



# Part Time Recruitment Requisition Authorisation

This form has to be completed and approved by the concerned Department Head and forwarded to the HR Dept Head for processing. Copy of the job description has to be attached with this form.

## JOB POSITION INFORMATION

PART TIME

Name & Surname:

Hiring Department:

Job Title:

Net Pay: /hour.

Direct Superior in Charge:

Contract Period From: to

Total Number of Hours:

Type of Class:

## REASONS FOR RECRUITMENT

## SKILLS REQUIRED

Minimum Qualifications Required:

Work Experience (years):

Specific Skills Required:

Language: English French Arabic

## BUDGET INFORMATION

Position: Budgeted (Approved by Finance) Not Budgeted **Budget Available:** Yes No

New Position Replacement

Full Time Part Time

**Head of Finance Dept**

Signature:

Date:

## SIGNATORIES

Name

Signature

Date

Head of Concerned Department:

Head of HR Department:

Deputy Vice-Chancellor (A/A):