

Volunteers/Interns and Personnel Recruitment

1. Volunteers

Volunteers are individuals who work at CSR out of their own choice or have been deputed at CSR by other organizations. They will be assigned tasks from time to time as deemed necessary by CSR.

CSR will have a limited contract with volunteers and will not provide any compensation except under special conditions. They will not be considered as full-time or part-time employees of the organization.

2. Personnel Recruitment

CSR believes in equal employment opportunity to each individual, regardless of race, colour, Gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status, veteran status, or any other occupationally irrelevant condition. This policy applies to recruitment and advertising; hiring and job assignment; promotion, demotion and transfer; layoff or termination; rates of pay and benefits; selection for training; and the provision of any other human resources service.

3. Notice of Vacant or New Position

It is the responsibility of the CSR to fill vacant positions as well as new regular positions and new temporary positions of a duration exceeding more than six months. The CSR must make sure that the positions can be filled under the organizational budget.

For all new positions, a job description shall be established and include the following elements:

- Position summary
- description of duties and responsibilities
- conditions of work
- qualifications

Notice of a new or vacant position must be approved by the Director and Concern Department before it is released publicly.

Recruitment for a new or vacant position can be opened to internal and external competition. For external recruitment, positions in the professional category can be advertised publicly through Websites e.g. Devnet if they are regular positions, or if there is a limited tendering process for consultation.

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4. Interview and selection

As a general rule, a selection committee comprising of, at least two members shall be assembled for filling all positions.

The committee will go through the applications received, retaining those that show the best qualifications. It will evaluate each candidate's application with the help of an evaluation form created beforehand, containing well-defined criteria.

A list of the candidates chosen to be interviewed will be shortlisted by the Selection Committee. The interviews will serve to make a final choice and also to establish a database of potential future candidates.



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