

## YOUR VIEWS COUNT

- We continuously strive to improve our standards. To do this, we need to know what kind of service you want;
- We promise to consider your views when setting our service standards;
- Inform us if you are not satisfied and are unhappy with our service delivery; and
- Give us your comments so that we can improve our service.

## WHAT WE ASK OF YOU

The quality of service we can provide to you depends on various issues including input and co-operation we receive. We therefore request you to:

- Be honest, polite and patient;
- Be timely in providing required and accurate information to the Department;
- Comply with existing Legislations, Regulations and Procedures; and
- Treat our staff members with the necessary respect.

When you communicate with us, please provide the following information:

- Your full name
- Postal address/ email address/ telephone number/fax number
- Provide a clear description of your particular concern/s or need/s
- Keep a record of the issue at stake and the person in our Department whom you dealt with as well as the date and the time of the communication to improve our services.

## FEEDBACK, COMMENTS AND COMPLAINTS

*If you have any comment, suggestion or a request about the activities or services of the Department you should contact:*

**Deputy Executive Director Department  
Public Service Commission Secretariat**

**P O Box 1117  
Windhoek  
Namibia**

**Tel: +264 61- 287 3037  
Fax: +264 61- 245 291  
E-mail: [pscs@opm.gov.na](mailto:pscs@opm.gov.na)**

**Alexander Forbes  
Corner of Independence Avenue, Fidel Castro  
Street**

- If you are not satisfied with the response from the Department, you may take the matter up with the Executive Director in the Office of the Prime Minister.
- Should you still not be satisfied you may approach the Prime Minister.
- If you still not yet satisfied you may approach the Office of the Ombudsman.



**REPUBLIC OF NAMIBIA**

**Office of the Prime Minister**

## CUSTOMER SERVICE CHARTER

### DEPARTMENT PUBLIC SERVICE COMMISSION SECRETARIAT

The Department is responsible for providing technical and administrative support to the Public Service Commission on matters related to Human Resources and ensure adherence to Human Resources Policies in the Public Service.



## THIS CHARTER

- Outlines the service we provide (What we do);
- Defines who our Customers are;
- Reflects our commitment;
- Sets standard of service that you can expect from us at all times;
- States what we will do if you contact us;
- States that your views count;
- Indicates what we ask of you;
- Explains how to provide us with feedback and how to make a complaint, if you are not satisfied with our service.

## WHAT WE DO

- Analyze OMAs/RCs requests in the areas of;
  - Staff movements(Appointments, Transfers, promotion, secondment)
  - Misconduct
  - Appeals and Grievances
  - Leaves
  - Probation
  - Deviations
  - Suspension
  - Remunerative work outside Employment in the Public service.
- Make presentation to the Public Service Commission (PSC) for the recommendation/advice.
- Conduct HR compliance and post-implementation Audits
- Conduct investigation on reported allegation of non-compliance and grievances.
- Process and provide inputs on Litigations cases.
- Receive, register and allocate request from OMAs/RCs.
- Compile and produce reports on matters that the Public Service Commission dealt with.

## OUR CUSTOMERS

- Cabinet Members
- Offices/Ministries/Agencies (O/M/As)
- General Public.

## OUR COMMITMENT TO YOU

- Our commitment to our customers is the provision of effective and efficient services; and
- We strive to execute our duties within the following guiding VALUES:

### CORE VALUES

#### Accountability

We will take responsibility for our actions.

#### Integrity

We shall be honest and ensuring systems and procedures are rules compliant.

#### Responsiveness

We will provide services when they are needed.

#### Accessibility

We will avail ourselves at all times to meet customer expectations.

#### Diversity and equality

We shall treat others with respect and in a manner that we would want to be treated.

#### Transparency

Our decisions shall be overt and open to criticism.

#### Innovative thinking

We will always look for innovative solutions to our challenges.

## OUR SERVICE PROMISE/STANDARDS

### We will;

- Analyze OMAs/RCs requests in the areas of;
  - Staff movements within 30 days.
  - Misconduct within 90 days
  - Appeals and Grievances within 90 days
  - Leaves within 30 days.
  - Probation within 90 days
  - Deviations within 30 days
  - Suspension within 30 days
  - Remunerative work outside Employment in the Public service within 30 days

- Appeals and Grievances within 90 days
- Leaves within 30 days.
- Probation within 90 days
- Deviations within 30 days
- Suspension within 30 days
- Remunerative work outside Employment in the Public service within 30 days

- Make presentation to the Public Service Commission (PSC) for the recommendation/advice every Tuesday and Thursday.
- Conduct HR compliance and post-implementation Audits and compile reports within 30 days after audit.
- Conduct investigation on reported allegation of non-compliance and grievances within 90 days.
- Provide inputs on Litigations cases when need arises.
- Receive, register and allocate request from OMAs/RCs on daily basis.
- Compile and produce reports on matters that the Public Service Commission dealt with annually.

## WHEN YOU CONTACT US

### If you phone us

- We will answer to your call within 3 rings;
- We will return your call within 2 days if we can't provide an answer immediately.

### If you write to us

- We acknowledge receipt within 2 working days, provide you with an explanation of how we are handling your case and inform you when to expect an answer.

### If you visit us

- We will attend to you within 5 Minutes if you have an appointment with us;
- We will respond to your questions while you are with us, if we cannot we will let you know why, and when you can expect an answer;and
- If you need referral, we will do it on your behalf by phone or by email and copy it to you, and provide you with the name of the person to contact, address and contact details.