



The Women's Care Foundation of Pakistan International Welfare Trust (TWCFT)

Recruitment

Procedure for Recruitment

- a. The recruitment process shall be initiated at least 45 days prior to hiring of position. The time period for initiation of hiring can be waived off by the project manager, President, General Secretary and Finance Secretary in case of emergency hiring.
- b. The recruitment process starts by completing the Recruitment Requisition Form by head of the requesting department. The form shall be forwarded to the head of requesting department of the requesting department for his/ her approval.
- c. Requisition form shall be forwarded to the HR Department for further processing.
- d. HR Department shall review the form to ensure the completeness of the requirements of the form. Project Manager shall also ensure that the Job Description of the said position is available, and if it is not then he shall develop it with the help of the concerned departmental head. The form and job descriptions shall be forwarded to the President, General Secretary for approval.
- e. President, General Secretary shall review and approve/ disapprove the recruitment requisition form and job descriptions.
- f. Subsequent to the approval of the position, President, General Secretary and HR shall initiate the search by identifying suitable candidates through any of the following sources as identified by the President, General Secretary

Following means can be utilized for hiring of employees:

a. Succession Planning

Identifying and developing internal people with the potential to fill key positions in the organization. Succession planning increases the availability of experienced and capable employees that are prepared to assume these roles as they become available. The objectives of Succession Planning are:

- a. Identify those with the potential to assume greater responsibility in the organization.
- b. Provide critical development experiences to those that can move into key roles.
- c. Engage the leadership in supporting the development of high-potential leaders.
- d. Build a database that can be used to make better staffing decisions for key jobs.
- e. Improve employee commitment and retention.
- f. Meet the career development expectations of existing employees.
- g. Counter the increasing difficulty and costs of recruiting employees externally.

b. Head Hunting

In situations when there is a need for personnel having specific skill sets for specific positions, in order to save time and cost, the President, General Secretary may approve vacant positions to be filled without initiating the formal competitive process and select employee through the referral approach instead.

c. Advertisement

When a request to fill a vacancy has been approved through advertisement, the following procedure shall be followed:

- Vacancy announcements will be advertised in one or more National leading Newspaper(s),
- Deadline for submitting an application should not be less than fifteen working days. However the President, General Secretary may waive off this period of time for emergency hiring.

i. Application for Job Vacancies

All applicants, from any of the above mentioned sources for employment shall provide their resumes.

The resumes and applications shall be sent to HR department either by email (developed for hiring purposes) or through post, as prescribed by HR department in the advertisement.

Applications and resumes received on or before the closing date for the position shall be entertained for hiring purposes.

ii. Short Listing Candidates

The Human Resource department shall screen and shortlist CVs according to the criteria given in the Job Description.

Preferably 5-10 candidates should be short-listed on the basis of CVs although the number could vary in certain cases.

For some positions (Interns or Officers), a technical exam or an assessment may be required. The Human Resource-Department will be responsible for conducting this exam on recommendation of the Recruitment Committee.

iii. Grounds for Rejection of Job Applicants

An applicant may be rejected if the applicant:

- Does not meet the minimum qualifications required for the position.

- Has deliberately falsified an resume. Individuals hired as employees who are found to have violated this section are subject to disciplinary action, up to and including dismissal.
- Is unable to perform the essential functions of the position, with or without reasonable accommodations.
- Is less than 18 or above 62 years of age if being considered for regular employment.
- Has an unsatisfactory employment record or negative references.
- Has submitted an incomplete application and/or has failed to provide copies of documents cited in the job announcement prior to a final decision on hiring.
- Has tested positively for any active communicable disease during a pre-employment medical examination.

iv. Interviews

The Human Resource Department will arrange interviews time and accessible locations for them to take place at once the short-listing process has been satisfactorily completed. Following steps will be followed:

- a. The Human Resource-Department will call short listed candidates for interviews via telephone, e-mail or Call Letter, depending upon the situation.
- b. The interview panel consisting of 3 – 5 members shall be appointed by President, General Secretary and Finance Secretary.
- c. Interviews shall include a scoring mechanism developed to provide a standardized way of rating answers to interview questions.
- d. The Human Resource Department is responsible for contacting references or verifying previous employment.

v. Final Offer

After completion of interviews of all short listed candidates, recruitment committee will select the best candidate for the position and get an approval from the appropriate authority.

However, the recruitment committee may issue any additional procedure(s) / condition(s) to be followed for the recruitment of any category of employees from time to time subject to intimation of HR.

Project Manager shall issue an offer letter to the finalized candidate. The Candidate will be required to sign the offer letter and return it to Project Manager within 10 working days indicating acceptance or rejection of the offer. The offer letter will stand expired at the end of this period unless time has been extended by appointing authority.

vi. Salary Grades and Ranges

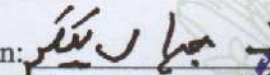
The salary band/grade structure comprises of benchmark positions and their respective salary ranges weighted from lowest to highest, within the organization. A salary band/grade specifies the minimum and maximum amounts payable for a particular position and identifies the salary range and position applicable to those responsibilities. Each position is evaluated on specific criteria that determine the worth of the job. Based on the job evaluation, positions are placed in various grades.

Positions	Grade	Minimum – Maximum
<u>CEO</u>	6	As approved by the Board of Trustees
<u>Directors</u>	5	200,000 – 400,000
<u>Managers</u>	4	100,000 – 200,000
<u>Supervisors</u>	3	50,000 – 100,000
<u>Officers</u>	2	25,000 – 50,000
<u>Auxiliary Staff</u>	1	10,000 – 25,000

** The Name of Position (e.g. CEO or ED) may approve separate salary scales for project employees on the basis of availability of project funds.

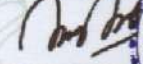
Approved By

President

Sign: 
Mrs. Mussarat Jahan Begum
The Women's Care Foundation

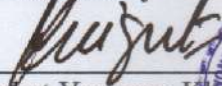


Vice President

Sign: 
Ms. Sabita Mushtaq
The Women's Care Foundation

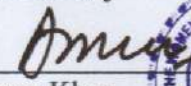


General Secretary

Sign: 
Dr. Nighat Yasmeen Khan
The Women's Care Foundation



Joint Secretary

Sign: 
Dr. Amna Khan
The Women's Care Foundation



Finance Secretary

Sign: 
Mr. Sheraz Ahmed Khan
The Women's Care Foundation

