

## **APPOINTMENTS UNIT**

The Appointments Unit is primarily responsible for the systematic processing of:

Recommendations for Employment  
Recommendations for Assignment/Acting/Secondment  
Recommendations for Appointments  
Acceptance of Resignations

These tasks are performed to ensure that the Central Government Service is supplied with a cadre of qualified professional staff to effect the policies and programmes of government. This is done with the utmost probity in a process where matters are presented to the Public Service Commission and the Appointments Committee for deliberation.

The Unit is currently headed by a Deputy Chief Personnel Officer who along with a staff of 10 Officers including Directors, Administrators and Secretaries, carry out its mandate. In addition to the Unit's regular duties, members of the unit are involved in conducting interviews both internally and externally in various Ministries and Departments.