**JOB REQUISITION FORM (Locally Hired)**

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

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| **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\*** |

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

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

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| **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
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| **Position (Please print name)** | **Signature and Date** |
| **Finance and Administration Director** |  |
|  **Oghenewareghe Frederick-Simon**  |
| **Country Director**  |  |
|  **Dr. Mame Awa Toure**  |

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