

People Management Division

Structure, Functions and Responsibilities

The People Management Division is responsible for all aspects of Human Resources Management. Its duties comprise, HR Planning, HR Data Management, Conditions of Services, Recruitment and Selection, Deployment, Transfers, Promotions, Progressions, Assimilations, Increments, Terminations, Family-Friendly Measures, Allowances, Employee Services including Employee Health & Wellbeing, Performance Management, Industrial Relations, Training and Development, Discipline, Corporate Social Responsibility and Career Initiatives.

General Description of the Categories of Documents Held

This office holds paper-based personal files containing personal details, information and correspondence of all public officers engaged with the Ministry For Health, and both paper-based as well as electronic records of recruitment files, disciplinary files, files with industrial negotiations and sectoral agreements, files with details related to students, training, attendances, leave records, promotions, progressions and assimilations. It also keeps manual and electronic files containing correspondence, approvals, and publications of inter and intra-ministerial transfers, and has electronic databases of public officers working within the Ministry For Health.

Contact Details of the People Management Directorate FOI Office

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