|  |  |
| --- | --- |
| **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** |  |