



Foreign &  
Commonwealth  
Office

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Andrea Djonovic  
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29 January 2010

Dear Andrea

**FREEDOM OF INFORMATION REQUEST: 0028-10**

Thank you for your request dated 11 January 2010 under the Freedom of Information Act. You asked that the Foreign and Commonwealth Office (FCO) should disclose:

The proportion of vacancies in your department that are advertised:

- 1) internally only
- 2) across civil service but only to existing civil servants
- 3) across limited number of departments
- 4) to anyone internal and external
- 5) what proportion of vacancies are advertised externally but only after they have been advertised internally for a certain period of time?

I can confirm that the FCO does hold information to answer your request.

Taking each of your questions in turn, with exact numbers and approximate percentages in brackets, for 2009.

1. 1310 (79%) vacancies were advertised internally only.
2. 286 (17%) vacancies were advertised across government.
3. 29 (0.5%) vacancies were advertised to limited departments.
4. We do not advertise internally and externally at the same time.
5. 39 (2.5%) vacancies were advertised externally only and 2 (0.12%) were advertised externally after being advertised internally.

In addition we run annual recruitment campaigns for Band As (our lowest grades) and Fast Streamers (university graduates with the minimum of a 2:2 pass)

To put the figures in context because of the nature of the FCO with staff working (or having the potential to work) overseas, many jobs have tour lengths. These range from six months to four years but are generally three years. Because of this fluidity staff are always changing jobs within the office and, therefore, the majority of internal vacancies are not caused by staff leaving.

In keeping with the spirit and effect of the Freedom of Information Act, all information is assumed to be releasable to the public unless exempt.

If you are unhappy with the way the Foreign and Commonwealth Office has handled your request, you may ask for an internal review. You should contact Jan Trestain within 40 working days ([jan.trestain@fco.gov.uk](mailto:jan.trestain@fco.gov.uk)) if you wish to complain.

If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the complaints procedure provided by the FCO. The ICO can be contacted at:

The Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

Yours sincerely

*Jan*

Jan Trestain  
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Human Resource Directorate