

**SKILLS FRAMEWORK FOR SEA TRANSPORT
TECHNICAL SKILLS AND COMPETENCIES (TSC) REFERENCE**

TSC Category	Human Resource					
TSC	Manpower Planning					
TSC Description	Develop and implement manpower plans to support the organisation's operational needs					
TSC Proficiency Description	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
			STP-HRM-3003-1.1	STP-HRM-4003-1.1	STP-HRM-5003-1.1	
			Prepare for and conduct interviews to make a hiring decision	Implement and monitor manpower planning processes in the organisation	Lead the development, implementation and review of manpower planning and resourcing strategies	
Knowledge			<ul style="list-style-type: none"> Recruitment and selection criteria Tripartite guidelines for fair employment relating to recruitment and selection practices Legal and ethical considerations relating to recruitment and selection Organisational policies and procedures on interview preparation and processes Models and methods for evaluating and short-listing applicants Interviewing and negotiation techniques Market trends and developments in recruitment and selection 	<ul style="list-style-type: none"> Legal and ethical considerations, employment laws and fair employment practices Organisational policies and procedures in manpower planning processes and tools Communication channels and facilitation methods Statistical analysis skills for evaluating workforce data Market trends and developments in manpower planning Links between manpower planning and other aspects of organisation strategy 	<ul style="list-style-type: none"> Trends and factors that may impact on manpower planning and resourcing Manpower planning and resourcing requirements Human capital statistics related to manpower planning and resourcing Resourcing models Methodology to assess resourcing models Tools and resources required to support implementation of manpower and resourcing requirements Criteria used to evaluate the performance of manpower planning and resourcing strategy 	

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<p>Abilities</p>			<ul style="list-style-type: none"> • Prepare recruitment and selection criteria • Ensure recruitment and selection criteria adheres to tripartite guidelines for fair employment • Evaluate applications to shortlist candidates • Communicate job requirements and information to candidate • Gather information to support the review of the candidate's suitability • Conduct post-interview evaluation to select the preferred candidate • Conduct reference checks on candidates to verify information • Confirm with hiring manager on selection of candidate • Communicate hiring decision with relevant department 	<ul style="list-style-type: none"> • Oversee the recruitment and selection process • Review and endorse recommendations on hiring decisions • Identify organisational manpower planning requirements for business unit • Develop processes and systems for gathering data and feedback on hiring strategies • Analyse data and feedback to establish gaps in hiring practices against required criteria • Review best practices in manpower planning to identify potential improvements • Recommend refinements or modifications to manpower planning processes 	<ul style="list-style-type: none"> • Identify manpower and resourcing requirements to meet business needs • Develop manpower and resourcing strategies to meet requirements • Recommend manpower planning and resourcing strategies to management to seek endorsement • Develop tools and resources to support implementation of manpower and resourcing requirements • Oversee implementation of manpower and resourcing strategies • Review effectiveness of manpower planning and resourcing strategies 	
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