

PERSONNEL MANAGEMENT BUREAU
6. Services Centre

**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






SPOUSAL EMPLOYMENT cont'd

Delivery Standard

<p>6. Provide assistance in the completion of security clearances for spouses of rotational employees</p>	<p><i>Reviewed within 5 days if all reference checks can be reached and documents are properly completed ISRG requires 6 months to process clearance</i></p> 
<p>7. Provide career counselling for spouses returning from post (through KPMG) - offered after completion of "Job Search Seminar" in the fall</p>	<p><i>5 hours of counselling scheduled directly with KPMG after Seminar - must be used within 6 months</i></p> 

AWARDS & RECOGNITION PROGRAM

Delivery Standard

<p>1. Respond to enquiries from employees, managers and divisions regarding eligibility for the different awards</p>	<p><i>Acknowledged within 2 days</i></p> 
<p>2. Coordinate the nomination and selection process of award winners</p>	<p><i>Nominations for the various awards are advertised throughout the year</i></p> 
<p>3. Coordinate the selection and purchase of awards</p>	<p><i>Ceremonies held throughout the year</i></p> 
<p>4. Organize the awards ceremony</p>	<p><i>Ceremonies held throughout the year</i></p> 
<p>5. Coordinate and organize Long Service Awards</p>	<p><i>Ceremonies held twice a year (June and December)</i></p> 
<p>6. Coordinate and process Retirement Certificates</p>	<p><i>15 days to process</i></p> 