

Application for Internal Acting Appointment Opportunity

Department of Human Resources



PLEASE NOTE: In accordance with Sections 3.20 and 3.21 of the Public Service Management Code, 2023, the rules on acting appointments apply.

Please ensure that all sections of this application are completed. Incomplete applications, or those that do not clearly demonstrate the required experience and/or training, may be delayed or rejected. If a section does not apply to you, kindly indicate 'N/A'.

Supporting Document Checklist:

- ✓ Brief statement of interest (Cover Letter)
- ✓ Updated Resume and Supporting Documents (Academic Qualifications)

Applicant Information

Full Name: _____
Current Position/Title: _____
Ministry: _____
Department: _____
Contact Number: _____
Contact Email: _____

Acting Appointment Opportunity Details

Acting Position Applied For: _____
Ministry: _____
Department: _____
Proposed Duration: _____
Supervisor: _____

Eligibility Confirmation

- ☐ I confirm that I meet the minimum requirements for this acting appointment.
- ☐ I am not under disciplinary action.
- ☐ I am available for the full duration of the acting appointment.

Motivation/Justification Statement

Please briefly explain why you are interested in this acting role and how your skills, experience, and qualifications align with the responsibilities:

Qualifications and Experience

Relevant Academic/Professional Qualifications: _____

To be completed by Deputy Governor/Authorised Officer/ Head of Department.

Authorised Officer's Recommendation/Comments:

☐ *I recommend*

☐ *I do not recommend*

Authorised Officer's Signature

Name

Date

☐ Deputy Governor

☐ Authorised Officer

☐ Head of Department

Declaration by Applicant

I hereby declare that the information provided in this application is true and complete to the best of my knowledge.

Applicant's Signature

Date