

## SENIOR EXECUTIVE SERVICE VACANCIES - NOTIFICATION TO PSMPC

This form is to be used to notify the Public Service and Merit Protection Commission of SES vacancies and the proposed method of filling the vacancy (eg: advertising, transfer (permanent/temporary), acting arrangements for longer than 3 months) together with details of the reason for the vacancy and the current occupant's new location.

When completed this form should be forwarded to:

STAFFING, STRUCTURES & PERFORMANCE TEAM, PUBLIC SERVICE & MERIT PROTECTION COMMISSION. EDMUND BARTON BUILDING, KINGS AVENUE, BARTON ACT 2600.

Fax no. (02) 6273 2756

Phone no. (02) 6272 3458

### VACANCY DETAILS

AGENCY ..... POSITION NUMBER .....

DIVISION..... PERMANENT: YES  NO

BRANCH..... IF TEMP, FROM ...../...../..... TO ...../...../.....

BAND & SALARY..... CENTRAL/REGIONAL OFFICE .....

LOCAL TITLE..... CITY/STATE.....

INDICATE IF NEW POSITION: YES  NO  Date Position Becomes Vacant ...../...../.....

### ADVERTISING

PROPOSED DATE OF GAZETTAL ...../...../..... PROPOSED PRESS ADVERTISING ...../...../.....

SPECIFY ADVERTISING DETAILS (eg. SMH, Canberra Times, Age, Journals etc.) .....

### CURRENT OCCUPANT'S NEW LOCATION

NAME ..... NEW CLASSIFICATION .....

DEPARTMENT .....

DIVISION ..... CITY/STATE .....

BRANCH ..... POSITION NUMBER .....

#### REASON FOR MOVEMENT: (Please include date)

Promotion  ...../...../..... Retirement Under Section .....

Transfer  ...../...../..... HDA from ...../...../..... to ...../...../.....

Resignation  ...../...../..... Other .....

### PLEASE ATTACHED COPIES OF THE FOLLOWING:

- Current Duty Statement
- Proposed Selection Criteria
- Gazette Vacancy notice
- Proposed Press Advertisement

OFFICER COMPLETING:..... /...../..... PHONE .....

(Please Print Name)