

ADMINISTRATION UNIT

The Administration Unit has responsibility for providing the corporate services for the Office of the Services Commissions, including Office Management, Accounting, Human Resources, Legal Services, Registry and Information Technology services.

Additionally, the Unit provides secretariat functions for the Public Service Commission, which includes the collation and presentation of submissions to the Public Service Commission, submission of the Commission's recommendations to His Excellency the Governor General, the preparation of minutes and the management of all data associated with the function of the Commission.

The Unit also has responsibility for the recruitment, selection and appointment of public officers in the Senior Executive Group within Central Government, and facilitates the advertisement of vacancies within the public sector.