

**APPROVAL FOR NON-CITIZEN CONTRACT OFFICER TO  
BE INCLUDED IN SELECTION AND APPOINTMENT PROCEDURE**

To the Chairperson Selection Committee

Department  
of: \_\_\_\_\_

In accordance with General Order 11.38.

I wish to have \_\_\_\_\_ considered by a Selection Committee for appointment to the following position:-

Department: \_\_\_\_\_

Job Title: \_\_\_\_\_

Position  
Number: \_\_\_\_\_

I certify that to my certain knowledge: -

- (a) the position has been advertised, and there is no suitably qualified and experienced Papua New Guinean who can adequately perform the job;
- (b) the process of training and localisation would be supported by the appointment of the contract officer; and
- (c) arrangements are being made to understudy the position.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**HEAD OF DEPARTMENT AUTHORISATION**

In accordance with the undertakings given above, and General Order 11, I hereby authorise, \_\_\_\_\_ a non-citizen contract officer to be included in the Selection process for the above stated position.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**SECRETARY - DEPARTMENT OF PERSONNEL MANAGEMENT**