



**THE PRESIDENCY**  
**OFFICE OF THE HEAD OF THE CIVIL SERVICE OF THE FEDERATION**  
**Permanent Secretary, Career Management Office**  
Federal Secretariat Phase II, Shehu Shagari Way, Central District P.M.B 248, Abuja

**CIRCULAR**

**HCSF/PS/CMO/IPPIS/116**

**8<sup>th</sup> June, 2026**

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

**SELF-SERVICE TRAINING FOR ROLE PLAYERS IN MINISTRIES, EXTRA-MINISTERIAL- DEPARTMENTS AND AGENCIES**

Following the successful harmonisation of the multiple Integrated Personnel and Payroll Information System (IPPIS) platforms into the unified SoftSuite platform, and in preparation for the full deployment of the Human Resources (HR) Module under the SoftSuite application, the Head of the Civil Service of the Federation has approved the conduct of a Self-Service Training Programme for designated role players from the Ministries, Extra-Ministerial Departments and Agencies (MDAs) on the IPPIS Self-Service Module.

2. The training is designed to equip participants with the necessary knowledge and skills for the effective deployment, administration, and management of the Self-Service functionalities on the SoftSuite platform. It will also strengthen the capacity of MDAs to support officers in accessing and utilising the approved self-service features efficiently.
3. Accordingly, each MDA is required to nominate and ensure the attendance of the following officers:



**Head of Service of the Federation**  
**Permanent Secretary, Career Management Office**

- I. Director, Human Resources Management;
- II. One (1) IPPIS Desk Officer; and
- III. One (1) Information Technology (IT) Officer.

4. The training is scheduled to hold as follows:

**Date:** Tuesday 9<sup>th</sup> – Thursday 11<sup>th</sup> June, 2026.

**Time:** 9:00 am to 3:00 PM

**Venue:** Afolabi Hall, OHCSF 2nd Floor, Block D,  
Federal Secretariat Phase II, Abuja.

Date	Batch	Time
9 <sup>th</sup> June, 2026	Batch A	9:00am to 2:00pm
10 <sup>th</sup> June, 2026	Batch B	9:00am to 2:00pm
11 <sup>th</sup> June, 2026	Batch C	9:00am to 2:00pm

(List of MDAs and the grouping are attached for ease of reference)

5. All Permanent Secretaries and Accounting Officers of Extra-Ministerial Departments and Agencies are requested to ensure that the nominated officers attend the training as scheduled. The successful rollout of the Self-Service Module is critical to ongoing efforts aimed at improving service delivery, enhancing employee experience, and advancing digital transformation across the Federal Public Service.

6. Participants are advised to arrive promptly and come with their official means of identification, as well as any relevant documents or devices required for the practical sessions. Attendance at this training is mandatory for all designated role players.

7. Please bring this Circular to the attention of all concerned and ensure that the contents are complied with.

**Mrs. Nkiruka B. Jones-Nebo**

Permanent Secretary

Career Management Office

For: Head of the Civil Service of the Federation

## **LIST OF MDAS, BATCH AND DATE**

### **Batch A: 9<sup>th</sup> June, 2026**

1. Federal Ministry of Education
2. Ministry of Defence
3. Ministry of Interior
4. Federal Ministry of Water Resources and Sanitation
5. Federal Ministry of Health and Social Welfare
6. Federal Ministry of Finance
7. Federal Ministry of Information and National Orientation
8. Federal Ministry of Environment
9. Federal Ministry of Works
10. Federal Ministry of Housing and Urban Development
11. Ministry of Power
12. Ministry of Police Affairs
13. Federal Ministry of Youth Development
14. Federal Ministry of Art, Culture, Tourism and Creative Economy

### **Batch B: 10<sup>th</sup> June, 2026**

1. Federal Ministry of Innovation, Science, and Technology
2. Federal Ministry of Communication and Digital Economy
3. Federal Ministry of Humanitarian Affairs and Poverty Reduction
4. Federal Ministry of Special Duties and Inter-Governmental Affairs
5. Ministry of Aviation and Aerospace Development
6. Federal Ministry of Women Affairs
7. Ministry of Foreign Affairs
8. Ministry of Regional Development
9. Federal Ministry of Agriculture and Food Security
10. Federal Ministry of Budget and Economic Planning
11. Ministry of Petroleum Resources
12. Federal Ministry of Industry, Trade and Investment
13. Federal Ministry of Labour and Employment
14. Federal Ministry of Justice

### **Batch C: 11<sup>th</sup> June, 2026**

1. Federal Ministry of Livestock Development
2. Federal Ministry of Transportation
3. Federal Ministry of Marine and Blue Economy
4. Federal Ministry of Steel Development

5. Ministry of Solid Minerals Development
6. Office of the Head of the Civil Service of the Federation
7. Office of the Accountant General of the Federation
8. Office of the Secretary to the Government of the Federation
9. Office of the Auditor General for the Federation
10. Office of the Surveyor General of the Federation
11. Federal Civil Service Commission
12. State House
13. Police Service Commission
14. National Sports Commission
15. Bureau of Public Service Reforms