

ATTACHMENT A

SENIOR EXECUTIVE SERVICE MOVEMENTS AND ADVERTISING - NOTIFICATION

This form is to be used to notify the Public Service and Merit Protection Commission of the movement of SES employees; and the advertising of SES employment opportunities.

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

DIVISION..... ONGOING: YES NO

BRANCH..... NON-ONGOING FROM .../.../...
TO .../.../...

BAND..... CENTRAL/REGIONAL OFFICE

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

INDICATE IF NEW DUTIES: YES NO Date Duties Become 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/TITLE

REASON FOR MOVEMENT: (Please include date)

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

Movement/...../..... HDA from/...../..... to/...../.....

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

OFFICER COMPLETING:..... (Please Print Name)
DATE/...../..... **PHONE**