

Service Contract Recruitment Process Flows Business Centre

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| Ref. | Action | Unit | Timeline (Day) | Remarks |
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| 1 | Send standard email to requestor | HRMU CO | 1 Day | |
| 2 | Submit Requisition Form | Business Centre (BC) | 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). | BC | Day 7 | |
| 5 | Long List and propose short listing panel members from the roster. | BC | Day 21 | eliminate those who do not meet the educational requirements of the VA |
| 6 | Finalize list of shortlisted applicants to be tested or interviewed | BC | Day 22 to 24 | |
| 7 | Review shortlist to ensure compliance with VA. | BC | Day 25 to 26 | Candidates must meet all criteria in the VA |
| 8 | Invite candidates for test. Alert assessors <i>Note: Online test is conducted for those who are not able to come to Kabul.</i> | BC | Day 27 to 30 | |
| 9 | Score test and submit to BC | Assessors | Day 31 to 34 | |
| 10 | Consolidate test results and draw up final list for interview. Alert interview panel members of exact interview date. | BC | Day 35 to 36 | |
| 11 | Invite candidates for interviews | BC | Day 37 to 40 | Interview Panel already informed as per approved roster. |
| 12 | Prepare interview questions | BC | Day 37 to 38 | Ensure questions are submitted confidentially to HR Officer. |
| 13 | Conduct Interview, prepare and sign | Interview | Day 41 to | |

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| | minutes and submit to BC | Panel and Note Taker | 43 | |
| 14 | Reference Check | BC | Day 41 to 43 | |
| 15 | Submit Interview Report to HRMU CO for review and ensure accuracy | BC | Day 44 to 45 | |
| 16 | Submit Interview Report to CD/DCD for approval | HRMU CO | Day 46 to 47 | |
| 17 | Prepare initial offer | HRMU CO | Day 48 to 49 | Give deadline to candidate to submit response of acceptance or non-acceptance within five (5) days of receipt of offer. |
| 18 | Send candidate to UNAMA Clinic to undergo medical exam, if offer is accepted. | BC | | Should not be later than three days from acceptance of offer by candidate. |
| 19 | Prepare Letter of Appointment upon medical clearance | HRMU CO | | |
| 20 | Notify unsuccessful candidates. | BC | | <i>Note: candidates who are not recommended should be notified as soon as the interview minutes are signed by the Interview Panel members</i> |