


Structure of the PAD




The Personnel Administration Division is headed by a Chief Personnel Officer who has overall responsibility for the efficient management and functioning of the Department. The Chief Personnel Officer is assisted by two deputies and cadres of trained technical and support staff. ([Click here for Organizational Chart](#)).

The operations of the Division consist of the following functional areas:

 The Commissions and Secretariat

 Recruitment and Appointment

 Leave and Pensions

 Industrial Relations and Discipline

 Performance Management

 Accounts

 Registry

 Secretarial Services

 Ancillary Services