



Government of the Republic of South Sudan
Ministry of Public Service and Human Resource Development

PUBLIC NOTICE

LAUNCH OF THE HEADCOUNT AND BIOMETRIC REGISTRATION EXERCISE FOR PUBLIC SERVANTS

Introduction:

The Government of South Sudan, through the Ministry of Public Service and Human Resource Development, in collaboration with the Ministry of Finance and Planning, hereby informs all public servants that a comprehensive headcount and biometric registration of Government employees will be conducted to verify and validate the workforce across all Ministries, Departments, and Agencies (MDAs). This exercise, which is one of the core Public Financial Management (PFM) reform interventions financed by the World Bank, under the Public Financial Management and Institutional Strengthening (PFMIS) Project, aims to enhance payroll integrity, eliminate ghost workers, and ensure efficient human resource management.

Objectives of the Headcount:

- To verify the existence and authenticity of civil servants and organized forces on the payroll.
- To update and cleanse personnel records for accurate payroll.
- To identify and remove ghost workers from the payroll.

Benefits of the Headcount:

- The exercise shall ensure that every genuine public servant is properly recognized and counted.
- It will help protect jobs and rightful places of legitimate employees on the government payroll.
- It will ensure that, in the future, government resources directly benefit real employees rather than ghost names.
- It will enhance the timely processing and payment of salaries.
- It will support better planning and management of pensions and employment-related benefits moving forward.

Scope of Headcount:

The headcount will cover Employees under the national government only, implemented in phases. It will start with civil servants based in Juba, followed by those deployed in States/ Administrative Areas, Foreign Missions, and organized forces.

Required Documentation:

The following original documents shall be required from each employee at the time of headcount:

- Nationality Certificate

- Appointment letter
- Latest promotion letter
- Academic and Professional Certificates
- Any additional documents requested by the headcount team

Headcount Process:

- Employees will be required to physically present themselves at the designated headcount centers.
- Biometric data, including fingerprints and photographs, will be captured.
- Verification of employee records against the provided documents will be conducted.

Note: All data collected during the headcount will be kept secure and used only for purposes of payroll verification.

Compliance:

- All Heads of Government Institutions, DGs, and Departmental Heads must ensure that employees under their supervision fully participate in the exercise.
- Any employee who fails to appear for the headcount without a valid reason may face suspension from the payroll.
- Falsification of documents or misrepresentation will result in disciplinary actions.

Headcount Schedule:

The headcount shall commence in November 2025. Each MDA will receive official notification from the Ministry indicating the specific dates, venues, and verification arrangements for their staff.

Contact Information:

For further inquiries, MDAs should contact the Ministry of Public Service and Human Resource Development's HRM Directorate via telephone at +211 925030066 or email at mops1251.payroll@gmail.com.