



Recruitment Planner

Sudan Programme

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

Section 1: Details of Open Position (To be completed by Hiring Manager)				
Job Title:	Partnership Officer	Location:	Red Sea	
If replacement, who was the previous post-holder:	<u>Partnership officer</u>	Vacancy Type:	<input checked="" type="checkbox"/> Replacement	<input type="checkbox"/> new
No. of Staff needed	1	If new position, dose it comply with SC Sudan COOM & approved by SMT? Yes x <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Contract Length & Start date:		Contract type: International		Grade & salary:
Reports to (name & Title):	Award Manager (Rauf)	Temporary <input type="checkbox"/> Secondment <input type="checkbox"/> Fixed term <input checked="" type="checkbox"/>		
Salary Budget Code	24600205 – DEA 1095001 84008794 – DEA 1130965 57801769 DEA 1140189			
Laptop Availability: (is there a laptop ready?)	Yes	If you ticked No kindly provide budget codes to IT unit to commence the procurement of the laptop		Budget codes 1131071 - 84008794
Section 2: Proposed Recruitment Strategy (To be completed by Hiring Manager)				
Source of candidates:	<input type="checkbox"/> Internal	<input type="checkbox"/>	both	
Other selection criteria (e.g. head hunt or presentation.):		Interview		
Section 3: Recruitment Planner Agreement				

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Title	Name	Signature	Date
Recruiting Manager	Atif Ibrahim	DocuSigned by: <i>Atif Mohamed Ibrahim</i> CA453719DBCD469...	
Department Head/DDPO			
HR Manager/HR Director			
Finance Manager/Director			
DCD/ SMT sign-off			
CD			