



# PERSONNEL MANAGEMENT BUREAU

## 5. Executive Pool/Heads of Mission Division

### PERSONNEL MANAGEMENT BUREAU

Overview

Assignments Division

Recruitment, Counselling & Promotion Division

FSD Policy & Administration Division

Executive Pool/Heads of Mission Division

Services Centre

Employee Assistance Program

#### HQ ASSIGNMENTS, SECONDMENTS & INTERCHANGE CANADA ASSIGNMENTS

#### Delivery Standard

<b>1. Develop list of openings at senior/DG level</b>	<i>March-April</i>	<input checked="" type="checkbox"/>
<b>2. Identify appropriate candidates in consultation with ADMs</b>	<i>April-June</i>	<input checked="" type="checkbox"/>
<b>3. Ongoing consultations with DMs to finalize lists</b>	<i>April-June</i>	<input checked="" type="checkbox"/>
<b>4. Confirmation of assignments, PCFs</b>	<i>May-June</i>	<input checked="" type="checkbox"/>
<b>5. Prepare Departmental announcement</b>	<i>Mid-summer, as approved</i>	<input checked="" type="checkbox"/>
<b>6. Secondments &amp; Interchanges</b>		
➔ Respond to requests for information on policy and procedures	<i>Within 2 days</i>	<input checked="" type="checkbox"/>
➔ Prepare and finalize agreement	<i>Prior to start of assignment</i>	<input checked="" type="checkbox"/>

#### EX STAFFING, PROMOTIONS & PERFORMANCE MANAGEMENT

#### Delivery Standard

<b>1. EX Staffing</b>		
➔ Provide advice to managers on requirements	<i>Ongoing</i>	<input checked="" type="checkbox"/>
➔ Liaise with PSC and ensure documentation is provided	<i>Ongoing</i>	<input checked="" type="checkbox"/>
➔ Prepare salary calculations and letter of appointment	<i>Ongoing</i>	<input checked="" type="checkbox"/>
➔ Brief new employees on arrival and maintain database	<i>Ongoing</i>	<input checked="" type="checkbox"/>