



SERVICE COMMISSIONS DEPARTMENT

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CIRCULAR MEMORANDUM

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No. E/26/17

FROM : Director of Personnel Administration

TO : Permanent Secretaries and Heads of Department

DATE : 13th April 2017

SUBJECT : **Advertisement of vacancies specific to Ministries/Departments by Permanent Secretaries/Heads of Department**

The Public Service Commission Regulation 13 subregulation (5) of the Public Service Commission Regulations provides for Permanent Secretaries/Heads of Department to give notice of vacancies which exist in offices specific to their Ministry/Department by circular memorandum or by publication in the newspapers.

Accordingly, the Commission decided that Permanent Secretaries / Heads of Department can, with the consent of the Public Service Commission and in consultation with the Director of Personnel Administration, advertise vacant offices specific (peculiar) to their Ministry/Department within and out of the public service, that is, by circular memorandum within the Public Service and to the public through advertisement in the newspapers.

Permanent Secretaries and Heads of Department are asked to bring this Circular Memorandum to the attention of the staff in their Human Resource Management Unit or the officer responsible for the staffing function in their Ministry /Department and be guided accordingly.


Director of Personnel Administration (ag)