

## **PRE-INDUCTION ASSIGNMENT**

### **INDUCTION PROGRAMME FOR THE NEWLY RECRUITED UNIVERSITY GRADUATE PUBLIC OFFICERS**

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#### **Questionnaire:**

Complete the questionnaire below and be prepared to share your experiences and thoughts during the induction programme:

1. What are the biggest challenges you have faced as a newly recruited public officer?
2. Think about the first day you reported on duty in the public service. What did you like about the way you were received? What suggestions do you make for effective management of first days of reporting on duty in the public service?
3. What recommendations do you have to improve the induction process in the Ugandan Public Service?

#### **Reading Materials:**

Please take time to read the following materials whose content is relevant to the focus of the induction programme and will give you a feel for some of the content and ideas that will be discussed during the programme.

1. The constitution of the Republic of Uganda, 1995
2. The Local Government Act, 1997 (with amendments)
3. The Public Service Act
4. The National Development Plan
5. The President's Manifesto
6. National Service Delivery Survey 2008
7. The Uganda Government Standing Orders
8. The Code of Conduct and Ethics for the Public Service
9. The Leadership Code
10. The Result Oriented Management Handbook
11. The Competence Dictionary
12. The Archives Act, 2001

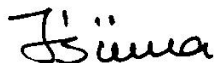
13. The Gender Mainstreaming Guidelines for the Public Service
14. The HIV/AIDS Policy for the Public Service
15. The Public Finance and Accountability Act 2003
16. Budget speech, June 2010
17. The Public Procurement and Disposal of Public Assets Act 2003
18. Sector strategic plans

The reading materials can be accessed at your work place (Office of the Head of HR), Internet and/ or the Ministry of Public Service Website: [www.publicservice.go.ug](http://www.publicservice.go.ug)

**Also in preparation please...**

1. Book yourself out of the office as if you were going on vacation for the duration of the training programme. You will get the most out of your time investment if you can concentrate on the opportunities for your learning without being distracted by other demands for your time and energy; and
2. Come prepared to actively participate.

We look forward to seeing you at the Induction Programme.



Jane K. Mwesiga

**FOR: PERMANENT SECRETARY**