

Recruitment Planner



The Recruitment Planner should be used for all new and replacement National posts. It must be completed prior to the commencement of any recruitment activities.

Section 1: Details of Open Position (To be completed by Hiring Manager)					
Country:	Zambia	Location:	Country Office		
Job Title:	Supply Chain Manager	Vacancy Type:	Supply Chain Manager	<input checked="" type="checkbox"/>	
If replacement, who was the previous post-holder:		Grade: 3	Indicate if PR for the computer and phone have been raised: No...X... Attach a copy of the PR		
Contract Length:	2 Years	Required start date:	1 st February, 2022		
Reports to (name):	Director of Programs and Operations	Reports to (Job Title):	Director of Programs and Operations		
Funding approved:	<input checked="" type="checkbox"/> Yes	Funding restrictions:	None		
Budget Code	99900103	2 nd Budget Code			
Post Status?	<input checked="" type="checkbox"/> Accompanied	<input type="checkbox"/> Partner only	If unaccompanied, why?		
Section 2: Proposed Recruitment Strategy (To be completed by Hiring Manager)					
Source of candidates:					
Agreed strategy (e.g. sourcing candidates, alternate websites, any country visa or work permit requirements, length of advertising campaign):	Advertising				
Short-listing/Interview Panel:	TBA				
Shortlisting date(s):	12/01/2023				
Telephone interview date(s):		Interview to be held:	<input type="checkbox"/>	Locally	<input type="checkbox"/> Other
Face to Face interview date(s):	19 th January 2023	Interview to be held:	TBA	Locally	<input type="checkbox"/> Other
Other selection criteria (e.g. test or presentation?):			Selection criteria based on: Interview performance		

Section 3: Recruitment Planner Agreement			
Title	Name	Signature	Date
Recruiting Manager	Kenan Lungu		
Budget Holder/ Recruitment Manager's Line Manager	Kenan Lungu		
Head-HR ADMIN & IT	Harriet Chewe		
Head of Finance	Lucy Bwalya		
Country Director	Jo Musonda		