

Personnel Division

Ministry of Finance

Recruitment Motivation Form

The Human Resources Section of the Ministry of Finance is the sole custodian of all recruitment and selection process of the ministry. The Department of Administration makes it mandatory that this form is completed to support recruitment accountability and transparency.

Recruiting Department

1. Department _____ Section _____ Position Title _____

Report to _____ Grade _____ Request Status: Important () Urgent () Recommended ()

2. **Mission/purpose of the position**

3. a. Does the position exist on the Organization Chart? Yes () No () b. Is the position profiled? Yes () No () c. Is there budget available for salary, benefits and other incentives? Yes () No ()

4. Qualifications types: Certificates (), Associate degree, B. Sc. (), M.Sc., MBA, PhD, Others (please indicate) _____

5. Name _____ Date _____ Signature _____

Competencies/ Skills/Experience requirements

1. Please check “X” as applicable to the scale

Competencies/ Skills/Experience Scaling	10%	20%	30%	40%	50%	60%	70%	80%	90%	100%
Functional Technical knowledge										
Functional Skills										
Experiential Knowledge										
Qualification Requirement										
Understanding of the position										
Motivation for the position										
Time Management/Priority Setting										
Interpersonal/Communication Skills										
Personal credibility, integrity & trust										
Operational knowledge & savvy										
Personal leadership; functional credibility										
Leading change										
Analytical, critical thinking and problem Solving ability										
Accountability measure										
Work transparency										
Reporting Skill										
Organizing/Planning										
Service Quality										
Diversity Management										
Teamwork initiative										
Respect colleagues										
Ownership of the job										

Vacancy Validation

The validation requires that the requesting and the Personnel Division ascertain the vacancy and validate the position on the organizational chart, agree on the job profile, key performance areas, salary, benefits and other incentives. Completing this form sets the recruitment in process.

Approving Authority

SN	Name	Department/Section	Position Title	Signature	Date
		Administration	Deputy Minister for Administration		
CC		Personnel	HR Director		