

## Job Requisition Form

Used to Request for Recruitment of Regular Staff, Interns, Casuals, Deployments, Volunteers & Consultants  
 This form needs to be completed before any recruitment process commences. The completed form and the updated JD/Terms of Reference should be sent to HR for job advertising.

### SECTION 1: POST DETAILS

*Engagement Type: Regular Staff		*Field Office: <b>Faryab</b>	Specific location: Maymana City	*No. of Positions: 1
*Position Title: WASH Officer		*Requesting Department: WASH Department		
Expected Contract Start Date: 22/Jan/2025		*Expected Contract End Date: 31/May/2025		
*Gender Requirements: Male/Female	If more than one role, write *No. of Female Roles ( ) *No. of Male roles ( )			
*Hiring/ Requesting Manager: Nasibullah Nasrat		Salary in USD/AFN Per Hour, Day, or Month:		
<b>*Funding Source</b>				
Project Name:	BHA	Sponsorship		
Project Code:	0040062	40044		
SOF:	84008498	99701102		
DEA:	1082906 ( 70 %)	1149162 ( 30 %)		
Project Closing Date:	18/Aug/2025	31/12/2024		

\*Please Attach another page if charged to more than 4 grants





### Complete for Regular Staff Recruitment only:

*Reason for Hiring: Replacement	Previous role holder name: M. Haroon Hamayon		Job Family: Program Operations	
*Contract Type: National	Grade: Nat 5	SLT Role: No	TE: Choose One	TE Type: Choose one
<b>Complete for TE Recruitment only:</b>				
Primary Technical Area:	Choose One			
Primary Sub-Technical Area:				
Secondary Technical Area:	Choose One			
Secondary Sub-Technical Area:				
Scope:	Choose One			
Context:	Choose One			

### SECTION 2: RECRUITMENT STRATEGY

*Sourcing: Both (Internal and External)	Preferred Advertisement Period: 7 Days.
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### SECTION 3: AUTHORISATION (Please add additional approvers based on the approval scheme)

Approval	Name	Job Title	Signature	Date
Budget holder for projects/ Head of Department *If more than one project, relevant HoD should sign. * For support function, Head of relevant Department should sign .	Sayed Abdul Hadi Sadat Sayed Jawad Mahmoody	Sponsorship Program Manager Deputy Chief of Party-BHA		18 NOV 2024
HR Approval	Sayed Saleem	Sr. HR Manager		4-Dec-24
Finance Approval	Kapila	Head of FP&A		4 Dec 24
Final Approver	Axshad Malik			



### Final Approvers

Position Titles	Approvers
Manager and above, Consultants and Deployments	Country Director
Coordinator and below	Relevant SLT
Volunteers/ Community Based Workers	HR & Admin Director
Interns and Casuals in Field Office	Head of Office
Interns and Casuals in Country Office	Finance Director or Director HR