



JAMAICA INFORMATION SERVICE
STAFF REQUISITION FORM

Department: _____

Position: _____

Replacement for: _____

Status: Temporary

Start Date: _____

End Date: _____

Permanent

Contract

Part-time

JUSTIFICATION:

KEY DUTIES AND RESPONSIBILITIES:

QUALIFICATIONS

SPECIAL COMPETENCIES/EXPERIENCE (if any):

PERSONAL ATTRIBUTES:

Department Manager

Date

Director

Date

Director, Human Resources

Date