



Recruitment process guide

- 1) Prepare the vacancy announcement including format for application Job/Volunteer Profile. ORGANISATION uses an online basic questionnaire for all applicants combined with the request for a motivational letter and CV (both in English) references are to be provided upon request. Posting of vacancy announcement, in view of nature of assignment, it will be displayed on the ORGANISATION website, in various relevant newsletters, websites etc.
- 2) Evaluate applications, CV, and long list candidates, based on selection criteria previously defined in consultation with partner organization. Share with partner organization and shortlist relevant candidates for interview, which may be conducted online to allow for participation of partner organization.
- 3) Interview process and seeking references recommendations – including from mentor from educational institutions if applicable.
- 4) Selection: in consultation with partner organization CV, applications are shared, and the final selection decision is taken by partner organization.
- 5) Inform rejected candidates – shortlisted for interview and explain why they were rejected.
- 6) After final decision confirmed in writing by partner organization, ORGANISATION is to send rejection letters to all unsuccessful applicants.
- 7) Selection of the final candidate will only happen after all relevant candidates have undergone and successfully accomplished a preparatory training according to the standards of the donor agencies.

Templates related

- Task assignment /ToR
- Vacancy Announcement
- Contract
- Certificate of Completion



Competence framework

Personal Competences

- 1) Ability to work in teams as well as independently
- 2) Respect other cultures and adjust his or her own behavior to avoid misunderstandings
- 3) Ability to deliver results and report to the appropriate person.
- 4) Communication skills
- 5) Ability to adjust to changing situations
- 6) Have a realistic view of their contribution to the hosting organization and their beneficiaries.
- 7) Clearly formulate tasks to be carried out by others.
- 8) Ability to identify critical improvements needed to ensure sustainability of results.

Personal values

- 1) Human Dignity
- 2) Teamwork and Innovativeness
- 3) Transparency and Accountability
- 4) Fairness and Integrity
- 5) Commitment and Hard work