PROVINCIAL COUNCIL FORM 3-1

APPROVAL TO ADVERTISE A VACANCY FORM

JOB TITLE: _____ **POST NO.:**_____ (If Necessary)

SALARY(VT):_____ **LEVEL/SCALE:** _____ **LOCATION:** _____

UNIT: _____ **PROVINCE:** _____

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 a structure been developed that clearly shows where the position fits into overall structure?** *(Please attach a copy of the Provincial Council Organizational Structure 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 20 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 Analysis been conducted to ensure 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 Provincial Council's budget for this position.

_____
Name of Secretary General

_____ **Date:**_____
Signature of the Secretary General

_____
Name of the President of the Provincial Council

_____ **Date:**_____
Signature of the President of the Provincial Council

_____

Date request received: _____

Position Advertised on: _____