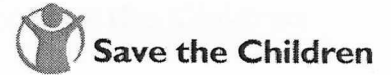


Job Requisition Form



Used to Request for Recruitment of Regular Staff, Consultants, Interns, Casuals, Deployments and Volunteers
 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		Filing Date:	
Engagement Type: Regular Staff	Field Office: CO - Kabul	Specific location:Kabul	No. of Positions: 1
Position Title: Programme Development Manager		Requesting Department:NBD - PDQ	
Gender Requirements: Both (Male and Female)	Contract Length:12 Months	Start Date:1 st Jan 2025	End Date:31 st Dec 2025
Hiring/ Requesting Manager:Head of Programme Development and Resource Mobilization		Salary in USD/AFN Per Hour, Day, or Month: 40,822 USD per annum	

Funding Source

Project Name	Project Code	SOF	DEA	Percentage %	Closing Date
AFG ECW MYRP Grantee 2023-24 (PAL Award)	0049061	03603327	1112382	30%	30 April 2025
NAF	0049061	999020XX	XX004	40%	31 Dec 2025
Impact Fund	0049061	999120XX	1017230	30%	31 Dec 2025

*Please Attach another page if charged to multiple grants

Complete for Regular Staff Recruitment only:			
Reason for Hiring: New Role	Previous role holder name:	Job Family: Program, Development, Quality	
Contract Type: International	Grade: INT Tier 3	SMT Member: No	TE: No
Complete for TE Recruitment only:			
Primary Technical Area:	Choose One		
Primary Sub-Technical Area:			
Secondary Technical Area:	Choose One		
Secondary Sub-Technical Area			
Is this Role Funded by a Single Award?	No		
Scope:	Country focus		
Context:	HumDev		

SECTION 2: RECRUITMENT STRATEGY

Source of candidates: Both (Internal and External)	Preferred Advertisement Period:15 Days
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SECTION 3: AUTHORISATION (Please add additional approvers based on the approval scheme)

Approval	Name	Job Title	Signature	Date
Primary Budget Holder	Arshad Malik	CD		
Talent Acquisition Manager				14-11-24
Sr. Finance Manager-Budgeting				14/11/24
Final Approver	Arshad Malik	Country Director		

Final Approvers

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