Current requirements for professional skills of civil servants provide for the introduction of such vocational education model of training for civil servants, which would ensure the development of civil servants as competitive professionals with a high level of creativity, business and professional self-improvement, who are able to act professionally, responsibly to solve problems in continuous changeable conditions of reality. It makes important the formation of civil servants of all components of professional competence, especially technological competence of civil servants.

But among scientists a single opinion at the contents of the technological competence of civil servants has not been formed yet and it has been researched poorly. Therefore, to identify the main directions of forming technological competence of civil servants, it is necessary to clarify its meaning. So to explain the concept of technological competence it is useful to define such concepts as competence and technology.

The main task and objectives of this research are to reveal the essence of the concept of «technological competence of civil servants» on the base on scientific sources analysis.

Competence derives from competency and characterizes individual specificity of each separate subject as a competency carrier. It can be defined as deep, perfect knowledge of business, essence of work, ways and means to achieve set goals, as well as getting relevant skills, a set of knowledge that allows thinking knowledgeably, personality traits of civil servants, managers, professionals are in ability to assess the situation correctly and take necessary decisions that allow getting practical or significant results.

As to the definition of technology (in Greek «techno» – trade, «logos» – science, it is the science of production), in common understanding technology is the result of intellectual activity, a set of systematized scientific knowledge, used technical, organizational and other solutions in the form of documentation on how to manufacture the product, the production process or providing services in various spheres of human activity.

So, to generalize, we note that technological competence is a detailed description of the actions that must be consistently in the proper way and with the use of specific tools and techniques implemented by civil servants in order to achieve a certain result. Clearly defined
procedures for regulating the direction and sequence of actions of workers eliminate the use of ineffective methods; provide managers with assurance as to subordinates’ rationality activity and obtaining the desired result. That is, the technological competence of civil servants can be understood as an important aspect of the professional culture of a civil servant, a minimum of special knowledge, skills and a set of tools, procedures, methods, techniques, operations of the management subject, based on a combination of scientific knowledge and needs of the management subject to implement quality management of productive activities and the awareness of personal responsibility for the results of these activities and the necessity of its continuous improvement and control.

To sum up, we can conclude that the general competence and technological competence in civil service in Ukraine is a significant scientific and practical problem. A clear definition of competence and technological competence of civil servants should be considered as an important component in the strategic directions of modernization of civil service and introduction of a competence-based approach as one of the most influential factors in increasing its efficiency and level of public services providing to businesses and individuals. The current low level of elaboration of the conceptual apparatus of science does not promote its active implementation. The basic conceptual structure requires a proper scientific definition and legislative consolidation. Basic concepts and terms should be introduced not only in science but also in the documentary turnover.