

Job Requisition Form

Used to Request for Recruitment of Regular Staff, Consultants, Interns, Casuals, Deployments & Volunteers

This form needs to be completed before any recruitment process commences. The completed form and the updated JD/Terms of Reference should be sent to HR for job advertising.

SECTION 1: POST DETAILS				
Engagement Type: Regular	Field Office: Jawzjan	Specific location: Sheberghan	No. of Positions: 1	
Position Title: MEAL Assistant		Requesting Department: MEAL		
Contract Length: 10.5 months		Expected Start Date: 15-Feb-24 Expected End Date: 31-Dec-24		
Gender Requirements: Male	If more than one position, please specify the number of Male/Female. Male <input checked="" type="checkbox"/> Female <input type="checkbox"/>			
Hiring/ Requesting Manager: Mohammad Arif Nastow		Salary in USD/AFN Per Hour, Day, or Month: 494 USD per month		
Funding Source				
Project Name:	NMFA			
Project Code:	0049053			
SOF:	57801805			
DEA:				
Project Closing Date:	31-Dec-24			
*Please Attach another page if charged to more than 4 grants				
Complete for Regular Staff Recruitment only:				
Reason for Hiring: New Role	Previous role holder name:		Job Family: Choose One	
Contract Type: National	Grade: NAT 6	SMT Role: No	TE: No	Sr. TE: No
Complete for IE Recruitment only:				
Primary Technical Area:	MEAL			
Primary Sub-Technical Area:				
Secondary Technical Area:	Choose One			
Secondary Sub-Technical Area:				
Scope:	Choose One			
Context:	Choose One			
SECTION 2: RECRUITMENT STRATEGY				
Source of candidates: Internal and External		Preferred Advertisement Period: 5 Days		
SECTION 3: AUTHORISATION (Please add additional approvers based on the approval scheme)				
Approval	Name	Job Title	Signature	Date
Primary Budget Holder	Abdul Qudus Azizi	Child Protection Manager		
Talent Acquisition Manager		HR Manager		30-01-2024
Sr. Finance Manager-Budgeting	Solome W.B			30/01/2024
Final Approver		Adiy Doudou		31/1/2024

Note: - The award is under PAC.

Final Approvers

Position Titles	Approvers
Manager and above, Consultants and Deployments	Country Director
Coordinator and below	Relevant SMT
Volunteers/ Community Based Workers	DDPO
Interns and Casuals in Field Office	Head of Office
Interns and Casuals in Country Office	Finance Director & Director HR