

**Recruitment Financial Approval Template**  
oPt CO



Job title	Programme Operations Manager
Hiring manager (Title)	Faton Krasniqi
Department	Programme Operations
Contract length/duration	1 Year
Grade	NAT4
Replacement/New Role/Backfill	New Role
Previous role holder	
SMT/Non-SMT	Non-SMT
TE/Non-TE*	Non TE
International/National	National
Accompanied/Unaccompanied/Partner only	N/A
Location	Ramallah CO
Number of vacancies	1
Internal/External opening	Internal/External

TE Role

<b>*Only for TE roles</b>	
Primary Technical Area	
Primary Sub-Technical Area	
Secondary Technical Area	
Secondary Sub-Technical Area	
Is this Role Funded by a Single Award?	
Scope	
Context	

Please Ensure you indicate the Budget codes that the Staff costs will be charged to

Cost Centre	Code	%		Code	%
Project code 1	2751028	100%	SOF 1	99701213	100%
Project code 2 (if applicable)			SOF 2 (if applicable)		
Project code 3 (if applicable)			SOF 3 (if applicable)		
Project code (if applicable)			SOF (if applicable)		
Project code (if applicable)			SOF (if applicable)		
Project code (if applicable)			SOF (if applicable)		
Project code (if applicable)			SOF (if applicable)		
<b>Totals</b>		<b>100%</b>			<b>100%</b>
DRC 1	997012130002	100%	Activity Code	2751028PM08A	100%
DRC 2 (if applicable)			Activity Code 2 (if applicable)		
DRC 3 (if applicable)			Activity Code 3 (if applicable)		
DRC (if applicable)			Activity Code (if applicable)		
DRC (if applicable)			Activity Code (if applicable)		
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DRC (if applicable)			Activity Code (if applicable)		
<b>Totals</b>					<b>100%</b>

Total budget (including on-costs)	
Do you need to procure a laptop for this Role?	Yes
If above response is Yes, kindly share the budget codes for the same. Additionally, as we are now live on Prosave, kindly fill the PR online to get Sourcing for the laptop immediately given that the lead times for this are upto 4 Months.	Same
Forecast start date for role	15/01/2024

Approvers	Name	Date	Signature
Hiring Manager	Faton Krasniqi	9/12/2024	DocuSigned by: Faton Krasniqi 07BEFB3C7A4944D...
Field Office Manager / Head of Gaza Opeations (if applicable)			
Relevant SMT Member	Faton Krasniqi	9/12/2024	DocuSigned by: Faton Krasniqi 07BEFB3C7A4944D...
Director of Finance & IT	Khoury, Sana Salah Alaghbary	11/12/2024	Signed by: Khoury, Sana D6605561D044AC...
Director of HR & Admin	Bissan Idkadiq	11/12/2024	DocuSigned by: Bissan Edkaidik 7038071AD08418...
Country Director	Xavier Joubert	11/12/2024	DocuSigned by: Xavier Joubert 7456B4B8A0064EC...