



**GRADUATE DEVELOPMENT PROGRAMME**  
**GUIDELINES**

## **1. Introduction**

The Agency aims to unleash talent from new, high performing citizen graduates and develop them to diversify the pool of human capital for the Agency, national and international labor market. On successful completion of the programme, the graduates will be considered for functional and leadership positions within the Agency.

People development has always been a key part of the CEDA Employee Value Proposition (EVP). This programme represents a portion of our EVP and it is expected to make a significant contribution to our continuous improvement, particularly our capacity to be innovative.

## **2. Recruitment & Placement**

- 2.1. The vacancies will be advertised in various local media, the CEDA website and social media platforms.
- 2.2. Requirement is a minimum of second class, upper division (2.1) or equivalent.
- 2.3. Candidates will be assessed through oral interviews and psychometric tests.

## **3. Programme Structure**

### **3.1. Induction**

- 3.1.1 Selected Graduates will be inducted to the Agency, covering the background, mission, vision and strategic direction. The aim is

to give them a strong understanding of who we are, where we are going and where they fit in. They will also be introduced to the Agency's leadership through various meet and greet events.

### **3.2. Programme Structure**

3.2.1 All graduate trainees will be employed on a two years fixed-term contract equivalent to the programme duration.

3.2.2 The trainees will be employed on a rotational period of three months per department to give them an all rounded experience of the entire business. At each stage of the rotation, they shall have the following:

- Clear structured learning plan
- Appointed supervisor
- Signed performance contract
- Oral presentations to relevant teams about their learning.

3.2.3 The rotations will cover the Agency Branches across the country to enhance the Trainees' understanding of the operations in different localities.

3.2.4 The Agency will appoint mentors for the graduate trainees. Feedback sessions between the graduate trainee and the mentor will be held at the end of each rotational period and the mentor will be the liaison person between the graduate trainee and the Human Capital Department.

## **4. Absorption into the Agency**

4.1 Graduate trainees shall be absorbed into the Agency subject to successful completion of the programme and availability of vacancies.

4.2 Trainees whose performance is below expectation will not be absorbed at the end of the contract.

4.3 Trainees will be subject to the Agency Code of Ethics as well as other applicable Disciplinary and Grievance procedures.

## **5. Remuneration & Benefits**

5.1. In order to optimise the investment made on the graduate trainees, the Agency will engage them on a two year fixed term contract and remunerate them.

5.2. The Agency will pay medical aid and life insurance for the trainees.