### STAFFING PLAN DISCUSSION Meeting Date: dd/mm/yyyy

**Title/Position/Opportunity:** [Insert applicable information]

**Attendees:** [Insert applicable information]

### ORGANIZATIONAL STRUCTURE/DESIGN CONTEXT

**Program overview** *(request org chart)***:**

**Reason for opening:** [Insert applicable information]

**History:** [Insert applicable information]

**Key challenge of role:** [Insert applicable information]

**Additional notes/items to discuss:** [Insert applicable information]

### *Specific safeguarding roles and responsibilities dependent on the positon being recruited should be outlined. Positions that will have more contact with vulnerable communities who might be required to have one-to-one interactions with at risk persons would obviously have greater opportunity to take advantage of their position and access, therefore potential to abuse or exploit is more of a concern*

### POSITION OVERVIEW

**Job Scope:** [Insert applicable information]

**Location:** [Insert applicable information]

**Grading of position**: [Insert applicable information]

**Funding source and length:** [Insert applicable information]

**Hiring Manager*:*** [Insert applicable information]

**Desired start date:** [Insert applicable information]

### INTERNAL TALENT MANAGEMENT

**Clarify if internal process** *(best practice: not posting jobs externally if we have capacity internally)***:**

**If internal have they met criteria for promotion (eg. Served in current role for minimum of 1 year, past performance review, no disciplinary action in last 1 year etc):** [Insert applicable information]  

### REVIEW FINALIZED JOB DESCRIPTION

**Job Description updated mm/yyyy**

### DETERMINE TARGET CANDIDATE PROFILE

**Years of experience:** [Insert applicable information]

# Education: [Insert applicable information]

**Required skills:** [Insert applicable information]

### *[if recruiting for a position that will have significant responsibility for working with or exposure to children and/or particularly vulnerable adult (such as nutrition workers in health centers, food distribution officers etc), make sure this is taken into more concerted consideration when screening and short listing applicants. For example: “This position will be required to have direct contact with children and at risk adults and therefore requires additional consideration during enhanced screening”].*

*[Dependent on the vacancy, the recruiter and hiring manager could prioritize candidates whose profile include previous experience or training in child protection, gender or GBV, working with children and young people and safeguarding, or have proactively added qualifications or certifications in relevant professional development areas to complement their work experience].*

**Profiles to avoid:** [Insert applicable information]

*[For example, profiles that have held primarily short term contracts; moved from contract to contract with no continuity;*

**Example profiles for review:** [Insert applicable information]

### TALENT ACQUISITION LEADS

**Leads/referrals:** [Insert applicable information]

**Internal candidates identified:** [Insert applicable information]

# Internal networking referrals: [Insert applicable information]

**External networking referrals:** [Insert applicable information]

### SOURCING STRATEGY

**Target Organizations/ Networks/Groups:** [Insert applicable information]

### RECRUITING PROCESS

[Insert applicable information]

### PROPOSED TIMELINES: (*adjustable and dependent on the speed of implementation by the collaborators)*

|  |  |
| --- | --- |
| **Dates** | **Process** |
|  | *Phone screen and/or HR and Technical Interview Guide**Must contain safeguarding and PSEA questions dependent on the level of position being recruited* |
|  |  |