

## Recruitment Financial Approval Template oPt CO



Job title	Finance Control and Compliance Manager
Hiring manager (Title)	Director of finance & IT
Department	Finance
Contract length/duration	12 months
Grade	NAT 3
Replacement/New Role/Backfill	Replacement
Previous role holder	Ayman Zahran
SMT/Non-SMT	Non-SMT
TE/Non-TE*	Non-TE
International/National	National
Accompanied/Unaccompanied/Partner only	NA
Location	Country Office
Number of vacancies	1
Internal/External opening	Internal/External opening

TE Role

**\*Only for TE roles**

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	2751042	20%	SOF 1	84008593	20%
Project code 2 (if applicable)	2751052	20%	SOF 2 (if applicable)	57801772	20%
Project code 3 (if applicable)	2751046	20%	SOF 3 (if applicable)	27600490	20%
Project code (if applicable)	2751103	20%	SOF (if applicable)	99900103	20%
Project code (if applicable)	2751079	20%	SOF (if applicable)	27600504	20%
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			Activity Code		
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)		
DRC (if applicable)			Activity Code (if applicable)		
DRC (if applicable)			Activity Code (if applicable)		
<b>Totals</b>					<b>0%</b>

Total budget (including on-costs)	
Do you need to procure a laptop for this Role?	Yes/No
<b>If above response is Yes, kindly share the budget codes for the same.</b> <i>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.</i>	
Forecast start date for role	DD-MM-YYYY

Approvers	Name	Date	Signature
Hiring Manager	Sana Khoury	12/18/2024	
Relevant SMT Member	Sana Khoury	12/18/2024	
Director of Finance & IT	Sana Khoury	12/18/2024	
Director of HR & Admin	Bissan Idkaidik	12/18/2024	
Country Director	Xavier Joubert	12/18/2024	