



**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

**INFORMATION MANAGEMENT**

*Delivery Standard*

<b>1. Update PeopleSoft relating to moves, new information</b>	<i>Ongoing</i>	
<b>2. Make amendments to PCFs</b>	<i>Within 5 days of receipt of correct information</i>	
<b>3. Respond to enquiries from missions/divisions/employees on personnel issues</b>	<i>Initial response within 2 days</i>	
<b>4. Prepare Signet messages on notice of death, letters of condolence</b>	<i>ASAP following confirmation of information &amp; background</i>	
<b>5. Prepare letters of congratulations on 25/35 years of service</b>	<i>As required</i>	

**POLICY DEVELOPMENT & ADVICE**

*Delivery Standard*

<b>1. Provide input or develop policy on a broad range of issues related to Human Resources</b>	<i>As required</i>	
<b>2. Provide advice on Terms and Conditions of Employment for EX to management</b>	<i>As required</i>	
<b>3. Determine Acting Pay in conjunction with HPF</b>	<i>As required</i>	
<b>4. Manage Executive Employment Transition policy</b>	<i>As required</i>	