

Recruitment Planner

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

Section 1: Details of Open Position (To be completed by Hiring Manager)						
Country:	Zambia		Location:	Lusaka		
Job Title:	Director of Program Development and Quality		Vacancy Type:	International National Contract		Replacement National/International Lite/unaccompanied
If replacement, who was the previous post-holder:	Anne-Thora Vardoy Mutale		Grade:	I		
Contract Length:	2 years		Required start date:	April 2023		
Reports to (name):	Jo Musonda		Reports to (Job Title):	Country Director		
Funding approved:	Y	Yes	No	Funding restrictions:	none	
Budget Code	Shared Across Awards		2 nd Budget Code	Shared		
Post Status?				If unaccompanied, why?	Limited Portfolio Budget	
Section 2: Proposed Recruitment Strategy (To be completed by Hiring Manager)						
Source of candidates:				Internal & External Advertising		
Agreed strategy (e.g. sourcing candidates, alternate websites, any country visa or work permit requirements, length of advertising campaign):	Internal and external advertising, Head Hunting, PDQ Talent Management pipeline Visa and Work Permit Required if not Zambian, advertise for 2 weeks max					
Short-listing/Interview Panel:	Jo Musonda, Laura Jepson and Harriet Chewe					
Shortlisting date(s):	Week of 20 th November					
Telephone interview date(s):	Yes only if outside Lusaka		Interview to be held:	29 th November		Locally Other
Face to Face interview date(s):	Yes		Interview to be held:	29 th November		yes Locally Other
Other selection criteria (e.g. test or presentation?):	Yes interview + written test and presentation		Do written test first on 27 th then interview best candidates	Selection criteria based on: Interview questions, Qualifications and experience as outlined on the JD, written test and presentation		

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Section 3: Recruitment Planner Agreement			
Title	Name	Signature	Date
Recruiting Manager	Jo Musonda		07.11.23
Budget Holder/ Recruitment Manager's Line Manager	Jo Musonda		07.11.23
Head-HR ADMIN & IT	Harriet Chewe		07.11.23
Head of Finance	Lucy Bwalya		07.11.23
Country Director	Jo Musonda		07.11.23