

YOUR VIEWS COUNT

- We continuously strive to improve our standards. To do this, we need to know what kind of service you want;
- We promise to consider your views when setting our service standards;
- Inform us if you are not satisfied and are unhappy with our service delivery; and
- Give us your comments so that we can improve our service.

WHAT WE ASK OF YOU

The quality of service we can provide to you depends on various issues including input and co-operation we receive. We, therefore, request you to:

- Be honest, polite and patient;
- Be timely in providing required and accurate information to the Division;
- Comply with existing Legislations, Regulations and Procedures; and
- Treat our staff members with the necessary respect.

When you communicate with us, please provide the following information:

- Your full name
- Postal address/ email address/ telephone number/fax number
- Provide a clear description of your particular concern/s or need/s
- Keep a record of the issue at stake and the person in our Division whom you dealt with as well as the date and the time of the communication to improve our services.

FEEDBACK, COMMENTS AND COMPLAINTS

If you have any comment, suggestion or a request about the activities or services of the Division you should contact:

**The Deputy Director
General Administration IT and Maintenance
Office of the Prime Minister
Parliament Building, 55 Love Street
Private Bag 13338
Windhoek
NAMIBIA**

Phone: +264 61 287 2666

Fax: +264 61 234296

E-mail: daitm.ga@opm.gov.na

- If you are not satisfied with the response from the Division, you may take the matter up with the Director of Human Resources, Administration and Finance.
- If still not satisfied you may approach the Deputy Executive Director of the Department of Administration and Information Technology Management.
- If still not satisfied you may approach the Executive Director in the Office of the Prime Minister.
- Should you still not be satisfied you may approach the Prime Minister.
- If you still not yet satisfied you may approach the Office of the Ombudsman.



REPUBLIC OF NAMIBIA

Office of the Prime Minister

CUSTOMER SERVICE CHARTER

**DEPARTMENT: ADMINISTRATION AND INFORMATION
TECHNOLOGY MANAGEMENT**

***DIRECTORATE: HUMAN RESOURCES, ADMINISTRATION AND
FINANCE***

DIVISION: GENERAL ADMINISTRATION AND MAINTENANCE

The Division is responsible for the provision of the support and administration functions such as: Procurement, Transport, Record and Stock management, Hygiene services, Office Accommodation and Maintenance.



THIS CHARTER

- Outlines the service we provide (What we do);
- Defines who our Customers are;
- Reflects our commitment;
- Sets standard of service that you can expect from us at all times;
- States what we will do if you contact us;
- States that your views count;
- Indicates what we ask of you;
- Explains how to provide us with feedback and how to make a complaint, if you are not satisfied with our services.

WHAT WE DO

- Management of the office fleet.
- Procure goods and services.
- Manage stock.
- Manage contracts and assets;
- Facilitate Maintenance and safety.
- Maintain office hygiene.
- Manage records.
- Provide Administration and Support Services.
- Ensure compliance to Procurement Act.
- Develop and implement Annual Procurement Plan.

OUR CUSTOMERS

- OPM staff members.
- Political Office Bearers
- Service providers

OUR COMMITMENT TO YOU

- Our commitment to our customers is the provision of effective and efficient services; and
- We strive to execute our duties within the following guiding VALUES:

CORE VALUES

Accountability

We will take responsibility for our actions.

Integrity

We shall be honest and ensuring systems and procedures are rules compliant.

Responsiveness

We will provide services when they are needed.

Accessibility

We will avail ourselves at all times to meet customer expectations.

Diversity and equality

We shall treat others with respect and in a manner that we would want to be treated.

Transparency

Our decisions shall be overt and open to criticism.

Innovative thinking

We will always look for innovative solutions to our challenges.

OUR SERVICE PROMISE/STANDARDS

We will;

- Avail/provide transport and issue trip authority within 1 day;
- Conduct vehicle inspection before and after handover.
- Request for the replacement of lost/damage fuel cards within 1 working day.
- Prepare Procurement Plans as per the Public Procurement Act 15 of 2015.

- Prepare the bidding documents for acquiring goods and or services within 2 working days for minor and within 5 working days for major procurement as per the procurement plan or upon receipt of an approved submission to incur expenditure;
- Prepare requisition for expenditure within 2 days upon approval by PC;
- Verify invoices and submit to Accounts Payable section for payment within 2 working days;
- Conduct stock taking annually and when need arises; Issue and control stock daily;
- Record data in the Electronic Document and Records Management System (EDRMS) dail;
- Conduct inspection on office's infrastructures on a monthly basis;
- Evaluate bids within 1 week for minor and 2 weeks for major procurement.

WHEN YOU CONTACT US

If you phone us

- We will answer to your call within 3 rings;
- We will return your call within 2 days if we can't provide an answer immediately.

If you write to us

- We acknowledge receipt within 2 working days, provide you with an explanation of how we are handling your case and inform you when to expect an answer.

If you visit us

- We will attend to you within 5 Minutes if you have an appointment with us;
- We will respond to your questions while you are with us, if we cannot we will let you know why, and when you can expect an answer; and
- If you need referral, we will do it on your behalf by phone or by email and copy it to you, and provide you with the name of the person to contact, address and contact details.