

## Chapter : 0601 Civil Service Bureau

**Establishment :** The Civil Service Bureau was established after the issuance of Civil Personnel Bureau Law No. (11) for the year 1955 on 1st of April.

**Vision :** Leadership in human resources management and public job in the civil service.

**Mission :** Managing and developing the public job in their human, procedural, legal and control dimensions, in cooperation with partners, throughout the optimal usage of human resource, preparing training policies and strategies, capacity building, stimulating initiative, creativity and sharing knowledge in order to promoting performance and excellence in providing the service to its recipients.

**Legal Framework:** Civil Service Bylaw No. (9) for the year 2020.

### **Priorities and targeted results within the determined ceilings for the years 2023 - 2025 :**

#### **First Priority :**

- Civil service and talents administration

#### **First Priority Outcomes :**

- A flexible civil service that is more effective and responsive to changes, commensurate in size and nature with actual needs to upgrade performance and readiness for the future.
- A civil service capable of selecting and identifying the required competencies and diversifying its sources in accordance with the principles of eligibility, competitiveness, transparency and equal opportunities, in order to quickly meet the needs of the departments and provide them with the necessary skills and competencies to improve performance and achieve priorities
- Reach a modern and enabling working environment that provides opportunities for career and job promotion and growth and promotes a culture of accountability, performance motivation and results, thereby contributing to attracting and retaining competencies and improving staff satisfaction
- Civil servants capable to perform their tasks efficiently and effectively, possessing specialized future and digital skills with strategic and innovative skills to keep pace with the change in government management methods.
- Enhancing the efficiency and governance of human resources management in the civil service and enabling it to play its expected strategic role to improve government performance.

#### **Second Priority :**

- Empowering leaderships capable of promoting the performance and realizing visions and national priorities

#### **Second Priority Outcomes :**

- Fostering a supportive environment for leadership and enabling them to achieve expected goals and results once they take office, by promoting a culture of performance associated with achieving results, adopting performance-based accountability and incentive policies, empowering them and providing ongoing development and education
- Enhance ability to select qualified leaders and prepare the next generation of future and young leaders with the requisite competencies and practical experiences to compete for leadership positions, ensuring sustainability of meeting government's needs of competent leaders who are prepared and trained systematically in line with the government's vision.

#### **Third Priority :**

- Provide government services easily accessed with high quality

### **Third Priority Outcomes :**

- \_ Develop the government services system and review legislations and policies related to the system**
- \_ Integrated and interconnected government services with easy access, fast implementation and easy procedures.**
- \_ An institutional culture centred on citizen service and experience in accessing services, based on training, qualification, service providers' empowerment, accounting, accountability, reward and motivation.**
- \_ Maintain continuous modernization and improvement at the level of services**

### **Priority of gender, youth and persons with disabilities :**

- \_ Promote the role of women and its participation in the different government departments and institutions**

### **The following outcomes are expected to be realized for the priority of gender, youth and persons with disabilities :**

- \_ Raise the percentage of women occupancy of leadership positions in the public sector**

### **Tasks of the Ministry / Department :**

- \_ Follow up the implementation of civil service bylaw provisions and verify implementing the departments of the provisions of legislations related to civil service properly**
- \_ Preparation of projects for the selection and appointment of civil servants and submission to the Council for approval**
- \_ Prepare and submit to the Council for adoption the instructions containing the terms of reference for civil service careers.**
- \_ Participate with the Department in preparing a career path based on functional competencies in accordance with instructions prepared by the Bureau and approved by the Council.**
- \_ Nomination of persons to fill vacancies in the civil service and participation in the selection process and the establishment of the basis for competitive examinations among applicants for appointment to and supervision of posts.**
- \_ Participate in proposing legislations related to civil service affairs**
- \_ Build a centralized database and information systems for human resources management, activate and develop smart systems in the civil service and contribute to the standardization of job information systems and public employee in cooperation with the relevant authorities and departments.**
- \_ Consider complaints and grievances submitted to the Bureau by the staff, candidates and applicants for the occupancy of posts and take appropriate action in accordance with the provisions of this bylaw, with the obligation not to disclose information on the identity of complainants and grievances.**
- \_ Take the procedures necessary for correcting administrative decisions violating the provisions of this bylaw.**
- \_ To express an opinion for departments on actions related to applying the provisions of this bylaw.**
- \_ Contribute to human resources management in the Civil Service Department and set mechanisms to increase the effectiveness of these departments.**
- \_ Any subject relating to the civil service shall be referred to the Bureau by the Cabinet, the Prime Minister, the Council or its President.**
- \_ Contribute in laying the foundations for optimal use of human resources in the public sector and needed plans and programs for their implementation**
- \_ Contribute to preparing training policies and strategies and capacity building in the public sector**
- \_ Prepare human resources planning instructions and raise recommendation about it to the council for approval**
- \_ Develop technical and functional competencies manual and continuous updating in cooperation with the concerned departments**
- \_ Provide technical support to human resources units in the field of human resources management and planning to enable them to carry out their mandated tasks.**
- \_ Develop and submit to the Board for approval the bases and methodology for quantitative and objective evaluation and analysis of civil service posts in categories I, II and III and systems contracts.**

**Ministry/Department Contribution to the Achievement of the National Objectives :**

- \_ Develop the government services to meet the ambitions of Jordanian citizen**
- \_ Upgrade the efficiency of civil service**
- \_ Supporting creativity and excellence**

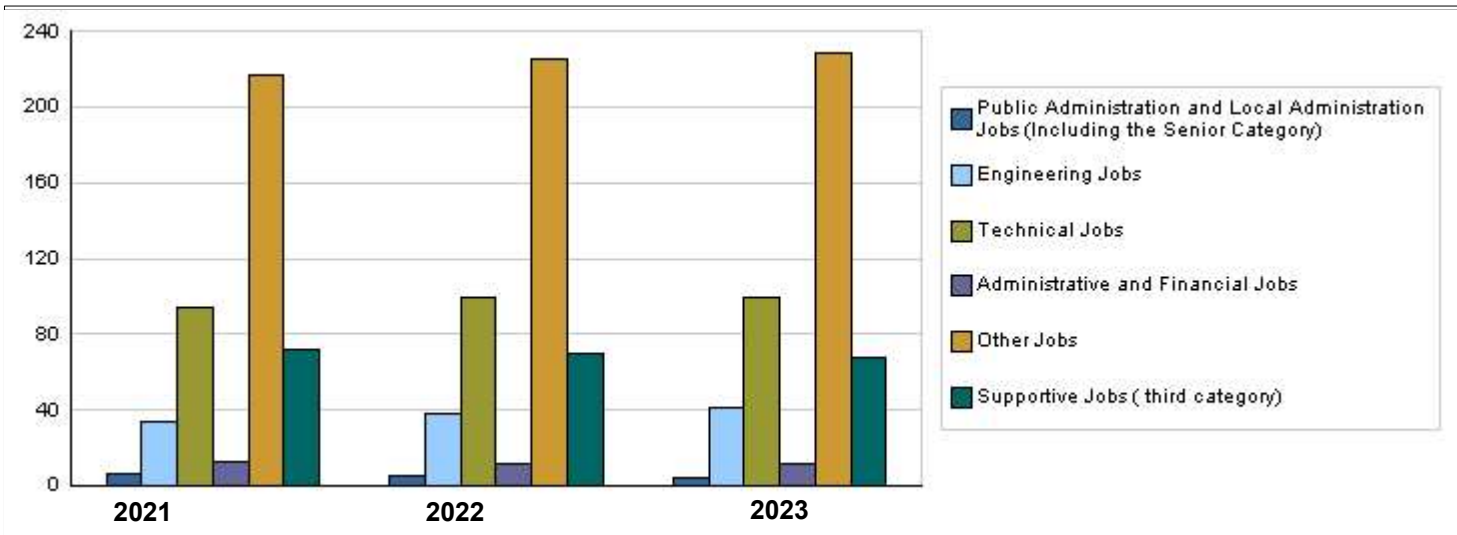
**Major Issues and Challenges which face the Ministry / Department :**

- \_ Harmonize the outputs of the Public Sector Reform Committee and implement its developmental initiatives (2022-2025)**

**Chapter : 0601 Civil Service Bureau**

Strategic objectives of the Ministry/ Department/ Unit and Performance Measurement Indicators									
Strategic Objective	Performance Indicator	Base year	Value	Actual Value	Target Value	Preliminary Self Evaluation	Target Value		
				2021	2022		2022	2023	2024
1 - To ensure the provision of all services according to quality, efficiency and transparency standards.	1 Percentage of service recipients satisfaction	2020	%77.6	%83.4	%85	-	%86	%87	%88
	2 Percentage of justified complaints submitted by service recipients	2020	%0.37	%0.19	%0.03	-	%0.03	%0.02	%0.01
2 - To enhance the efficiency and effectiveness of human resources in the civil service and consolidating creativity and excellence.	1 Percentage of departments participating in the ideal employee award	2020	%81	%76.6	%81	-	%81	%82	%83
	2 Percentage of applying the job competencies on the processes of human resources management in the civil service (employment, advertisement, examination, interview, job description card, performance evaluation, succession, training, career path)	2020	%40	%50	%100	%70	%90	%100	-
	3 Percentage of increase in the number of participants in the Ideal Employee Award	2020	%78	0.9%-	-	%1	%1	%1	%1
3 - To enhance the ability to sound planning, efficient distribution and proper use of the human resources	1 Percentage of departments that have adopted developed planning models in determining their requirements of human resources	2022	-	-	-	%60	%80	%100	-
	2 Percentage of achievement of the general framework of human resources strategy in the civil service	2022	-	-	-	%25	%75	%100	-
4 - To raise the efficiency and effectiveness of recruitment systems to meet the requirements' human resources of departments in accordance with the required functional competencies.	1 Percentage of recruitment and appointment violations received from monitoring bodies.	2020	%0	%0	%0	%0	%0	%0	%0
	2 Percentage of satisfaction of civil service departments of the quality of recruitment outputs.	2020	%72	%73	%75	-	%76	%77	%78
5 - To enhance the monitoring, media and community role of Civil Service Bureau	1 Percentage of righteous grievances	2020	%1.5	%2.85	-	%1	%1	%1	%1
	2 Percentage of increase in the positive comments from audience on all the different media platforms	2021	%5	%5	-	%10	%10	%10	%10
	3 Percentage of increase in the media momentum associated with the Bureau (total number of news, media meetings, media messages ..) /time period year	2021	%5.85	%5.85	-	%10	%10	%10	%10
	4 Percentage of increase in the number of visitors of the Bureau's electronic website	2020	%50	%51	-	%10	%10	%10	%10
	5 Percentage of increase in the followers of the Burea's social media platforms	2021	%29	%29	-	%5	%5	%5	%5
	6 Percentage of achievement of the media strategy of the Bureau	2021	%22.5	%22.5	-	%50	%77.5	%100	-

Number of Staff in the Ministry/ Department/ Unit										
Group	Job	2021			2022			Preliminary 2023		
		Male	Female	Total	Male	Female	Total	Male	Female	Total
Public Administration and Local Administration Jobs		5	1	6	5	0	5	4	0	4
Engineering Jobs		23	11	34	26	12	38	28	13	41
Technical Jobs		44	50	94	45	54	99	45	54	99
Administrative and Financial Jobs		12	1	13	11	1	12	11	1	12
Other Jobs	Human Resources Adminis	148	69	217	149	76	225	151	77	228
Supportive Jobs ( third category)		50	22	72	49	21	70	47	21	68
<b>Total</b>		<b>282</b>	<b>154</b>	<b>436</b>	<b>285</b>	<b>164</b>	<b>449</b>	<b>286</b>	<b>166</b>	<b>452</b>
<b>Total Cost of Salaries</b>		2211658	1295894	3507552	2457835	1449165	3907000	2687797	1579203	4267000



#### Most notable information about the Ministry/Department/Unit

No.	Description	2019	2020	2021	2022	2023
1	Number of job applications received by the Bureau	37187	34231	38339	36285	37312
2	Number of recruited (males)	3515	1778	2348	2063	2206
3	Number of recruited (females)	4516	3599	2826	3213	3019
5	Number of recruited (integrated)	8031	5377	5174	5276	5225
6	Decisions of the central committee	2698	1768	2096	1932	2014
7	Number of scholarships	149	81	94	88	91
8	Number of training courses for the public sector	104	12	19	16	17
9	Number of legal consultations on which opinion was expressed	736	1200	1341	1271	1306

**Chapter : 0601 Civil Service Bureau**

( In JDs )

<b>Current Activities Appropriations According to Program</b>								
Prog.	Activites		Actual	Estimated	Re-estimated	Estimated	Indicative	Indicative
			2021	2022	2022	2023	2024	2025
0901	601	Administrative and Support Services	1799148	2045000	1975000	2275000	2289000	2309000
		Total of Program	1799148	2045000	1975000	2275000	2289000	2309000
0905	601	Personnel Affairs and Public Job Administration	2105025	2282000	2181000	2561000	2587000	2614000
		Total of Program	2105025	2282000	2181000	2561000	2587000	2614000
		Total	3904173	4327000	4156000	4836000	4876000	4923000

<b>Capital Projects Appropriations According to Program</b>								
Prog.	Projects		Actual	Estimated	Re-estimated	Estimated	Indicative	Indicative
			2021	2022	2022	2023	2024	2025
0905	002	Completing the Human Resources Administration Information System Project/ Stage 2	56220	102000	102000	190000	190000	190000
	019	Automation and E-services	86251	137000	137000	260000	210000	160000
		Total of Program	142471	239000	239000	450000	400000	350000
		Total	142471	239000	239000	450000	400000	350000

**Overall Summary of Expenditures for Chapter 0601- Civil Service Bureau  
for the Years 2021 - 2025**

( In JDs )

Description	Actual	Estimated	Re-estimated	Estimated	Difference between estimated 2023 and re- estimated 2022	Indicative	
	2021	2022	2022	2023		2024	2025
Current Expenditure	3,904,173	4,327,000	4,156,000	4,836,000	680,000	4,876,000	4,923,000
Capital Expenditure	142,471	239,000	239,000	450,000	211,000	400,000	350,000
<b>Total current and capital expenditure</b>	<b>4,046,644</b>	<b>4,566,000</b>	<b>4,395,000</b>	<b>5,286,000</b>	<b>891,000</b>	<b>5,276,000</b>	<b>5,273,000</b>

**Most notable differences between estimated appropriations for 2023 and re-estimated for 2022**

**Current expenditure :**

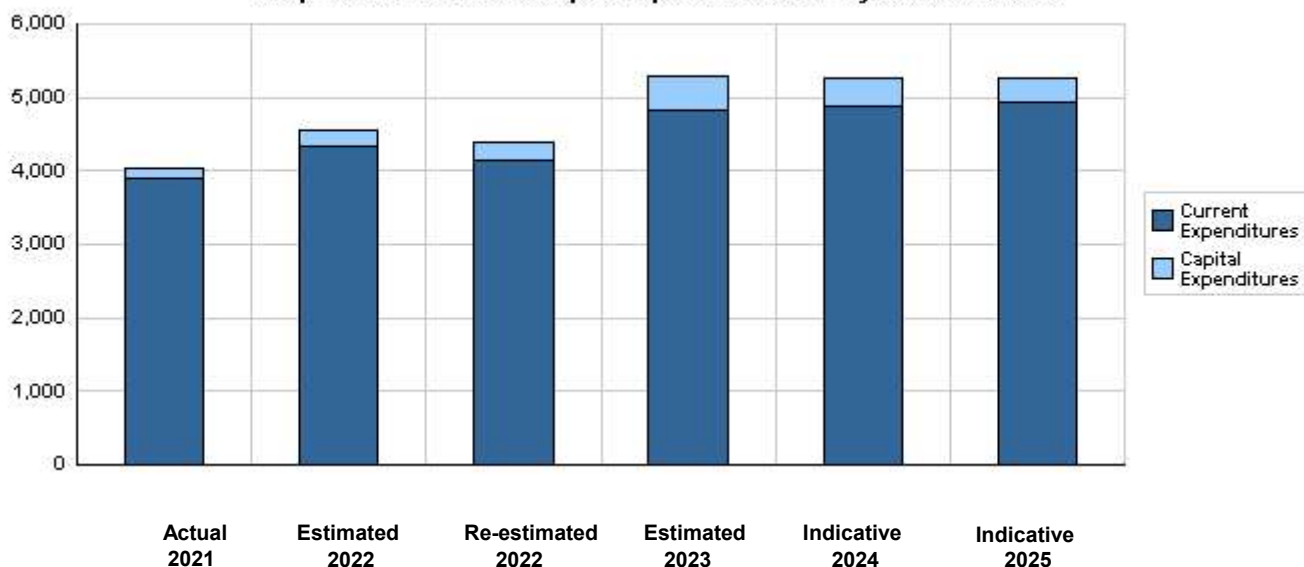
- Compensations of Employees group increased by (531) thousand JDs to cover natural salary increases, the cost of remaining vacancies and new jobs, the cost of suspended staff and the cost of vacant staff expected to return to work
- The operational expenditures group increased by (127) thousand JDs, concentrated in electricity, stationery, prints, office supplies, cleaning and its supplies items, and security, escort and services contracts and ideal employee award items
- The other expenditures group increased by (22) thousand JDs. The main reasons for this increase were the allocation of appropriations for contributions item and the increase scientific and training courses missions item

**Capital expenditure :**

- Capital expenditures increased by (211) thousand JDs and distributed to the the project to complete human resources management information system /Phase 2, automation and electronic services project

( Thousands of JDs )

**Graph of the current and capital expenditures for the years 2021 - 2025**



## Overall Summary of Current Expenditures for the Years 2021 - 2025

Chapter : 0601 Civil Service Bureau

( In JDs )

Group	Item	Description	Actual 2021	Estimated 2022	Re-estimated 2022	Estimated 2023	Indicative 2024	Indicative 2025
<b>21</b>		<b>Compensations of Employees</b>						
<b>2111</b>		<b>Salaries, Wages and Allowances</b>						
	101	Classified Employees	52418	55000	55000	51000	47000	43000
	102	Unclassified Employees	472000	494000	469000	498000	505000	512000
	103	Comprehensive Contract Employees	147581	230000	170000	293000	298000	303000
	105	Personal Cost of Living Allowance	560973	610000	580000	658000	668000	679000
	106	Family Cost of Living Allowance	45045	50000	48000	52000	53000	54000
	110	Overtime Allowance	49963	55000	55000	55000	55000	55000
	111	Additional Allowance	527999	625000	586000	645000	657000	668000
	113	Transportation Allowance	83270	93000	93000	110000	111000	113000
	114	Transport Allowance	40516	50000	50000	60000	61000	62000
	116	Employees' Bonuses	854791	885000	885000	975000	975000	975000
	120	Contract Employees	299999	345000	345000	420000	428000	437000
<b>Total</b>			<b>3134555</b>	<b>3492000</b>	<b>3336000</b>	<b>3817000</b>	<b>3858000</b>	<b>3901000</b>
<b>2121</b>		<b>Social Security Contributions</b>						
	301	Social Security	372997	415000	400000	450000	457000	464000
<b>Total</b>			<b>372997</b>	<b>415000</b>	<b>400000</b>	<b>450000</b>	<b>457000</b>	<b>464000</b>
<b>22</b>		<b>Use of Goods and Services</b>						
<b>2211</b>		<b>Use of Goods and Services</b>						
	202	Telecommunications Services	20629	28000	28000	29000	29000	29000
	203	Water	4561	5000	5000	6000	6000	6000
	204	Electricity	118000	101000	101000	137000	135000	132000
	205	Fuels	27262	32000	32000	35000	35000	35000
	206	Maintenance of Machines, furniture and acces	19989	20000	20000	20000	20000	20000
	207	Maintenance of vehicles, equipment and acce	9600	11000	11000	15000	15000	15000
	208	Repair and maintenance of buildings and acc	7881	9000	9000	10000	10000	10000
	209	Stationery, Publications and Office Supplies	13394	17000	17000	37000	37000	37000
	210	Substances and raw materials (medicines, clo	7726	8000	8000	8000	8000	8000
	211	Cleaning services and supplies including clea	60000	64000	64000	90000	90000	90000
	212	Insurance	4000	4000	4000	5000	5000	5000
	213	Official Travel Missions	3965	5000	5000	6000	6000	6000
	214	Goods and services expenses	30102	43000	43000	76000	70000	70000
<b>Total</b>			<b>327109</b>	<b>347000</b>	<b>347000</b>	<b>474000</b>	<b>466000</b>	<b>463000</b>
<b>28</b>		<b>Other Expenditures</b>						
<b>2821</b>		<b>Other Current Expenditures</b>						
	302	Contributions	0	0	0	4000	4000	4000
	303	Scientific scholarships and training courses	5000	8000	8000	24000	24000	24000
	305	Non-Employees' Bonuses	64512	65000	65000	67000	67000	67000
<b>Total</b>			<b>69512</b>	<b>73000</b>	<b>73000</b>	<b>95000</b>	<b>95000</b>	<b>95000</b>
<b>Total of Chapter</b>			<b>3904173</b>	<b>4327000</b>	<b>4156000</b>	<b>4836000</b>	<b>4876000</b>	<b>4923000</b>



# Overall Summary of Capital Expenditures for the Years 2021 - 2025

Chapter : 0601 Civil Service Bureau

( In JDs )

Group	Item	Description	Actual 2021	Estimated 2022	Re-estimated 2022	Estimated 2023	Indicative 2024	Indicative 2025
		<b>Expenditures</b>						
22		Use of Goods and Services						
2211		Use of Goods and Services						
	512	Operating and Sustaining Expenditures	142471	167000	167000	285000	275000	275000
<b>Total</b>			142471	167000	167000	285000	275000	275000
		<b>Fixed Assets</b>						
31		<b>Non-financial Assets</b>						
3111		Buildings and Constructions						
	508	Works and Constructions	0	20000	20000	35000	25000	25000
<b>Total</b>			0	20000	20000	35000	25000	25000
3112		Devices, Machinery and Equipment						
	505	Equipment, Machines and Devices	0	44050	44050	95000	65000	45000
	506	Vehicles and Equipment	0	0	0	25000	25000	0
<b>Total</b>			0	44050	44050	120000	90000	45000
3113		Other Fixed Assets						
	511	Equipping and furnishing	0	7950	7950	10000	10000	5000
<b>Total</b>			0	7950	7950	10000	10000	5000
<b>Total of Chapter</b>			142471	239000	239000	450000	400000	350000

**Appropriations directed for females and child according to chapter : 0601 Civil Service Bureau**

( In JDs )

<b>Description</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
<b>Females</b>	<b>1,295,894</b>	<b>1,449,165</b>	<b>1,579,203</b>	<b>1,596,985</b>	<b>1,615,518</b>
<b>Child</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Appropriations directed according to population index</b>					
<b>Females</b>	<b>253,373</b>	<b>309,730</b>	<b>478,930</b>	<b>451,670</b>	<b>426,760</b>
<b>Child</b>	<b>194,073</b>	<b>237,240</b>	<b>366,840</b>	<b>345,960</b>	<b>326,880</b>
<b>Total appropriations directed for females</b>	<b>1,549,267</b>	<b>1,758,895</b>	<b>2,058,133</b>	<b>2,048,655</b>	<b>2,042,278</b>
<b>Total appropriations directed for Child</b>	<b>194,073</b>	<b>237,240</b>	<b>366,840</b>	<b>345,960</b>	<b>326,880</b>

**Chapter 0601 - Civil Service Bureau**

**0901 Administration and Support Services Program**

**Objective of the program :**

Provide all administrative and financial support services to all directorates of bureau .

**The strategic objective related to the program :**

To ensure the provision of all services according to quality, efficiency and transparency standards.

**Directorates associated with the program :**

- 1- Administrative and Financial Affairs Directorate
- 2- Internal Control Unit
- 3- IT Directorate

**Services provided by the program :**

- 1- Preserve the safety of public facilities of the Bureau.
- 2- Provide the Bureau with furniture, equipment, software and stationery.
- 3- Connect with E-government programs and improve services provided through the E-portal.
- 4- Improve the efficiency and develop the human resources.
- 5- Monitor and audit the financial and administrative performance of the Civil Service Bureau.
- 6- Reflect the Bureau's achievements and programs in the various means of media.

**Staff working in the program :**

The program is implemented through a functional staff in 2022 estimated with ( 168 ) staff, including ( 98 ) males and ( 70 ) females .

**Appropriations directed for females and child**

**( In JDs )**

Description	2021	2022	2023	2024	2025
Females	621,596	721,250	770,000	778,750	787,917
Child	0	0	0	0	0
<b>Appropriations directed according to population index</b>					
Females	144,439	147,580	200,690	197,400	196,460
Child	110,634	113,040	153,720	151,200	150,480
<b>Total appropriations directed for females</b>	<b>766,035</b>	<b>868,830</b>	<b>970,690</b>	<b>976,150</b>	<b>984,377</b>
<b>Total appropriations directed for Child</b>	<b>110,634</b>	<b>113,040</b>	<b>153,720</b>	<b>151,200</b>	<b>150,480</b>

**Key Performance Indicators for Program**

Performance Measurement Indicator	Base Year	Value	Actual value	Target Value	Preliminary Self Evaluation	Target Value		
			2021	2022		2022	2023	2024
1   Number of automated services for recipients	2020	21	22	24	23	24	25	26

**Appropriations Of Administration and Support Services Program as Per Activities and Projects.**

**( In JDs )**

Activities and Projects	Actual	Estimated	Re-estimated	Estimated	Indicative	
	2021	2022	2022	2023	2024	2025
<b>Current Expenditures</b>	<b>1,799,148</b>	<b>2,045,000</b>	<b>1,975,000</b>	<b>2,275,000</b>	<b>2,289,000</b>	<b>2,309,000</b>
601   Administrative and Support Services	1,799,148	2,045,000	1,975,000	2,275,000	2,289,000	2,309,000
<b>Capital Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Program / Treasury</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Program</b>	<b>1,799,148</b>	<b>2,045,000</b>	<b>1,975,000</b>	<b>2,275,000</b>	<b>2,289,000</b>	<b>2,309,000</b>

**Current Expenditures According to Program and Activities for the Years 2021 - 2025**

Chapter : 0601 - Civil Service Bureau

(In JDs)

Program : 0901 - Administration and Support Services								
Activity : 601 - Administrative and Support Services								
Group	Item	Description	Actual 2021	Estimated 2022	Re-estimated 2022	Estimated 2023	Indicative 2024	Indicative 2025
<b>21</b>		<b>Compensations of Employees</b>						
<b>2111</b>		Salaries, Wages and Allowances						
	101	Classified Employees	30514	31000	31000	30000	28000	26000
	102	Unclassified Employees	261000	268000	253000	273000	277000	281000
	103	Comprehensive Contract Employees	21175	61000	43000	83000	84000	85000
	105	Personal Cost of Living Allowance	285252	316000	300000	340000	345000	350000
	106	Family Cost of Living Allowance	15998	19000	18000	19000	20000	20000
	110	Overtime Allowance	49963	55000	55000	55000	55000	55000
	111	Additional Allowance	253000	333000	313000	352000	359000	365000
	113	Transportation Allowance	33000	42000	42000	47000	47000	48000
	114	Transport Allowance	21929	28000	28000	31000	31000	32000
	116	Employees' Bonuses	354999	365000	365000	370000	370000	370000
	120	Contract Employees	55000	88000	88000	113000	116000	120000
		<b>Total</b>	<b>1381830</b>	<b>1606000</b>	<b>1536000</b>	<b>1713000</b>	<b>1732000</b>	<b>1752000</b>
<b>2121</b>		Social Security Contributions						
	301	Social Security	110000	125000	125000	135000	137000	139000
		<b>Total</b>	<b>110000</b>	<b>125000</b>	<b>125000</b>	<b>135000</b>	<b>137000</b>	<b>139000</b>
<b>22</b>		<b>Use of Goods and Services</b>						
<b>2211</b>		Use of Goods and Services						
	202	Telecommunications Services	11000	16000	16000	17000	17000	17000
	203	Water	4561	5000	5000	6000	6000	6000
	204	Electricity	98000	83000	83000	118000	117000	115000
	205	Fuels	19994	21000	21000	24000	24000	24000
		001 Heating	10000	10000	10000	11000	11000	11000
		002 Saloon vehicles	9994	11000	11000	13000	13000	13000
	206	Maintenance of Machines, furniture and accessories	9996	10000	10000	10000	10000	10000
	207	Maintenance of vehicles, equipment and accessories	9600	11000	11000	15000	15000	15000
	208	Repair and maintenance of buildings and accessories	7881	9000	9000	10000	10000	10000
	209	Stationery, Publications and Office Supplies	8999	9000	9000	29000	29000	29000
	210	Substances and raw materials (medicines, clothes, food, films, etc..)	7726	8000	8000	8000	8000	8000
	211	Cleaning services and supplies including cleaning contracts	60000	64000	64000	90000	90000	90000
	212	Insurance	4000	4000	4000	5000	5000	5000
	213	Official Travel Missions	2965	3000	3000	4000	4000	4000
	214	Goods and services expenses	24596	33000	33000	46000	40000	40000
		001 Events and hospitality	5000	6000	6000	6000	6000	6000
		008 Advertisements and subscriptions	503	2000	2000	1000	1000	1000
		013 Services, security and guarding contracts	8000	10000	10000	24000	18000	18000
		121 Administrative expenses	11093	15000	15000	15000	15000	15000
		<b>Total</b>	<b>269318</b>	<b>276000</b>	<b>276000</b>	<b>382000</b>	<b>375000</b>	<b>373000</b>
<b>28</b>		<b>Other Expenditures</b>						
<b>2821</b>		Other Current Expenditures						
	302	Contributions	0	0	0	4000	4000	4000
		011 Foreign contributions	0	0	0	4000	4000	4000
	303	Scientific scholarships and training courses	3000	3000	3000	4000	4000	4000
	305	Non-Employees' Bonuses	35000	35000	35000	37000	37000	37000
		<b>Total</b>	<b>38000</b>	<b>38000</b>	<b>38000</b>	<b>45000</b>	<b>45000</b>	<b>45000</b>
		<b>Total of Activity</b>	<b>1799148</b>	<b>2045000</b>	<b>1975000</b>	<b>2275000</b>	<b>2289000</b>	<b>2309000</b>
		<b>Total of Program</b>	<b>1799148</b>	<b>2045000</b>	<b>1975000</b>	<b>2275000</b>	<b>2289000</b>	<b>2309000</b>

## Chapter 0601 - Civil Service Bureau

### 0905 Human Resources Management in Civil Service Program

**Objective of the program :**

Strengthen the role of the Bureau as a national center for all aspects related to the civil service affairs.

**The strategic objective related to the program :**

- Strengthen the efficiency and effectiveness of the human resources in civil service and consolidating the creativity and excellence.
- Strengthen the capacity for accurate planning of human resources and efficiency of their distribution and their proper use.
- Raise efficiency and effectiveness of attraction systems to meet the departments requirements of human resources as per required functional competencies.
- Strengthen the monitoring, media and society role at Civil Service Bureau

**Directorates associated with the program :**

- 1- Human Resources Affairs Directorate
- 2- Employment Directorate
- 3- Human Resources Development Directorate
- 4- Institutional Development Unit
- 5- Applications & Competencies Marketing Directorate
- 6- Functional Planning Directorate
- 7- Organization & & Functional Performance Management Directorate
- 8- Measurement & Evaluation Directorate
- 9-Public Relations & Communication Directorate
- 10- Legal Affairs Directorate
- 11- Human Resources Directorate
- 12- Internal Control Unit
- 13- Media Unit
- 14- Political & Parliament Affairs Unit
- 15- North Region Branch (Mafraq Office )
- 16- South Region Branch (Maan Office/ Aqaba Office )

**Services provided by the program :**

- 1- Develop and qualify the staff of human resources units in the departments.
- 2- Manage and maintain the e-data base for all Civil Service bodies files.
- 3- Provide indicators to assist in drawing up policies related to human resources.
- 4- Tackle the imbalances in civil service staff salaries.
- 5- Evaluate the real situation of human resources units organizationally, administratively and professionally.
- 6- Study the real situation of human resources in a number of ministries.

**Staff working in the program :**

The program is implemented through a functional staff in 2022 estimated with ( 281 ) staff, including ( 187 ) males and ( 94 ) females .

**Appropriations directed for females and child**

( In JDs )

Description	2021	2022	2023	2024	2025
Females	674,298	727,915	809,203	818,235	827,601
Child	0	0	0	0	0
<b>Appropriations directed according to population index</b>					
Females	108,934	162,150	278,240	254,270	230,300
Child	83,439	124,200	213,120	194,760	176,400
<b>Total appropriations directed for females</b>	<b>783,232</b>	<b>890,065</b>	<b>1,087,443</b>	<b>1,072,505</b>	<b>1,057,901</b>
<b>Total appropriations directed for Child</b>	<b>83,439</b>	<b>124,200</b>	<b>213,120</b>	<b>194,760</b>	<b>176,400</b>

#### Key Performance Indicators for Program

Performance Measurement Indicator	Base Year	Value	Actual value		Target Value		Preliminary Self Evaluation			Target Value		
			2021	2022	2022	2022	2022	2023	2024	2025		
1	2022	-	-	-	-	%25	%75	%100	-	-	-	-
2	2022	-	-	-	-	%25	%75	%100	-	-	-	-

**Chapter 0601 - Civil Service Bureau**

**0905 Human Resources Management in Civil Service Program**

Appropriations Of Human Resources Management in Civil Service Program as Per Activities and Projects.

( In JDs )

Activities and Projects		Actual	Estimated	Re-estimated	Estimated	Indicative	
		2021	2022	2022	2023	2024	2025
<b>Current Expenditures</b>		<b>2,105,025</b>	<b>2,282,000</b>	<b>2,181,000</b>	<b>2,561,000</b>	<b>2,587,000</b>	<b>2,614,000</b>
<b>601</b>	Personnel Affairs and Public Job Administration	2,105,025	2,282,000	2,181,000	2,561,000	2,587,000	2,614,000
<b>Capital Expenditures</b>		<b>142,471</b>	<b>239,000</b>	<b>239,000</b>	<b>450,000</b>	<b>400,000</b>	<b>350,000</b>
<b>002</b>	Completing the Human Resources Administration Information System Project/ Stage 2	56,220	102,000	102,000	190,000	190,000	190,000
<b>019</b>	Automation and E-services	86,251	137,000	137,000	260,000	210,000	160,000
<b>Program / Treasury</b>		<b>142,471</b>	<b>239,000</b>	<b>239,000</b>	<b>450,000</b>	<b>400,000</b>	<b>350,000</b>
<b>Total Program</b>		<b>2,247,496</b>	<b>2,521,000</b>	<b>2,420,000</b>	<b>3,011,000</b>	<b>2,987,000</b>	<b>2,964,000</b>

**Current Expenditures According to Program and Activities for the Years 2021 - 2025**

Chapter : 0601 - Civil Service Bureau

(In JDs)

Program : 0905 - Human Resources Management in Civil Service								
Activity : 601 - Personnel Affairs and Public Job Administration								
Group	Item	Description	Actual 2021	Estimated 2022	Re-estimated 2022	Estimated 2023	Indicative 2024	Indicative 2025
<b>21</b>		<b>Compensations of Employees</b>						
<b>2111</b>		Salaries, Wages and Allowances						
	101	Classified Employees	21904	24000	24000	21000	19000	17000
	102	Unclassified Employees	211000	226000	216000	225000	228000	231000
	103	Comprehensive Contract Employees	126406	169000	127000	210000	214000	218000
	105	Personal Cost of Living Allowance	275721	294000	280000	318000	323000	329000
	106	Family Cost of Living Allowance	29047	31000	30000	33000	33000	34000
	111	Additional Allowance	274999	292000	273000	293000	298000	303000
	113	Transportation Allowance	50270	51000	51000	63000	64000	65000
	114	Transport Allowance	18587	22000	22000	29000	30000	30000
	116	Employees' Bonuses	499792	520000	520000	605000	605000	605000
	120	Contract Employees	244999	257000	257000	307000	312000	317000
		<b>Total</b>	<b>1752725</b>	<b>1886000</b>	<b>1800000</b>	<b>2104000</b>	<b>2126000</b>	<b>2149000</b>
<b>2121</b>		Social Security Contributions						
	301	Social Security	262997	290000	275000	315000	320000	325000
		<b>Total</b>	<b>262997</b>	<b>290000</b>	<b>275000</b>	<b>315000</b>	<b>320000</b>	<b>325000</b>
<b>22</b>		<b>Use of Goods and Services</b>						
<b>2211</b>		Use of Goods and Services						
	202	Telecommunications Services	9629	12000	12000	12000	12000	12000
	204	Electricity	20000	18000	18000	19000	18000	17000
	205	Fuels	7268	11000	11000	11000	11000	11000
	001	Heating	4974	6000	6000	6000	6000	6000
	002	Saloon vehicles	2294	5000	5000	5000	5000	5000
	206	Maintenance of Machines, furniture and accessories	9993	10000	10000	10000	10000	10000
	209	Stationery, Publications and Office Supplies	4395	8000	8000	8000	8000	8000
	213	Official Travel Missions	1000	2000	2000	2000	2000	2000
	214	Goods and services expenses	5506	10000	10000	30000	30000	30000
	001	Events and hospitality	3783	4000	4000	4000	4000	4000
	008	Advertisements and subscriptions	0	1000	1000	1000	1000	1000
	162	Ideal employee award	1723	5000	5000	25000	25000	25000
		<b>Total</b>	<b>57791</b>	<b>71000</b>	<b>71000</b>	<b>92000</b>	<b>91000</b>	<b>90000</b>
<b>28</b>		<b>Other Expenditures</b>						
<b>2821</b>		Other Current Expenditures						
	303	Scientific scholarships and training courses	2000	5000	5000	20000	20000	20000
	305	Non-Employees' Bonuses	29512	30000	30000	30000	30000	30000
		<b>Total</b>	<b>31512</b>	<b>35000</b>	<b>35000</b>	<b>50000</b>	<b>50000</b>	<b>50000</b>
		<b>Total of Activity</b>	<b>2105025</b>	<b>2282000</b>	<b>2181000</b>	<b>2561000</b>	<b>2587000</b>	<b>2614000</b>
		<b>Total of Program</b>	<b>2105025</b>	<b>2282000</b>	<b>2181000</b>	<b>2561000</b>	<b>2587000</b>	<b>2614000</b>
		<b>Total of Chapter</b>	<b>3904173</b>	<b>4327000</b>	<b>4156000</b>	<b>4836000</b>	<b>4876000</b>	<b>4923000</b>

# Capital Expenditures According to Program and Projects for the Years 2021 - 2025

Chapter : 0601 Civil Service Bureau

( In JDs )

Program 0905 Human Resources Management in Civil Service								
Project		002 Completing the Human Resources Administration Information System Project/ Stage 2						
Fund Source		102001 Capital (Treasury)						
Group	Item	Description	Actual 2021	Estimated 2022	Re-estimated 2022	Estimated 2023	Indicative 2024	Indicative 2025
22		<b>Use of Goods and Services</b>						
2211		Use of Goods and Services						
	512	Operating and Sustaining Expenditures						
	013	Services contracts	7953	0	0	35000	35000	35000
	015	Operating systems and software	48267	102000	102000	135000	135000	135000
		<b>Total of Item</b>	<b>56220</b>	<b>102000</b>	<b>102000</b>	<b>170000</b>	<b>170000</b>	<b>170000</b>
31		<b>Non-financial Assets</b>						
3112		Devices, Machinery and Equipment						
	505	Equipment, Machines and Devices						
	001	Computers and accessories	0	0	0	20000	20000	20000
		<b>Total of Item</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20000</b>	<b>20000</b>	<b>20000</b>
		<b>Total of Project / Treasury</b>	<b>56220</b>	<b>102000</b>	<b>102000</b>	<b>190000</b>	<b>190000</b>	<b>190000</b>
Project		019 Automation and E-services						
Fund Source		102001 Capital (Treasury)						
Group	Item	Description	Actual 2021	Estimated 2022	Re-estimated 2022	Estimated 2023	Indicative 2024	Indicative 2025
22		<b>Use of Goods and Services</b>						
2211		Use of Goods and Services						
	512	Operating and Sustaining Expenditures						
	012	Subscriptions, insurances	20591	20000	20000	20000	20000	20000
	013	Services contracts	41877	30000	30000	45000	45000	45000
	015	Operating systems and software	19691	15000	15000	50000	40000	40000
	032	Conferences, celebrations and workshops	4092	0	0	0	0	0
		<b>Total of Item</b>	<b>86251</b>	<b>65000</b>	<b>65000</b>	<b>115000</b>	<b>105000</b>	<b>105000</b>
31		<b>Non-financial Assets</b>						
3111		Buildings and Constructions						
	508	Works and Constructions						
	014	Buildings additions	0	20000	20000	35000	25000	25000
		<b>Total of Item</b>	<b>0</b>	<b>20000</b>	<b>20000</b>	<b>35000</b>	<b>25000</b>	<b>25000</b>
3112		Devices, Machinery and Equipment						
	505	Equipment, Machines and Devices						
	001	Computers and accessories	0	40550	40550	40000	20000	15000
	003	Office supplies and equipment	0	3500	3500	5000	5000	5000
	068	Solar cells generating the electric energy	0	0	0	30000	20000	5000
		<b>Total of Item</b>	<b>0</b>	<b>44050</b>	<b>44050</b>	<b>75000</b>	<b>45000</b>	<b>25000</b>
	506	Vehicles and Equipment						
	001	Saloon cars	0	0	0	25000	25000	0
		<b>Total of Item</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>25000</b>	<b>25000</b>	<b>0</b>
3113		Other Fixed Assets						
	511	Equipping and furnishing						
	006	Furnishing and equipping the buildings and facilities	0	7950	7950	10000	10000	5000
		<b>Total of Item</b>	<b>0</b>	<b>7950</b>	<b>7950</b>	<b>10000</b>	<b>10000</b>	<b>5000</b>
		<b>Total of Project / Treasury</b>	<b>86251</b>	<b>137000</b>	<b>137000</b>	<b>260000</b>	<b>210000</b>	<b>160000</b>
		<b>Total of Program</b>	<b>142471</b>	<b>239000</b>	<b>239000</b>	<b>450000</b>	<b>400000</b>	<b>350000</b>
		<b>Total of Chapter</b>	<b>142471</b>	<b>239000</b>	<b>239000</b>	<b>450000</b>	<b>400000</b>	<b>350000</b>