

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


ROTATIONAL ASSIGNMENTS ABROAD

Delivery Standard

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| 1. Confirmation of extensions in following year | June  |
| 2. Publication of list of openings (by stream) and position profiles, if available | June/July  |
| 3. Identify appropriate candidates in close consultation with geographic and functional divisions (and, in the case of SCY assignments, in close consultation with the Missions) | |
| <ul style="list-style-type: none"> ➤ AS, CR, CS, EL, FS positions ➤ SCY/AS02 (Admin) positions | October/November November/March  |
| 4. Confirmation of assignments (PCFs, individual SIGNET messages) | |
| <ul style="list-style-type: none"> ➤ AS, CR, CS, EL, FS positions ➤ EX positions ➤ SCY/AS02 (Admin) positions | December January PCFs issues as of April 1, or 2 days after all requirements met  |
| 5. Change of designations | Advise HPE within 10 days of anniversary date  |
| 6. Advertise and facilitate temporary duty assignments | Ongoing  |

ASSIGNMENT OF NON-ROTATIONAL OFFICERS

Delivery Standard

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| 1. Offer details on opportunities at HQ and abroad (single assignments) in coordination with HRS and HPC | Ongoing  |
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