

207

7526

NOTES ON THE GRADING SYSTEM FOR THE CENTRAL STATISTICAL  
OFFICE'S PERSONNEL

658-306'63  
Eth.

104

658-30663



23-12-73 (30-8-81)

NOTES ON THE GRADING SYSTEM FOR THE CENTRAL STATISTICAL  
OFFICE'S PERSONNEL

1. Following the order establishing this Office and that of the Central Personnel Agency, it was considered necessary for purposes of uniformity and adjustment of salaries of the personnel employed in the Office to prepare a grading system. This system is worked out taking into consideration positions and grade that are already in the Central Statistical Office, and the attached grading system is based partly on the proposal and study of experts who are serving in the Office.
2. The personnel of the Central Statistical Office are classified into:
  - (i) Professionals, which are sub-divided into 5 grades: namely superscale  $P_6$  and grade  $P_1$  to  $P_5$
  - (ii) Pre-professionals, which consist of 6 gradings, namely Technicians with grades I, II, III, and and Technical Clerks with grades I, II, III
  - (iii) General Services Personnel, consist of 11 gradings, namely  $GS_1$  to  $GS_{11}$ ,
3. For conditions of recruitment of the Office's personnel and the functions of the different categories of the its employees see the attached paper entitled "PRINCIPLES AND STANDARDS GOVERNING SERVICE CONDITIONS OF THE CENTRAL STATISTICAL OFFICE."

PRINCIPLES AND STANDARDS GOVERNING SERVICE CONDITIONS OF  
PERSONNEL IN THE CENTRAL STATISTICAL OFFICE

A. PROFESSIONAL AND PRE-PROFESSIONAL PERSONNEL

I. FUNCTIONS: It is assumed that precise functions of each individual employee in the departments of the Office will be defined by the appropriate official of the department. Consistent with the eight fold categorisation of the professional personnel and their qualifications an eight level classification of their functions and responsibilities is indicated below.

I.  $TC_1 - TC_3$  Technical Clerk: This category of employee may range from higher level (e.g. computers) to low (e.g. copyists, routine registrars, duplicators, etc) He generally carries out work of a routine nature and under the supervision of his superiors.

II.  $T_1 - T_3$  Technician: Assists in collection, compilation and interpretation of data and in research, more generally, renders overall assistance to superior officers.

III.  $P_1$  Junior Statistician: As an introduction to his field of work, he follows the work of technician, and generally assists the Assistant Statistician.

IV.  $P_2$  Assistant Statistician: in charge of sub-unit's responsibilities, supervises the work of technician and junior Statistician, etc. under him. Assists in introducing standards;

in analysis and interpretation of data; and in co-ordination and research work.

- V. P<sub>3</sub> Statistician: Supervisory duties as a unit-head. Plans and executes the work in different special fields; depending upon his charge. In each field special attention being devoted to such matters as planning, follow up, co-ordination, evaluation, training, standards, research, etc.
- VI. P<sub>4</sub> Senior Statistician: Supervisory duties as a unit-head or in-charge of a number of related units; plans and executes the work in special fields with particular emphasis on planning, programming, co-ordination, training, standards, research, etc.
- VII. P<sub>5</sub> Head of Departments (Professional) Chief Co-ordinator etc: Overall Co-ordination and execution of the work of his Department consistent with national resources, in regard to planning, follow-up reports, resources allocation and co-ordination, feasibility studies, development policy and projection, collection, compilation, interpretation, and publication of scientific data. Advisery work on planning, development, policies and co-ordination as it relates to his Department.

Vlll. P<sub>6</sub>

Deputy Head of C.S.O: Advising the Minister on all matters of policy relating to the efficient running of the agency in the fields of policy, administration, finance, staffing, training, work programme and necessary regulations for the agency.

2. RECRUITMENT AND PROMOTION: Recruitment to all posts, whether by promotion or otherwise, would be made in accordance with the law through the Central Personnel Agency.

TECHNICAL CLERKS would normally be recruited direct, as a result of competitive tests given to those who have completed at least 8th grade, but below the 12th grade.

TECHNICIANS GRADE 1 would normally be recruited, as a result of public advertisement of available vacancies and competitive tests (including a vivavoce test) given to those who have at least completed 12th grade or who are holders of higher technical diplomas or by promotion from among the technical clerks (Grade 111) that have acquired the minimum academic requirement.

TECHNICIANS GRADE 11 will be persons qualified by experience and training. Generally these shall be 5 years in the office from Grade 12 entrants with successful progress reports or 3 years experience and certificate in statistics at the level established by the Statistical Training Center or the R.S.A. examination of the Institute of Statisticians.

TECHNICIANS GRADE 111 will be either filled from promotion among the Technicians Grade 11 with 5 years experience or the

passing of the Intermediate Part 11 of A.I.S. of the Institute of Statisticians examination or Diploma in Statistics from the Statistical Training Center will be considered as grounds for promotion.

JUNIOR STATISTICIANS vacancies in this post would normally be filled by public advertisement or by promotion from among Technicians Grade 111. University graduates with degrees would be considered as Junior Statisticians upon recruitment. Criteria for promotion from among the Technicians, would be efficiency-com-seniority. Efficiency would be judged on the basis of annual (or more frequent) confidential reports on the work of each individual and additional qualifications or training acquired after recruitment as technician. Under no circumstances would technicians who are graduates from high schools be considered for promotion to this grade unless they have put in at least 15 years of continuous service in statistical work.

ASSISTANT STATISTICIANS vacancies in this post would normally be filled by promotion from among the junior statisticians with degrees only, judged on the basis of efficiency reports or higher training acquired after recruitment as junior statistician. University graduates with at least 2 years experience would be considered as assistant statisticians upon appointment.

STATISTICIAN . Vacancies in this grade would normally be filled by promotion from among the Assistant statisticians. Among the criteria for promotion would be efficiency, seniority, confidential reports and additional qualification or

training acquired. Those Assistant Statisticians, who may have put in at least four years continuous service in a similar post would be eligible to be considered for promotion. The vacancies in this grade may also be filled direct, by public advertisement. The minimum qualification would be a first University degree with at least five years of experience. This period may be shortened by academic or other distinctions achieved, or acquired, or waived where the C.P.A. grading falls within this category.

SENIOR STATISTICIAN: To be filled by promotion from among the Statisticians, or by public advertisement. The minimum qualification would be University Degree with at least 10 years of work experience in a similar post. This period may be shortened by academic or other (e.g. research or publication etc.) distinction achieved. Statisticians who may have put in at least 3 years continuous service in the respective post would be eligible to be considered for promotion to this grade.

HEAD OF DEPARTMENTS: Vacancies in this grade would normally be filled by promotion from among the senior statisticians who have put in at least 4 years continuous service. Efficiency, seniority and high academic qualifications may form the criteria for consideration.

HEAD OF AGENCIES: Vacancies in this post would be filled by appointment or by promotion from among Department Heads.

INITIAL CONSTITUTION: Existing personnel would be distributed properly to one of those levels, by the departments of the Office. Based on the proposal of the departments and sections, the 'Promotion Committee' would recommend adjustments in salary-increment and promotion. Criteria for fixing the individual at one of the levels among those grades would be among others, the function to be performed, educational

qualifications, length of service, present pay, training, efficiency and merit.

B. ADMINISTRATIVE SERVICE PERSONNEL

I. FUNCTIONS: It is assumed that precise functions of each individual employee in the departments of the Office will be defined by the appropriate official of the department. Consistent with the eight fold categorisation of the administrative personnel and their qualifications and eight level classification of their functions and responsibilities is indicated below.

I. GS<sub>1</sub>-GS<sub>3</sub> Office Orderlies and Guards: This category includes office cleaners, messengers, guards, chief of guards and messengers and postman. Their functions include proper maintenance and cleanliness of the office, messenger service and security of the office. They are responsible to the chief of General Services Section through the Maintenance Officer.

II. GS<sub>4</sub>-GS<sub>5</sub> Drivers: This category includes drivers and driver-mechanics but excludes mechanics who may be classified as technicians under professional services. They are responsible for proper care and maintenance of vehicles assigned to them. They carry out their driving duties as assigned by the Administrator through the Transport Officer.

III. GS<sub>4</sub>-GS<sub>6</sub> Clerks: This category includes assistant clerks, and junior clerks. They generally carry out work of routine nature (e.g. copying, registration, record Keeping etc) under instructions and supervision of their immediate officers.

- IV. GS<sub>5</sub>-GS<sub>9</sub> Typist: This category of employees may range from higher level (e.g. secretary-typist) to low level (e.g. copy typists). They carry out typing and/or routine secretarial work under instruction and supervision of Experts or Administrative Officials to whom they are assigned.
- V. GS<sub>6</sub>-GS<sub>8</sub> Officers: This includes sub-section officers (e.g. transport, maintenance, purchasing etc.) accountant, cashier, assistant officers and junior officers (e.g. archivists, registrars, store-keepers etc.). They generally assist chiefs of sections and supervise the work of clerks.
- VI. GS<sub>9</sub>- Chief of Sections: In charge of sub-units responsibilities as defined in the Office's regulations, and supervise the work of Officers and clerks under their respective sections.
- VII. GS<sub>10</sub>-GS<sub>11</sub> Secretaries: (This includes Public Relation Officers, Shorthand typist, Stenographer): They perform secretarial duties (e.g. filing, correspondence, public relations etc.) and high level typing work to higher officials, heads of agencies or departments, and senior experts.
- VIII. GS<sub>10</sub>-GS<sub>11</sub> Administrator: The Senior Administrator is responsible for the overall supervision and co-ordination of all activities in the field of administration, including: budget and finance of the office, personnel recruitment and records; office supplies, stores and equipment; registry and archives; transport service

and office maintenance. The administrator assists the Senior Administrator in all aspects of administration, and in the absence of the Senior Administrator acts on his behalf on all matters affecting the administration of the office.

2. Recruitment and Promotion: Recruitment to all posts, whether by promotion or otherwise, would be made, in accordance with the law, through the Central Personnel Agency.
- a) Office Orderlies and Guards: May be recruited as a result of public advertisements. Good Health and good character references are essential. Messengers and guards may be required to at least be able to read and write Amharic. Vacancies for postman and chief messengers and guards may be filled by promotion from among messengers and guards who have served the office for a long period of time and have shown good character and initiative for the type of work.
- b) Drivers: Would be recruited as a result of public advertisements of available vacancies and competitive tests given to those who hold at least 3rd. grade driving licence. Good character references and Amharic reading and writing would be essential. Additional knowledge of local or foreign languages and long experience in driving, and special training and experience as mechanics would constitute additional assets for selection. Vacancies for driver-mechanics may be filled by promotion from among drivers, or direct, as a result of public advertisements and competitive tests.

c) Clerks: Junior clerks would be recruited direct, as a result of public announcements of available vacancies and competitive tests given to those who have completed at least 8th grade, but below 12th grade. Vacancies for clerks may be filled by promotion from among junior clerk or direct as a result of public advertisement and competitive tests given to those who have completed at least 8th grade and have had at least 3 years work experience in a similar post.

d) Typists:

Copy-typist: Vacancies in this post may be filled as a result of public advertisements and competitive tests given to those who have completed at least 8th grade and have training in typing. Amharic typing at speed of 40 words per minute and English 50 w.p.m. is essential.

Typist clerk: Vacancies in this field may be filled by promotion from among copy-typists or direct as a result of public advertisements given to those who have completed at least 10th grade and have had at least 4 years experience or hold certificates from typing institutions. Typing speeds of 50 w.p.m. in Amharic and 60 in English are essential.

Assistant typist: Vacancies in this post may be filled by promotion from among Typist-Clerks or direct as a result of public advertisements given to those who have completed 12th grade and have at least 4 years experience in typing or hold certificates from the Commercial School.

Typist: Vacancies in this post may be filled as a result of public advertisement and competitive tests given to

those who hold certificates from the Commercial School and have at least 5 years experience, or by promotion from among Assistant Typists.

Secretary Typist: Vacancies in this post may be filled by promotion from among the typist or by competitive tests given to those who hold Commercial School certificates and higher secretarial training, have had at least 5 years experience in a similar post.

- d) Officers: Vacancies for junior officers may be filled by promotion from among clerks, or direct as a result of competitive tests given to those who have completed at least 12th grade. Vacancies for the post of Assistant Officers would normally be filled by promotion from among Junior Officers, Judged on the basis of annual (or more frequent) confidential reports on the work of each individual written by his supervising officer. Vacancies for the post of Officers may be filled by promotion from among Assistant Officers. Among the criteria for promotion would be efficiency and seniority.
- f) Chief of Sections: To be filled by promotion from among subsection officers or by public advertisements. The minimum qualification would be a certificate or diploma from the Commercial School, Institute of Public Administration or Similar institutions, or at least 10 years work experience in similar post.
- g) Secretaries Vacancies in the posts of secretary may be filled by promotion form among Secretary-Typist. Among criteria for promotion would be seniority, efficiency, and additional academic qualifications, or direct as a result of

public advertisement and competitive tests given to those who are graduates of Commercial School or similar institutions, have had at least 5 years experience as shorthand typists and can take shorthand dictation at speeds of 80 w.p.m. or hold a degree in this field.

- h) Senior Secretary: This post would normally be filled by promotion from amongst the secretaries. The criteria for promotion would be seniority, efficiency; or direct as a result of public advertisement given to those who have a University degree in Commerce, Business or secretarial course and with a minimum of five years experience in a similar post.
- i) Administrator (s): Vacancies in this post would be filled by appointment from outside or by promotion from among sub-section Heads and secretaries.



658.306'63, Eth.

AUTHOR Ethiopia . Central Statistic-  
al Office .

TITLE Notes on the grading system for  
the central statistical office's per

DATE DUE	BORROWER'S NAME
<del>25/1/88</del>	<del>Teshome Adnot</del> <sup>7598A</sup> 75-52-34

658.30663

Eth

