



## Mandates of the Directorates of the Institute for Professionalisation



Public Procurement Principle: **Integrity**



Procurement Stage: **Pre-tendering, Tendering**



Audience: **Procuring entity**

### Description

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The Internal Regulation of the Institute for Professionalisation of Civil Servants of the State of Mexico defines the mandates of the following Directorates and Sub-Directorate: Directorate of Investigation and Strategies of Professionalisation (Article 10)

- I. Monitor and propose to the General Director, compliance with guidelines, policies, general rules and other
- II. dance with the mandates that correspond to each General Directorate.
- III. Coordinate actions to modernise professionalisation through the introduction of new information and communication technologies.
- IV. Propose professionalisation instruments that regulate the organization, operation and development of the Professionalization System of the Government of the State of Mexico.
- V. Validate and submit to the consideration of the Director General, the regulations, administrative manuals and other provisions that govern the operation of the Institute, in order to ensure compliance with the provisions on Transparency, Access to Public Information and Protection of Personal Data, in terms of the applicable regulations.
- VI. Design and update the methodology for the identification of professionalization needs of the public servants, in order to align the programmes to the needs of the position and the substantive functions of the administrative units
- VII. Define an institutional capacity-building model that considers the profile of public servants, the curriculum structure, the didactic-pedagogical strategies and the learning evaluation strategies.
- VIII. Design and propose to the General Director, studies, research and development of technical, normative, theoretical-methodological and administrative instruments that support the execution of the General Professionalisation Programme.

- IX. Formulate and propose to the General Director, investigations, procedures and strategies that allow to determine the feasibility, conformation and operation of the Professional Career Service in the State of Mexico.
- X. Implement and propose to the General Director, theoretical-methodological strategies for the certification of competencies of the public servants of the State of Mexico.
- XI. Carry out and participate in the integration of studies and research related to the professionalisation of the public servants, fostering the collaboration of public and private academic institutions related to this area, and from these experiences prepare action plans for improvement in accordance with the mandates of the Institute.
- XII. Define the guidelines that promote the participation of public servants as facilitators, organizers, and evaluators.
- XIII. Formulate actions for the implementation of professionalisation proposals that meet current needs of public servants and participate, where appropriate, jointly with the ministries and auxiliary bodies in the design of thematic content of the capacity-building events imparted by the Institute, in order to improve the professionalization of the public service.
- XIV. Incorporate a modern scheme of educational management through coherent processes and collective decision-making to guarantee the effectiveness, transparency and quality of professionalisation.
- XV. Coordinate actions with the General Directorate of Personnel to strengthen and operate the Professionalization System in accorion programmes that promote interculturality, inclusive labor, gender equality, respect for human rights, and anti-corruption.
- XVI. Administer the development of forums, colloquia, seminars and other events related to the professionalisation of public servants of the Government of the State of Mexico.

#### Sub-directorate of curriculum development (Article 11)

- I. Develop the profiles of public servants based on the performance criteria, the essential knowledge required and the attributes of the competencies required by the position.
- II. Develop formative and informative contents based on the knowledge and skills required by the profile of public servants.
- III. Operate systems of evaluation and certification of the basic labour competencies of the public servants of the State of Mexico.
- IV. Determine the objectives, syllabus, resources, content, teaching methods, evaluation and bibliography of the capacity-building activities to integrate the professionalization catalogue and keep it updated.
- V. Design and evaluate proposals for training for middle and senior managers and its updating.
- VI. Select, elaborate and apply evaluation instruments (of the contents, of the instructional methodology and of learning).
- VII. Generate mechanisms to integrate a staff of facilitators with public servants who show interest in the academy and knowledge of their area of competence.
- VIII. Monitor and evaluate the performance of the facilitators who participate in the professionalisation activities promoted by the Institute. IX. Promote, select and

coordinate the participation of public servants in the development and validation of thematic contents through the Academic Technical Committees.

- IX. Other mandates foreseen in other legal provisions and mandated by the General Director of Investigation and Strategies of Professionalisation.

#### Directorate of Professionalisation (Article 12)

- I. Monitor compliance with the guidelines, policies, general rules and other instruments that regulate the organization, operation and development of the Professionalization System of the Government of the State of Mexico.
- II. Propose the General Director, the design, implementation and execution of the General Professionalisation Programme, which must be consistent with the Identification of Professionalisation Needs and contemplate the different teaching modalities, in order to strengthen and develop competencies of public servants.
- III. Coordinate and participate in the evaluation of the events that integrate the General Professionalisation Programme, as well as propose actions for the fulfilment of its objectives in accordance with article 94 of the Regulations of Professionalisation for Public Servants of the State of Mexico.
- IV. Periodically present the General Director, the progress of the General Professionalisation Programme in its three modalities: Face-to-face, online and mixed.
- V. Proposing open education systems for basic and middle and upper level school levels, closed education systems such as postgraduate specialisation, or those linked to the professionalisation of the public service.
- VI. Promote the collaboration of public, social and private institutions in the execution of professionalisation programmes for public servants, ensuring compliance with the Institute's objectives.
- VII. Organise and coordinate the submission of documents that certify the participation, utilization or performance of public servants in the professionalization programmes administered by the Institute.
- VIII. Coordinate the activities related to the conferral of recognitions for outstanding performance to public servants who are entitled to them.
- IX. Identify and establish communication with the points of contact for the professionalisation of each administrative unit, which allows it to fulfil its duties.
- X. Request authorization from the General Director for the project administration and actions derived from the General Professionalisation Programme.
- XI. Other mandates foreseen in other legal provisions and mandated by the Director General.

Source: OECD (2021), Public Procurement in the State of Mexico: Enhancing Efficiency and Competition, OECD Public Governance Reviews, OECD Publishing, Paris, <https://doi.org/10.1787/cc1da607-en>.

