



**Office of the Head of Service of the Federation
THE PRESIDENCY**

Federal Secretariat, Phase II, Shehu Shagari Way, Maitama, Abuja. P.M.B. 248, Tel: 09-2348284

CIRCULAR

Ref. No. OHCSF/SPSO/11299/1

13th September, 2017.

The Chief of Staff to the President, C-in-C,

The Deputy Chief of Staff to the Vice President,

Chief Justice of Nigeria,

All Honourable Ministers/Ministers of State,

The Secretary to the Government of the Federation,

Service Chiefs/Inspector-General of Police,

Chairmen of Commissions,

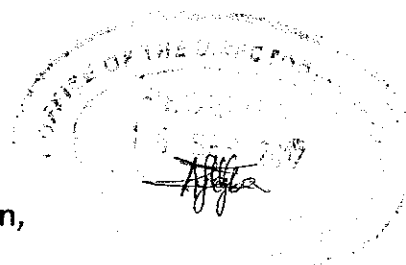
All Permanent Secretaries and Heads of Extra-Ministerial Department,

The Accountant-General of the Federation,

The Auditor-General for the Federation,

The Surveyor-General of the Federation,

Directors-General/Chief Executives of Parastatals and Agencies.



**ORGANIZATIONAL REDESIGN OF THE OFFICE OF THE HEAD OF
THE CIVIL SERVICE OF THE FEDERATION**

This is to inform you of the Organizational redesign of the Office of the Head of the Civil Service of the Federation (OHCSF). This is sequel to the reintroduction of two (2) additional Offices in the OHCSF-Special Duties Office

(SDO) and Service Welfare Office (SWO) – and the subsequent posting of two (2) Permanent Secretaries to head each Office.

2. The Organisational redesign is also in line with the Federal Executive Council (FEC) approved 2017 – 2020 Federal Civil Service Strategy and Implementation Plan. The features of the new Organizational Structure include five (5) Offices and nineteen (19) Departments as illustrated in the table attached.

3. Please, bring the contents of this Circular to the attention of all concerned so that, in their day-to-day interactions with the OHCSF, they can refer their correspondences to the appropriate Offices.

A handwritten signature in black ink, appearing to read 'Winifred Oyo-Ita', is written over a faint circular stamp or watermark.

Mrs. Winifred E. Oyo-Ita, FCA
Head of the Civil Service of the Federation

APPROVED RE-DESIGN OF THE OFFICE OF THE HEAD OF THE CIVIL SERVICE OF THE FEDERATION

S/N	OFFICE	COMPONENT DEPARTMENTS	FUNCTIONS
1.	Service Policies & Strategies Office - (SPSO)	<ul style="list-style-type: none"> • Organization Design and Development • Civil Service Transformation • Leadership Development and Succession 	<ul style="list-style-type: none"> • Organization, design and development • Civil service transformation and improvement • Custody of service policies • Workforce planning and manning levels determination • Culture, ethics and compliance • Leadership development and succession planning.
2.	Career Management Office – (CMO)	<ul style="list-style-type: none"> • Performance Management • Learning and Development • Employee Mobility • Integrated Personnel, Payroll and Information System (IPPS) 	<ul style="list-style-type: none"> • Performance management process co-ordination • Learning and development • Employee mobility • Staff records and administration
3.	Common Services Office – (CSO)	<ul style="list-style-type: none"> • HRM • Finance and Accounts • Planning, Analytics and Monitoring • Procurement • Information and Communication Technology • General Services 	<ul style="list-style-type: none"> • OHCSF Human resources management • OHCSF procurement • OHCSF planning, monitoring and reporting • OHCSF finance and accounts • OHCSF ICT support • Office maintenance

4.	Special Duties Office – (SDO)	<ul style="list-style-type: none"> • Service Delivery • Infrastructure Management • Civil Service Inspectorate 	<ul style="list-style-type: none"> • Development and review of service charters • Management of customer relations • Management and improvement of infrastructure of Federal Secretariats • Civil service inspectorate
5.	Service Welfare Office – (SWO)	<ul style="list-style-type: none"> • Employee Relations and Welfare • Federal Integrated Staff Housing (FISH) • Occupational Health, Safety & Environment 	<ul style="list-style-type: none"> • Human relations management information service and staff records for welfare/pension • Benefits administration • Employee and industrial relations • Provision of affordable housing for Federal Civil Servants • Occupational Health, Safety and Environment