

CIRCULAR

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Office of the Head of the Civil Service
of the Federation
The Presidency
Federal Secretariat Complex
Phase III, Abuja

18th June, 2026

All Permanent Secretaries
The Accountant-General of the Federation
The Auditor-General for the Federation

PUBLIC SERVICE MENTORING POLICY AND GUIDELINES: INVITATION TO
A PRE-SENSITIZATION MEETING

The Office of the Head of the Civil Service of the Federation has scheduled a pre-sensitization meeting on the Public Service Mentoring Policy and Guidelines for Directors of Human Resource Management and Directors of Reform Coordination and Service Improvement in Ministries and Extra-Ministerial Departments (MEMDs).

2. This is in furtherance of the approval of the Federal Executive Council of the Policy on 10th November, 2025, and the directive of the Head of the Civil Service of the Federation for its immediate implementation in Ministries and Extra-Ministerial Departments (MEMDs).
3. The Policy, which aims to institutionalize knowledge transfer, leadership development, succession planning, and capacity building

in the Federal Civil Service, will be presented at the meeting scheduled as follows:

Date: Friday, 19th June, 2026

Time: 11:00 a.m.

Venue: Atiku Hall, First Floor, Block A, Office of the Head of the Civil Service of the Federation, Federal Secretariat Complex, Phase III, Abuja.

4. The approved participants for the programme are:
 - i. Directors of Human Resource Management;
 - ii. Directors of Reforms Coordination and Service Improvement; and
 - iii. Two (2) Desk Officers each from Human Resource Management and Reforms Coordination and Service Improvement Units in MEMDs.

5. Kindly accord this Circular the widest dissemination possible.



Mrs. Nkiruka B. Jones-Nebo

Permanent Secretary, Career Management Office
for: Head of the Civil Service of the Federation