



ក្រសួងបច្ចុប្បន្ននាយកដ្ឋាន

អង្គភាព: ក្រសួងពេទ្យ



កម្មវិធីបាន

ក្រសួងពេទ្យជាមុន

២០១៥ - ២០១៦

ଆମଙ୍କରିତାକାଣଟି

**គណន៍ទំនាក់ទំនងរបស់យុទ្ធមជ្ឈប់ពេញអនុ
តាមច្បាស់ទី០៩ ខែកក្កដា ឆ្នាំ២០១៨**

ବାହ୍ୟିକା

“ប្រជាយដ្ឋាលសាធារណៈឡើងដាច់អ្នកផ្តល់សេវាដែលប្រសិទ្ធភាព
និងជាដែកគ្នាអ្នកខ្សោយនិលអាចធ្វើទុកចិត្តបាន សំដើរបើមីប្រជាពលរដ្ឋឲ្យ
ការងារតិចប្រសិទ្ធទីផុង”

ଲେଖକ

ី១- សេវាសាធារណៈ: ប្រកបដោយគុណភាព មានភាពសាមញ្ញ ប្រសិទ្ធភាព ភាពអាចធ្វើឡើងបិត្តាន ភាពធាប់រហ័ស ធ្វើឲ្យលបាទនៃ ពេលវេលា មានភាពងាយស្រួល និងមានការចូលរួមពីអ្នកប្រើប្រាស់ សេវា។

ី២- ការគ្រប់គ្រង និងការអភិវឌ្ឍមន្ត្រីជាការស្ថិតិយការណ៍គេហទំនាក់ទំនង សមត្ថភាព ភាពសុបាប់ ប្រសិទ្ធភាព និងការពេញឯកចិត្តឯកដាច់ផ្លូវលេខ សេវាសាធារណៈ: ដោយប្រកាសត្រាប់ទូរឲរួមដឹងសេវាសាធារណៈ: និង អស់ការ ភក្តិភាព និងអនស៊ិការិនដី។

ទី៣- ប្រព័ន្ធយេះក្តុ ដែលបានធានានូវសមជុំ ហង្វើនដលិតភាព និងប្រសិទ្ធភាពការដោរ ព្រមទាំងបាននូវសង្គគិតភាពរៀងក្របខណ្ឌម្រួចការសេវិល និងក្របខណ្ឌកងកម្មរៀងបែងប៉ាកិច។

କ୍ଷେତ୍ରପତ୍ର

၅- နေ့တာရာများ

၆၁- အာရုံချုပ်မြန်မာ ပါလက္ခဏနီတွေ့ဖွဲ့စည်းနေဖူး

- ផ្សែបចាំត្បាតី ការកិច្ច របៀបគ្រប់គ្រង និងទាត់ចែងការដោរទួលនាយកដោយសំណង់
 - គ្រប់គ្រងដំនាថ្ន និងចំនួនមន្ត្រីទ្វាក្សេយតបទេនិងសេចក្តីព្រឹករា
 - លើកកម្មសំគុណផល និងការទទួលខុសត្រូវបស់មន្ត្រីដែលស្ថិតិយោប់
 - អភិវឌ្ឍសមត្ថភាពការដោររបស់មន្ត្រីកដែលស្ថិយោប់
 - ពង្រីកសិលិជ្ជ និងវិស័យមន្ត្រីកដែលស្ថិយោប់។

៣- ពេទ្យទស្សន៍ និងប្រាក់ខប់ផ្តល់

- ព្រៀបចំប្រព័ន្ធបៀវត្សដែលបាននូវសមຜម្ភដោយបង្ហាញមកម្មាត់
បៀវត្សអភិបាល និងអប្បបាល
 - បានបើកផ្តល់ប្រាក់បៀវត្សដូចនេះមក្នុងជាការទាន់ពេលវេលា ដល់ដៃ
និងគ្រប់ចំណួន
 - ប្រព័ន្ធបៀវត្សដែលផ្តល់ការបែកទីកិច្ចដូចការបែកលីសមិទ្ធកម្ម
ប្រមូលទំនាក់ទំនងសំយការិកាពបសរដ្ឋអាជីថាលុបចុចជា
វិសំយកអប់រំ និងសុខភាពលាស
 - កែលមួបនាសម្ប័ន្ទនៃបៀវត្ស ដើម្បីបានសង្គគិតភាពរវាងបៀវត្សម្រឿន
រាជការសេវិស និងបៀវត្សកងកម្មដែលប្រជាប់អារិបុត្រ
 - បង្កើនបៀវត្សប្រកបដោយចិត្តភាព ធ្វើការបើស្ថានភាពនៃកំណើន
សេដ្ឋកិច្ច និងលទ្ធផាត់ទ្រទ្រង់បាននៃប៊ិក។

ଅନୁଷ୍ଠାନିକ

୭- ଶେବାରୀଜାହିନା

- ជំពូលមានការផ្តល់ស្ថិតិសុវត្ថិភាពទៅក្នុងក្របខណ្ឌនៃការផ្តល់សេវា
សាធារណៈបស់មាត្រីរឹងដោរពីអ្នកគ្រប់គ្រងទៅជាអ្នកផ្តល់សេវា។
 - ជំពូលការកំណត់ម្រាងរបៀបបែបការងារពីចំនាយកម្មផ្លូវការនៃជាជំ
នាសម្ប័ន្ធប្រតិបត្តិការដោយលើកកម្មសំគួរភាពសេវាដើម្បីជូនមុខ
ពេញទំនាក់ទំនងសមតាតជំរឿទេដូចជា

៤- តារាងថ្មីនៃលិខិតអនុប្បន្ននាល់ខាងក្រោម

- ធ្វើឲ្យប្រសើរឡើងនូវប្រព័ន្ធគារងារក្នុងអគ្គភាពនិងការគ្រប់គ្រងមហប្រជាធិបតេយ្យ
 - ពារើដៃសិក្សាតាមដំណឹងការអនុវត្តការគ្រប់គ្រងធនធានមនុស្ស
 - អនុវត្តប្រព័ន្ធគ្រប់គ្រងគុណាទិន្នន័យ
 - ប្រើប្រាស់ឲ្យការតែប្រសើរឡើងនូវសមត្ថភាពការងារដែលមាន
ក្រសួងអភិវឌ្ឍន៍សមត្ថភាពការងារដែលមាន

៣- ផ្លូវតាមរបាយការណ៍

- ព្រៀបចំប្រព័ន្ធបែណាតែម្នាក់ និងតារាងសន្តូស្សីលេរ្ពោត្រូវឱ្យបានការងារជាមុខងារ និងប្រាក់ខបត្តុអូរដើរដៃម្ខីគ្នា ជាប្រជាជាតិ និងការបំពេញការដោយបេស្ថម្រីកដែលបានការងារជាមុខងារ
 - កាល់បន្ថយគម្ពារតែម្ខីគ្នាអតិថរោម និងអប្បបរមាមកត្រឹម ៣ ខែ ៣,៥ដំង
 - ព្រៀបចំសន្ទូស្សីលេរ្ពោត្រូវបានការងារជាមុខងាររបស់នគរបាលជាតិ យោជិនឲ្យមានលក្ខណៈជួចឆ្លាតិនិងប្រព័ន្ធប៉ែត្រូវប៉ែត្រូវបេស្ថម្រីកដែលសិរិយិល
 - ជំឡើងប្រាក់ប៉ែត្រូវដោយផ្តូរការបើផែតាគារការងារដោនៃសេដ្ឋកិច្ច និងសេរាការម៉ាករសេដ្ឋកិច្ច។



**MINISTRY OF CIVIL SERVICE
COMMITTEE FOR PUBLIC ADMINISTRATIVE REFORM**



**National Program
For
Public Administrative Reform
2015 - 2018**

**Approved by the Council of Ministers
09 January, 2015**

Vision

"To Transform the Public Administration into an Effective Public Service Provider and a Reliable Partner towards Serving People Better"

Goals

- 1- Promote the Delivery of Public Service which is high quality, simple, effective, reliable, prompt and responsive to needs and easy to access with active participation from service users.
- 2- Strengthen human resources management and development to improve civil servant's performance, activeness, effectiveness and reliability in the delivery of public service with strict adherence to the culture of service, motivation, loyalty and professionalism.
- 3- Improve the pay system to ensure equity, improve productivity and effectiveness as well as to ensure coherence and consistency of compensation between civil servants and the armed forces.

Objectives

- 1- **Public Service**
 - Ensure accessibility of Public Service
 - Provide Public Services based on the actual needs of service users
 - Provide Public Services at the location of needs
 - Promote transparency and accountability of public service delivery
 - Improve quality and efficiency of public service delivery
- 2- **Human Resources Management and Development**
 - Clearly identify terms of reference (job description) and operational line management
 - Manage the number and competency of civil servants for improved effectiveness
 - Improve the performance and responsibility of civil servants
 - Build the capacity of civil servants
 - Strengthen the code of ethics of civil servants

3 - Pay and Remuneration

- Develop a Pay system that ensures equity through narrowing the gap between the highest and the lowest salary
- Ensure accurate and on-time payment of salaries to civil servants
- Improve the Pay system to provide performance-based allowances and also to support priority sectors such as education and health
- Improve the Pay structure to ensure coherence and consistency between the salaries of civil servants and the armed forces
- Increase salaries sustainably based one economic growth and budget affordability

Strategies

1- Public Service

- Promote the change of mindset of civil servants within the framework of Public Service Delivery from the administrator to the service providers
- Improve the organizational structure into the operational structure to enable improved service quality at front lines and strengthen the capacity of service deliver units.

2- Human Resources Management and Development

- Enhance the system for organization and management of the workforce
- Strengthen the Human Resource Management Process
- Implement a Performance Management System
- Enhance and better use existing competencies and develop new skills
- Provide training and improve its quality

3- Pay and Remuneration

- Develop a new classification and salary index system and revise functional and other allowance of civil servants to support improved performance
- Narrow the gap between the highest and the lowest salary to only 3 to 3.5 times
- Revise basic salary index and functional allowance for police and the armed forces to ensure coherence and consistency with civil servants
- Increase salary based on productivities, economic growth and macro-economic stability

Action Plan 2015-2018

Public Service

- 1- Develop and implement a monitoring and evaluation system for assessing the quality and effectiveness of Public Service
- 2- Update the Public Service Compendiums and disseminate via electronic systems, and provide public service capacity building (training)
- 3- Revise mechanisms and procedures for key Public Service that directly link to citizen's standard of living such as health, education, commerce, public transportation, land titling, construction and civil registration, passport and identification card (ID) issuance, etc.
- 4- Conduct functional and operational reviews of Public Service that directly link to civil servants including the provision of a mission allowance and other allowances, pensions, etc.
- 5- Revise mechanisms and procedures for Public Service Delivery through delegated or authorized institutions such as Public Administration Establishments, Public Enterprises, Special Operating Agencies (SOA), and One Window Service (OWS)
- 6- Establish and implement feedback and complaint mechanisms for service users at Public Service Delivery points at national and sub-national level
- 7- Assess and promote the use of ICT in Public Service Delivery

Human Resource Management and development

- 1- Develop and implement a regulatory framework for mandatory training of civil servants and improve the training curriculum and human resource development in ministries/institutions at nation and sub-national level
- 2- Develop civil service bodies as defined by Particular Statutes, position, and position descriptions for civil servants
- 3- Implement a Performance Management System (PMS) and Reward System in ministries/institutions at national and sub-national level
- 4- Review and improve management structures, operational management and capacity development of the human resource units of ministries/institutions at national and sub-national level
- 5- Review and improve human resource management process and procedures at national and sub-national level
- 6- Conduct functional and operational reviews of ministers/ Institutions at national and sub-national level
- 7- Develop and implement ICT-based human resource management for ministries/institutions national and sub-national level
- 8- Mainstream gender issues in the civil service

Pay and Remuneration

- 1- Implement the payment of civil servant salaries through the banking system using ICT
- 2- Prepare the payment of contractual staff salaries into the civil servant common database and issue payments through the banking system
- 3- Revise the civil servant pay system by reviewing basic salaries, functional allowances and other allowances to ensure consistency, equity, productivity and responsiveness to RGC priorities as well as to support service delivery and improved productivity
- 4- Revise the basic salary index and (minimum and maximum) functional allowances for police and the armed forces to ensure consistency with civil servants
- 5- Develop and implement a budget forecasting system for personal costs

Indicators : To monitor and evaluate annual progress of the NPAR 2015-2018, indicators for achievement are set as follow:

- 1- The civil service at both national and sub-national levels have civil service bodies as defined by Particular Statutes, clear terms of reference and position descriptions for key positions
- 2- Capacity building of civil servants is more effective and has a proper evaluation system
- 3- The civil servant payroll system is consistent, equitable, and supports improved productivity
- 4- Functional and operational reviews of ministries/institutions are conducted and rationalized
- 5- A performance management system (PMS) and Reward System are introduced and implemented
- 6- A Public Service Quality and Effectiveness monitoring and evaluation system is introduced and implemented
- 7- ICT-based human resources management is introduced and implemented in every ministry and institution
- 8- ICT-based Public Service Delivery is gradually expanded
- 9- The number female civil servants has increased for managerial position and across the civil service in both national and sub-national administration.

Ministry of Civil Service/ Secretariat

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