

***PUBLIC SERVICES (MANAGEMENT) ACT*****GENERAL ORDER NO 2****Organisation Determination Made By The Secretary Department Of  
<Name>**

Department Reference No.: &lt;Insert Number&gt;

Description of Organisational Objective: &lt;Insert description&gt;

Date: &lt;Insert Date of Determination&gt;

Delegate of Secretary, Department of Personnel Management : &lt;Insert Name of Delegate&gt;

Signature of Delegate of Secretary, Department of Personnel Management :

\_\_\_\_\_ Date: \_\_\_\_\_

Departmental Head: &lt;Insert Name &gt;

Signature of Departmental Head: \_\_\_\_\_ Date: \_\_\_\_\_

(This determination is to be used for the purpose stated to input the organizational changes to the Government's Human Resource & Payroll Management System and must be retained for inspection by the Department of Personnel Management or Department of Treasury officials at any time.)

## **ORGANISATIONAL DETERMINATION**

### **PURPOSE**

Describe the purpose of the organizational change, either complete reorganisation or partial reorganization within the Departmental functions defined by the stated **National Executive Council Decision No < >/<date> , together with the priorities contained in the Annual Management and Work Plans.**

### **FACTS AND CONSIDERATIONS**

1. Describe the manner in which the reorganisation has been originated and the National Executive Council Decision which has brought about the change or the Departmental Head's decision in order to effect greater efficiency. Explain how the reorganisation will meet the defined/redefined functional requirements of the Department.

2. Describe the **Mission Statement** of the Department of Office:

<description including any changes that are required>

3. Describe the **Objectives of the Department** and how it relates to the overall policy and legislative framework of the Government quoting relevant National Executive Council Decisions.

<description including the changes that are required>

4. Describe the **Performance Monitoring Mechanism for the Department**, namely the Ministerial Sectoral Committee and the bureaucratic committee to which performance reports are tendered, including the Central Agencies Coordination Committee and other role specific committees.

<description including any changes that are required>

5. Describe the **Functions of the Department as defined by its Mission and Objectives (numbering between 8 and 10)** as follows:

<description showing the changes if any that are required>

6. Describe the modus operandi of the Department and the main wings and divisions and business units of the Department to enable achievement of the Mission and Objectives. The **Organisational Establishment of the OCCD (numbering between 5 and 10 organisational components)** is to comprise of the following organisational components with the numbers of staff indicated:

<description showing the changes if any that have been made>

7. Describe the **Top Structure Organisation** and the grades of the positions are pre-determined by the level of the Departmental Head, including any new and/or abolished positions.

<description showing the changes if any that have been made>

8. The **Organisation Chart** as revised attached **(Form OD2.4)**at
9. The **Establishment Comparison Table** as revised attached **(Form OD2.5).**
10. The affected/new **Job Descriptions in Standard Format** resulting from the reorganisation for the established and new positions attached **(Form OD2.6).**

<List>

### **STAFFING IMPLICATIONS**

11. Describe the staffing implications for the changed organisation as set out in the **Establishment Comparison Table** attached, stating the numbers of new/reduced positions and the **Variance Against the staffing Ceiling** in terms of numbers of positions and their grades. Summarised at **Table OD 1** attached.
12. Compute the **Average Establishment Grade** and the variance against the figure in the personnel emoluments budget.

### **FINANCIAL CONSIDERATIONS**

13. Describe the resulting range and **Cost of Personnel Emoluments**, including contract components and Special Domestic Market Allowance is attached at **Table OD2.**
14. Compute the **Average Positional Cost Per Grade** and the variance against the figure in the personnel emoluments budget.

### **SUMMARY DETERMINATION**

The Organisational Structure, Establishment, Staffing and Personnel Emoluments changes are contained in the following Forms and Tables:

<b>Form OD2.1:</b>	<b>Instrument of Delegation</b>
<b>Form OD2.2:</b>	<b>Organisation Advisor</b>
<b>Form OD2.3:</b>	<b>The Department Organisation Determination for Record Purposes</b>
<b>Form OD2.4:</b>	<b>The Organisation Chart</b>
<b>Form OD2.5:</b>	<b>The Establishment Comparison Table</b>
<b>Form OD2.6:</b>	<b>The Job Descriptions</b>
<b><u>Table OD 1:</u></b>	<b>Establishment and Average Grade Variance</b>
<b><u>Table OD 2:</u></b>	<b>PE Expenditure and Average Cost per Grade Variance</b>