

RECRUITMENT REQUEST FORM

This form must be completed before any Recruitment process of new and replacement roles commences. The authoriser/approver will be the Country Director or budget holder.
The Hiring Manager should complete type in Sections 1, 2 & 3.

SECTION 1: JOB OPENING REQUEST

Title:	BUYING COORDINATEUR	Country:	MALI
Location:	BAMAKO	Planned Number of Hires:	1
Vacancy Type:	<input type="checkbox"/> New <input checked="" type="checkbox"/> Replacement	If replacement, who was the previous post holder:	Sira BAH
Contract Type:	Permanent staff	Contract Length:	CDD / CDI
Post Status	National	Reason for fixed term	N/A
Grade of Post:		Additional Pay & Reward:	Expensive Posting <input type="checkbox"/> Complexity Allowance <input type="checkbox"/>
Job Profile (if New Please Attach):	Attached	Child Protection Level:	3
Job Advert Attached:	Yes	Line Management Responsibility:	PROCUREMENT MANAGER
Budget allocated and available for:	Employee Cost: 99900103 00103	Specialism:	Master's degree 2 in Procurement , Logistics or related area
Funding approved:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If not approved, please provide further details:	
Salary Budget Code:	CC: 46600 Project: 4669057 SOF: 99900103 DEA : 00103	Recruitment Budget Code:	CC: 46600 Project: 4669057 SOF: 99900103 DEA : 00103

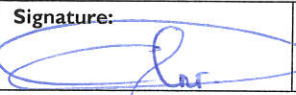
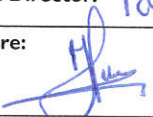
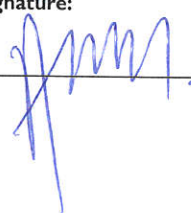
SECTION 2: ADDITIONAL INFORMATION – RECRUITMENT STRATEGY

Source of Candidates:	External <input checked="" type="checkbox"/> Internal <input checked="" type="checkbox"/>	Application portal (email address and/or website):	
Agreed Strategy, e.g. further advertising requirements:	Paid for Media/Online Advertising Details (e.g. Coord. Sud): - Quotidien national Essor -	Free Media/online Advertising Details (e.g.acodev): - ANPE - Malipages - Malibaraa	
Time Frames:	Advertise Date: 01.10.2021	Applicant Close Date: 15.10.2021	Pre-screening Interviews date: 20.10.2021
		Shortlist Date: 25.10.2021	Interview Date: 08.11.2021
			Anticipated Start:
Other Selection Criteria:	<input checked="" type="checkbox"/> Test <input checked="" type="checkbox"/> Presentation <input type="checkbox"/> Pre-screening	Test, Presentation or Pre-screening Details:	

SECTION 3: PANEL

Recruitment Team Member & Role:	Name:	Role:
	1. Pytchyouh HERADI MUPENDA (Head of Supply Chain)	Hiring Manager
	2. DOSSA WILLIAM AZONAHA (Regional Procurement Manager)	Technical Panel Member
	3. Fadima TALL (HR & Administration Director)	HR
	4.	

SECTION 4: RECRUITMENT APPROVAL

Hiring Manager: P10	Finance Director: Far Ann YESOUFOU	Regional/Country Director: P. Angelo-Delecos
Signature: 	Signature: 	Signature: 
Date: 05/10/2021	Date: 05/10/2021	Date: 05/10/21