

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: Saripul	No. of Positions: 1	
Position Title: WASH Officer		Requesting Department: WASH		
Gender Requirements: Both (Male and Female)	Contract Length: 8 months	Expected Start Date: 15 Oct 2024 End Date May 2025		
Hiring/ Requesting Manager: Noor Ahmad Eshaqzai		Salary in USD/AFN Per Hour, Day, or Month: 710		
Funding Source				
Project Name:	Sponsorship, BHA Top Up			
Project Code:	0040044			
SOF:	99701102, 84008498			
DEA:	1149185,			
Project Closing Date:	18 August 2025 BHA			
*Please Attach another page if charged to multiple grants				
Complete for Regular Staff Recruitment only:				
Reason for Hiring: <u>Replacement</u>	Previous role holder name: Ahmad Khalid Raji		Job Family: WASH	
Contract Type: National	Grade: Nat 5	SMT Member: No	TE: No	
Complete for TE Recruitment only:				
Primary Technical Area:	Other			
Primary Sub-Technical Area:	Basic Education			
Secondary Technical Area:	Construction			
Secondary Sub-Technical Area:	Basic Education			
Is this Role Funded by a Single Award?	No			
Scope:	Country focus			
Context:	Humanitarian			
SECTION 2: RECRUITMENT STRATEGY				
Source of candidates: Both (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	Melkamu, Kassa	DCD program implementation • Operation	<i>[Signature]</i>	03/09/2024
Talent Acquisition Manager	Saleeem Sadat Sadat	Senior HR Manager	<i>[Signature]</i>	3/9/2024
Sr. Finance Manager-Budgeting	Irshadullah Sharifi		<i>[Signature]</i>	5/9/2024
Final Approver	<i>[Signature]</i>	DCD-PO	<i>[Signature]</i>	7/09/2024
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			