

PERSONNEL MANAGEMENT BUREAU

2. Assignments 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




EMPLOYEE CAREER DEVELOPMENT

Delivery Standard

1. Review and assess career aspirations of employees	Ongoing 
2. Identify language training requirements (official and foreign)	Ongoing 
3. Identify pre-posting training requirements	January-June 

POLICY, PLANNING & PROCEDURES

Delivery Standard

1. AS & FS Recruitment (liaise with HPC)	
<ul style="list-style-type: none"> ➔ Organize outreach sessions ➔ Organize recruitment boards 	Spring & September January & February 
2. Develop and implement guidelines and procedures relating to all aspects of the assignment process	
<ul style="list-style-type: none"> ➔ Assignments at HQ ➔ Assignments abroad 	January April 
3. Liaise with TB, PSC, PSAC, PAFSO and OGDs with regard to human resource issues	Ongoing 
4. Ensure Government and DFAIT human resources standards and objectives are met; e.g., employment equity, employee couples, etc.	Ongoing 