



dhsp&i

Department:
 Human Settlements, Public Safety & Liaison
 North West Provincial Government
 REPUBLIC OF SOUTH AFRICA

3366 Besemmer str Telkom building
 Industrial site Mafikeng, 2745
 NWDC cnr. . University Drive
 Private Bag X 2145, Mmabatho, 2735
 Tel: +27 (18) 391 0400/ 388 2461/387 6000
 Fax: +27 (18) 381 0352

Safety House31-34 Molopo Road
 Mafikeng, 2745
 P/Bag X 19 Mmabatho 2735
 Tel: +27 (18) 381 9171
 Fax: +27 (18) 381 9123

REQUISITION FORM TO FILL POSITIONS

This form must be completed to initiate request to fill vacant or new position(s). Managers are encouraged to complete the form and forward it to Human Resource Management after obtaining necessary signatories with a copy of Job Description. The form will then be forwarded to Head of Department for approval.

REQUEST INITIATED BY		DATE	DD / MM / YYYY		
NAME			POSITION		
SIGNATURE			DIRECTORATE/DIVISION		
REQUEST APPROVAL TO					
FILL THE POSITION VACATED BY <i>(Please indicate name)</i>					
NEW POSITION	YES	NO			
CONTRACT WORKER	YES	NO			
NUMBER OF POSITIONS					
POSITION INFORMATION					
JOB TITLE/ RANK			SALARY LEVEL		
TYPE OF EMPLOYMENT	FULL TIME	CONTRACT			
POST REQUIREMENTS					
LIST CORE FUNCTION OF THE POST(hereunder):					
1.					
2.					
3.					
4.					
5.					
Recommendations by Sectional Head (Chief Director/ Director)					
COMMENTS					
SIGNATURE			DATE	DD / MM / YYYY	

HUMAN RESOURCE MANAGEMENT (OD SECTION)

JOB DESCRIPTION DEVELOPED		YES	NO
NAME			
COMMENTS(if any)			

SIGNATURE		DATE	DD / MM /YYYY
------------------	--	-------------	---------------

DIRECTOR: HUMAN RESOURCE MANAGEMENT

SUPPORTED	NOT SUPPORTED		
COMMENTS			
SIGNATURE		DATE	DD / MM /YYYY

CHIEF FINANCIAL OFFICER

BUDGET INFORMATION			
AVAILABILITY OF FUNDS CONFIRMED		YES	NO
CONFIRMED BY		RANK	
SIGNATURE		DATE	DD / MM /YYYY

APPROVAL BY HEAD OF DEPARTMENT

APPROVED	NOT APPROVED		
COMMENTS			
SIGNATURE		DATE	DD / MM /YYYY