



REPUBLIC OF NAMIBIA

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**TO: ALL EXECUTIVE DIRECTORS
SECRETARIES: NATIONAL ASSEMBLY/NATIONAL COUNCIL
DEPUTY AUDITOR-GENERAL
CHIEF ELECTORAL AND REFERENDA OFFICER: ELECTORAL COMMISSION OF
NAMIBIA
DIRECTOR: NAMIBIA CENTRAL INTELLIGENCE SERVICES
CHIEF REGIONAL OFFICERS: REGIONAL COUNCILS**

CC: PUBLIC SERVICE COMMISSION

PUBLIC SERVICE MANAGEMENT CIRCULAR NO. 29 OF 2022

SURVEY ON THE POCKET GUIDE DIGITALISATION

1. The Office of the Prime Minister (OPM) is currently reviewing and updating the booklet, ***Being a Public Servant in Namibia: The Pocket Guide, Second Edition***. The *Pocket Guide* in its current format considered to be a handy guide that enables staff members to have a common understanding of the functioning of the Public Service of Namibia, structure and governance aspects.
2. OPM in collaboration with the UNDP Accelerator Lab is working on the digitalisation of the Pocket Guide. The expected outcome is an improved, practical and accessible version through innovation. It is intended that the new version of the Pocket Guide will be continuously accessible in line with technological development.
3. In view of the above, the Department Public Service Management is conducting a survey focusing on staff members in Offices, Ministries and Agencies (O/M/As) and Regional Councils (RCs).

4. Furthermore, it is highly recommended that all staff members fully partake in the exercise for a high response rate. Learning and Development Officers are expected to facilitate the dissemination of information to all staff members in their respective OMAs/RCs.
5. The survey is accessible at the following link (<https://forms.gle/7pgreeZN8jTpozBA9>) or by scanning the attached **QR Code** with a Smart-phone. The deadline for completing the survey is **30 November 2022**.
6. Further inquiries and clarifications can be addressed to Ms. Justina A. Shivolo at 061- 287 3138, email; Justina.Shivolo@opm.gov.na.

Yours sincerely,



11-BEN N. NASHANDI
EXECUTIVE DIRECTOR

