



**THE NAVAJO NATION
DEPARTMENT OF PERSONNEL MANAGEMENT
JOB VACANCY ANNOUNCEMENT FORM**

Please use this form to submit the JVA requests to the Department of Personnel Management (DPM). Prior to filling out this form ensure this position is budgeted. Form Instructions can be found [here](#). If you need guidance on how to fill out the form consult DPM Recruitment Team at 928-871-6153. Once completed, email form to recruitdocs@dpm.navajo-nsn.gov.

**Red outlines indicate a required field*

POSITION DETAIL

POSITION NO:

POSITION TITLE:

*Enter below the six-digit position number of the supervisor for this advertised position.

DEPT. NAME:

SUPERVISOR POSITION NO:

WORKSITE:

EMPLOYMENT TYPE:

WORKDAYS:

WORK HOURS:

SENSITIVE:

*Only enter Employment Duration Value if Employment Type is "Temporary"
EMPLOYMENT DURATION (TEMP):

GRADE/STEP:

JOB DETAIL

DUTIES AND RESPONSIBILITIES:

SPECIAL KNOWLEDGE, SKILLS, AND ABILITIES:

ADDITIONAL INFORMATION APPLICANT SHOULD KNOW:

CONTACT DETAIL

SUBMISSION DATE:

Entering the below information is equivalent to a digital signature.

PREPARED BY:

TITLE:

EMAIL:

APPROVED BY:

TITLE:

EMAIL:

CONTACT PERSON:

PHONE #:

EMAIL: