



Office of the Head of Service of the Federation

THE PRESIDENCY

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Circular

HCSF/CMO/PMD/035/I/64

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All Permanent Secretaries

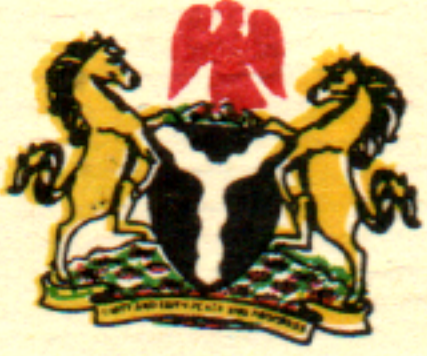
Heads of Agencies/Extra Ministerial Departments

PROFESSIONALIZATION OF THE HUMAN RESOURCES MANAGEMENT IN THE FEDERAL CIVIL SERVICE

The Federal Executive Council in 2021 approved the Federal Civil Service Strategy and Implementation Plan 2021-2025 (FCSSIP25) as the road map for improving performance and productivity of the Civil Service for sustainable national development.

2. A key initiative identified in FCSSIP25 is "Professionalization of Human Resource (HR) Management in the Service" which is targeted at streamlining the practice of human resource management and enhancing the capacities of Administrative Officers serving in the Human Resources Management (HRM) and related departments service-wide. This initiative aligns with the government's unwavering commitment to improve service delivery and enhance organizational efficiency in the Federal Public Service.

3. In this regard, the Head of the Civil Service of the Federation has approved professional training and certification of Administrative Officers in the Federal Public Service. Professional certification will also be a pre-condition for deployment to or taking up Directorate level roles in any HR related department service-wide. Only training and certification carried out by relevant and approved professional bodies shall be recognised. At the end of this process, administrative staff of all HR related Departments service-wide shall comprise of certified HR practitioners.



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4. This strategic step is designed to ensure the execution of HR functions with the utmost expertise, in accordance with contemporary best practices, and in adherence to extant rules and regulations.
5. Consequently, all Ministries, Extra-Ministerial Departments, and Agencies (MDAs) are required to furnish this Office with information about Administrative Officers within their respective MDAs who already are certified HR professionals. This data will aid in evaluating the existing expertise within the MDAs and in devising requisite training and development strategies. Other staff members are advised to immediately commence the process for certification with relevant and approved professional bodies to enable them to continue to function in Human Resources roles.
6. Please bring the content of this Circular to the attention of all staff.

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Dr. Folasade Yemi-Esan, CFR
Head of the Civil Service of the Federation