

## **Procedure for appointment in Public Service is provided for under the Public Standing orders 2021 A- c**

### APPOINTMENT PROCEDURES (A – c)

1. The President may delegate his or her powers of appointment under the Constitution by direction in writing; to any service commission or any other authority or public officer as may be prescribed by Parliament and may, in like manner, revoke the delegation.

2. Responsible Officers shall be guided by relevant Service Commission Regulations when preparing submissions on appointment to the Appointing Authority.

3. Appointment in the public service shall be subject to availability of:-

(a) a vacancy in the approved staff establishment; and

(b) funds in the approved estimates.

4. Any approved post for which funds are provided in the budget shall be submitted to the relevant service commission for filling within one month. In case the post is no longer critical in relation to the mandate of the Ministry, Department or Local Government, the Responsible Officer shall seek authority from the Responsible Permanent Secretary to either trade off, freeze or abolish the post.

5. A public officer shall not be appointed to a pensionable office if at the date of his or her appointment, he or she will not complete 10 years qualifying service before reaching mandatory retirement age.

6. Notwithstanding paragraph 5 above, if a public officer is appointed on transfer from “Other Public Service” and has, at the date of his or her transfer to the Public Service, completed a sufficient number of years of service, which is qualifying service for the purposes of the Pensions Act, which when added to any public service which the public officer can complete between the date of appointment and the mandatory retirement age amounts to 10 or more years of qualifying service, then there shall be no objection to the public officer entering pensionable service at any age.

7. Appointment on transfer from “Other Public Service” or from a “Local Government” to the “Central Government” and vice versa or from one Local Government to another shall follow the normal appointment procedures.

8. Non Ugandans shall not be appointed in the Public Service without clearance from the Responsible Permanent Secretary. Clearance for such appointment shall only be granted in case of failure to get the required skills locally and shall only be on non-pensionable terms.

9. An appointment on acting basis is expected to last for not more than six months, and is subject to direction by the Appointing Authority. Any period of acting appointment beyond six months will be null and void and the public officer holding such an appointment shall automatically revert to his or her substantive post, unless the Appointing Authority extends the appointment for another period of six months, but shall not exceed 12 months in total. This arrangement will only apply when a Statutory Office is temporarily vacated.