



Ministry  
of Defence

**Defence Business Services**

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REF: FOI2021/05321

E-mail: DBSRES-Secretariat@mod.gov.uk

11 June 2021

Dear [REDACTED]

Thank you for your email of 18 May 2021 requesting:

*“Thank you for your response. As someone who was looking for this specific post I am struggling to understand how I missed it being advertised from 24 February 2021 to 10 March 2021.*

*As a supplementary question, can you please confirm where the post was advertised.”*

I am treating your correspondence as a request for information under the Freedom of Information Act 2000 (FOIA).

A search for the information has now been completed within the Ministry of Defence, and I can confirm that all the information in scope of your request is held.

Vacancy ref: 96684 - Army Cadets Branch – Logistic Support and Business Management Team Leader was advertised at the Internal approach via Civil Service Jobs only.

It was open at level transfer from 29th January 2021 to 15th February 2021.

With promotion from 24th February 2021 to 10th March 2021.

Only MOD employees would have been able to see the advert on CS Jobs or be eligible to apply. Any person seeking employment with the Civil Service can set up their CS Jobs account to send them an e-mail alert when new vacancies are posted. For current Civil Servants, the website asks them to confirm which Civil Service department they are currently employed by, and based on this information, it will then allow new vacancies posted internally within that organisation to be viewed, vacancies within other government departments at the across government approach, and of course all externally advertised vacancies. To maintain a CS Jobs account, the individual will receive an e-mail asking them to confirm every 12 months.

However, the alert is only issued once for each vacancy. If the vacancy is re-advertised under the same vacancy reference number, the candidate does not receive an additional alert. Therefore, if the vacancy was initially advertised as a level transfer, and if no successful candidate was identified, and it was re-posted as a promotion opportunity, candidates would not receive a further alert.

A new alert is only generated when a vacancy is created under a new vacancy reference number, or if the candidate was unable to view it previously as they were ineligible to apply at that point.

To be able to see if the vacancy had been re-advertised, a candidate would need to conduct a search on the CS Jobs website for all vacancies that include the criteria they are seeking e.g. grade, location, salary etc. If their account had been set up as a current Civil Servant, the results of the vacancy search would include all vacancies they are eligible to apply for, including internal vacancies advertised previously.

If you have any queries regarding the content of this letter, please contact this office in the first instance.

If you wish to complain about the handling of your request, or the content of this response, you can request an independent internal review by contacting the Information Rights Compliance team, Ground Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail CIO-FOI-IR@mod.gov.uk). Please note that any request for an internal review should be made within 40 working days of the date of this response.

If you remain dissatisfied following an internal review, you may raise your complaint directly to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not normally investigate your case until the MOD internal review process has been completed. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website at <https://ico.org.uk/>.

Yours sincerely,

Defence Business Services Secretariat