

CIRCULAR

Ref. No.HCSF/3065/Vol.1/230

Office of the Head of the Civil
Service of the Federation,
Block A, Federal Secretariat
Complex, Phase II,
Shehu Shagari Way, Three
Arms Zone, Abuja.

14th May, 2026

Chief of Staff to the President, C-in-C
Deputy Chief of Staff to the President,
Honourable Ministers/Ministers of State,
Secretary to the Government of the Federation,
Permanent Secretaries,
Service Chiefs/Inspector-General of Police,
Chairman, Federal Civil Service Commission,
Chairman, Police Service Commission,
Chairman, Code of Conduct Bureau;
Chairman, Code of Conduct Tribunal,
Chairman, Federal Character Commission,
Chairman, Revenue Mobilisation, Allocation & Fiscal Commission,
Chairman, National Salaries, Incomes and Wages Commission,
Chairman, Independent National Electoral Commission,
Chairman, National Population Commission,
Chairman, Economic and Financial Crimes Commission,
Chairman, Independent Corrupt Practices and Other Related
Offences Commission,
Chairman, Nigeria Revenue Service,
Chairman, National Drug Law Enforcement Agency,
Chairman, National Assembly Service Commission
Clerk of the National Assembly,
Secretary, National Judicial Council,
Accountant-General of the Federation
Auditor-General for the Federation,
Surveyor-General of the Federation,
Chief Registrar, Supreme Court of Nigeria,
Directors-General and Chief Executive Officers of Parastatals/
Agencies,

PROFESSIONALISATION OF HUMAN RESOURCE PRACTICE IN THE FEDERAL PUBLIC SERVICE

In furtherance of the implementation of Circulars **Ref No. HCSF/CMO/PMD/035/1/64** of 31st August 2023 and **Ref No. HCSF/SPSO/ODD/CND/100/S.1/195** of 21st March 2024 on Professionalisation of Human Resource Management in the Federal Civil Service, this Circular sets out the applicable certification requirements, transitional provisions and conditions for deployment of Administrative cadre officers to a Human Resource (HR) role Service-wide.

2. For the purpose of this Circular, Human Resource role in Ministries, Extra-Ministerial Departments and Agencies is defined as a role responsible for workforce planning and recruitment, onboarding, employee records and HR information management, performance management, career progression, training and capacity development, staff welfare and compensation, discipline, employee and industrial relations, and exit management or any other role that may be approved by the Head of the Civil Service of the Federation.

3. The Office of the Head of the Civil Service of the Federation (OHCSF) shall only recognise HR professional certifications obtained from the following bodies:

- a) Chartered Institute of Personnel Management of Nigeria (CIPM) (<https://www.cipmnigeria.org>);
- b) Chartered Institute of Personnel and Development (CIPD), United Kingdom (<https://www.cipd.org>);
- c) Society for Human Resource Management (SHRM), United States of America (<https://www.shrm.org>);
- d) Human Resource Certification Institute (HRCI), United States of America (<https://www.hrci.org>);
- e) Chartered Professionals in Human Resources (CPHR) Canada (<https://www.cphr.ca>); or
- f) Any other HR certification body that may be approved by the OHCSF from time-to-time

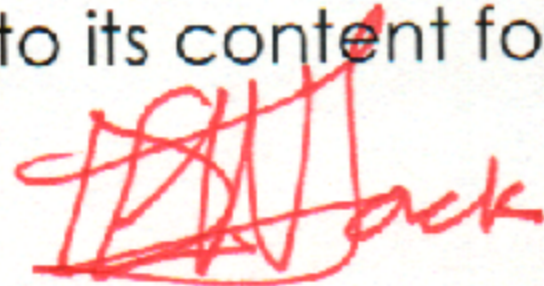
4. A moratorium period of twelve (12) months from the date of this Circular is granted to all affected officers to obtain approved HR certification.

5. During the moratorium, affected officers may remain in their current roles, or be deployed appropriately provided they present verifiable evidence of enrolment and demonstrable progress towards certification within 6 months of this Circular.

6. Upon expiration of the moratorium, possession of an approved HR certification shall be required for deployment to HR roles in the following offices:

- a) Human Resource Departments Service-wide;
- b) Career Management Office in the Office of the Head of the Civil Service of the Federation;
- c) Service Policies and Strategies Office in the Office of the Head of the Civil Service of the Federation
- d) Service Welfare Office in the Office of the Head of the Civil Service of the Federation; and
- e) Federal Civil Service Commission.

7. This Circular takes immediate effect, and you are to draw the attention of all your staff to its content for guidance.



Mrs. Didi Esther Walson-Jack, OON, mni
Head of the Civil Service of the Federation