

CLASS: SS3

SUBJECT: CIVIC EDUCATION

TOPIC: PUBLIC SERVICE

WEEK: 7

TERM: FIRST

MEANING OF PUBLIC SERVICE

Public service is under the executive arm of government and it is established by the constitution as the administrative and management arm of government. It is a mandatory arm of the executive that sees to the day – to – day running of government activities. Members of staff of the public service are referred to as public servants.

FUNCTIONS OF THE PUBLIC SERVICE

1. **Formation of policy:** Members of the public service, especially those in the administrative class supply the necessary information needed based on their experience acquired over the years for policy formulation of the government.
2. **Execution of policy:** The public service has been defined as a body in the executive organ of government responsible for the policy execution and programs of the government
3. **Acting as government adviser:** They give useful advice to the government via the ministers and commissioners
4. **Provision of social services :** They provided social services to the people which help to improve the life of members of the public
5. **The public servants keep record of government activities** usually by documenting them
6. **Preparation of budgets** and enforcement of law

FEATURES OR CHARACTERISTICS OF THE PUBLIC SERVICE

1. **Impartiality :** Every public servant discharges his or her duties in fairness .They serve as government in power without fear of favor
2. **Permanency in office :** They are not frequently changed like politicians
3. **Neutrality :** They do not belong to political parties .To be a member of a political party,he or she must resign his or her appointment
4. **Operates within the frame work of the law:** The public service has a body of rules and regulations guiding its activities. These rules are: Pubic Service Rules, Financial Regulation rules, Circulars and General Order
5. **Hierarchy:** The public service is organized in an orderly manner from superior to subordinate .It has various ranks, grades and cadres.
6. **Merits:** Recruitment into the public service is based on merit and not on favoritism
7. **Professionalism:** Public servants are appointed based on their professional and technical expertise

STRUCTURE OF THE PUBLIC SERVICE

1. **Administrative class:** This comprises senior government officials like Permanent secretaries, directors, deputy directors, assistant directors etc. Members of this class give advice and formulate policies.
2. **Professional class:** This comprises people with specialized and technical skills e.g. medical doctors, engineers, lawyers etc.

3. **Executive class:** This group takes charge of the day – to – day running of government activities.
4. **Clerical class:** They keep file records and move files from one office to the other.
5. **Auxiliary class:** They include carpenters, bricklayers, mechanics, cleaners, gardeners etc.

PROBLEMS OR SHORT COMINGS OF THE PUBLIC SERVICE

1. Poor attitude to work and poor condition of service.
2. Corruption.
3. Political instability and inconsistent policies.
4. Colonial influence: Nigeria public service is still holding on to some public service code of the colonial administration which are now outdated.
5. Ethnicity and tribalism

ASSIGNMENT

1. Explain five ways of improving the public service
2. What is the OMBUDSMAN?
3. What is Red-Tapism?