



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

The **Assignments Division (HPF)** is responsible for the assignments of all rotational employees up to EX-2 and single assignments for non-rotational staff. It serves all missions abroad and divisions at headquarters, and also a number of outside clients as it is responsible for secondment and interchange agreements. HPF contributes to the development of policies related to assignments, the restructuring of various groups, and the reclassification of positions.

Services are organized as follows:

- **Assignments for all rotational personnel up to EX02;**
- **Single assignments abroad for non-rotational personnel; and**
- **Overall management of rotational employee groups.**

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

The service areas include:

- **Rotational Assignments at HQ;**
- **Rotational Assignments Abroad;**
- **Assignment of Non-Rotational Officers;**
- **Employee Career Development;**
- **Policy, Planning and Procedures;**
- **Information Management; and**
- **LWOP/Acting Pay.**