National Statistical Committee of the Republic of Belarus

Job Competencies for the Future

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The most important focus-points of the human resources policy of Belstat

- **R**: Staff recruitment
- **M**: Staff motivation
- **D**: Human resources training and development
The main principles of the human resources management in Belstat are:

1. Orientation to state statistics strategic goals and objectives.
2. Recruitment in view of the combination of professional and personal qualities of the applicants.
3. Professional development, training and planning of career prospects of the staff.
4. Development of interpersonal communication.
System of the National Statistical Committee of the Republic of Belarus
The state statistics authorities system

The number of the civil servants working in state statistics: near 1650 people

The average age of the civil servants in the state statistics authorities is: 40 years old

MSD of Vitebsk region
MSD of Minsk region
MSD of Grodno region
MSD of Brest region
MSD of Minsk
MSD of Mogilev region
MSD of Gomel region
Belstat, 307 people

Belstat
1. What job competencies should the staff have in the future?

2. Does the organisation need to develop professional competencies profiles of positions?

3. How can you find staff with the necessary competencies?
Development stages of professional competency profiles of positions

organisational stage

main stage

final stage
Development stages of professional competency profiles of positions

Organisational Stage

• set up a working group consisting of experts in different spheres of statistics, legislation, human resource management

• approve organisational arrangements for the development of professional competency profiles of positions

• prepare guidelines and recommendations for the development of professional competence profiles of positions; set deadlines for specific related activities
Development stages of professional competency profiles of positions

Main Stage

• define a structure of position profile

• filling in the main sections of professional competencies profiles by the management (position characteristics, requirements to the level of professional competency)

• analyse the information received; generate the key criteria for the development of profiles on the basis of the analysis
<table>
<thead>
<tr>
<th>1. POSITION DESCRIPTION</th>
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<tbody>
<tr>
<td><strong>1.1.</strong> Name of the government authority</td>
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<tr>
<td><strong>1.2.</strong> Position title</td>
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<td><strong>1.3.</strong> Position objective</td>
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<td><strong>1.4.</strong> Content of performed work</td>
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<tr>
<th>2. REQUIREMENTS TO THE LEVEL OF PROFESSIONAL COMPETENCY OF THE STAFF</th>
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<tr>
<td><strong>2.1. Qualification requirements</strong></td>
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<td><strong>2.1.1.</strong> Education</td>
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<td><strong>2.1.2.</strong> Period of service</td>
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<td><strong>2.2. Special requirements</strong></td>
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<td><strong>2.2.1.</strong> Specialty required for professional activity</td>
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<td><strong>2.2.2.</strong> Experience in particular sphere</td>
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<td><strong>2.2.3.</strong> Knowledge required to perform professional functions</td>
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<td><strong>2.2.4.</strong> Professional and personal skills required to perform professional functions</td>
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<td><strong>2.2.5.</strong> Computer skills</td>
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<td><strong>2.2.6.</strong> Additional requirements to the level of professional competence</td>
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**Structure of position profile**

- **Position description**
  - position title
  - position objective
  - contents of performed work

- **Requirements to the level of professional competency of the staff**
  - qualification requirements, including requirements to the record of service and education
  - special requirements, including the required knowledge, personal and professional skills
Knowledge, personal and professional skills required for a managerial position

- Managerial and organisational skills
- Efficient communication
- Ability to work with large amount of information

Knowledge of:
- legislation
- strategic goals of the organisation
- corporate culture of the organisation
- basics of human resource management psychology

- Additional requirements: strategic thinking, stress resistance, initiative and commitment to result

Requirements to education, record of service and professional experience are based on legislation acts (common for all civil servants)
Development stages of professional competency profiles of positions

Final Stage

• approve the procedure of practical application of professional competency profiles

• make a presentation for managers and personnel on the objectives and procedures of practical application of professional competency profiles

• monitor the results of practical application of professional competency profiles (in a year)
Application of professional competency profiles of positions will allow for changes in:

- Personnel recruitment system
- Personnel training system
- Personnel assessment system

The objective is to increase flexibility, professionalism and the level of competency of civil servants.
“Hiring a bad candidate is likely to bring the company more damage than an erroneous decision not to employ a good candidate”

William Poundstone
Thank you for your attention!