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## **THE INFLUENCE OF ETHICS ON PERFORMANCE OF PUBLIC ADMINISTRATION**

Ethics like an original term is inherent in all areas of social activity. It is the basis for the normal existence of society, the establishment of certain moral frameworks, the creation of formal rules of human behavior, regulation of all processes taking place in the world.

Certainly, the issue of ethics is urgent as it has penetrated into all spheres of human activity. The first attempts to introduce professional ethics were made in the XX century, but this phenomenon has become widespread now. Particular attention should be paid to the ethics of public service, since it should become one of the main mechanisms of influence on state bodies, which, in turn, provide the activation of the functioning of the state as a unit in general.

It should be noted that the ethics of public servants is regulated by the Constitution of Ukraine in accordance with the Law on Civil Service, but in some cases there is unprofessionalism and non-compliance with the established rules, which impedes the effective functioning of both a certain state body and the state as a whole, but there are some aspects, which approximate the model of Ukrainian management to the generally accepted European standards.

In their work, public servants are guided by some principles that ensure the effective fulfillment of their primary tasks, among which:

- humanism is one of the most important component of activity of public servants, because it ensures the special importance of a person's identity and his life. This phenomenon is a fundamental, because it teaches respectful attitude towards citizens, ensures that their rights are taken into account, which, in turn, contributes to the proper performance of state functions.

- optimism is a principle, this principle directs as much diligence as possible in carrying out its professional activities, as it serves as a mechanism for influencing the development of the state as a whole, but nothing motivates such as belief in own strength and significance.

Certainly, there are certain requirements for public servants. These norms are definite and mandatory. They include:

- disciplined manner, that is compliance with national laws and regulations, since the activities of state authorities are primarily aimed at ensuring the needs of citizens. This also includes the notion of self-control, since a professional civil servant is obliged to put public interests above private ones.

- law enforcement, because particularly work of public authorities aimed to meet the needs of society, and concept of self-control, which implies preference for public interest over private.

– the ability to efficiently and rationally use the resources available to a public servant to perform the tasks that were set before him, that is, the ability to properly think and dispose of them.

– the ability to avoid any conflicts, because public servant represents the state. Here the principle of humanism and proper treatment of citizens is applied, since the official of a state body must be able to avoid conflicts and solve them.

In view of the above, one can distinguish the features inherent in a civil servant in order to effectively fulfill his duties. They are:

– tactfulness, that is careful attitude towards everyone, who uses the public services;

– empathy, that will enable everyone to understand each and every one, regardless of the situation and solve any problem;

– determination, that is timely and correct decision-making;

– adaptation, which will allow to adapt to each situation, to find an individual way of solving any problem;

– lack of discrimination in views, which makes all citizens equal and ensures their rights.

So, summing up the above, we will generalize that ethics has a significant impact on the efficiency of public administration, because it is the basis of the whole system of relations between the state and its citizens.

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