



RECRUITMENT PLANNER – INTERNATIONAL/NATIONAL POST

This form covers new and replacement national posts, and needs to be completed before any recruitment process commences. Specific additional information is needed where the post is a new one.

Recruiting Manager should complete Sections 1 & 2 on-line - use the 'Tab' key to navigate and then email or submit hard copy to the Director of Finance for budget clearance and then to the Programme Director for authorization. Once Authorized, the recruiting manager submits to HR Department to facilitate the Recruitment process.

SECTION 1: POST DETAILS				
Country:	Sudan		Base Location:	Port Sudan
Job Title:	Budgeting and Reporting Manager		Vacancy Type:	<input type="checkbox"/> New <input type="checkbox"/> Re-locatable <input checked="" type="checkbox"/> Replacement <input type="checkbox"/> None <input type="checkbox"/> Re-locatable
If replacement, who was the previous post holder:	Catherine Karanja		Grade and Salary of Post:	Grade: Step:
Contract Length:	1 year		Date Required:	ASAP
Reports to:	Kalid Mohammed		Job Title:	Head of Budgeting and Reporting
Funding approved:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Funding restrictions:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> None
1 st Budget Code	SOF / 99900103 DEA / 00103	30%	BHA, SHF, HF, SCUS GH	70%
SECTION 2: RECRUITMENT STRATEGY				
Source of candidates:	<input checked="" type="checkbox"/> Internal <input checked="" type="checkbox"/> External			
Agreed strategy = Written test and Interview.				
Recruitment/Short listing/ Selection Interview Panel:	1. HR Manager 2. Line Manager			
Recruitment Planner Agreement				
Designation	Name	Signature	Date	Remarks/Relevant Comments
Recruiting Manager	Kalid Mohammed		15/10/2024	
Director of Finance	Jahanzeb Khan.	 Signed by: 6A6BE5B55BBD452...	15/10/2024	
HR Manager/ Director				
DCD/SMT Signoff				
CD				