

SENIOR CIVIL SERVICE COMMISSION

The Senior Civil Service Commission (hereinafter – the Commission) shall be a permanent collegial body acting on a voluntary basis. Composition of the Commission should be approved by the Cabinet of Ministers of Ukraine.

representative designated by the Verkhovna Rada of Ukraine

representative designated by the President of Ukraine

Head of the National Agency of Ukraine on Civil Service (ex officio)

representative designated by the Cabinet of Ministers of Ukraine



Head of the National Agency for Prevention of Corruption (ex officio)

four representatives of civil associations, research institutions, education institutions, experts with relevant qualifications

one representative from each of the following: joint representative body of representative all-Ukrainian associations of trade unions at the national level and joint representative body on behalf of employers at the national level

POWERS OF THE COMMISSION:

approves standard requirements to the professional competence of civil servants holding positions within "A" category



carries out competition for the vacant "A" category positions



considers proposals and gives consent for early dismissal of civil servants



presents proposals to the appointing entity on transference of civil servants to equivalent or lower-level positions at another government authority



conducts disciplinary proceedings against civil servants and submits proposals on the basis of disciplinary proceeding results



approves the list of civil service positions, positions of political advisory office and positions of staff performing service functions, as well as establishes categories of civil service positions of Ukraine



LEADERSHIP IN THE CIVIL SERVICE OF UKRAINE



National Agency of Ukraine
on Civil Service

Center for Adaptation of the Civil Service
to the Standards of the European Union

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POSITIONS OF CIVIL SERVANTS OF "A" CATEGORY (senior civil service):



State Secretary of the Cabinet of Ministers of Ukraine and his/her deputies, state secretaries of ministries



heads of central executive bodies who are not members of the Cabinet of Ministers of Ukraine and their deputies



heads of secretariats of the Constitutional Court of Ukraine, the Supreme Court of Ukraine, high specialized courts of Ukraine and their deputies



heads of local state administrations



heads of civil service in other government agencies, jurisdiction of which extends onto the entire territory of Ukraine

STANDARD REQUIREMENTS to the professional competence of civil servants of "A" category



General requirements:

- ✓ higher education (Master's Degree)
- ✓ work experience
- ✓ fluent languages (national and foreign language, which is one of the official languages of the Council of Europe)

Special requirements:

- ✓ knowledge of Ukrainian legislation
- ✓ professional knowledge (according to the position)
- ✓ availability of leadership skills
- ✓ the ability to make effective decisions
- ✓ communication and interaction
- ✓ change management
- ✓ organization and personnel management
- ✓ personal competences
- ✓ public finances management
- ✓ work with information

POWER AND AUTHORITY OF THE HEAD OF CIVIL SERVICE:



to organize planning of work with the government agency staff

to ensure career planning and stimulate promotion



to ensure timely publication and delivery of the information on vacant civil service positions



to appoint citizens of Ukraine who have qualified for the competition to vacant civil service positions of categories "B" and "C", dismiss persons from these positions



to assign ranks to the civil servants of the government authority

to ensure in-service training of civil servants of the government authority



to undertake planning of government authority's staff training

to monitor observance of the executive and service discipline in the government authority



to make decisions on rewards and disciplinary actions towards civil servants

to act as employer in relation to the staff of the government authority who are not civil servants



to carry out other powers in accordance with the legislation of Ukraine