



## Sudan Programme

The Recruitment Planner should be used for all new and replacement National posts / volunteers. It must be completed prior to the commencement of any recruitment activities.

**Section 1: Details of Open Position (To be completed by Hiring Manager)**

Job Title:	<b>Humanitarian Director</b>	Location:	Khartoum.		
If replacement, who was the previous post-holder:	Siobhan Luikham	Vacancy Type:	<input type="checkbox"/> New	<input checked="" type="checkbox"/> Replacement	
No. of Staff needed	1	If new position, does it comply with SC Sudan COOM & approved by SMT? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Contract Length & Start date:	01 September 2022, 1 year	<b>Contract type:</b>		<b>Grade &amp; salary:</b>	
Reports to (name & Title):	Arshad Malik, Country Director	<b>Temporary</b> <input type="checkbox"/>			
Salary Budget Code	Funded under multiple awards. Notably: 24600214 (ECHO HIP) 24600215 (ECHO RRM)	<b>Secondment</b> <input type="checkbox"/>			
		<b>Fixed term</b> <input checked="" type="checkbox"/>			
		<b>Consultancy</b> <input type="checkbox"/>			

**Section 2: Proposed Recruitment Strategy (To be completed by Hiring Manager)**

Source of candidates:	<input checked="" type="checkbox"/> Internal	<input checked="" type="checkbox"/> External
Other selection criteria (e.g. head hunt or presentation.):	Details:	

**Section 3: Recruitment Planner Agreement**

Title	Name	Signature	Date
Recruiting Manager			
Finance Manager/Director	Joseph Mjoroye		13/06/2022
HR Manager/Head of HR	Shireen Nabil		13/06/2022
Department Head/Area Manager			
Final Director/SMT Sign Off			