

## **Human Resources Directorate**

### **Tasks:**

- 1) Preparing plans for developing the policies and the human resource activities.
- 2) Preparing the annual training needs plan and evaluating the training and measuring its effect.
- 3) Preparing the employee performance records and following them up and sending the annual reports to the Civil Service Bureau.
- 4) Preparing and updating the job description card in such a way as to suit the needs of the Center.
- 5) Developing bases for measuring the human resource efficiency so as to increase productivity.
- 6) Updating employee information to be considered in the promotion processes, salaries, privileges, deductions, and training courses.
- 7) Preparing the staff constitution table and the human resource requirements plans and conducting recruitment, replacement, and attraction operations.
- 8) Implementing the system of monitoring of the working hours (attendance) and employees' commitment to them and following up the related procedures.
- 9) Preparing employee payroll records and clarifying all changes that occurred in them, in addition to the deductions and dues for each employee.
- 10) Preparing and updating the employee's electronic file and card.
- 11) Preparing all the procedures related to health insurance, retirement, transfer, secondment, assignment, promotion, and the leaves of all kinds.
- 12) Welcoming the visitors in the reception and inquiries division, providing all services, and facilitating achievement of their requirements.
- 13) Preparing the annual plan for the implementation of the works entrusted to the directorate and following up their execution.

To this directory are attached the following departments and divisions, which carry out the tasks entrusted to it:

- 1) Department of Human Resource Planning and Management
- 2) Salaries Department

3) Public Service and Information Office (Administrative level of a division)