



# PUBLIC SERVICE COMMISSION



## HUMAN RESOURCES AUDIT PROCESS

The Division Monitoring and Evaluation (M&E) of the Department Public Service Commission Secretariat (DPSCS) is responsible for the auditing of Human Resources Management (HRM) functions in Offices/Ministries/Agencies and Regional Councils (O/M/As and RCs).

### *AIM OF HUMAN RESOURCES AUDITS*

**The aim of a Human Resources Audit (HRA) is to ensure that O/M/As and RCs are in compliance with policies, regulations, and procedures enshrined in the:**

- Public Service Commission Act, 1990 (Act 2 of 1990)
- Public Service Act, 1995, (Act 13 of 1995),
- Public Service Act, 1980 (Act 2 of 1980),
- Regional Councils Act, 1992 (Act 22 of 1992),
- Labour Act, 2007 (Act 11 of 2007)
- Social Security Act, 1994 (Act 34 of 1994)
- Affirmative Action (Employment) Act, 1998 (Act 29 of 1998)
- and any other relevant Acts in the execution of Human Resources functions.

## TYPES OF HR AUDITS

The audit focuses on the following:

- **Compliance Audit:** monitor/determine the extent to which the actual practice conforms to the provisions of the various legislations, regulations, and rules within the remit of the PSC.
- **Adequacy Audit:** Determine the adequacy of documented instructions/directives and records for meeting the set standards and procedures.
- **Post implementation and follow-up Audit:** determine if new policies/directives are efficiently and effectively implemented and if remedial/corrective action has been applied.

## DOCUMENTS TO BE EXAMINED

The files and cards should be arranged at least one (1) week prior to the audit visit:

- Personal Files (PFs) and Staff Record Cards (SRCs)
- Leave Files (LFs) and Leave Record Cards (LRCs)
- Recruitment Files (Series Files)
- Misconduct Files
- Control pay sheets
- The HR auditing team may request additional files, if need be:
- Management cadre;
- Finance; and
- Human Resources staff members.

## HUMAN RESOURCES FUNCTIONS TO BE AUDITED

- *New appointments (after the previous audits)*
- *Promotions*
- *Transfers*
- *Transfers from duty stations*
- *Secondment*
- *Appointment in an acting capacity*
- *Appointment of foreigners on contract*
- *Appointment out of adjustment*
- *Appointment additional to the establishment*
- *Leave of absence (maternity, special study leave etc...)*
- *Termination of services*
- *Misconduct cases*




## FEEDBACK/COMMENTS/COMPLAINTS

For any suggestions, want more information, not satisfied with the standard of service we render or wish to comment about anything we have mentioned, contact our office at:

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## YOUR VIEWS AND OPINIONS MATTERS:

Log on to : [www.psc.gov.na](http://www.psc.gov.na)  
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