## Direct recruitment request form

Purpose: To notify UNV of a candidate for direct recruitment in line with UNV’s Direct Recruitment Policy

There are 3 sections in this document

* Section 1: Candidate details and justification for direct recruitment
* Section 2: Host entity official sign off
* Section 3: UNV confirmation by Regional Portfolio Specialist

**Section 1: Candidate details and justification for direct recruitment**

**To be completed by the host entity hiring manager**

1. **Recommended candidate details**

**Recommended candidate must register in VMAM (vmam.unv.org) and complete all sections of their profile before this form is submitted to UNV.**

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| --- | --- |
|  First name:  |  Family name:   |
|  UNV roster number:   |
|  UN Volunteer assignment title:  |
|  Duty station:  |  Country: |

Describe how the candidate’s skills and expertise meet the requirements for this volunteer assignment and how the candidate’s suitability and interest was confirmed.

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1. **On what grounds is direct recruitment justified?**

Choose one of the justifications by ticking the box.

Refer to UNV’s Direct Recruitment Policy for more information.

**Justifications relating to the assignment (see eligibility criteria section for more detail)**

[ ]  **1. An emergency or exigent circumstance**

[ ]  **2. Furtherance of UN entity’s goal of diversity and inclusion**

[ ]  **3. Continuation of same tasks begun under a non-UN Volunteer Contract**

**Justifications relating to the chosen candidate**

[ ]  **4. Candidate is a former Online Volunteer with positive performance & certificate of service**

[ ]  **5. Candidate is a former UN Volunteer who served and completed the first assignment with positive performance appraisal(s)**

[ ]  **6. Candidate is a retired UN Staff Member or a former UN Personnel with positive performance appraisal(s)**

**☐ 7. Candidate is recommended by UN Host Entity in reference to the criteria specified in the Description of Assignment**

**Section 2: Host entity official sign off**

**To be completed by an authorized official (Head of Office, Chief of Section, Director of Mission Support)**

As Head of Office, Chief of Section and/or Director of Mission Support, I formally recommend the above candidate to be selected as a UN Volunteer and confirm the following:

1. The candidate does not have a family member or relative in a subordinate or superior position in the same duty station or Host Entity for which they are being considered;
2. The candidate was not requested by a family member nor is a family member part of the recruitment process;
3. That Host Entity has fully complied with the UNV direct recruitment policy, reference and conflicts of interest clearance required by the direct recruitment policy.

For compliance, auditing, or other relevant purposes UNV reserves the right to ensure compliance with the DRP, to request supporting documentation from the UN Host Entity, spot check compliance, and retains the right to reject any request for direct recruitment that, in UNV’s sole determination, does not comply with the DRP.

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| --- | --- |
| Name of UN Entity Authorized Official |   |
| Position title  |   |
| Signature  | Date  |

**Section 3: UNV confirmation**

**To be completed by UNV Regional Portfolio Specialist**

This section confirms the recruitment meets UNV’s Direct Recruitment Policy criteria;

Provide any necessary details or comments to support this request (optional)

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Mandatory check list:

[ ] Request for direct recruitment meet UNV criteria and is fully in line with the Direct Recruitment policy for both audit and spot check compliance purposes:

[ ] The recommended candidate meets all UNV eligibility criteria for the assignment (i.e. age, experience);

[ ] The recommended candidate meets the minimum requirements of the description of assignment (DoA) (qualifications, skills, experience and language);

[ ] The procedures of delegated authority were properly signed off by the Head of Office, Chief of Section, Director of Mission Support.

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| --- | --- |
| Name of UNV personnel |  |
| Position title | Regional Portfolio Specialist  |
| Signature | Date |

**UNV field unit or regional office are to:**

* **Select ‘direct recruitment workflow’ when creating DOA in VMAM; and**
* **Upload this form with any requested supporting documents to VMAM using the ‘direct recruitment request’ task.**

**VSC Operations Associate (Recruitment) to proceed with recruitment steps in VMAM for this candidate.**

* **Note: shortlist and propmail of candidates in VMAM is not necessary under direct recruitment workflow**