

APPROVAL TO ADVERTISE A VACANCY FORM

JOB TITLE: _____ **POST NUMBER** _____

SALARY RANGE - VT. _____ **GRADE:** _____ **LOCATION:** _____

MINISTRY: _____ **DEPARTMENT:** _____

ADDITIONAL INFORMATION AND DOCUMENTS REQUIRED:

- 1 Has a Job Description been developed for the position?** (The Job Description must be an accurate description of the duties of the post. Please attach a copy to this form).

- 2 Has an organisation chart been developed that clearly shows where the position fits into the Department's structure?** (Please attach a copy of the PSC approved organisation chart and circle the vacant position for which approval is being requested to this form).

- 3 What are the selection criteria for the position?** (Please list the selection criteria from section 17 of the job description form.).
 1. _____
 2. _____
 3. _____
 4. _____
 5. _____
 6. _____

- 4 Has a Job Advertisement been developed for the vacancy?** (Please prepare a Job Advertisement for advertising the vacancy and attach a copy. Please note that the selection criteria placed in the advertisement must be the same as the selection criteria identified in section 3 above).

- 5 Has a Financial Visa from the Department of Finance been obtained for this vacancy, stating that there is sufficient funding available for the position?** (Please attach a copy).

I certify that the attached *Job Description* is accurate and up-to-date and that there is sufficient funding available in the Department/Ministry's budget for this position.

Signature of the Director of Department **Date:** _____

Signature of the Director-General of Ministry **Date:** _____

 [for OPSC use only]
Date request received: _____

Approved/Not approved - Secretary, OPSC, Signature: _____ **Date:** _____

Ministry informed on: _____ **Position Advertised on:** _____