

## **STRENGTHENING NSS DATABASE AND REVISING PROCESSES FOR EFFECTIVE POSTING**

The National Service Scheme (NSS) mandated by Act 426 (1980) is re-designing programmes to respond to the needs of the youth, User Agencies, tertiary training institutions and national interest.

Therefore, after series of consultative meetings with its stakeholders between 2016 and 2018; introduced the **Central Services Management System (CSMS)** during the 2018/2019 service year, with the aim to **Strengthen the NSS Database and Revise Processes for Effective Deployment.**

Thus, this new system has been designed to harmonize key deployment processes of the Scheme which involve collection of:

- final year class list from training institutions;
- User Agencies requests for NSP;
- NSS Certificates; and
- Management of National Service Personnel (NSP) Data;

Further, with the information provided, all accredited training institutions and user agencies would be able to access the NSS portal.

### **TERTIARY TRAINING INSTITUTIONS**

All institutions must provide introductory letter, detailing:

- i. Name of training institution.
- ii. Contact Information and detailed address (geographical location,

including District and Region) of the institution.

- iii. Names, E-Mail and Contact Numbers of the **Human Resource (HR) Manager (who will serve as Administrator) and one other individual (who will view/monitor) for access to the portal.**
- iv. However, institutions with five thousand (5,000) or more final year students can provide details of three (3) or four (4) persons.
- v. Institution Type:- Subvented or Private
- vi. **It is important that Institution Registration Documents are attached.**

### **USER AGENCY**

- i. All Public and Private Sector institutions that personnel are posted to for their mandatory national service are to provide introductory letter, detailing:
- ii. Name of company /institution / organization.
- iii. Contact Information and detailed address (geographical location, with Region and District).
- iv. Names, E-Mail and Contact Numbers of the Human Resource (HR) Manager (who will serve as Administrator) and one other individual (who will view/monitor) for access to the system/platform/portal.
- v. Company Type, i.e Subvented, Non-Subvented or Private.
- vi. **Add Company Registration Documents**

## **PLEASE NOTE THE DIFFERENT COMPANY TYPES**

**Subvented:-** Government institutions workers receive payment from C.A.G.D.

**Non-subvented:-** Government owned companies that pay workers via IGF

**Private:-** Organizations in the Private Sector

The letter and all accompanying documents should be sent to NSS in hard copy format or e-mail at [deployment@nss.gov.gh](mailto:deployment@nss.gov.gh) and [ttcashjnr10@yahoo.co.uk](mailto:ttcashjnr10@yahoo.co.uk) for addition to the database of the platform/portal.

### **NSP CERTIFICATION:**

- NSP are now expected to report to user agency **first** for endorsement of appointment letter before proceeding to NSS regional and district secretariats to complete the formalities.
- All personnel who have completed their mandatory service can promptly access their certificates online through the NSS/Clearing Hub Delivery System.

### **BENEFITS OF THE CSMS:**

- i. **Postings:** It will check over posting and under posting. Most importantly, the personnel the organizations specifically request for should be posted and qualifications for open requests should be adhered to.
- ii. **Crowd Control:** It will greatly reduce concentration of personnel at the regional

secretariats when the registration phase of the posting process starts.

- iii. **Use of Current Technologies:** User Agencies have an active platform where all suggestions can be channeled with prompt feedback from the Scheme.
- iv. **Payment of Service Charge to the Scheme:** Payment of the 20% service charge by private and Non-Subvented User Agencies can now be better recorded and tracked via the new portal.

**Please ensure that this information trickles down to all levels in your structure (e.g. Districts, Schools and Hospitals, etc.)**

We are hopeful that a clearer understanding of activities, roles and responsibilities of stakeholders will help to equip and improve the deployment and posting process.

**CONTACT US**

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No.	Sequence of Activities	Deployment & Posting Schedule												Responsibility			
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
1	Private Application for PINs																Enforcement
2	Request For Class List																Deployment
3	On-Campus Orientation																MIS/Deployment
4	PIN Generation																MIS
5	Deployment of PINs																MIS
6	NSP Request by User Agencies																Deployment

# GHANA NATIONAL SERVICE SCHEME



**STRENGTHENING NSS DATABASE  
 AND REVISING PROCESSES FOR  
 EFFECTIVE POSTING**

**THE ROLE OF  
 TERTIARY TRAINING INSTITUTIONS  
 AND USER AGENCIES**