

**SKILLS FRAMEWORK FOR HUMAN RESOURCE  
TECHNICAL SKILLS & COMPETENCIES (TSC) REFERENCE DOCUMENT**

<b>TSC Category</b>	Workforce Development					
<b>TSC</b>	Employee Mobility Management					
<b>TSC Description</b>	Establish policies to facilitate employee movements according to legal, organisational and professional requirements and guidelines					
<b>TSC Proficiency Description</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>	<b>Level 6</b>
		<b>HRS-PDV-2027-1.1</b>	<b>HRS-PDV-3027-1.1</b>	<b>HRS-PDV-4027-1.1</b>	<b>HRS-PDV-5027-1.1</b>	
		Gather information to support employee movement	Facilitate employee movement	Oversee employee movement processes	Establish employee mobility policies for the organisation	
<b>Knowledge</b>		<ul style="list-style-type: none"> <li>Types of employee movements</li> <li>Employee movement procedures</li> <li>Documentation requirements to administer employee movement</li> <li>Procedures for updating the human resource (HR) information systems</li> </ul>	<ul style="list-style-type: none"> <li>Legal and procedural requirements associated with employee movement</li> <li>Methods used in international employee integration</li> <li>Welfare requirements related to employee movement</li> <li>Organisation's foreign workers quota</li> </ul>	<ul style="list-style-type: none"> <li>Cross-cultural management practices and norms</li> <li>Integration of employee movements with other human resource (HR) policies and processes</li> <li>Organisational remuneration policy</li> <li>Cost of living indexes and allowances</li> <li>Vendor selection and management techniques</li> </ul>	<ul style="list-style-type: none"> <li>Global best practices in employee mobility</li> <li>Principles and processes of policy development</li> <li>Organisation's business direction</li> <li>Costs and benefits of employee movements to the business</li> </ul>	
<b>Abilities</b>		<ul style="list-style-type: none"> <li>Provide administrative support for employee movement</li> <li>Collate information needed to document employee movement</li> <li>Generate contracts to be used for employee movement</li> <li>Disseminate endorsed documentation to relevant parties</li> </ul>	<ul style="list-style-type: none"> <li>Liaise with key stakeholders in facilitating employee movement</li> <li>Review contracts to be used for assignee's movement</li> <li>Liaise with vendors and contractors to ensure documentation and services are in place before the move</li> <li>Coordinate with stakeholders in fulfilling assignee's welfare needs</li> </ul>	<ul style="list-style-type: none"> <li>Select vendors to manage and process visa, tax and services requirements due to employee movement</li> <li>Explain remuneration proposals to employees based on cost of living indexes and organisation's remuneration policies</li> <li>Draft mobility policies to be used for employee mobility</li> <li>Design immersion programmes to integrate international assignees into new environments</li> <li>Review employee mobility processes to identify potential improvements</li> <li>Recommend refinements to employee mobility processes</li> </ul>	<ul style="list-style-type: none"> <li>Develop organisation-wide employee mobility policies</li> <li>Align employee mobility policies and practices with business direction</li> <li>Secure buy-in from senior management on employee mobility policies</li> <li>Verify business viability of mobility-related compensation and benefits allocations</li> <li>Establish strategies to facilitate employee mobility and integration in new environments</li> <li>Endorse refinements to employee mobility processes</li> </ul>	

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