



REQUEST FOR AUTHORIZATION TO ADVERTISE A VACANT POST (Temporary, Contract or Permanent)

| | | | | | |
|---------------------------------------------------------------------------------|-------------|-------------|----------|---------------|------|
| | Mark with x | Head Office | Region | CET (AET) | TVET |
| TVET/CET: PERSAL COMPONENT NUMBER | | | | | |
| TVET/CET: COMPONENT DESCRIPTION | | | | | |
| Title of post to be advertised. | | | | | |
| Type(Mark with X) | | Temporary | Contract | Permanent | |
| Salary level | | | | | |
| Post level in case of lecturer | | | | | |
| When did the post become vacant? | | | | | |
| Reason for vacancy? | | | | | |
| Is this a new or an existing post? | | | | | |
| Was this job evaluated, (Support staff)? | | YES | NO | (mark with X) | |
| Job Description of this post to be attached? | | YES | NO | (mark with X) | |
| Is the post within the personnel budget? | | YES | NO | (mark with X) | |
| Draft advert to be advertise attached? | | | | | |
| Are the resources available for the vacant post (e.g. furniture, computer etc.) | | | | | |

*Note: Job description and draft advert must be aligned and attached hereto.

SIGNATORIES

| | Immediate Supervisor | Deputy Director : Corporate Services (TVET)/ Regional: CET / CET Centre Manager |
|---------------|----------------------|------------------------------------------------------------------------------------|
| Name in print | | |
| Tel: | | |
| Fax: | | |
| E-mail | | |
| Signature | | |
| Date | | |

Approval / Recommendation (Clearly mark approve or recommend based on delegation to appoint)

I hereby approve / recommend the request and confirm that personnel funds are available for the post.

| TVET Principal /CET Principal/ Regional Head/ Branch Head | Signature | Comments if any | Date |
|-----------------------------------------------------------------|-----------|-----------------|------|
| | | | |

HRM QUALITY ASSURANCE

I hereby confirm that the advert is checked by Human Resource Management Administration and Job evaluation confirmed by OD

| | Deputy Director: HRM | Signature | Comments if any | Date |
|---------|----------------------|-----------|-----------------|------|
| HRMA | | | | |
| OD (JE) | | | | |

Note: College to advertise post in line with normal college policy. SL1-8/PL1 1-3 TVET/CET College Principal will approve on availability of budget. SL1-8 /PL1-3 in regional offices to be approved by DDG:C and above SL 1-8 / PL1-3 vest with Director General (DHET will advertise and administer posts above such levels and Regional Offices)