



# 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

New Position  Replacement

Full Time  Part Time

**Budget Available:**  Yes  No

**Head of Finance Dept**

Signature:

Date:

## SIGNATORIES

	Name	Signature	Date
Head of Concerned Department:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Head of HR Department:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Deputy Vice-Chancellor (A/A):	<input type="text"/>	<input type="text"/>	<input type="text"/>