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| **DEPARTMENT** |
| **Unit/Department** |  |
| **Head of Department** |  |
| **Post Required** |  |
| **Number of Post** |  |
| **Job Description of the Post** *(Note: Use separate page)*  |  |
| **Justification** |  |
| **Signature** |  |
| **HR DEPARTMENT** |
| **Availability of the post****Budget Book = BOG Created =** **New Creation =**  | **Yes No** **Yes No** **Yes No**  |
| **Yearly Cost of The Post** |  |
| **Superintendent HR** |  |
| **Manager HR** |  |
| **ACCOUNT SECTION** |
| **Budget Availability**  |  |
| **Dealing Assistant** |  |
| **Director Finance** |  |
| **MEDICAL DIRECTOR/ HOSPITAL DIRECTOR** |
| **Remarks**  |  |
| **Signature** |  |