



HUMAN RESOURCE DIVISION

RISK REGISTER

Process	Objective	Risk	Likelihood	Impact	Risk rating	Risk category	Control	Responsibility
Recruitment and Selection	To recruit competent personnel	Incompetent staff	1	2	2	low	<ul style="list-style-type: none"> Follow the standard operating procedures Adherence to career progression guidelines, declaration of interest Automate the recruitment process 	SDD F&A DDHR
		Conflict of interest	2	2	4	Medium	<ul style="list-style-type: none"> Adhere to chapter six of the constitution Use of professional recruitment agencies 	SDD F&A DDHR
		Interference by external forces and corruption	2	2	4	Medium	Use of professional recruitment agencies	SDD F&A DDHR
Training and Development	To enhance staff capacity by facilitating training and development	Discrimination during nomination for training	2	2	4	Medium	Objectivity and equity in nomination	SDD F&A DDHR
		Inadequate funding	2	2	4	Medium	<ul style="list-style-type: none"> Institution to consider allocating more funds to training budget Adhere to training programme Adhere to the training policy 	SDD F&A DDHR
Performance Management	To monitor staff performance	delaying in cascading targets	2	2	4	Medium	Timely cascading of performance targets	SDD F&A

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	by conducting staff appraisal annually.							DDHR
		Failure to conduct mid-term evaluation	2	2	4	Medium	Ensuring that mid-term evaluation is a mandatory process	SDD F&A DDHR
		Lack of objectivity	2	2	4	Medium	<ul style="list-style-type: none"> • Sensitizing supervisors on how to appraise • Use of multiple appraisers • Use of various methods of appraisal 	SDD F&A DDHR
Employee relations	To handle disciplinary cases	Delay in reporting of disciplinary matters	2	2	4	Medium	Adherence to the relevant policies and regulations on discipline handling	DDHR
		Interference by external forces and corruption	1	2	2	LOW	Adherence to the relevant policies and regulations on discipline handling	DDHR
Personnel Administration	To promote employees welfare through medical, and personal and group insurance cover	Abuse of medical insurance cover	3	2	6	High	<ul style="list-style-type: none"> • Use of biometric medical cards • Surcharging for abuse 	DDHR
Clinical services	To provide health care services to staff and their dependents	Lack of confidentiality	1	2	2	Low	Vetting of officers	DDHR CO
Salary and payroll management	To process staff payroll	Unauthorized access to payslips	1	2	2	Low	Sensitizing staff on how to change their passwords	
		Delay in writing of PCA's	1	2	2	Low	<ul style="list-style-type: none"> • Delegation of duties • Maximum supervision 	DDHR

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		Over and underpayments	1	2	2	Low	Independent checks	DDHR
	To comply with legal and statutory requirements	Penalties, fines and sanctions for non-compliance	1	2	2	Low	Adherence to stipulated timelines	DDHR
Employee Separation	To ensure staff exiting from employment receive their final dues	Alteration of date of birth	1	2	2	Low	Adhere to the DPSM circular on the date of birth	DDHR

**HUMAN RESOURCE DIVISION****OPPORTUNITY REGISTER**

Risk	Opportunity	Action	Responsibility
Delay in writing of PCA's	Automation of payroll system	<ul style="list-style-type: none">• Full automation• Training	DDHR