**Notification of Single Source Candidate**

**UNV field unit (if present) or regional office (if no field unit presence) to send this form to Volunteer Solutions Section (VSC) at UNV HQ**

|  |  |
| --- | --- |
| **Details of Single Source Candidate:** | |
| Family Name: | First Name: |
| UNV Roster Number: | |
| Requested for which UNV assignment: | |
| Duty Station: | |

**For Hiring Manager/Director of Mission Support**

1. As hiring manager and/or Director of Mission Support, I formally recommend and request the above single source candidate to be selected for the above indicated assignment

In doing so I have confirm the following:

* The candidate does not have a family member or extended family members in a subordinate or superior position in the same duty station or host agency for which they are being considered.
* The Single Source Candidate was not requested by a family member nor is a family member part of the recruitment process
* We Conducted (indicate):
  + desk review
  + interview
  + phone call
  + other specify if no formal conversation took place to confirm candidate suitability

1. Indicate the reason for this recruitment method:

|  |  |  |
| --- | --- | --- |
| Name |  | |
| Position title |  | |
| Signature | | Date |

**For UNV field unit (if present) and regional office**

Please confirm the following:

* The Single Source Candidate meets all UNV eligibility criteria for the assignment (age, years of service);
* The Single Source Candidate meets the minimum requirements of the description of assignment (DoA) (qualifications, skills, experience and language)

|  |  |  |
| --- | --- | --- |
| Name (FU if present) |  | |
| Position (FU) |  | |
| Approval from Regional Manager | | |
| Name of Regional Manager |  | |
| Signature of Regional Manager | | Date |

**UNV Field Unit or Regional Office to send this form to VSC at UNV HQ together with the interview report or other selection support document if available. In line with the Delegated Authority, UNV Regional Managers are in charge for approving Single Source recruitment for their associated region.**