

2 Policy and procedures for recruitment of administrative staff

2.1 At present the responsibility for recruiting administrative staff for the College rests largely with the Ministry of Manpower and any agencies with which it enters into contractual arrangements. This state of affairs is likely to persist.

2.2 The College contributes to the recruitment process by identifying administrative staff shortages and reporting these in writing to the Ministry.

2.3 The Ministry or its appointed agents then recruit staff by

- Placing advertisements in appropriate national or international newspapers, or by advertising on web sites
- Scrutinising application forms and/or curricula vitae
- Conducting panel interviews