

# Roles and Responsibilities

## Skills development team

The responsibilities of Skills development team include:

- Conduct staff training needs assessments through direct engagement.
- Monitor training participation and follow up on progress and completion.
- Provide guidance and support to staff and institutions throughout the training process.

## Human resources department

The responsibilities of the Human resources department include:

- HR verifies that staff selection strictly follows the criteria outlined in Prime Minister's Order No. 151/03 of 10/06/2016.
- Share available training opportunities and ensure fair access for all institutions.
- HR ensures that all nominated public servants receive proper approval from the competent authorities in their institutions.

## Division managers

The responsibilities of the division managers include:

- Review available training opportunities with their teams to ensure each selected training is relevant and aligned with staff roles and performance needs.
- Collaborate with staff to develop individual training plans and consolidate them into division-level training plans.
- Submit finalized training plans to the Skills Development team for validation, approval, and proper coordination.

## Individual staff

The responsibilities of the individual staff include:

- Collaborate with the line manager to review available training opportunities and ensure that selected options contribute to identified performance needs.
  - Propose additional trainings or learning opportunities not included in the provided list, as long as they support professional development.
  - Submit proposed trainings to the supervisor for review, justification, and approval before they are forwarded for consideration.
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