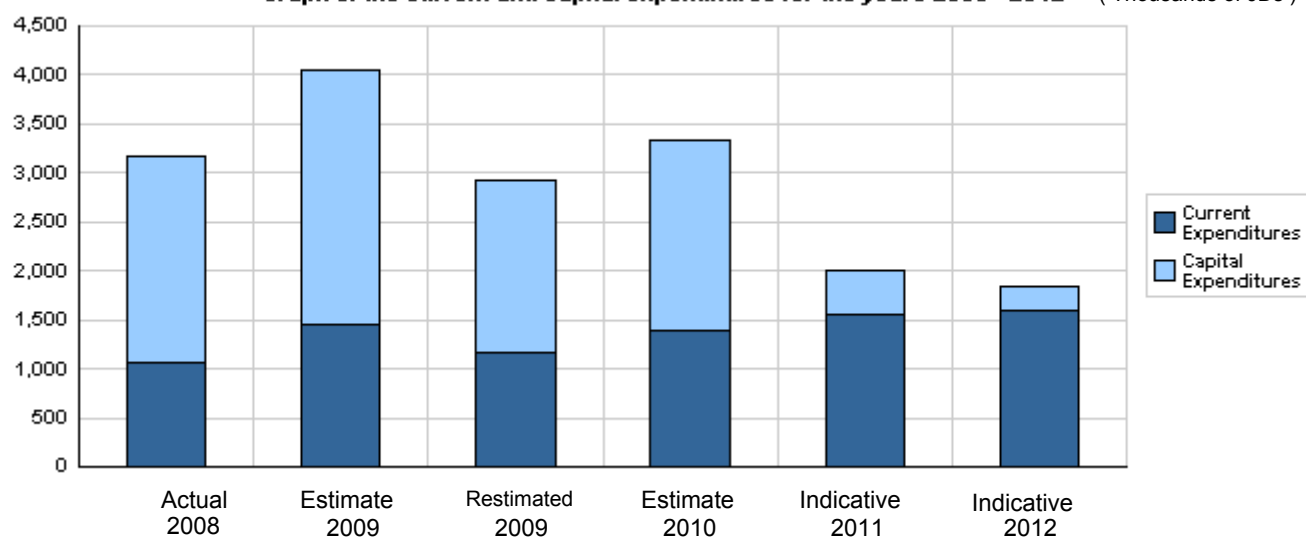
No.	Description	2006	2007	2008	2009	2010
1	Job applications.	170387	178059	191475	201261	202233
2	Number of hired persons.	11341	11105	10024	11281	10540
3	Decisions of central committee.	8428	7156	7592	8562	8400
4	Number of scholarships.	649	979	867	850	850
5	Number of training courses of the public sector.	124	87	55	45	45
6	Number of legal consultations need to be reviewed.	219	293	246	252	250

**Overall Summary of Expenditures for Chapter 0601- Civil Service Bureau**  
for the years 2008 - 2012

( JDs )

Description		Actual 2008	Estimate 2009	Re_Estimate 2009	Estimate 2010	Indicative 2011 2012	
<b>Group</b>	<b>Current Expenditures</b>						
2111	Salaries, Wages and allowances	793,915	1,016,450	870,000	1,078,000	1,177,500	1,215,500
2121	Social Security Contributions	38,410	60,000	50,000	65,000	80,000	85,500
2211	Use of Goods and Services	186,354	305,500	207,000	216,000	258,500	265,000
2821	Other current expenses	35,308	70,000	38,000	23,000	34,000	34,000
<b>Total current expenditures</b>		<b>1,053,987</b>	<b>1,451,950</b>	<b>1,165,000</b>	<b>1,382,000</b>	<b>1,550,000</b>	<b>1,600,000</b>
<b>Capital Expenditures</b>							
2211	Use of Goods and Services	665,145	530,000	240,000	283,000	220,000	130,000
2822	Other Capital expenditures	0	0	0	0	0	0
3111	Buildings and Constructions	1,327,948	1,950,000	1,450,000	1,600,000	0	0
3112	Machinery and Equipment	115,295	85,000	25,000	73,000	80,000	70,000
3113	Other Fixed Assets	9,928	35,000	35,000	0	150,000	50,000
<b>Total capital expenditures</b>		<b>2,118,316</b>	<b>2,600,000</b>	<b>1,750,000</b>	<b>1,956,000</b>	<b>450,000</b>	<b>250,000</b>
<b>Treasury</b>		<b>2,118,316</b>	<b>2,600,000</b>	<b>1,750,000</b>	<b>1,956,000</b>	<b>450,000</b>	<b>250,000</b>
<b>Total current and capital expenditures</b>		<b>3,172,303</b>	<b>4,051,950</b>	<b>2,915,000</b>	<b>3,338,000</b>	<b>2,000,000</b>	<b>1,850,000</b>

**Graph of the current and capital expenditures for the years 2008 - 2012** ( Thousands of JDs )

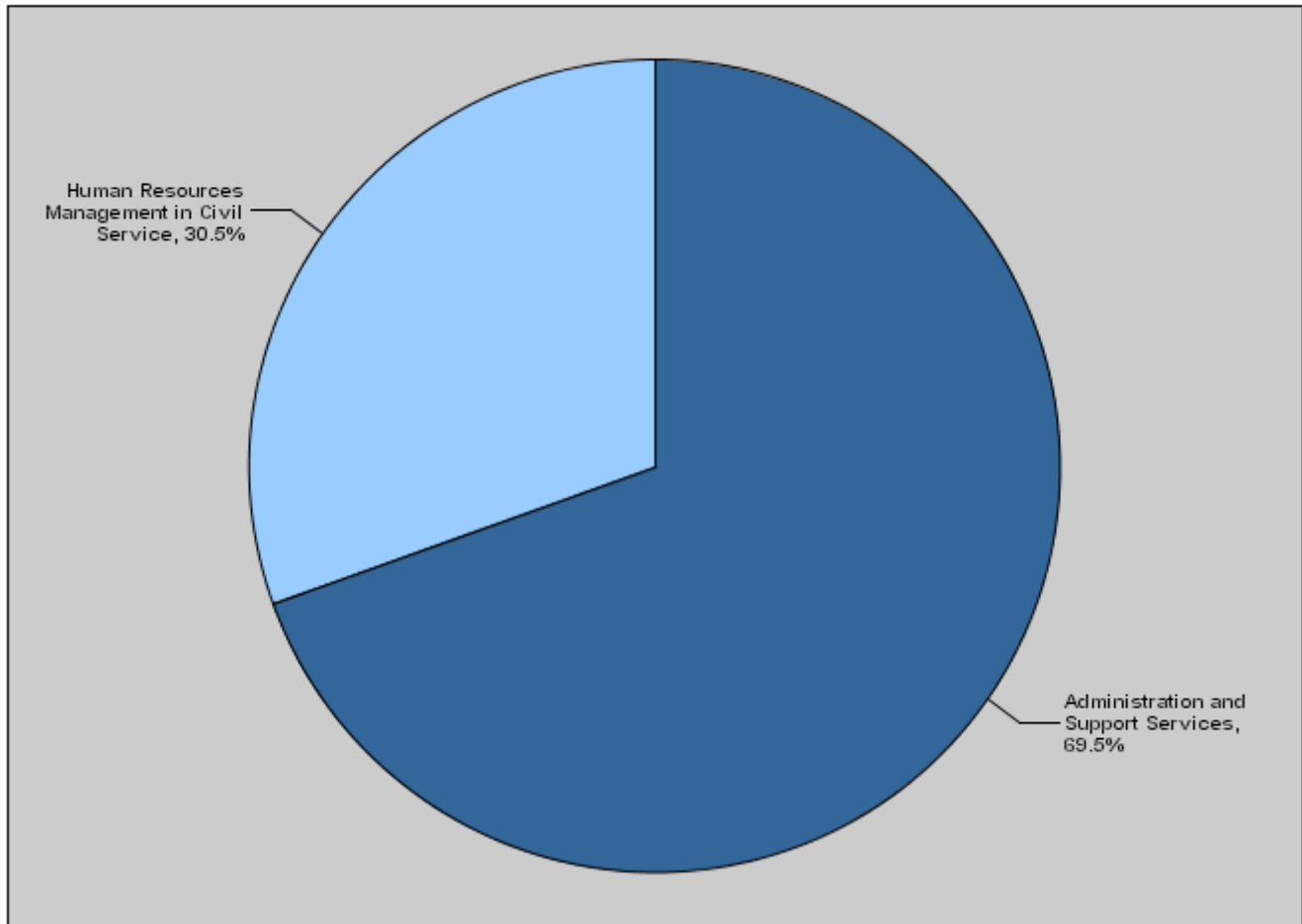


Budget of Chapter 0601 - Civil Service Bureau  
For the Year 2010 Distributed According to Program

(In JD's )

Prog.	Description	Current Expenditures	Capital Expenditures	Total Expenditures
0901	Administration and Support Services	639,500	1,679,000	2,318,500
0905	Human Resources Management in Civil Service	742,500	277,000	1,019,500
Total		1,382,000	1,956,000	3,338,000

**Total Expenditures for the year 2010 Distributed According to Program**



Budget Chapter 0601 - Civil Service Bureau Distributed According to the Program

0901Administration and Support Services Program

Objective of the program :

Meet the requirements of the Bureau such as different equipment and to manage internet subscriptions, software, furniture, public maintenance and stationery.

The strategic objective related to the program :

Develop the level of services provided by the Bureau and enhance its community role and participatory with civil society institutions in human resources management on the national level.

Directorates associated with the program :

1- Financial affairs directorate.  
2- Administrative affairs directorate.  
3- Studies directorate.  
4- Development directorate.

Services provided by the program :

1- Preserve the safety of public facilities of bureau.  
2- Ensure the bureau with furniture, equipment, software and stationery.

Staff working in the program :

The program is implemented through a functional staff in 2009 estimated with ( 165 ) staff, including ( 125 ) males and ( 40 ) females .

Performance Measurement Indicators for program

Performance Measurement Indicator		Base Year	Value	Actual value	Target Value	First Self Evaluation	Target		
				2008	2009	2009	2010	2011	2012
1.	Satisfaction Degree of Bureau's clients.	-	-	-	75%	75%	80%	85%	90%
2	Percentage of Bureau's employees who joined training programs of the total Bureau's staff.	2007	65%	50%	75%	75%	80%	85%	90%
3	Number of e-library website visitors from inside and outside the Bureau.	-	-	-	4000	4000	5000	6000	7000
4	Percentage of specializations on which e-competitive exams system will be applied.	-	-	-	30%	30%	35%	50%	60%

Appropriations OF Administration and Support Services Program as Per Activities and Projects. ( In JDs

Activities and Projects		Actual 2008	Estimate 2009	Re_Estimate 2009	Estimate 2010	Indicative 2011 2012	
Current Expenditures		549,844	720,450	573,000	639,500	717,000	739,000
2111	Salaries, Wages and allowances	363,127	427,950	354,300	425,200	478,300	494,300
2121	Social Security Contributions	18,000	25,000	21,000	26,000	35,000	37,500
2211	Use of Goods and Services	154,343	232,500	173,700	175,300	188,700	192,200
2821	Other current expenses	14,374	35,000	24,000	13,000	15,000	15,000
Capital Expenditures		1,449,885	2,195,000	1,565,000	1,679,000	273,000	165,000
001	Administration Project	94,887	245,000	115,000	79,000	273,000	165,000
002	Enhancing Services provided for pu	27,050	0	0	0	0	0
003	Constructing the building of the Civi	1,327,948	1,950,000	1,450,000	1,600,000	0	0
Program / Treasury		1,449,885	2,195,000	1,565,000	1,679,000	273,000	165,000
Total Program		1,999,729	2,915,450	2,138,000	2,318,500	990,000	904,000

Budget Chapter 0601 - Civil Service Bureau Distributed According to the Program

0905

Human Resources Management in Civil Service Program

Objective of the program :

Enhance the role of the Bureau as a national center for all aspects related to the affairs of civil service.

The strategic objective related to the program :

Plan, manage, and develop the human resources and to enhance the role of the Bureau as a national center for all aspects related to the civil service affairs.

Directorates associated with the program :

1- IT directorate.  
2- Human resources directorate.  
3- Employment directorate.

Services provided by the program :

1- Develop and qualify the personnel of human resources units in the departments.  
2- Manage and mainain the e-data base for all civil service files.  
3- Provide indicators to assist in drawing up policies related to human resources.  
4- Tackle the imbalances in civil service staff salaries.  
5- Evaluate the real situation of human resources units organizationally, administratively and vocationally.  
6- Study the real situation of human resources in a number of ministries.

Staff working in the program :

The program is implemented through a functional staff in 2009 estimated with ( 75 ) staff, including ( 44 ) males and ( 31 ) females .

Performance Measurement Indicators for program

Performance Measurement Indicator		Base Year	Value	Actual value	Target Value	First Self Evaluation	Target		
				2008	2009	2009	2010	2011	2012
1	Number of the civil service departments connected with the Bureau's information system.	2007	2	2	13	13	15	20	25
2	Percentage of the functional description cards, prepared electronically of the total cards.	2007	40%	40%	27%	27%	30%	35%	40%
3	Level of accuracy and credibility of civil status central data.	2007	90%	80%	96%	95%	97%	98%	99%

Appropriations OF Human Resources Management in Civil Service Program as Per Activities and Projects. ( In JDs

Activities and Projects		Actual 2008	Estimate 2009	Re_Estimate 2009	Estimate 2010	Indicative 2011 2012	
Current Expenditures		504,143	731,500	592,000	742,500	833,000	861,000
2111	Salaries, Wages and allowances	430,788	588,500	515,700	652,800	699,200	721,200
2121	Social Security Contributions	20,410	35,000	29,000	39,000	45,000	48,000
2211	Use of Goods and Services	32,011	73,000	33,300	40,700	69,800	72,800
2821	Other current expenses	20,934	35,000	14,000	10,000	19,000	19,000
Capital Expenditures		668,431	405,000	185,000	277,000	177,000	85,000
001	Auditing and automating forms and	655,255	0	0	0	0	0
002	Completing the human resources inf	8,304	0	0	226,000	95,000	0
003	Preparing electronic functional desc	4,872	20,000	0	10,000	10,000	5,000
004	Ideal Employee Award	0	75,000	50,000	11,000	2,000	5,000
005	Capacity building of human resource	0	180,000	50,000	0	0	0
006	Central E- File	0	80,000	45,000	10,000	10,000	25,000
007	Implementing the second phase of h	0	50,000	40,000	20,000	60,000	50,000
Program / Treasury		668,431	405,000	185,000	277,000	177,000	85,000
Total Program		1,172,574	1,136,500	777,000	1,019,500	1,010,000	946,000