Namaste
مرحبا
Willkommen
Bem Vindo
Selamat Datang
Namaste
Croeso
Bienvenidos
Bienvenue
Bienvenue
Welcome
Bienvenidos
أهلا وسهلا
Benvenuti
Welcome
Welkom
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Croeso
добре дошъл
Benvenuti
Willkommen
Καλώς ήλθατε
Benvenuti

Recruitment and Selection

Civil Service Bureau

Jordan

Civil Service Bureau

The establishment of the Civil Service Bureau came after the issuance of the Civil Servants Bureau Law No. (11) of 1955 on the first of April , and the accompanying horizontal and vertical expansion in the number of government agencies concerned with providing various types of services to citizens:

- A central body headed by a president with a rank of minister linked to the prime minister, responsible for organizing personnel affairs in the state to ensure raising its efficiency and improving the level of performance of its duties.
- It is concerned with organizing and managing the affairs of the employee and the public function.
- A national information center for public employment and the employee.
- It provides data, information and vital indicators that serve to formulate policies related to human resource management in the civil service.
- Provides indicators of supply and demand for disciplines and human resources in the public sector.

11,000,000

Population

219,000

Civil Servants

8,055

New Employment Average*/Year

* In Civil Service- excluding municipalities, universities and gov owned companies

* Average of years 17,18,19

Unemployment Rate

The directions of the Civil Service Bureau and its contributions to strengthening human resources management

Relying on the best modern international practices in human resource management and including them in the civil service bylaw

A new civil service bylaw that includes many modern concepts

Adoption of the principle of contractual employment.

Recruitment of employees under renewable contracts according to the level of performance and achievement of objectives.

The directions of the Civil Service Bureau and its contributions to strengthening human resources management

Adopting objective and computerized standards and bases to ensure the neutralization of human element interventions.

Competitive Ranking System

automatic filtration system

Electronic competitive examination system

Electronic interview system

Adopting competitive exams and personal interviews based on competencies as a basic tool for selection and appointment.

Develop a competency-based question bank for health and education jobs

Developing measurement tools for personal interviews based on competencies

The directions of the Civil Service Bureau and its contributions to strengthening human resources management

Holding proactive competitive exams

Accelerate the procedures for filling vacancies in government agencies

Link training to promotion and promotion

The career path system and the instructions issued thereunder

The optimal investment of human resources through the perpetuation of the qualification and training process during the employee's work period.

The directions of the Civil Service Bureau and its contributions to strengthening human resources management

Develop an individual performance appraisal methodology

Adopting the objectives-based management methodology in evaluating individual performance and linking it to career development and training.

Human Resource Management Information System (HRMIS)

Optimal investment of information technology in human resource management

The directions of the Civil Service Bureau and its contributions to strengthening human resources management

Description and classification of jobs and update job description templates

Orientation towards objective classification in describing and categorizing jobs so that the job is classified according to the nature of the tasks, their importance, their difficulty, and their relationships with the rest of the organization's jobs, and then determines the weight of the job and the salary due to the incumbent

The directions of the Civil Service Bureau and its contributions to strengthening human resources management

Holding specialized programs and courses in the field of human resource management

Strengthening the capabilities of human resources units to be able to play their role in the process of planning, managing and developing human resources.

Preparing a matrix of functional competencies for civil service jobs

Improving resource management procedures Humanity and quality assurance of performance

And job opportunities in the government sector remain limited, and we do not want the public job to be an alternative to disguised unemployment

40،000 - 35،000
Applications Job yearly

Inventory of job applications
In the Civil Service Bureau
Reported according to 2021 statement
423,605
Job Application
As a result of defects in educational outcomes High and continuing to study
Stagnant specialties
To learn about the classification of different specialties, you can visit the Civil Service Bureau website

Less than 2% the hiring rate government jobs

Statistical indicators for competitive detection 2021

Percentage of male applications out of the total number of job applications

27%

Percentage of female applications out of the total number of job applications

73%

Statisical Indcators For competitive detection 2021

Distribution Of Job applications accordingn to the regions of the kingdom

The Number Of Applications For employment in the northern region 156 919

The Number Of Applications For employment in the Central region 221 582

The Number Of Applications For employment in the southern region 45 104

وحدة الاعلام والاتصال

Recruitment Evolution

50s

Vacancies Advertisement
Applicants apply to CSB
Screening and Selection
Committee

80s

Applications Store
Competitive Pointing system
for applications:
Seniority Criteria
Merit Criteria

90s

Pointing System (70)+
Competitive Exam*(20)+
Interview (10)

2007

Comprehensive Contracts to attract
special qualifications and
competencies for specific jobs
Competitive salary, out of regular
structure

2014

Contract basis appointment
Renewed according employee
performance

2020

New Civil Service Bylaw:
Competency-Based HRM
Competency-based recruitment.
Gradual shift from the competitive
ranking to competitive competitions

* Based on Specialization of certification

Recruitment and Selection

Past Situation

- Points: (Competitive Ranking)
  - Seniority : application, graduation.
  - Merit: Average in High School and in Specialization

Applications Inventory

Competitive Exams

- Knowledge- Based (specialization)
- Some of Generic competencies test
- Languages, GMA

- Unstructured or semi-structured Interview

Interview

Points(70)+
Competitive Exam*(20)+
Interview (10)

Recruitment and Selection

Current + Future Situation

Competencies

- **Define basic competencies from JD**
- **Define relevant assessment tool for each**

Application Inventory

- **Competitive points and ranking**

Assessment tools

- **Assessment tools to assess competencies already defined**

Interview

- **Competency based interview**

Gradual shift to competitive competitions

In 2027 Competitive points and ranking will be suspended

Recruitment and Selection

Matrix of defining basic competencies and relevant assessment tool :

Required Competencies for the job				
Competencies		**Exam**	**Case Study**	**Interview**
Generic Competencies	Problem Solving		X	
	Communication			X
	Customer Orientation	X		X
Technical Competencies	Feasibility studies		X	
	Project management	X		

New Concepts in CS Bylaw
That improve recruitment and selection

1: Critical Jobs, Defined as following

Jobs of special importance that have a significant impact on the department's ability to carry out its basic tasks and operations in a way that reflects on national goals, which is characterized by scarcity of people with expertise and competencies necessary to be employed and the difficulty of attracting and retaining them.

New Concepts in CS Bylaw
That improve recruitment and selection

Critical Jobs

Privileges granted critical jobs in CS Bylaw

*When determining the degree to which new employee will be placed into

QUESTIONS?
COMMENTS?
CONCERNS?