**JOB REQUISITION FORM (Locally Hired)**

***The following form must be used when seeking approval to recruit for a new or existing locally hired position.***

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **GENERAL INFORMATION *to be completed by the Hiring Manager*** | | | | | | | | | |
| **Position Title: M&E Advisor** | |  | | | | | | | |
| **Location of Position: Sierra Leone-Freetown** |  | | | | | | | | |
| **Position Category: Short-term** |  | | | | | | | | |
| **Name of Immediate Supervisor: Associate Director PEPFAR** | | | |  | | | | | |
| **Full-time or part-time position? Short-term** | | | |  | | | | | |
| **If part-time, number of hours per week: 40** | | | | | |  | | | |
| **Replacement or new position? New Position** | | | |  | | | | | |
| **If a replacement, who previously held the position: -** | | | | | | |  | | |
| **Salary (*current employee*): N/A** | | |  | | | | | **Term Date:** | **2020** |
| **Preferred start date: July 2020** | | |  | | | | | | |
| **Length of assignment/end date (*if applicable*): 6 Months** | | | | |  | | | | |
| **\*Attach the Job Description with any proposed revisions\*** | | | | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FUNDING SOURCE *to be completed by the hiring manager with help from Finance staff*** | | | | |
| **Project Name** | **% to be**  **Charged** | **Project ID**  ***(Ex: Number starting***  ***with GG or UR)*** | **Activity** | **Project End Date**  ***Note: Must be a***  ***date in the future*** |
| **RRHS** | **100%** | **GG010699-08** |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| **POSITION GRADE AND SALARY RANGE *to be completed by Human Resources*** | |
| **Level or grade of position:** |  |
| **Salary range for position:** |  |

|  |  |
| --- | --- |
| **Head of Human Resources** | **Signature and Date** |
| **Printed Name: Emeka King** | **Signature:** |
| **Title: Human Resource Manager** | **19th June 2020** |

|  |  |
| --- | --- |
| **APPROVALS – *A signature below indicates:***   * Approval of the job description that is attached * Indication that the position has been budgeted and approved and the funding sources are properly identified * Authorization for posting and recruiting for the position | |
| **Position (Please print name)** | **Signature and Date** |
| **Finance and Administration Director** |  |
| **Oghenewareghe Frederick-Simon** |
| **Country Director** |  |
| **Dr. Mame Awa Toure** |

|  |  |
| --- | --- |
| **SUBMITTED by:** | |
| **Printed Name:**  **Abdulraheem Yakubu** | **Signature:** |
| **Title:**  **Snr Program Specialist** |  |