

## Abstract

**Title** : Factors Affecting the Performance Efficiency of the Ministry of Education's Office of the Permanent Secretary Personnel Secretary, Ministry of Education

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This study aimed to investigate and measure the performance efficiency of the Ministry of Education's Office of the Permanent Secretary personnel as well as to offer suggestions on how to bolster the officials' performance efficiency. It was a qualitative research. The data were collected from the questionnaires distributed to 297 staff members at the Office of the Permanent Secretary used as the sample for this study.

According to the results, three studied personal factors namely level of education, position and work experience were found not to be statistically significant as they resulted in no significant difference in the degree of the performance efficiency of the Office's personnel.

On the other hand, the factors that involved performance at work including leadership, career advancement, satisfaction and work environment proved to be statistically significant at the 0.05 level since they affected the officials' performance efficiency.

Based on the findings, it is suggested that:

1) Regarding executive leadership, the management adopt the principles of good governance in their administrative work, and clearly define and assign tasks to the personnel.

2) As for career advancement, the management place emphasis on personnel's knowledge and capabilities, establish promotion criteria and standards that ensure a smooth path of career advancement for each individual, and justly define indicators for performance assessment.

3) Concerning job satisfaction, moral support be given to all personnel in the forms of bonus, compliment, reward and extra benefits.

4) In the aspect of work environment, proper workplace management practices be espoused, on a continual basis, among the staffers to make the office a nicer place to work in.

**Key words:** Factors, Performance Efficiency, Leadership, Ministry of Education, Office of the Permanent Secretary Personnel