



FAQ - Your Questions Answered

Will training be provided?

YES. Training will be provided so that you will be able to understand and operate GEMS. The training is designed to help you obtain new skills to interact with the system successfully and effectively.

What is meant by 'Re-training' and 'Re-skilling'?

Your roles and responsibilities may change when the system is implemented. Most manual work such as filing will be automated, thus making it important for everyone to work in a new way. This involves retraining you with the way you work and learning new skills.

What is our role as a civil servant?

Together we should welcome and prepare ourselves for this positive change and also transform our capabilities and competencies through GEMS.

Where can we find more information?

Obtain the most up-to-date and additional information on GEMS from the Public Service Department website (<http://jpa.gov.bn/gems>). You will also be receiving regular printed publications such as the GEMS pamphlets and newsletters that will be distributed to your department during the course of the project implementation.



GEMS is the upcoming intelligent, interactive and innovative Human Resource Management System for the Brunei Government brought to you by BAG Networks

For more information about GEMS, please visit GEMS information website at

<http://jpa.gov.bn/gems>

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What you need to know about GEMS

Government Employee
Management System



Introduction

Initiated by the Brunei Government and driven by the Public Service Department under the Prime Minister's Office, GEMS is a web-based Human Resource Management system that involves the entire government civil service operations from hiring to retiring.

Purpose

As part of the electronic government initiative, the implementation of GEMS will bring the government closer towards an excellent, interactive and integrated civil service environment of the 21st century.

General Benefits of Gems

Processing time of daily HR functions such as leave applications, benefits entitlement, car and house loan applications, allowances, performance appraisals, training and promotions are reduced and effectively managed online.

Timely and confident decisions on key business plans and actions can be made with the support of GEMS online inquiries and reporting capabilities.

Easy online access to comprehensive information on employment details such as job vacancy, job application, policies and regulations.



Human Resource Administrator	Update and Approve Allowance and Benefits Application	GEMS allows you to update and approve leave applications, extension of service and other benefits including allowances and house loans received from employees online.
	Access Comprehensive Employment Information	You can obtain employee profiles and professional information online thus saving you time from performing manual inquiries.
	Plan and Set-Up HR Processes	Experience GEMS flexibility in allowing you to plan and set up HR requirements such as Career and Succession Planning for your employees.
	Manage Recruitment Activities	Manage advertising, short-listing processes, tests results and recommendations for successful candidates online.
	Analyze your Employees, Department and the Organization	Generate reports and statistics of the whole civil service to support key decision activities. You can also obtain information on the progress of your organizations strategic plan to help you understand how your organization is performing.
Government Employee	Apply Allowance and Benefits Online	Use GEMS to check and apply your leave, extension of services and other benefits such as travel allowances, house loans and car loans online.
	Retrieve Useful Employment Information Online	With GEMS, useful employment information such as the latest public policies and regulations including your leave entitlement balance and application status can be obtained online.
	Participate in Online Surveys and Forums	GEMS allows you to contribute to the constant improvement of public service delivery by allowing you to participate in surveys and provide suggestions in forums.
Public	Search for Government Jobs Online	Search online for the latest job offerings within the Brunei Government.
	Submit Job Applications Online	Electronically submit your job applications and curriculum vitae conveniently wherever you are.
	Check Job Application Status	Check the status of your job applications online and view the schedules of your upcoming interview anytime, anywhere.