

PERSONNEL MANAGEMENT BUREAU 2. Assignments 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

ROTATIONAL ASSIGNMENTS AT HQ

Delivery Standard

1. Publication of list of openings (by stream) and profile positions, if available		
<ul style="list-style-type: none"> ➔ AS, CR, CS, EL, FS positions ➔ SCY/AS02 (Admin) positions 	<p><i>Early February</i></p> <p><i>April</i></p>	
2. Identify appropriate candidates in close consultation with geographic and functional divisions		
<ul style="list-style-type: none"> ➔ AS, CR, FS positions ➔ SCY/AS02 (Admin) positions 	<p><i>March/April</i></p> <p><i>May/June</i></p>	
3. Secondments and interchanges (IN & OUT)		
<ul style="list-style-type: none"> ➔ Respond to requests for general information on policy and procedures ➔ Prepare and finalize agreements 	<p><i>Within 2 days</i></p> <p><i>Prior to start of assignment</i></p>	
4. Confirmation of assignments (PCFs, individual SIGNET messages)		
<ul style="list-style-type: none"> ➔ Most FS positions ➔ Most SCY/AS02 (Admin) positions 	<p><i>April</i></p> <p><i>April-June or 2 days after all requirements met</i></p>	