



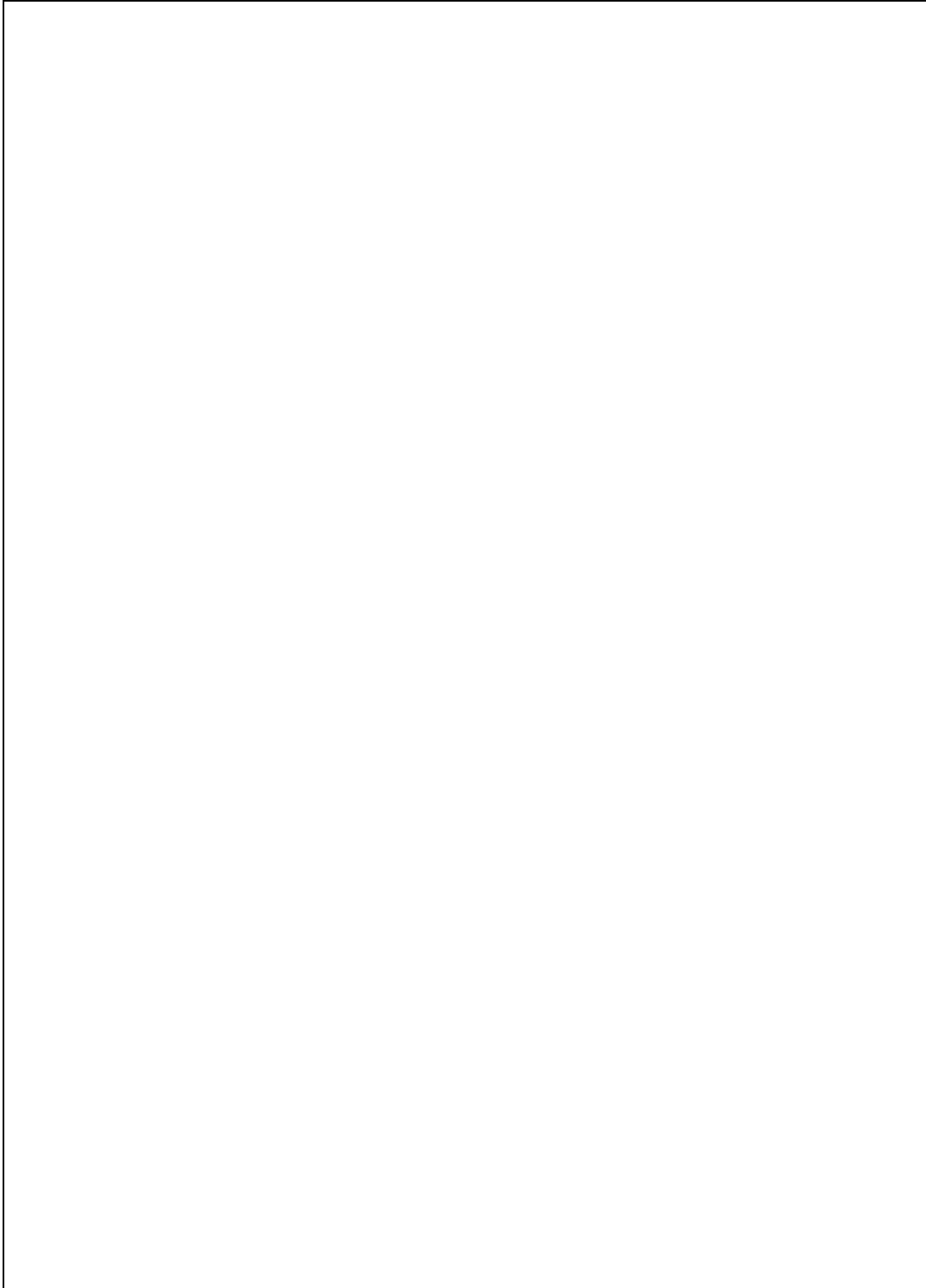
**FILLING OF NEW OR EXISTING VACANCIES JUSTIFICATION FORM**  
**Revised September 2018**

**Instructions:**

- This form must be completed by Permanent Secretaries and Department Heads for the filling of all new and existing vacancies.
- The completed form should be sent via the relevant Permanent Secretary who will first solicit the views of the Ministry of Finance and Public Administration and then the support of the Permanent Secretaries before submission to the Honourable Deputy Governor for approval.
- Once the approval has been granted by the Honourable Deputy Governor the Department Head and /or Permanent Secretary will complete the vacancy form via the Recruitment application in Common Office.

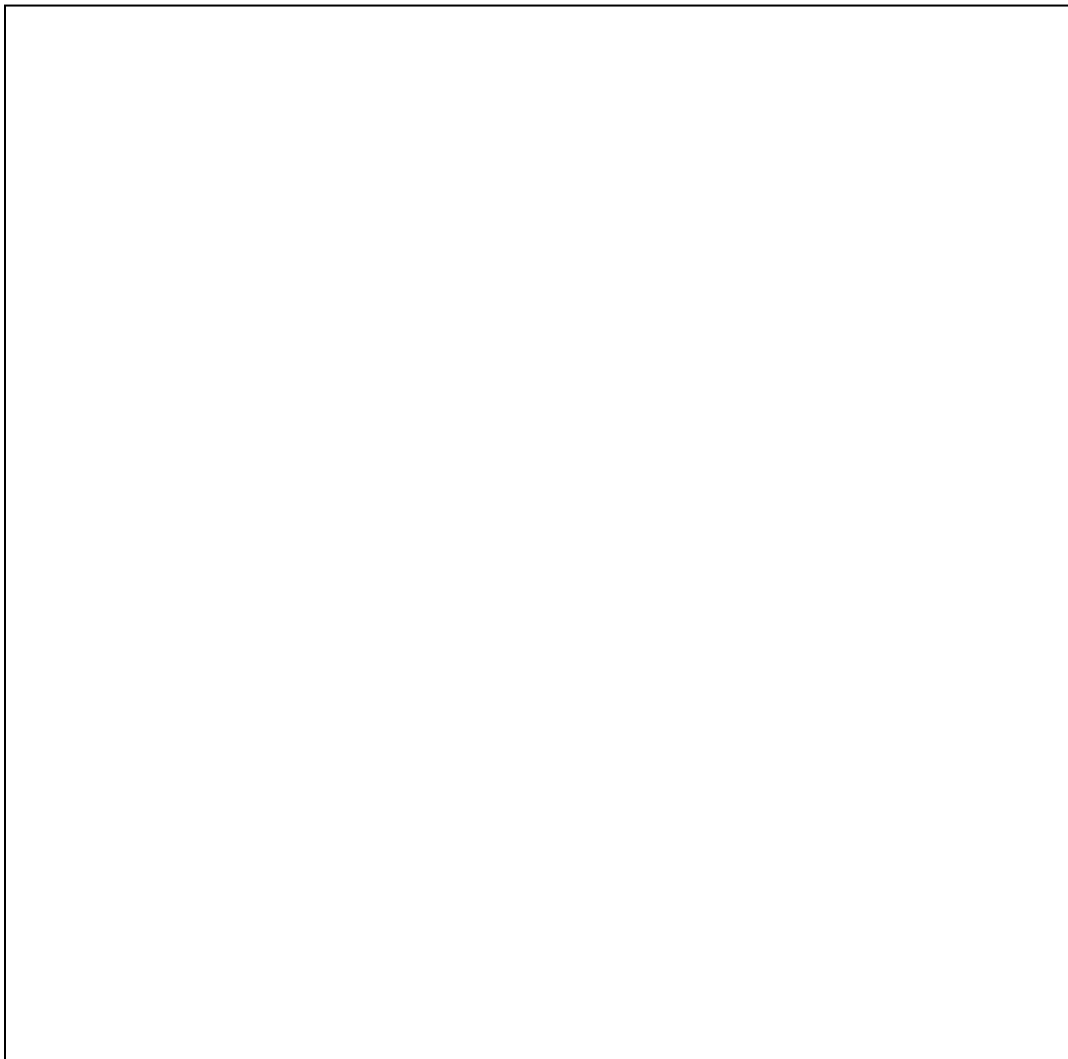
<b>Title of new/vacant position</b>	<b>Salary Scale</b>	<b>Number of vacancies:</b>
<b>Ministry</b>	<b>Department</b>	<b>DH</b>

A. **Critical nature of vacancy:** Explain how the filling of the new/existing vacancy is critical to the ministry' or department's ability to achieve its mandate or workforce plan or essential functions. What work/project will be in jeopardy of non-completion if the position is not filled. If the scope of work/project has been ongoing how has the work/project been completed prior to this point?



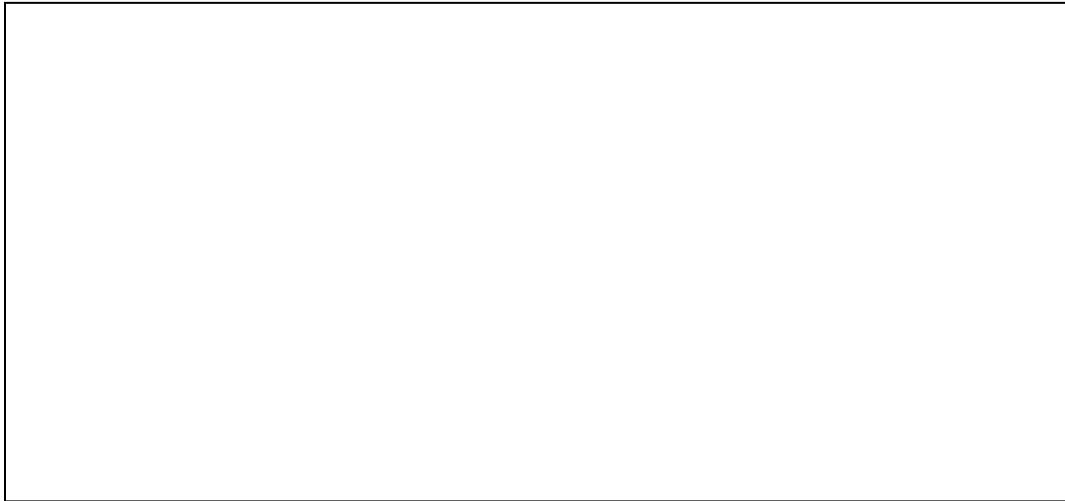
B. **Adverse Impact on Resources or Efficiencies:** Provide justification that must address the following; indicate N/A if not applicable.

- Loss of revenue
- Adverse impact on special funding e.g. PAHO, HMG,
- Loss of "cost-sharing" with partners e.g. HMG, CDB, etc.
- Audit or action plan requirement
- Time-sensitivity
- Effect on public health and safety.
- Will the position result in more overtime cost than position savings?

A large, empty rectangular box with a thin black border, intended for providing justification for the adverse impact on resources or efficiencies. The box is currently blank.

C. **Adverse Impact on Operations:** Provide justification that must address the following; indicate N/A if not applicable.

- Scheduled deadlines or delivery requirements
- Contract requirements
- Loss of competitive edge or opportunity e.g. ACORN upgrades
- Jeopardize relationships with partners or customers e.g. CARTAC, CDEMA



D. **Strategies used to minimize financial impact:** (Indicate, for example, if the position is covered by reimbursable funding and provide the funding organization.)



E. **Alternatives Considered** – Ministries/departments will need to demonstrate that the essential job function of the position cannot be assumed by other existing staff in the department. A summary of the analysis taken by the ministry/department regarding alternatives to filling the position and the reasons why the alternatives are not feasible. Specifically describe all options reviewed and considered, i.e., special hiring authorities, details, contractor, student, temp or term appointment, re-distribution of work, etc.

**NB Whether a position is ultimately determined to be essential will depend on the totality of factors cited in the submitted justification.**

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F. **Deputy Governor’s Approval**

The filling of this vacancy is:-

Approved

Not approved

Comments:-

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