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MANPOWER REQUISITION FORM

 Notes: This MR is to be used for Academic and Non-academic positions only. Please complete this requisition thoroughly. Use one requisition for each type of job opening. When the MR is completed, it is to be submitted to the Human Resource Division. Please ensure that all MRs are routed for Registrar's approval. 	Official Use Only (Human Resource Division) Date Received	
REQUESTOR Name :		
Faculty / Department :	Telephone / Ext:	
MANPOWER REQUIRED		
Job Title :		
Number Required :	Date Required:	
TICK ($$) IN THE APPROPRIATE BOXES :		
(A) This Recruitment is for :-		
() Additional Position		
() New Position		
() Replacement for	due to () Resignation () Termination () Promotion () Transfer	
(B) The position is for -		
() Full-time () Temporary	: Duration	
() Part-time () Contract	: Duration	

JOB SPECIFICATION		
Education :		
Skills :		
Experience :		
AREAS OF RESPO	NSIBILITIES :	
APPROVALS		
Recommended:	Verified:	Approved:
Requestor Signature/Date	Human Resource Division Signature / Date	CEO&VC / Registrar Signature/Date
REMARKS:		