



PERSONNEL MANAGEMENT BUREAU

1. Overview

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Assignments Division

Recruitment, Counselling & Promotion Division

FSD Policy & Administration Division

Executive Pool/Heads of Mission Division

Services Centre

Employee Assistance Program

The **HR Personnel Management Bureau (HPD)** is responsible for all services affecting rotational personnel, including recruitment, staffing, assignments, appraisals, promotions, issues of concern to particular employee groups. It also deals with the appraisals of non-rotational staff, and single-assignments abroad for non-rotational personnel.

The Bureau provides career counselling and employee assistance programs to all staff, deals with the HR management of the Senior Executive Pool, provides for the negotiation, interpretation, and administration of the Foreign Service Directives.

The Bureau supplies a wide range of services for personnel moving out of, or returning to Canada through pre-posting or re-entry briefings and workshops. It also manages the Department's award and recognition programs, and the spousal employment program.

ORGANIZATIONAL STRUCTURE OF THE BUREAU

The Personnel Management Bureau is comprised of the following Divisions and specialized services:

- **Assignments Division;**
- **Recruitment, Counselling and Promotion Division;**
- **FSD Policy and Administration Division;**
- **Executive Pool/Heads of Mission Division;**
- **Services Centre; and**
- **Employee Assistance Program.**

The service delivery structure will be described in the following pages and the service standards will be listed by types of services within each of the Divisions and specialized service areas.