**DIRECTORATE OF ADMINISTRATIVE SERVICES**

The National Treasury and Planning is committed to providing quality services to all and is guided by the Core Values which staff adhere to for efficient service delivery to the public. As a guiding factor, the State Department for Planning has an operational Directorate of Administrative Services which plans its work subsequently through following the guiding principles that thrives towards attaining the following **Vision** and **Mission** of the National Treasury and Planning.

**Vision**

‘‘Excellence in economic and public financial management, and development planning’’

**Mission**

‘‘To provide leadership in economic and public financial management, and Development planning for shared growth through formulation, implementation and Monitoring of economic, financial and development policies’’

Consequently, the Directorate of Administrative Services provides leadership in the execution of policies and coordinates the daily operations of the State Department for Planning to secure efficiency and compliance. The Administration Directorate Services is the backbone and an asset that serves as the link between various Directorates / Departments /SAGAs and Units. It ensures that there is smooth flow of information from one part to the other certifying that work is done professionally and efficiently. It takes care of all services to the management and helps in keeping up productivity.

**The Directorate of Administrative Services comprises the following;**

a) Administration Services

b) Accounting

c) Finance

d) Human Resource Management and Development

e) Supply Chain Management

f) Public Communications

g) Information Communication Technology

h) Internal Audit

In the last one year, the Directorate of Administrative Services mainly focused on enhancing skills development and career progression for staff motivation and improvement of employee morale. This was implemented through engagement and appropriate placing of Attachees in various Directorates, Departments and Units. The processing and execution of promotions for the eligible officers was prudently done through the Human Resource Management and Development to enhance creation of jobs, capacity development, and productivity of employees.

The table below tabularizes the number of officers that were trained in various institutions, officers promoted, and attachees engaged in the last one year by the State Department for Planning. This involved undertaking of individual and group courses arising from the training needs assessment that was conducted and thus informed the selection criteria. The figures also include the number of attachees engaged during the period and the number of promotions that were achieved for career progression and succession management respectively.