



Staff Requisition Form

To: Head of HR/ HR Coordinator	Requested by: Name: _____ Position: _____ Program: _____	Effective date or Recruitment target date: ____/____/____
Date: ____/____/____		

Recruitment required for (please √) New Position Replacement Panel

Justification for recruitment:

Particulars	Proposed Status
Duration of appointment	
Core/ Project	
Regular/ Probationary/ Contractual	
Designation	
Grade & Step/ Salary	
Official duty station	
Department/ Sector/Project	
Salary to be charged/ Budget code	
Available budget for recruitment cost with budget code	

Job Description (please attach approved JD or fill in following information)

Name of the position	
Equivalent Grade & Step	
Reportable to	
Technical Supervisor	
Working Area	
Description of responsibilities (not needed if JD attached)	

(Please attach additional page if needed)

Required Job Specification:

Educational Qualification	
Experience:	
Skills	
Require motorcycle/ bicycle	Motorcycle: <input type="checkbox"/> Yes <input type="checkbox"/> No Bicycle: <input type="checkbox"/> Yes <input type="checkbox"/> No
Others	

Recruitment Source:

Sources	Description
Internal	
External (please ✓)	<input type="checkbox"/> Local Newspaper/ <input type="checkbox"/> National Newspaper <input type="checkbox"/> Job Portal <input type="checkbox"/> Others (please specify):
Existing Panel	

Signature of requester:	Clearance from F&A Department:
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Authorization: PM/Coordinator (Signature with name & designation) :

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Authorization: Head/Director (Signature with name & designation) :

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HR use only

Notes from Sr.PM/Coordinator, HRM:

Remarks from Head of HR:

Approval : _____

Note : 1. This form should reach the HRM unit 4 weeks prior to the recruitment target/effective date.