

## Service Contract Recruitment Process Flows Country Office/Projects

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Ref.	Action	Unit	Timeline (Day)	Remarks
1	Send standard email to requestor	HRMU CO	1 Day	
2	Submit Requisition Form	Requestor	Day 2 to 4	
3	Review and classify TOR <i>*(see footnote)</i>	HRMU CO	Day 5 to 6	SCs are classified by HRMU CO
4	Prepare and post Vacancy Announcement (VA). Provide access to Requestor as soon as VA is advertised.	HRMU CO	Day 7	
5	Long List and propose short listing panel members from the roster.	HRMU CO	Day 21	eliminate those who do not meet the educational requirements of the VA
6	Provide list of shortlisted applicants to be tested or interviewed	Requestor	Day 22 to 24	
7	Review shortlist to ensure compliance with VA.	HRMU CO	Day 25 to 26	
8	Invite candidates for test. Alert assessors  <i>Note: Online test is conducted for those who are not able to come to Kabul.</i>	HRMU CO	Day 27 to 30	
9	Score test and submit to HRMU CO	Requestor	Day 31 to 34	
10	Consolidate test results and draw up final list for interview. Alert interview panel members of exact interview date.	Requestor	Day 35 to 36	
11	Invite candidates for interviews	HRMU CO	Day 37 to 40	Interview Panel already informed as per approved roster.
12	Prepare interview questions and submit to HRMU CO	Requestor	Day 37 to 38	Ensure questions are submitted confidentially to HR Officer.

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13	Conduct Interview, prepare and sign minutes and submit to HRMU CO.	Interview Panel and Note Taker	Day 41 to 43	
14	Reference Check	HRMU CO	Day 41 to 43	
15	Submit Interview Report to CD/DCD	HRMU CO	Day 44 to 45	
16	Prepare initial offer	HRMU CO	Day 46 to 47	Give deadline to candidate to submit response of acceptance or non-acceptance within five (5) days of receipt of offer.
17	Send candidate to UNAMA Clinic to undergo medical exam, if offer is accepted.	HRMU CO		Should not be later than three days from acceptance of offer by candidate.
18	Prepare Letter of Appointment upon medical clearance	HRMU CO		
19	Notify unsuccessful candidates.	HRMU CO		<i>Note: candidates who are not recommended should be notified as soon as the interview minutes are signed by the Interview Panel members</i>