

Appendix F

FUNCTIONAL AND MANAGEMENT REVIEW OF MINISTRIES
MANAGEMENT AND STRATEGY QUESTIONNAIRE

The purpose of this questionnaire is to determine the nature of the overall strategy and structure of the ministry / department/ division/ agency/ unit to enable the MFR team to identify key issues and determine the approach to further research and interview. Please complete all 10 questions and table 1 and 2 as far as you can. A member of the team will be pleased to assist with any difficulty.

MINISTRY:

NAME OF POST HOLDER:

DEPT/ DIV/ AGENCY/ UNIT:

JOB TITLE:

LOCATION:

DATE: TEL (MOB/ LAND):

Please answer the following questions as comprehensively as possible. If there is insufficient space to answer fully any question, please record your name and relevant additional comments on page 4 or on a separate sheet of paper and attach it with you name and contact number.

SECTION A: FUNCTIONS/ STRUCTURE

1. Please list the main functions of the ministry/ department/ division/ agency/ unit for which you are responsible.

2. Are there agreed work plans to implement the functions/ activities of your ministry/ department/ division/ agency/ unit? **If not**, how is work organised, coordinated and monitored?

- 2a. How do the functions and plans seek to address the Governance Reform and Poverty Reduction Strategies, Decentralisation, improvement in Public Service, etc.

3. Please state any problem (s) encountered in carrying out these functions. What procedures/processes could be improved?

4. Does your ministry/ department/ division/ agency/ unit collaborate with other ministries/ departments/ divisions/ agencies/ units in the performance of functions? If **any**, please indicate.

SECTION B: ORGANISATION/ OPERATIONAL STRUCTURE

5. Please indicate the number of staff for whom you have managerial/ supervisory responsibility within the ministry/ department/ division/ agency/ unit. Do you have responsibility for staff elsewhere?

6. Are you in charge of any donor-supported programme? (**Yes** / **No**).
If **yes**, what are the programmes and outline the budget, purpose and your own or / department/ division/ agency/ unit role.

SECTION C: PERFORMANCE MANAGEMENT AND TRAINING

- 7a. Are staff provided with job descriptions? (**Yes** / **No**)

- b. Is a staff performance appraisal scheme in place and operating? (**Yes** / **No**)

8. Are training opportunities available for staff? (Yes / No)
If yes, what type and how frequent do they take place?
9. What skills and competencies are lacking in your ministry/ department/ division/ agency/ unit?

SECTION D: COMMUNICATION

10. What are the methods of communication between your ministry/ department/ division/ agency/ unit and the following:
- (i) **Staff:**
 - (ii) **Departments:**
 - (iii) **Provincial offices:**
 - (iv) **Public:**
 - (v) **Other MDAs:**

What difficulties arise in these communications?

Please complete Table 1 and 2 with any information you hold

Table 1. Please complete for staff under your command
***(by grade)**

NO. OF STAFF IN MIN/ DEPT/ DIV AGENCY/ UNIT	STATUS			NO. OF VACANCIES
	PERMANENT	TEMPORARY	CASUAL	

Table 2 Please fill in the following information on equipment in the table below:

Available Equipment		Status (Tick appropriate)			COMMENT (Number Required)
Type	Number	Good	Requiring service	Obsolete	

If there is any additional information which you would like to draw to the Review Team’s attention please make a note here or discuss it with the Review Team directly during the research and interview phase.

ADDITIONAL COMMENTS

Thank you very much for your cooperation