

RECRUITMENT REQUEST FOR TEMPORARY APPOINTMENT INTERNATIONAL PROFESSIONAL (TIP) / NATIONAL PROFESSIONAL (TNP)

Vacancy Notice No.Date of Issue.....Closing Date.....

1. Originating Office:			
2. Category of staff:		<input type="checkbox"/> TIP	<input type="checkbox"/> TNP
3. Proposed Title and Grade:			
4. Recommended Type of contract:		60 days or less	<input type="checkbox"/>
		6 months or less	<input type="checkbox"/>
		More than 6 months	<input type="checkbox"/>
5. Accompanying documents:		Govt. request	<input type="checkbox"/>
		PHF with photograph	<input type="checkbox"/>
		Evaluation of candidates and justification	<input type="checkbox"/>
		Technical briefing	<input type="checkbox"/>
		Last PMDS report	<input type="checkbox"/>
6. Details of Appointment:			
Ad hoc task		<input type="checkbox"/>	Project Title:
Planned activity (included in HR Work Plan)		<input type="checkbox"/>	Project No.:
Temporary Function start date:			AMS Code:
Temporary Function end date:			Allotment No:
Whether function is same <input type="checkbox"/> or different <input type="checkbox"/>			Expected Result No. / Activity No:
Vacant post No. (if applicable):		Briefing in SEARO	<input type="checkbox"/> Yes <input type="checkbox"/> No
Duration of assignment:		Debriefing in SEARO	<input type="checkbox"/> Yes <input type="checkbox"/> No
Target date of recruitment:		Briefing in HQ	<input type="checkbox"/> Yes <input type="checkbox"/> No
Duty Station:			
7. Travel Itinerary :			
8. Name of the Candidate*:			
DOB:		Sex:	
Nationality:		Geographical list (for TIP)	
9. Candidate Profile			
Academic Qualification			
National work experience (area of work/years)			
International work experience (area of work/years)			
Field experience (area of work/years)			
Programme management experience (years)			
Training experience (years)			
UN/WHO experience (field/years)			
Research work experience (years)			

Note: In the case of appointments which have the potential of being extended beyond six months, managers are strongly advised to advertise the position at the beginning of an assignment in the interest of the efficient and effective management of the recruitment process.

10. Information on previously recruited temporary staff		
How many Temporary staff (including TIP/STC) have been recruited against the same product/activities and for what duration (total man/month)?		
How many times has the proposed candidate been recruited for the same area of work and for what duration (total)?		
Has the same candidate been recruited for another programme of work area at any time?		
Please indicate the PMDS score of the previous assignment (attach PMDS report) in case of repeat recruitment of the same person		
Please explain the reason for hiring the same candidate		
11. Proposed candidate identified through:		
<input type="checkbox"/> Roster	<input type="checkbox"/> Advertisement & Selection	<input type="checkbox"/> Government Nominee
<input type="checkbox"/> Suggested by other Region/HQ	<input type="checkbox"/> Retiree	<input type="checkbox"/> Secondment
Number of Female and Male temporary staff recruited in the same unit in last two years	Female	Male
Describe efforts made to recruit a female candidate, a national of unrepresented or underrepresented countries		
12. Duties to be performed (Terms of Reference):		
13. Minimum qualifications, experience, skills and competencies required		
Qualifications		
Experience		
Skills and competencies		

Name and signature of responsible Officer
Unit:
Date:

14. Availability of funds:

Allotment :	Earmark:
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15. BFO'S Comments:

Signed by:
Signature date:

16. PER Comments:

Signed by:
Signature date:

17. Comments / Recommendations/ Decisions of the Director ()

Signed by:
Signature date:

18. Comments / Recommendations / Decisions of DAF:

Signed by:
Signature date:

19. Comments / Recommendations of DPM:

Signed by:
Signature date:

20. Comments / Recommendations / Decisions of DRD:

Signed by:
Signature date:

21. Decision of Regional Director

Signed by:
Signature date:

Distribution: RDO / DRD-O / DPM-O / DAF-O / ASO / BFO
TU:
Director,
WR,

*Evaluation of candidates and justification for the proposed candidate is attached.