

HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION DIVISION

Objective

To provide expertise and services on human resource management and administrative matters.

Functions

- (i) To interpret Public Service Regulations; Standing Orders and other Labour laws;
- (ii) To oversee the implementation of ethics and value promotion activities including corruption prevention education;
- (iii) To administer and oversee implementation of activities such as recruitment, selection, orientation, training and employee development, promotion, discipline, retention, motivation, performance management and general staff welfare;
- (iv) To ensure optimal, efficient and effective management and utilization of human resource;
- (v) To coordinate Workers Council and Trade Union affairs;
- (vi) To oversee the development and implementation of effective policies, procedures and guidelines for recruitment, training and development, deployment, retention of staff, promotions, performance management;
- (vii) To conduct regular human resources audit and inventory of current and needed skills;
- (viii) To provide registry, messengerial and courier services; and manage Office records;
- (ix) To handle protocol matters;
- (x) To facilitate provision of security services, transport and general utilities;
- (xi) To facilitate maintenance of Office equipment, buildings and grounds;
- (xii) To coordinate implementation of ethics and value promotion activities;
- (xiii) To coordinate implementation of diversity issues;
- (xiv) To coordinate implementation of Private Sector Participation, Business Process Improvement and Client Service Charter; and

(xv) To provided advice on organizational efficiency of the Office.