



PERSONNEL MANAGEMENT BUREAU

3. Recruitment, Counselling and Promotions Division

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Overview

Assignments Division

Recruitment, Counselling & Promotion Division

FSD Policy & Administration Division

Executive Pool/Heads of Mission Division

Services Centre

Employee Assistance Program

RECRUITMENT (Rotational)

Delivery Standard

1. Support the Foreign Service through the recruitment of qualified rotational staff in AS, CR, CS, EL, FS and SCY groups	<i>Continuing, annual cycle</i>	
2. Monitor job opportunities in international organizations, with a view to identifying suitable candidates	<i>Continuous</i>	
3. Administer the FSDP program after initial recruitment (in collaboration with HPF)	<i>Continuous</i>	

STAFFING (Rotational)

Delivery Standard

1. Implement actions to appoint, deploy and assign employees in rotational positions	<i>Annual, in principle</i>	
2. Staffing of term employees into rotational positions	<i>3 days</i>	
3. Process requests for acting pay for FS officers	<i>5 days</i>	

PROMOTIONS (Rotational)

Delivery Standard

1. Organize and conduct promotion boards for rotational employees	<i>Annual, in principle</i>	
2. Represent DFAIT in any proceedings appealing the results of promotions boards	<i>As required</i>	