

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

HEADS OF POST ASSIGNMENTS

Delivery Standard

1. Publication of list of openings	<i>Late September</i>	
2. Undertake consultations with geographic ADMs and DGs on specific requirements, problems, possible names	<i>October</i>	
3. Identify appropriate candidates in collaboration with geographic ADMs	<i>November-February</i>	
4. Ongoing consultations with DMs to finalize list	<i>November-March</i>	
5. Solicit DM decision on extensions list and advise HOMs	<i>January-February</i>	
6. Keep clients informed of the progress of list as required	<i>November-March</i>	
7. Prepare documentation for nomination phase, through Ministers, PM and GG	<i>February-March</i>	
8. Confirm assignments, requests for agrément, PCFs (if PM approval received)	<i>April</i>	
9. Prepare for HOM Pre-Departure Briefings; coordinate travel, financial requirements, hotels, information packages for HOMs	<i>May</i>	
10. Prepare Orders-in-Council, press releases	<i>May-August</i>	