



JUNE 2022

# NEWSLETTER



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## CSTC UNDERTAKES TRAINING ON ELECTRONIC STAFF PERFORMANCE APPRAISAL REPORTING SYSTEM(E-SPAR)

The Office of Head of Civil Service (OHCS) seeks to strengthen the performance management culture in the Civil Service. In this regard, training on the Electronic Staff Performance Appraisal Reporting System (E-SPAR) was organised on 21<sup>st</sup> and 22<sup>nd</sup> June, 2022 by the OHCS in response to its vision to digitalize the appraisal of staff. .

Dummy accounts were used during the two-day training to teach participants how to acquaint themselves with the platform and provide inputs for the mid-year performance review.

The E-SPAR will not only make appraising staff less of a hassle but will also allow meticulous keeping of appraisal documents for future reference.

Participants were tutored on signing into their accounts and assessing their dashboards as well as manoeuvring through accounts to assign appraisal scores to subordinates.





# THE CIVIL SERVICE TRAINING CENTRE COMMISSIONS NEW 30- SEATER BUS FROM THE JAPANESE INTERNATIONAL COOPERATION



The Japan International Cooperation Agency (JICA) has donated a 30-Seater Nissan Bus to the Civil Service Training Centre (CSTC), as part of efforts to help strengthen the human resource capacity of Ghana's Civil Service.

Speaking at the handing over ceremony in Accra, Mr Araki Yasumichi, the Chief Representative of JICA, said the event marked another monumental milestone in the relationship that existed between JICA, the Office of the Head of Civil Service and the Centre.

He noted that JICA had enjoyed a good working relationship with CSTC since the first technical cooperation project was initiated about 15 years ago.

Mr Araki said through this partnership, JICA had strengthened the technical capacity of staff of the Centre to deliver and manage high level and quality training in the areas of Ethical Leadership, Quality Productivity and Public Service Delivery Improvement to staff of the Civil Service of Ghana.

“Not only have we focused on the training capacity of the Centre, but we have also supported immensely the physical infrastructure and logistical capacity of the Centre,” Mr Araki said.

“Our collaboration has grown from strength to strength and today, we hand over this 30-Seater Bus to CSTC to mark the beginning of yet another Technical Corporation project dubbed ‘Strengthening the Human Resource Capacity of the Civil Service.’”

He said JICA would continue to make Human Resource Development a priority and partner with the Ghanaian Government to accelerate the development of its human resource to serve its people and achieve economic growth.

He urged the Management and Staff of CSTC to extend to the Bus their high-level maintenance culture that the Agency had witnessed with its previous support to the Centre.

Receiving the bus, Nana Kwasi Agyekum Dwamena, the Head of Civil Service, expressed gratitude to the Japanese Government for the support.

Touching on JICA's intention to provide the Centre with a Learning Management System, Nana Agyekum Dwamena said it was timely and that it fitted into the agenda of his Office and the Government perfectly.

He, therefore, urged the CSTC to put in place a counterpart Team to ensure that there was knowledge transfer by the JICA Consultant in the use and application of the methodology and technology of the proposed E-learning Management System.

Mrs. Dora Dei-Tumi, the Principal of CSTC, said the donation would go a long way to cement the partnership and advance the cause of the Centre to train the needed manpower for national development.

“I take this opportunity to also thank the Office of the Head of Civil Service and JICA for partnering with us to improve on the delivery of the quality of our human resources and by extension service delivery in the Service, to one that meets international standards. We cherish your support.”











## TRAINING FOR EMERGING PUBLIC LEADERS (EPL) FELLOWS

The Emerging Public Leaders (EPL) of Ghana programme, is an initiative aimed at equipping young and brilliant fellows to be ethical and game-changers in the Public and Civil Service.

As part of its effort to fulfill its objective, CSTC conducted its 4<sup>th</sup> responsive training for the Fellows in Policy Development and Analysis on Saturday, 19<sup>th</sup> June, 2022 at the Robert Dodo Conference Room from 9am- 2pm.

Fellows were taken through the policy cycle and the importance of policies to the citizens and the nation as whole. They were challenged to rise as young Leaders and future Civil and Public Servants to contribute their quota in their various organizations when it comes to developing and executing policies for the nation as a whole.





# PAULINA WIREDU



Paulina Wiredu who is an Assistant programmes officer at the Civil Service Training Centre and Gabriel Dugah tied the knot on 4<sup>th</sup> June, 2022

Paulina Wiredu has been with the Centre for over two years.







## THE JAPANESE INTERNATIONAL CO-OPERATION PAYS VISIT TO THE CSTC

The Japanese International Cooperation Organization is a government agency that handles the majority of Japan's Official Development Assistance (ODA). Its mission is to aid developing countries' economic and social development while also fostering international collaboration.

CSTC has benefitted from such assistance over the years.

The JICA representative assigned to the Centre has been relieved off duty allowing a new representative to take office for the next quarter. The new officer on the assumption of duty paid a courtesy call on the Management of CSTC.

The Civil Service Training Centre's Management warmly welcomed the new JICA Delegates to the Centre, where they were taken through its operations, and what the Centre expects to achieve in the next quarter.

The new representative from the Japanese International Cooperation will be with the Civil Service Training Centre for the next two years. He will also aid in the development and implementation of the Learning Management System from JICA.







## MRS. DORA DEI-TUMI

PRINCIPAL OF CSTC

Dora is a human capital development and administration professional with over two decades' experience in the public sector. She is the Principal of the Civil Service Training Centre (CSTC) where she is responsible for the overall management of the development of the human resource of the Civil Service.

She rose from a training officer at the Government Secretarial School to become the Principal of the Civil Service Training Centre.

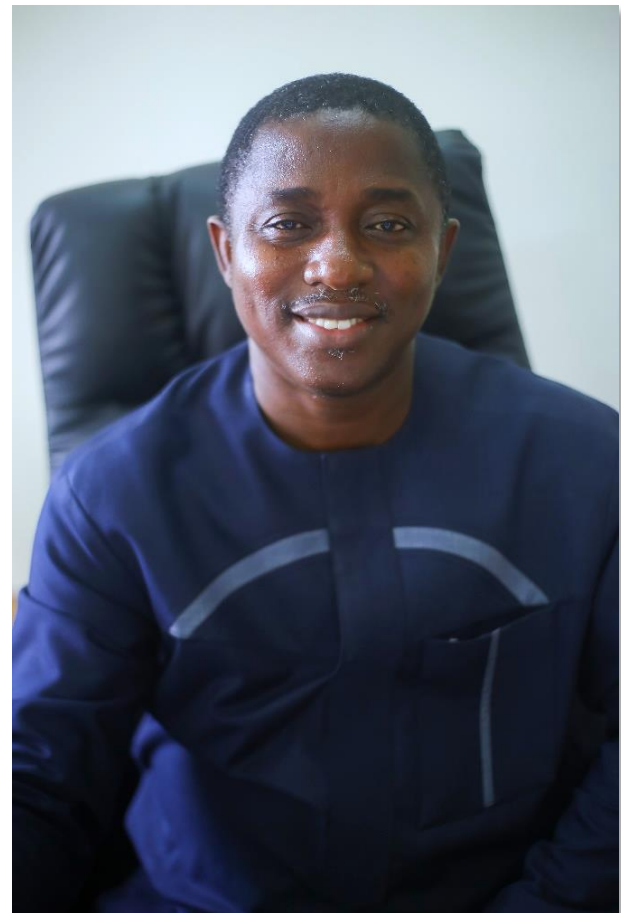
Dora holds an Executive Masters in Business Administration from GIMPA; an MA in Adult Education (University of Ghana) and a Bachelor's degree in Linguistics and Swahili. She has participated in several executive level training programs such as Human Resource Management in Public Service Organizations (Civil Service College, Singapore), Leading Organizational Change and Transition (Civil Service College Accra), Women in Management at GIMPA to mention a few.

## MR. EVANS HABADAH

VICE PRINCIPAL OF CSTC

Evans is an astute trainer at the Centre. He doubles up as the Vice Principal and Head of Training with expertise in Public service issues.

Evans is a product of Bishop Herman School and a graduate of the University of Ghana. He has participated in several Training of Trainers programmes across the world including the Civil Service College in Singapore and some Japanese institutions. He is a very versatile trainer with specialties in Productivity Improvement Techniques and Policy Development.



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# CIVIL SERVICE TRAINING CENTRE

"A Centre of Excellence and a citadel of knowledge for Civil and Public Service training with empowered clients"




- The Establishment Secretariat of Ghana, which is now the Office of the Head of the Civil Service (OHCS), set up the Civil Service Training Centre in 1953 to provide training for lower and middle-level personnel in the Civil Service.

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