



## REPUBLIC OF NAMIBIA



### OMUSATI REGIONAL COUNCIL

#### DIVISION HUMAN RESOURCES MANAGEMENT

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#### INTERNAL MEMO No: 50/22

**To:** All Heads of Directorates and Divisions  
All Staff members  
**OMUSATI REGIONAL COUNCIL**

**FROM:** Gervasius Kashindi  
**CHIEF REGIONAL OFFICER**

**Date:** 21 October 2022

**SUBJECT:** SURVEY ON THE POCKET GUIDE DIGITALISATION

1. Reference is hereby made to Public Services Management (PSM) Circular No. 29 of 2022 regarding the above-mentioned subject matter.
2. This memo serves to inform the above - mentioned Addressees that, the Office of the Prime Minister (OPM) is currently reviewing and updating the booklet, Being a Public Servant in Namibia: Pocket Guide. OPM, in collaboration with the UNDP Accelerator Lab, is working on the digitalisation of the Pocket Guide. The new Pocket Guide will accompany innovative approaches related to the Induction and Orientation (I&O) process to be rolled out across the Public Service.
3. In view of the above - mentioned, the Directorate Human Resource Planning and Development is conducting a Public Service - Wide research to survey staff members on the previous versions of the Pocket Guide as well as their experiences on Induction and Orientation within the Public Service. The aim of the survey is to see whether the items covered are fit for the intended purpose.
4. In addition, the survey is accessible at the following link to the survey: <https://forms.gle/7pgreeZN8jTpozBA9>, or alternatively by scanning the attached QR-Code with a smartphone (See attached document) to access the survey form, as well as on the Regional Council's website. The deadline for completing the survey is **30 November 2022**.

*Previous Memo no 49 of 22 Annual Stock Taking for Financial Year 2022*

*All official correspondence must be addressed to the Chief Regional Officer*

5. In addition, the survey is accessible at the following link to the survey: <https://forms.gle/7pgreeZN8jTpozBA9>, or alternatively by scanning the attached QR-Code with a smartphone (See attached document) to access the survey form, as well as on the Regional Council's website. The deadline for completing the survey is **30 November 2022**.
6. All Public Servants are urged to fully partake in the exercise. Further inquiries and clarifications can be addressed to Ms. Justine A. Shivolo at 061 – 2873138, email: Justina.Shivolo@opm.gov.na.
7. It is trusted that you will find the above information in order.

Regards,

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