

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		Filing Date:	
Engagement Type: Regular Staff	Field Office: FO - Saripul	Specific location:SRP	No. of Positions: 1
Position Title: CP Officer- Case Management and MHPSS		Requesting Department:CP	
Gender Requirements: Both (Male and Female)	Contract Length:2 months	Expected Start Date:01 May 2024	
Hiring/ Requesting Manager:Ahmad Shahim Haidary		Salary in USD/AFN Per Hour, Day, or Month:683	

Funding Source

Project Name:	Sida-CP
Project Code:	0040041
SOF:	75232079
DEA:	1044948
Project Closing Date:	End of June 2024

*Please Attach another page if charged to multiple grants

Complete for Regular Staff Recruitment only:

Reason for Hiring: Replacement	Previous role holder name: Suhrab Safi	Job Family: Program Operation
Contract Type: National	Grade: Choose One	SMT Member: No TE: No

Complete for TE Recruitment only:

Primary Technical Area:	Other
Primary Sub-Technical Area:	Education Outside Strategic Sub-themes
Secondary Technical Area:	ChildProtection
Secondary Sub-Technical Area	Basic Education
Is this Role Funded by a Single Award?	Yes
Scope:	Country focus
Context:	Development

SECTION 2: RECRUITMENT STRATEGY

Source of candidates: Both (Internal and External)	Preferred Advertisement Period:5 Days
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SECTION 3: AUTHORISATION (Please add additional approvers based on the approval scheme)

Approval	Name	Job Title	Signature	Date
Primary Budget Holder	Parwiz Hakami	Project Manager (BHA)		18.04.2024
Talent Acquisition Manager	Sayed Saleem Sadaat	HR Manager		18-4-2024
Sr. Finance Manager-Budgeting				21/4/2024
Final Approver	Fanullah Mushiwi	DDPO		27/04/2024

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