

**Annex No. 1 to Directive No. 3/2023 Systemisation of Jobs of the Faculty of Economics and Administration of Masaryk University effective from 1 January 2024**

**Proposal for the creation of a job** (tick the box)

**Proposal to abolish a job** (tick the box)

Number (name) of unit			
Job title			
Order number	Activity number	Faculty account	
Validity of the change	From:	to:	
Time commitment (hours/week)	Pay grade		
Wage range	-		
Justification for the proposal:			

Appellant: .....

Head of Unit:	Head of Personnel Office:
Date:	Date:
Signature:	Signature:

Faculty Bursar:	Dean:
Date:	Date:
Signature:	Signature:

**Proposal to transfer the job** (tick the box)

**Original unit**

Number (name) of unit			
Job title			
Order number	Activity number	Faculty account	
Job validity			to:
Time commitment (hours/week)	Pay grade		
Wage range	-		

**New unit**

Number (name) of unit			
Job title			
Order number	Activity number	Faculty account	
Job validity	From:	to:	
Time commitment (hours/week)	Pay grade		
Wage range	-		
Justification for the proposal:			
Head of the new unit:	Head of the original unit:		
Date:	Date:		
Signature:	Signature:		

Head of Personnel Office:	Faculty Bursar:
Date:	Date:
Signature:	Signature:

Dean:	
Date:	
Signature:	