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L.N. 479 of 2011**PUBLIC ADMINISTRATION ACT****(CAP. 497)****Public Administration - Human Resource Development Unit
(Establishment as an Agency) Order, 2011**

IN exercise of the powers conferred by article 36 of the Public Administration Act, the Prime Minister has made the following order:—

Citation.

1. The title of this order is the Public Administration - Human Resource Development Unit (Establishment as an Agency) Order, 2011.

Establishment
of the Public
Administration -
Human
Resource
Development
Unit.

2. (1) There shall be an Agency, to be known as the Public Administration Human Resource Development Unit, hereinafter referred to as "the Unit", which shall serve to achieve the retraining and re-skilling needs of public employees. In this respect:

(a) all public employees performing duties with the Unit shall be regarded as employees of the Unit. Such employees may be deployed with or seconded to the Unit or be directly recruited by the Unit following a call for applications and, or an expression of interest;

(b) when an individual is recruited by the Unit, he shall be required to get proof that his former employment has been terminated, before he is engaged for the retraining or re-skilling programme as an employee of the Unit; and

(c) when a person deployed with the Unit is a public officer, he shall be deemed to be detailed with the Unit in accordance with article 43 of the Public Administration Act.

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(2) The Unit shall, as from the date of the coming into force of this Order, have the right to assume responsibility for any assets required for the re-training or re-skilling of public employees after securing the approval of the Principal Permanent Secretary.

Functions and
duties of the
Unit.

3. (1) The Unit shall have the function of retraining and re-skilling public employees with a view to deploy them and, or engaging them in any department or entity where their acquired skills are required.

(2) The Unit shall have the duty to:

(a) identify public employees whose current duties are not in line with the mandate of their current organisation;

(b) develop an on-the-job retraining or re-skilling programme with a view to re-integrate such public employees into the needs of the public administration;

(c) liaise with the Centre for Development, Research and Training for class-based training of identified public employees;

(d) conduct a gap analysis of the required skills which are currently in demand across the public administration;

(e) tailor re-skilling and retraining programmes to meet such gaps;

(f) redeploy retrained and re-skilled public employees to designated entities; and

(g) perform any other duties which may be compatible with the general mandate for the Unit and which the Unit may be directed to undertake.

(3) For the purposes of sub-regulation (2)(f), the Unit may, following Ministerial direction, issue calls for application and, or expressions of interest on behalf of other public sector entities whether individually or in groups.

(4) When an individual is engaged directly by the Unit in terms of subregulation (3), the individual shall, on completion of the retraining programme which is to be established in the relative call for applications or expression of interest, be transferred to the entity on whose behalf the Unit issues the call, and the respective termination and engagement forms shall be completed on the same day.

4. (1) The Minister responsible for Unit shall be the Minister responsible for the public administration.

Minister responsible for the Unit.

(2) The Principal Permanent Secretary shall supervise the Unit in terms of article 39 of the Public Administration Act:

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Provided that the Principal Permanent Secretary may be assisted in such supervision by another Permanent Secretary in accordance with the proviso to article 13(5) of the Public Administration Act.

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Financial
arrangements.
Cap. 174.

5. The Unit shall be regulated by the provisions of the Financial Administration and Audit Act, unless otherwise stated in the agreement between the Principal Permanent Secretary and the Public Administration Centre for Human Resource Development, in which case the provisions of this agreement shall prevail.

Other special
arrangements
applying to the
Unit.

6. The operations of the Unit shall be regulated by an Agreement which is to be agreed upon between the Principal Permanent Secretary and the Unit.

Advisory board.

7. (1) The Minister responsible for the public administration may establish an advisory board to assist the Head of the Unit in the discharge of his duties.

(2) The advisory board established under this regulation shall consist of not less than two and not more than four members appointed by the Minister responsible for the public administration.

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(3) The remuneration paid to members of the Unit's advisory board shall be in accordance with any directives and guidelines issued according to the provisions of article 42(3) of the Public Administration Act.

Amends the
Fourth Schedule
to the Public
Administration
Act.
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8. In the Fourth Schedule to the Public Administration Act, immediately after the item "Aġenzija Żgħażaġh" in the first column thereof, and the corresponding function in the second column thereof there shall be added the following:

Agency	Agency function
"Public Administration - Human Resource Development Unit	To achieve the retraining and re-skilling needs of public employees."