



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

The **Recruitment, Counselling and Promotions Division (HPC)** conducts personnel functions for all rotational employees: recruitment, staffing, and promotions. The division also provides career counselling to all employees, and is responsible for appraisals on all employees except those covered by Performance Management Agreements (EXs, HOMs, and Directors).

The major activity each year is the Foreign Service recruitments (FS and AS-MCO). The Division is also responsible for the recruitment of rotational employees in the CR, CS, EL and SCY groups. Promotion exercises for rotational employees are a regular feature, and the division conducts boards for rotational AS(MCO), CR, CS, EL, FS, and SCY groups.

The **Career Counselling Centre** provides a range of employee career counselling, and training modules on skills for self-management such as how to write your CV. The centre is also responsible for the Department's participation in programs such as CAP and the MTP, in addition to coordinating secondments and interchanges for all employees.

Appraisals are key human resource management and development tools, and the Division is responsible for appraisals for all employees.

Below we outline the service standards to which the Division has committed, under each service area.

The service areas include:

- **Recruitment for All Rotational Positions;**
- **Staffing in All Rotational Positions;**
- **Promotions for Rotational Employees;**
- **Career Counselling for All Employees;**
- **Appraisals for All Employees ;**
- **Acting Pay; and**
- **HR Policy Development.**