1. **ASPECTS OF VISION 2022**

Human Resource Development and utilisation in the kingdom of Swaziland will be based on a single comprehensive Human Resource Plan that is acceptable to all stakeholders.

2. **SITUATION ANALYSIS**

2.1 **Recent History**

The Human Resources Planning and Development Department, which used to be called the Manpower Development Department was part and parcel of the then Department of Establishments and Training which was established to cater for the training and development of all public servants, and was also responsible for Localisation in the country.

In 1996, in terms of Legal Notice 194, Human Resource Planning and Development was allocated to the Ministry of Public Service and Information.

However, the Ministry is still developing the Human Resources Planning function which is part of the Department's mandate as it is recognised that it plays a crucial role in the overall business strategy of any organisation. The Human Resource Planning component was only brought on board in November, 2001. The core rationale of the planning function was to facilitate in the development of a National Human Resource Development Plan. In the period 2002-2003 a National Skill Survey was conducted.

As of 2003 the Human Resource Planning and Development Department started co-ordinating the Public Sector response to the HIV/AIDS pandemic since this has a bearing on the management and development of Human Resources in the Public Service.

2.2 **Current Mandate, objectives, roles and functions of the Department**

- To ensure that the Human Resource base both at national level and within the Public Service in particular is of good quality, as a means of meeting national and Government priorities under the National Development Strategy (NDS).

- To ensure the best use of the country’s human resource in a holistic manner through Human Resource Planning and Development.

- To develop a periodic national human resource plan that will ensure the best use of the country’s human resources.
- To develop and ensure the implementation of integrated national human resources development policies and procedures.

- To co-ordinate human resource development activities in the Public Service, parastatal, private sector, the small and medium enterprises.

- To ensure, in collaboration with clients that appropriate training programmes are undertaken and that their impact is assessed and evaluated.

- To improve service delivery through computerization of training records and providing training opportunities to deserving Swazi citizens.

- To ensure, in collaboration with clients that appropriate training programmes are undertaken and that their impacts are assessed and evaluated.

- To coordinate the Public Sector response to the HIV/AIDS pandemic.

2.3 Service Provided

The functions of the Department include, improving service delivery in the coordination and management of Human Resource Training and Development, drawing up a National Human Resource Development Plan, and co-ordinating the Public Sector response to HIV/AIDS.

Services provided can be summarised as follows:

2.3.1 Improved Service Delivery in the Management of Training

- The approval of training awards (long and short term) was shortened. Interviews were to be completed within six weeks.

- Processing of training awards was improved. This minimized complains from students by 75%.

- Speeded up issuing of training awards to one week from the time of receiving notice of approval from the Selection Committee.

- Succeeding in timely delivery of finances to students on training
2.3.2 Human Resources Training and Development

- Increased number of students funded for long and short-term training programmes in the region.
- Approved scholarship awards for post-graduate training programmes at the University of Swaziland.
- Utilized more training institutions in the country, other than SIMPA, IDM and ESAMI, whilst continuously comparing costs and product quality.
- Funded an MBA Programme by distance learning and realized an increased intake with compatible costs.

2.3.3 Co-ordination of the Public Sector Response to HIV/AIDS

- Co-ordinated the HIV/AIDS impact assessment study in the Central Ministries.
- Agreed on roles and responsibilities of Ministerial/Departmental Committees and Public Sector HIV/AIDS Coordinating Committee.
- Approved Workshops for the various Ministry/Department HIV/AIDS structures.

2.3.4 Human Resources Planning

- Undertook a countrywide skills survey.
- Draft report was completed.

2.4 Recent Initiatives and achievements
a) The establishment of a national training policy in 2002.


c) Conducted a National Skills survey in 2003.


e) A draft Public Sector HIV/AIDS workplace Policy

f) A draft Public Sector strategic plan.

g) Training manual for developing and managing HIV/AIDS workplace programmes in the Public Sector of Swaziland.

h) Handbook for developing and managing HIV/AIDS workplace programmes in the Public Sector of Swaziland.

2.5. **Departmental Customers and Stakeholders**

The Department’s customers/stakeholders include the following:

- Individual civil servants
- Ministries and Departments
- Public and Taxpayers
- Principal Secretaries
- The Ministry’s staff
- Public Institutions
- Employees’ Associations
- Private Sector companies and individuals
- Donor Agencies
- Parastatals and NGO’s
2.5 Customer perceptions about service delivery

Under this section we have the Swaziland Institute of Management and Public Administration (SIMPA) which is an Institute with the sole responsibility of manpower training and development in the civil service.