

## **NATIONAL PENSION COMMISSION**

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### **CIRCULAR**

**REF: PENCOM/INSP/CIR/SURV/16/16**

**DATE: 2 November, 2016**

**TO: All Pension Fund Administrators/Closed Pension Fund Administrators**

**SUBJECT: RECRUITMENT OF TOP MANAGEMENT/REDEPLOYMENT OF HEADS OF DEPARTMENT**

The Commission has observed that Operators redeploy Top Management Staff out of key Departments without seeking prior approval of the Commission. This has become a source of concern as the skill set required to head different Departments may vary.

In light of these developments, Operators are hereby directed to obtain the approval of the Commission before redeploying HOD of Departments from one Department to another.

Furthermore, all requests for approval to appoint Top Management Staff should be accompanied with the under listed documents:

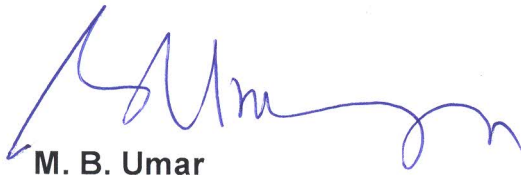
- i. Curriculum Vitea;
- ii. Advertisement of Vacancy;
- iii. List of Applicants;
- iv. Summary of Shortlisted Candidates;

- v. Result of the Interview Conducted;
- vi. Board Resolution;
- vii. Present Grade if already in employment of the Operator; and
- viii. Grade offered to the candidate.

This Circular is with immediate effect.

All enquiries regarding this Circular should be directed to the undersigned

Thank you.



**M. B. Umar**  
**Head, Surveillance Department**