



Circular No. 23

REF. NO: SB 50/51

MINISTRY OF FINANCE and PLANNING  
30 NATIONAL HEROES CIRCLE  
P.O. BOX 512  
KINGSTON  
JAMAICA

June 28, 2012

Permanent Secretaries  
Heads of Departments/Agencies

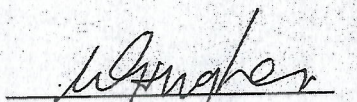
Information on Vacant Posts

The Public Service Establishment Division (PSED) of the Ministry of Finance and Planning is conducting a survey to determine the number of vacant posts on the permanent establishment of all Ministries and Departments.

The information requested should be listed on the attached form and you should also indicate if any of these vacant posts can be abolished with immediate effect.

The completed form should be returned to the PSED – Research and Establishment Control Unit of the Ministry of Finance and Planning, 30 National Heroes Circle for the attention of Miss Carol Haase, Director, RECU, no later than July 13, 2012. If no response is received by this date, the Ministry will use the existing information in our records to identify and abolish vacant posts.

For any clarification or additional information, please contact the above-named officer at [carol.haase@mof.gov.jm](mailto:carol.haase@mof.gov.jm) or 932-5366.

  
Wesley Hughes, CD, JP  
Financial Secretary



## VACANT POSTS

AGENCY: \_\_\_\_\_

MOE/J  
2012[illegible]

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position/Title: \_\_\_\_\_