



INFORMACJA, al. Niepodległości 34, 61-714 Poznań, hol główny, tel.: 61 626 66 66; fax 61 626 67 44, e-mail: kancelaria@umww.pl

The Department of Organisation and Human Resources

The Department of Organisation and Human Resources of the Marshal Office of the Wielkopolska Region in Poznań performs tasks related to organising and coordinating the work of the Office, as well as ensuring the efficient functioning of all its units. The main tasks of the Department include running the chancellery desk, human resources and payroll services of the Office, organising and coordinating meetings of the Board of Region and running the Office's Information Desk.

In terms of human resource matters, the Department deals with the keeping of documentation concerning the employment relationship of employees of the Office and managers of the regional self-government organisational units. This includes issues related to employment, remuneration, work evaluation and termination of employment relations. The Department also develops and implements procedures for human resources management, including issues related to recruitment and the organisation of training, ensuring compliance with the applicable legislation.

The Department of Organisation and Human Resources is also responsible for coordinating cooperation of the Wielkopolska Regional Government with non-governmental organisations, including the preparation of necessary contracts and agreements. It acts to provide formal and legal support for this cooperation, ensuring compliance of activities with applicable laws and ensuring efficient exchange of information between the Regional Government and non-governmental organisations.

In addition, the Department is responsible for the coordination of the management control system in the Office, supervision of information and personal data protection. It is in charge of organising procedures to ensure data security, compliance with the standards of personal data protection law and monitoring the effectiveness of information protection systems. In addition, the Department performs tasks related to the awarding of the Decoration of Honour for "Services to the Wielkopolska Region", which includes the preparation of relevant applications and coordination of the awarding process.

Contact

al. Niepodległości 34
61-714 Poznań
secretariat - room 862
Phone No.: +48 61 626 67 00
Phone/Fax No.: +48 61 626 67 01
e-mail: do.sekretariat@umww.pl

Director

Adam Habryło

Dziękujemy za odwiedzinę i zapraszamy ponownie