



**SURAT PEMBERITAHUAN
JABATAN PERDANA MENTERI
BILANGAN : 5 /2010**

**SISTEM PENGURUSAN KAKITANGAN KERAJAAN
GOVERNMENT EMPLOYEE MANAGEMENT SYSTEM (GEMS)**

Adalah dengan ini dimaklumkan bahawa untuk membantu memodenkan fungsi dan operasi sumber manusia Perkhidmatan Awam Negara Brunei Darussalam, satu projek flagship e-Kerajaan dikenali dengan **Sistem Pengurusan Kakitangan Kerajaan Secara Elektronik** yang dikenali sebagai *Government Employee Management System (GEMS)* telahpun dilancarkan secara berperingkat bermula 28 Januari 2010.

2. Matlamat GEMS adalah bagi membantu penggunaan dan pengurusan sumber manusia perkhidmatan awam secara lebih efektif dan berkesan melalui penyediaan :

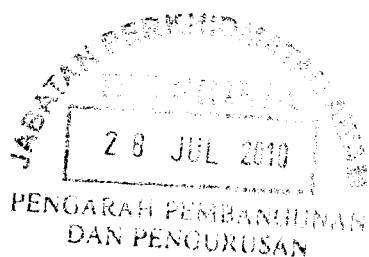
- data sumber manusia yang betul, tepat, sah dan selamat;
- perhubungan secara interaktif bagi mendapatkan maklumat sumber manusia yang mudah, mesra dan selesa digunakan; dan
- perkongsian data sumber manusia yang efektif dan berkesan di semua Kementerian dan Jabatan Kerajaan yang mana akan dapat diakses oleh semua Kementerian dan Jabatan.

3. GEMS melibatkan keseluruhan data dan maklumat pengendalian menyeluruh *Employee Life-cycle* bagi warga Perkhidmatan Awam Negara Brunei Darussalam dari mula berkhidmat sehinggalah ianya bersara. Maklumat lanjut mengenai dengan GEMS adalah seperti di **LAMPIRAN A**.

4. Jabatan Perkhidmatan Awam adalah diamanahkan sebagai Agensi Utama (*Lead Agency*) yang bertanggungjawab dalam hal-ehwal berkaitan proses-proses perkhidmatan GEMS manakala ehwal Operasi Dan Pemeliharaan (*operation and maintenance*) GEMS dikendalikan oleh Unit GEMS di bawah Bahagian IT dan e-Kerajaan, Jabatan Perdana Menteri. Perkhidmatan *Helpdesk* (meja bantu perkhidmatan) dikendalikan oleh Pusat Kebangsaan e-Kerajaan.

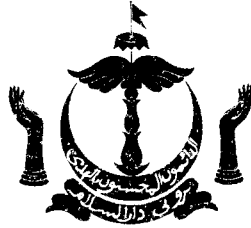
5. Sehubungan dengan itu, dalam memastikan pelaksanaan GEMS berjalan dengan lancar dan efektif setelah ianya dilancarkan sepenuhnya nanti, Setiausaha-Setiausaha Tetap dan Ketua-Ketua Jabatan adalah dipohonkan untuk menubuhkan Jawatankuasa Bertindak di Kementerian dan Jabatan masing-masing yang antara lain bertanggungjawab membuat persediaan dan mengambil langkah-langkah awal yang diperlukan seperti berikut:

Muki Surat 1





- a. Memastikan Kementerian dan Jabatan mempunyai infrastruktur teknologi maklumat yang bersesuaian bagi membolehkan penggunaan GEMS dengan sepenuhnya. Infrastruktur teknologi maklumat yang dimaksudkan adalah termasuk *EG Bandwidth connectivity* dengan Pusat Kebangsaan e-Kerajaan, mempunyai *network infrastructure* dalaman dan bilangan komputer yang mencukupi.
 - b. Mengenalpasti pegawai yang layak untuk dilantik sebagai Pemimpin Perubahan (*Change Champion*), Ejen Perubahan (*Change Agent*), Rangkaian Pegawai Latihan Perubahan (*Change Network Trainers*) dan Ejen Data (*Data Agent*) bagi mengambil peranan dalam melaksanakan GEMS. Garispandu dan peranan bagi lantikan-lantikan berkenaan adalah seperti digariskan di **LAMPIRAN B**.
 - c. Memastikan GEMS disebarluaskan sepenuhnya di agensi masing-masing bagi memastikan pegawai dan kakitangan cukup bersedia untuk menerima dan menggunakan GEMS dengan efisien dan efektif;
 - d. Mengenalpasti dan memastikan pegawai-pegawai dan kakitangan yang mengendalikan GEMS (*HR Users*) menghadiri setiap taklimat dan kursus-kursus yang diberikan dari masa kesemasa;
 - e. Memastikan proses Penentuan Peranan (*Role Mapping*) dalam GEMS selaras dengan tugas dan tanggungjawab pegawai berkenaan.
 - f. Membuat penyesuaian tugas dengan memasukkan peranan untuk melaksanakan GEMS dalam fail meja pegawai berkenaan;
 - g. Memastikan maklumat-maklumat dalam rekod perkhidmatan termasuk tetapi tidak terhad kepada baki cuti, latihan-latihan yang telah dihadiri, pingat-pingat setiap pegawai dan kakitangan betul, tepat dan dikemaskini dari masa ke semasa;
 - h. Memastikan nama-nama pegawai yang 'Melapor Kepada' (*Reporting To*) adalah tepat supaya proses aliran kerja (*workflow*) seperti sokongan Permohonan Cuti, Kenaikan Pangkat Penilaian Prestasi dan sebagainya berjalan dengan lancar.
6. Setiap kementerian dan Jabatan hendaklah juga memastikan pegawai dan kakitangannya yang menggunakan GEMS telah menandatangani Sijil Pengakuan Akta Rahsia Rasmi sebagaimana Surat Keliling Jabatan Perdana Menteri Bilangan 2/2000 bertarikh 19 Syawal 1420/26 Januari 2000 dan juga memastikan setiap pegawai dan kakitangannya nanti menandatangani perakuan dalam dokumen Dasar Keselamatan Data GEMS (*GEMS Data Security Policy*) demi untuk memastikan keselamatan maklumat dikawal mengikut undang-undang.



7. Semua pegawai dan kakitangan perkhidmatan awam, termasuklah Setiausaha Setiausaha Tetap, Timbalan-Timbalan Setiausaha Tetap, Ketua-Ketua Jabatan dan warga Perkhidmatan Awam lainnya, adalah dikehendaki memberikan komitmen yang tinggi bagi menjayakan penggunaan GEMS ini. Ianya adalah di selaras dengan titah Kebawah Duli Yang Maha Mulia Paduka Seri Baginda Sultan Dan Yang Di-Pertuan Negara Brunei Darussalam tentang pentingnya pelaksanaan proses-proses perkhidmatan disampaikan dengan cepat dan efisien serta salah satu langkah ke arah memodenkan perkhidmatan awam.

Sekian yang dapat disampaikan untuk perhatian dan tindakan Yang Amat Mulia/ Yang Mulia Pengiran/ Yang Dimuliakan Pehin/Dato/Datin/Tuan/Puan mengenainya.

"Keluarga Bahagia Hidup Berjaya"

Dengan hormat,

[DATO PADUKA AWANG SA BALI BIN ABAS]

Setiausaha Tetap

Rujukan : (5) JPM/SP/2010

Tarikh : 09 Syaaban 1431

21 Julai 2010

-LIST OF GEMS MODULES

1. Organization Management		
No.	GEMS Process	GEMS Roles Involved
1.	Budget Tracking	<ul style="list-style-type: none"> • Department Administrator • Ministry Administrator • Section Administrator • Treasury Budget Administrator • HR Specialist
2.	Budget Warrant Tracking	<ul style="list-style-type: none"> • Department Administrator • Section Administrator • Treasury Budget Administrator
3.	Manage Manpower & Auditing	<ul style="list-style-type: none"> • HR Specialist • HR Analyst
4.	Scheme of Service	<ul style="list-style-type: none"> • HR Specialist • Department Administrator
5.	Succession Planning	<ul style="list-style-type: none"> • HR Specialist
6.	Manage Organization Structure.& Department Codes	<ul style="list-style-type: none"> • HR Specialist (PSD)
7.	Creating & Updating Codes	<ul style="list-style-type: none"> • HR Specialist (PSD)
8.	Manage Staff Survey	<ul style="list-style-type: none"> • HR Specialist • Employee
9.	Manage Forums	<ul style="list-style-type: none"> • Forum Administrator • Viewer • Contributor • Moderator
10.	Portal Content News	<ul style="list-style-type: none"> • Employee • Content Administrator
11.	Manage Room Bookings	<ul style="list-style-type: none"> • Employee • HR Specialist
2. Recruitment Management		
No.	GEMS Process	GEMS Roles Involved
1.	Plan Recruiting (Manpower Detail Report)	<ul style="list-style-type: none"> • HR Manager
2.	Create Job Requisition	<ul style="list-style-type: none"> • Recruiter (PSC) • Line Manager • Recruitment Approval Authority (PSC)
3.	Post Job Requisition	<ul style="list-style-type: none"> • Recruiter (PSC)
4.	Attract Applicants	<ul style="list-style-type: none"> • Recruiter (PSC)
5.	Search for Jobs in Self Service	<ul style="list-style-type: none"> • Candidate (public) • Employee
6.	Apply for Jobs in Self Service	<ul style="list-style-type: none"> • Candidate (public) • Employee • Recruiter (PSC)

7.	Receive & Track Applications	<ul style="list-style-type: none"> Recruiter (PSC) 	
8.	Screen Applicants	<ul style="list-style-type: none"> Recruiter (PSC) 	
9.	Match Applicant to Opening	<ul style="list-style-type: none"> Recruiter (PSC) 	
10.	Manage Examination	<ul style="list-style-type: none"> Testing Administrator (PSC) 	
11.	Manage Examination (List of Applicants Associated with Job Opening)	<ul style="list-style-type: none"> Recruiter (PSC) 	
12.	Examination (for Career Progression)	<ul style="list-style-type: none"> Testing Administrator (PSD) Employee 	
13.	Security Vetting	<ul style="list-style-type: none"> Recruiter (PSC) Security Vetting Administrators (PSC) Security Vetting Departments 	
14.	Schedule Interviews	<ul style="list-style-type: none"> Recruiter (PSC) Candidate 	
15.	Conduct Interviews & Select Final Applicant	<ul style="list-style-type: none"> Recruiter (PSC) Recruitment Interviewer Candidate 	
16.	Present & Manage Offers	<ul style="list-style-type: none"> Recruiter (PSC) Recruiting Approval Authority (PSC) 	
17.	Enter New Hire Information	<ul style="list-style-type: none"> HR Specialist (PSD) 	
18.	Close Job Requisitions	<ul style="list-style-type: none"> Recruiter (PSC) 	
3.	Employee Data Management		
	No.	GEMS Process	GEMS Roles Involved
	1.	Update Employee Information	<ul style="list-style-type: none"> HR Specialist Department Administrator Employee
	2.	Staff Directory	<ul style="list-style-type: none"> HR Specialist Employee
	3.	Honours	<ul style="list-style-type: none"> Line Manager Ministry PMO
	4.	Daily Paid Data Entry	<ul style="list-style-type: none"> HR Specialist Department Administrator
4.	Employee Deployment Management		
	No.	GEMS Process	GEMS Roles Involved
	1.	Induction	<ul style="list-style-type: none"> HR Specialist – Employee Data (PSD)
	2.	Promotion	<ul style="list-style-type: none"> HR Specialist – Employee Data (PSD) HR Approval Authority (PSC) Rolled Out Department Line Manager
	3.	Rejection of Promotion	<ul style="list-style-type: none"> HR Specialist – Employee Data (PSD) HR Approval Authority (PSC) Line Manager
	4.	Salary Scale / Salary Change	<ul style="list-style-type: none"> HR Specialist – Compensation Mgmt (PSD)

		<ul style="list-style-type: none"> • HR Approval Authority (PSC) • Line Manager 	
5.	Setup Workforce Contract	<ul style="list-style-type: none"> • HR Specialist – Employee Deployment (Contract) 	
6.	Rehire / Change of Service	<ul style="list-style-type: none"> • HR Specialist – Employee Deployment (Contract) • HR Approval Authority (PSC) • Rolled Out Dept • Line Manager 	
7.	Extension of Service	<ul style="list-style-type: none"> • HR Specialist – Employee Deployment (Contract) • HR Approval Authority (PSC) • Line Manager 	
8.	Transfer for Non-Common Post	<ul style="list-style-type: none"> • HR Specialist – Employee Data (PSD) • HR Approval Authority (Transfer) • Rolled Out Dept • Line Manager 	
9.	Transfer for Common Post	<ul style="list-style-type: none"> • HR Specialist – Employee Data (PSD) • HR Approval Authority (Transfer) • Rolled Out Dept • Line Manager 	
10.	GEMS Process	<ul style="list-style-type: none"> • GEMS Roles Involved 	
11.	Track Probation (Div 1 to 4)	<ul style="list-style-type: none"> • HR Specialist – Employee Deployment (PSD) • HR Approval Authority (PSC) 	
12.	Track Probation (Div 5)	<ul style="list-style-type: none"> • HR Specialist – Employee Deployment (PSD) • Line Manager 	
13.	Acting (Leave)	<ul style="list-style-type: none"> • Line Manager 	
14.	Acting (Temporary / Substantive)	<ul style="list-style-type: none"> • HR Specialist – Employee Deployment (PSD) • HR Approval Authority (PSC) • Line Manager 	
15.	Discipline Mgmt: Criminal Offence, Absence	<ul style="list-style-type: none"> • HR Specialist – Employee Deployment (PSD) 	
5.	Absence Management		
	No.	GEMS Process	GEMS Roles Involved
	1.	Managing Absence Info	<ul style="list-style-type: none"> • HR Administrator • HR Specialist
	2.	Absence Reporting	<ul style="list-style-type: none"> • Human Resource Specialist
	3.	Adjust Balance / GEMS Freeze	<ul style="list-style-type: none"> • Human Resource Specialist
	4.	Record Absences	<ul style="list-style-type: none"> • Human Resource Specialist • Line Manager
	5.	Request and Approve Leave	<ul style="list-style-type: none"> • Line Manager • Employee
	6.	Time Tracking	<ul style="list-style-type: none"> • Department Administrator

			<ul style="list-style-type: none"> • Employee • Line Manager • Human Resource Specialist
6.	Benefits Management		
	No.	GEMS Process	GEMS Roles Involved
	1.	Claims Configuration (Housing, Uniform)	<ul style="list-style-type: none"> • Housing Specialist (PSD) • Uniform Processing Officer (PSD)
	2.	Setup Claims	<ul style="list-style-type: none"> • Benefits Administrator
	3.	Setup Eligibility Group	<ul style="list-style-type: none"> • Benefits Administrator
	4.	View & Apply for Claim	<ul style="list-style-type: none"> • Employee • Line Manager
	5.	Process Claims (Fixed Allowances, Education Allowance)	<ul style="list-style-type: none"> • Benefits Administrator • Employee • Benefits Clerk
	6.	Process Claims (Loan)	<ul style="list-style-type: none"> • Loan Benefits Administrator • Employee • Loan Benefits Clerk
	7.	Process Claims (Pension & Gratuity)	<ul style="list-style-type: none"> • HR Specialist (PSD) • Employee • Line Manager
	8.	Process Claims (Running Mileage)	<ul style="list-style-type: none"> • Benefits Administrator • Employee • Line Manager • Benefits Clerk
	9.	Process Claims (Utilities Claim)	<ul style="list-style-type: none"> • Compensation Administrator • Employee • Line Manager • Compensation Clerk
	10.	Process Claims (Uniform)	<ul style="list-style-type: none"> • Uniform Processing Officer • Uniform Approving Officer • Employee • Line Manager
	11.	Process Claims (Tambang Haji)	<ul style="list-style-type: none"> • Tambang Haji Approving Officer • Employee • Benefits Clerk • Benefits Administrator
	12.	Process Claims (Housing Rental)	<ul style="list-style-type: none"> • Employee • Housing Specialist
7.	Employee Development Management		
	No.	GEMS Process	GEMS Roles Involved
	1.	Setup ELM	<ul style="list-style-type: none"> • Learning Administrator

	2.	Define Learning Courses and Design Catalogue	<ul style="list-style-type: none"> Learning Administrator
	3.	Identify Learning Objectives	<ul style="list-style-type: none"> Learning Administrator
	4.	Manage Learning Content	<ul style="list-style-type: none"> Learning Content Developer
	5.	Participate in Learning Activities	<ul style="list-style-type: none"> Learner
	6.	Plan Development and Update Career Plans	<ul style="list-style-type: none"> Line Manager
	7.	Request Learner Enrolment & Registration	<ul style="list-style-type: none"> Learning Enrolment Administrator Learning Approval Authority Line Manager Employee
	8.	Receive, approve or decline request	<ul style="list-style-type: none"> Learning Administrator
	9.	Manage Learner enrolment and completions	<ul style="list-style-type: none"> Learning Enrolment Administrator
	10.	Track Learning Completion Results	<ul style="list-style-type: none"> Learning Enrolment Administrator
8.	Performance Management		
	No.	GEMS Process	GEMS Roles Involved
	1.	Performance Management Setup	<ul style="list-style-type: none"> ePerformance HR Administrator (PSD) ePerformance Setup (PSD)
	2.	Evaluating Employee Performance	<ul style="list-style-type: none"> Employee ePerformance Manager ePerformance HR Administrator (PSD)
9.	Compensation Management		
	No.	GEMS Process	GEMS Roles Involved
	1.	Process Step Increase	<ul style="list-style-type: none"> Compensation Administrator (PSD)
	2.	Create & Update Compensation Plans	<ul style="list-style-type: none"> Compensation Analyst (PSD)
10.	Employee Termination		
	No.	GEMS Process	GEMS Roles Involved
	1.	Early Retirement	<ul style="list-style-type: none"> HR Specialist – Termination & Retirement (PSD) HR Approval Authority Line Manager
	2.	Mandatory Retirement	<ul style="list-style-type: none"> HR Specialist – Termination & Retirement (PSD)

		<ul style="list-style-type: none"> • Line Manager
3.	Resignation	<ul style="list-style-type: none"> • HR Specialist – Termination & Retirement (PSD) • Line Manager
4.	Shortening of Contract	<ul style="list-style-type: none"> • HR Specialist – Termination & Retirement (PSD) • Line Manager
5.	End of Contract	<ul style="list-style-type: none"> • HR Specialist – Termination & Retirement (PSD) • Line Manager
6.	Death	<ul style="list-style-type: none"> • HR Specialist – Termination & Retirement (PSD) • Line Manager
7.	Dismissal	<ul style="list-style-type: none"> • HR Specialist – Termination & Retirement (PSD) • Line Manager (manual) • Human Resource Approval Authority (manual)
8.	Daily Paid (Recurrent Budget)	<ul style="list-style-type: none"> • HR Specialist – Termination & Retirement (PSD) • Line Manager

Note: Unless specified (PSD, PSC), the GEMS roles involved are done by the Ministry / Department / agency concerned.

LAMPIRAN B

Terms of Reference of the Change Champions

Change Champions have a critical role to play in the GEMS Project: They are there so sponsor the work of their ministry or department's Change Network Agents. Through the Change Champion sponsorship's, Change Network Agents will be enabled in their communications work to send critical messages to target audiences about the GEMS Project. The Terms of Reference for Change Champions as such are as follows:

1. Act as a key Sponsor for their ministry or department's Change Network Agents, enabling the agents to carry out communication activities related to the GEMS Project.
2. Create a conducive environment for the Change Network to deliver key messages to their ministry and department by providing logistical support such as room bookings, communication materials distributions (posters, pamphlets, leaflets) when communication activities are carried out in their ministry or department.
3. Liaise with Change Network Coordinator on change related matters, and share information on GEMS usage and adoption in their respective ministry or department. The information could include: GEMS enablement policy issues and concerns, difficulties in adopting GEMS, infrastructure and people related matters related to GEMS.
4. Communicate to their ministry or department's staff key change messages related to policy and strategic brought about by GEMS.
5. Attend checkpoint meetings that may be called by the Change Network Coordinator to ensure GEMS roll out is running smoothly in their respective ministry.
6. Share information with the GEMS Change Management Project Team on GEMS Roll Out in their ministry or department as part of the GEMS Communications Campaign.

Terms of Reference of the Change Agents

Change Agents have a critical role to play in the GEMS Project:

They are there to promote adoption of GEMS within their department and strongly support the change effort. They are nominated to perform communication related activities within their department, such as consolidation and distribution of change management materials to target audiences about GEMS project, and organize briefing events for their staff and GEMS users in their respective departments.

The Change Agent role for GEMS is assigned to 2 personnel from the respective departments in the Government of Brunei Darussalam. The Terms of Reference for Change Agents are as follows:

1. Build awareness about GEMS in their department by disseminating the Change Management's Communication Materials such as GEMS Posters, GEMS Awareness Pamphlets, GEMS Connect (GEMS Newsletters) and GEMS Information/Announcement Emails.
2. Carry out communication activities related to the GEMS Project in their department.
3. Arrange venues, time and facilities for communication activities like GEMS mass briefings and road shows.
4. Communicate to their department's staff key change messages related to policy and strategic brought about by GEMS.
5. Perform crucial change activities such as Role Mapping, mass briefing and road shows.
6. Make announcements to department's staff of upcoming GEMS events by conducting briefing or meeting or by sending email.
7. Monitoring and ensuring all GEMS related activities and processes are carried out efficiently and effectively in their respective department.

8. Liaise with Change Network Coordinator on change related matters, and share information on GEMS usage and adoption in their respective department. The information could include: GEMS enablement policy issues and concerns, difficulties in adopting GEMS, infrastructure and people related matters related to GEMS.
9. Attend checkpoint meetings that may be called by the Change Network Coordinator to ensure GEMS roll out is running smoothly in their respective department.
10. Share information with the GEMS Change Management Project Team on GEMS Roll Out in their department as part of the GEMS Communications Campaign.

Change Agents Competency and Attribute Requirements

Civil Servants who have been earmarked to join the Change Agents must have the appropriate competencies and attributes so that they can support Change Management in helping people in their departments to be aware of GEMS, aligned to the new processes of GEMS and enabled through GEMS. These Competency and Attributes requirements are as follows:

- Good communication and interpersonal skills.
- Adapts easily to the changes that will take place once GEMS is implemented.
- To be supportive of the GEMS Project and be able to influence others to be excited and committed about GEMS.
- To be proactive and focus on getting the desired outcomes and how best to achieve them.
- IT proficiency is an advantage to be able to understand and use GEMS.
- Familiar with basic windows based programs such as Microsoft Office and Internet Explorer.

Terms of Reference of the Trainers Network

The Trainers Network has a critical role to play in the successful implementation of GEMS in the Brunei Civil Service. GEMS roll out will require the skilling up of civil servants so that they become well versed in using the functionalities in GEMS.

To manage the recruitment and selection of trainers for the Trainers Network, the following Terms of Reference has been prepared for the Trainers Network. The Terms of Reference for the Trainers in the Trainers Network is to:

1. Develop a high level of proficiency in using GEMS by attending and completing all Train the Trainers Workshop scheduled for all members of Trainers Network.
2. Coordinate together with their department's Change Network Agents for HR Administrators who are scheduled to undergo GEMS Training and ensure administrative enrollment of the staff into the various GEMS courses.
3. Conduct training programmes and workshops for civil servants that have been identified in the GEMS role mapping exercise.
4. Liaise with the Trainers Network Coordinator on all administrative matters related to GEMS training.
5. Work closely with the GEMS Change Management Project Team to ensure the Training venue and environment is fully equipped and ready for deployment to run all training courses.
6. Identify any issues and concerns related to all GEMS Training and channel feedback back to the Trainers Network Coordinator.
7. To attend update briefings at the Public Service Department, Secretariat for the GEMS Project at regular intervals to remain informed on all developments related to GEMS, especially Training related matters.

8. Act as front line support and local GEMS Subject Matter Experts (SMEs) for the Trainer's respective ministry or departments, ensuring any staff who encounter difficulties in using the system during Go Live have a local point of resolution.
9. To attend GEMS Trainers refresher clinics which may be organized by the PMO Project Team from time to time.
10. To run GEMS refresher clinics on a periodic basis to ensure any system changes can be communicated and coached to the users in their department.
11. To run GEMS coaching sessions and workshops for senior management of their respective ministry and department as and when requested by their management.
12. Ensure that all training materials such as slides are properly maintained and distributed to the participants. The Trainers Network should also communicate any required amendments to the content to the Trainers Network Coordinator for action.

Trainers Network Competency and Attribute Requirements

Civil Servants who have been earmarked to join the Trainers Network must have the appropriate competencies and attributes so that they can deliver the training programmes in a value adding capacity. These Competency and Attributes requirements are as follows:

- Good communication and interpersonal skills.
- Adapts easily to the changes that will take place once GEMS is implemented.
- To be supportive of the GEMS Project and be able to influence others to be excited and committed about GEMS.
- To be proactive and focus on getting the desired outcomes and how best to achieve them.

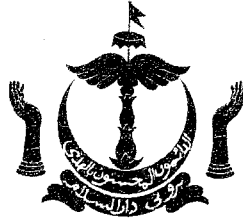
- IT proficiency is an advantage to be able to understand and use GEMS.
- Familiar with basic windows based programs such as Microsoft Office and Internet Explorer.
- Must be sufficiently IT proficient to be able to understand and use GEMS.
- Previous experience in training and development would be an advantage.
- Familiar with basic windows based programs such as Microsoft Office and Internet Explorer.
- Able to influence others to be excited and committed about GEMS.
- Focus on getting the desired outcomes and how best to achieve them.

Terms of Reference of the Data Agents

The Data Network has a critical role to play in the successful data conversion and ultimately the implementation of GEMS in the Brunei Civil Service. GEMS roll out will require clean and relevant data to ensure the R2 modules are populated with the data successfully.

To manage the recruitment and selection of Data Agents, the following Terms of Reference has been prepared. The Terms of Reference for the Data Agents are:

1. To act as a representative to the department and liaise with GEMS Data Conversion team (Government and BAG) on all matters related to data conversion.
2. To coordinate with their department's data owners/administrators to extract/compile the required data and populate it into an agreed manner (usually excel templates for manual or flat files for computerized systems)
3. To identify, analyze and verify the relevant data within the department and provide them to GEMS Data Conversion (Government and BAG) team.
4. To identify any data related issues and concerns and channel feedback back to the GEMS Conversion Team (BAG/Government).
5. To provide the relevant data to GEMS Data Conversion team in a timely and secure manner.
6. To work closely with the GEMS Conversion Team (Government and BAG) to ensure the data to be converted is relevant and correct.
7. To be involved in the data conversion deployment activities (Mock Conversion stages and Cutover) by performing data validation activities (extraction validation, pre-load and post-load).
8. To provide support by ensuring all the post go-live data issues related to their respective departments are highlighted to GEMS Conversion Team



PEMBAHAGIAN:

Yang Amat Mulia/Yang Berhormat/Yang DiMuliakan/Yang Mulia,
Setiausaha-Setiausaha Sulit dan Laila Rahsia, Pejabat Grand Chamberlain,
Setiausaha-Setiausaha Tetap dan Ketua-Ketua Jabatan;

Setiausaha Sulit dan Laila Rahsia

Setiausaha Sulit dan Laila Rahsia Kebawah Duli Yang Maha Mulia Paduka Seri
Baginda Sultan dan Yang Di-Pertuan;

Setiausaha Sulit dan Laila Rahsia kepada Duli Yang Teramat Mulia Paduka Seri
Pengiran Muda Mahkota Pengiran Muda Haji Al-Muhtadee Billah;

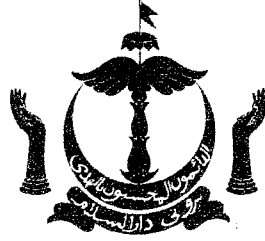
Setiausaha Sulit dan Laila Rahsia Kepada Duli Yang Teramat Mulia Paduka Seri
Pengiran Perdana Wazir Sahibul Himmah Wal-Waqar Pengiran Muda Mohamed
Bolkiah;

Setiausaha Sulit dan Laila Rahsia kepada Duli Yang Teramat Mulia Paduka Seri
Pengiran Bendahara Seri Maharaja Permaisua Pengiran Muda Haji Sufri Bolkiah;

Pejabat Grand Chamberlain;

Setiausaha-Setiausaha Tetap

Setiausaha Tetap Kementerian Pertahanan;
Setiausaha Tetap Kementerian Kewangan;
Setiausaha Tetap Kementerian Hal Ehwal Luar Negeri dan Perdagangan;
Setiausaha Tetap (Pengajian Tinggi) Kementerian Pendidikan;
Setiausaha Tetap (Pendidikan Teras) Kementerian Pendidikan;
Setiausaha Tetap Kementerian Hal Ehwal Ugama;
Setiausaha Tetap Kementerian Perindustrian dan Sumber-Sumber Utama;
Setiausaha Tetap Kementerian Perhubungan;
Setiausaha Tetap Kementerian Hal Ehwal Dalam Negeri;
Setiausaha Tetap Kementerian Kesihatan;
Setiausaha Tetap (Pentadbiran dan Kewangan), Kementerian Pembangunan;
Setiausaha Tetap (Teknikal dan Professional), Kementerian Pembangunan;
Setiausaha Tetap Kementerian Kebudayaan Belia dan Sukan;



Jabatan Perdana Menteri

Yang Di-Pertua Adat Istiadat Negara;
Peguam Negara;
Juruaudit Agung;
Pesuruhjaya Polis DiRaja Brunei;
Jurutulis Majlis-Majlis Mesyuarat;
Ketua Pengarah Perkhidmatan Awam;
Pengarah Keselamatan Dalam Negeri;
Pengarah Perancangan dan Kemajuan Ekonomi;
Pengarah Biro Mencegah Rasuah;
Pengarah Biro Kawalan Narkotik;
Pengarah Perkhidmatan Elektrik;
Pengarah Unit Petroleum;
Pengarah Radio Televisyen Brunei;
Setiausaha Suruhanjaya Perkhidmatan Awam;
Pengarah Pentadbiran Jabatan Mufti Kerajaan;
Pengarah Perkhidmatan Pengurusan;
Pengarah Percetakan Kerajaan;
Pengarah Penerangan;
Pengarah Jabatan Kehakiman Negara;
Pengarah Institut Perkhidmatan Awam;
Pengarah Pusat Kebangsaan E-Kerajaan;

Kementerian Pertahanan

Pemerintah Angkatan Bersenjata DiRaja Brunei;
Pengarah Pentadbiran dan Tenaga Manusia;
Pengarah Kewangan dan Perbekalan;
Pengarah Jabatanarah Dasar Pertahanan;
Jabatanarah Pembangunan dan Perkhidmatan Kerja;

Kementerian Kewangan

Pengarah Urusan Agensi Pelaburan Brunei;
Jurukira Agung;
Pengawal Kastam dan Eksais DiRaja;
Pengarah Tabung Amanah Pekerja;
Pengarah Teknologi Maklumat dan Stor Negara;
Pengarah Urusan Perbadanan Tabung Amanah Islam Brunei;



Kementerian Hal Ehwal Luar Negeri Dan Perdagangan

Pengarah Pentadbiran;
Pengarah Protokol dan Hal Ehwal Konsular;
Pengarah ASEAN;
Pengarah Pertubuhan-Pertubuhan Antarabangsa;
Pengarah Ekonomi Berbagai Hala;
Pengarah Politik I;
Pengarah Politik II;
Pengarah Perancangan Dasar;
Pengarah Penyelidikan;

Kementerian Pendidikan

Ketua Pengarah Pendidikan;
Pengarah Perancangan dan Pengurusan Estet;
Pengarah Pentadbiran dan Perkhidmatan-Perkhidmatan;
Pengarah Sekolah-Sekolah;
Pengarah Perkembangan Kurikulum;
Pengarah Ko-Kurikulum;
Pengarah Kenaziran Sekolah-Sekolah;
Pengarah Peperiksaan;
Pengarah Teknologi Maklumat dan Komunikasi;
Pendaftar, Universiti Brunei Darussalam; •
Pengarah Perancangan, Penyelidikan dan Perkembangan;
Pengarah Pendidikan Teknik;
Pengarah Institut Teknologi Brunei;

Kementerian Hal Ehwal Ugama

Pengarah Pentadbiran;
Pengarah Urusan Haji;
Pengarah Hal Ehwal Syariah;
Pengarah Pusat Da'wah Islamiah;
Pengarah Hal Ehwal Masjid;
Pengarah Pengajian Islam;

Kementerian Perindustrian dan Sumber-Sumber Utama

Pengarah Pertanian;
Pengarah Perikanan;
Pengarah Perhutanan;
Pengarah Badan Kemajuan Industri Brunei (BINA);

Kementerian Perhubungan

Pengarah Laut;
Pengarah Pelabuhan-Pelabuhan;
Pengarah Penerbangan Awam;
Pengarah Pengangkutan Darat;
Ketua Pos Agung;



Kementerian Hal Ehwal Dalam Negeri

Pegawai Daerah Brunei dan Muara;
Pegawai Daerah Belait;
Pegawai Daerah Tutong;
Pegawai Daerah Temburong;
Pengarah Imigresen dan Pendaftaran Kebangsaan;
Pesuruhjaya Buruh;
Pengarah Penjara;
Pengerusi Lembaga Bandaran, Bandar Seri Begawan;
Pengerusi Lembaga Bandaran, Kuala Belait/Seria;
Pengerusi Lembaga Bandaran, Tutong;
Pengarah Perkhidmatan Bomba dan Penyelamat;

Kementerian Kesihatan

Ketua Pengarah Perkhidmatan Perubatan;
Ketua Pengarah Perkhidmatan Kesihatan;

Kementerian Pembangunan

Ketua Pengarah Kerja Raya;
Pesuruhjaya Tanah;
Juruukur Agung;
Pengarah Kemajuan Perumahan;
Pesuruhjaya Perancang Bandar dan Desa;
Pengarah Alam Sekitar, Taman dan Rekreasi;

Kementerian Kebudayaan Belia dan Sukan

Pengarah Dewan Bahasa dan Pustaka;
Pengarah Belia dan Sukan;
Pengarah Muzium-Muzium;
Pengetua Pusat Sejarah;
Pengarah Pembangunan Masyarakat;