



# SHEIKH SIRAJ FOUNDATION

---

## Recruitment Policy

## **RECRUITMENT POLICY**

The most important element of the recruitment process is to ensure transparency and fairness without any bias, favoritism and gender discrimination in the hiring process. This can only be ensured when there exists clearly laid down criteria and procedures for recruitment of staff and consultants. Some of the standard practices for recruitment include proper hiring mechanisms through advertising, indiscriminate head hunting and using the database of credible recruitment agencies (this is in vogue in all developed countries). Once applications are received short listing through independent sources or cross checking through reference checks or under an already laid down eligibility perform followed by tests and interviews by a panel, are some of the effective ways of recruitment. In short, any such policy that ensures transparency and a non-partisan approach can be termed as a fair recruitment policy.

### **1. RECRUITMENT OF STAFF FROM WITHIN THE ORGANISATION**

Recruitment authorization announcing all vacancies is to be posted in each department of SSF for a period of five working days before outside recruitment begins. Any employee who has not applied by the end of five working days will no longer receive special consideration afforded to internal applicants.

During that five-day period preference shall be given to qualified regular and limited tenure employees who apply for vacant positions.

The following policy applies in connection with Sheikh Siraj Foundation's (SSF) employees who are applicants:

- 1.1 Existing employees who have increased their skill and job potential and who qualify shall be encouraged.
- 1.2 Inter departmental recruitment of qualified employees shall be encouraged.
- 1.3 No employee shall be intimidated or discouraged from applying for a vacant position
- 1.4 The employees who apply for vacant positions are not required to notify their supervisors. However, if such an employee should become a finalist for the position [upon the recommendation of the appropriate department head], his/her supervisor will be notified of the application process for, among other things, a recommendation.
- 1.5 Education, past work experience, and experience gained at SSF are criteria that will be considered in recruiting applicants.

### **2. IN-HOUSE APPLICATION PROCEDURE**

SSF should encourage its employees to apply for any open positions. In this case the following procedure is to be followed;

- 2.1 The recruitment authorization form is to be submitted to the Human Resource Department within five days of the posting of the advertisement. The form once submitted becomes a part of the recruitment file for the vacant position
- 2.2 All qualified employees who apply for vacant positions in a timely fashion shall be provided with an opportunity for an interview.
- 2.3 Applicants shall be notified of a decision after recruitment procedures have been completed.

### **3. RECRUITMENT OF PERSONS FROM OUTSIDE THE ORGANISATION**

Recruitment of persons outside of SSF for all vacancies may begin after the recruitment authorization has been posted for five working days. All qualified internal candidates must first be interviewed and no final selection shall be made until the sixth working day after the recruitment authorization has been posted.

Vacancy announcements may be distributed outside of SSF and can be posted on job hunting website, can also be it is on the agenda of SSF to hire appropriate and right staff to carry out its activities and in this regard proper job posting were published on renowned job websites and have contract with premier job placement (headhunting) services organization like Career Pakistan advertisements placed in the area newspapers coincident with the internal posting of a vacancy announcement. All applications and resumes received will be held in Human Resource Department until the recruitment authorization has been posted for five working days, and a determination has been made that no internal applicant is fully qualified for appointment.

Selections to fill vacant positions shall be made of the best-qualified persons in terms of experience, skills, training, education and aptitude. Employment opportunities shall be made available on an equal opportunity basis to qualified persons without regard to race, color, religion, sex, sexual preference, national origin, political affiliation, disabilities, age, personal appearance, family responsibilities, or marital status.

Educational requirements for a particular job are important, and shall be given priority when interviewing applicants. Consideration will also be given to, but is not limited to, an applicant's work experience, skills and demonstrated expertise in his/her field.

### **4. EXTERNAL APPLICATION PROCEDURE**

In the event of entertaining applications from applicants outside SSF the following procedure will be followed;



- 4.1 Applications shall be made by submission of a cover letter and comprehensive resume that provides detailed information related to an applicant's work and educational experience.
- 4.2 Skills tests, which are required for certain positions, shall be given to all applicants for the position. All examinations shall be uniformly administered by Human Resource Department.
- 4.3 An official transcript will be required in support of an application for any positions at SSF in which a Bachelor's or higher degree is required.
- 4.4 No verbal promises of future salary increases, higher-level positions or promotions shall be made by the organization's employees as an inducement to prospective employees to accept employment within the organization. Any such promises shall not be honored unless included as part of the official letter offering employment signed by the Chief Executive Officer.
- 4.5 Salary Structure at Sheikh Siraj Foundation, remuneration for each position is based on a number of factors including experience, education, training, knowledge, responsibility, level of supervision required and managerial expertise. Salaries have a substantial range, to reflect the diverse overall considerations/qualifications even within positions having the same title. salary reviews are undertaken as and when required. The important factors reflected in the reviews are job performance, time served in the organization and cost of living. Salary structure of Sheikh Siraj Foundation comprises of the following: -

Basic	70%
Medical	10%
House Rent	20%
<b>Total</b>	<b>100%</b>

Any special perks or benefits, identified at the time of appointment, forming part of the salary package will be incorporated in the respective service contract.

#### ADOPTION OF POLICY

I do hereby certify that the above stated Policy for Sheikh Siraj Foundation were approved and adopted by the board of directors on 27<sup>th</sup>Mar 2020 constitutes a complete copy of the Recruitment Policy of SSF.

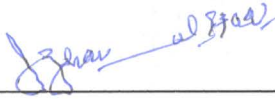
Reviewed By CFO

Signature \_\_\_\_\_



Approved By The Board

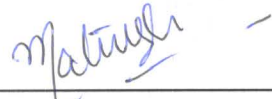
1. Sheikh Izhar ul Haq (Director/ Chairman)

  
\_\_\_\_\_

2. Talha Izhar (Director/ CEO)

  
\_\_\_\_\_

3. Mahwish Binte Qayyum (Director/ Secretary)

  
\_\_\_\_\_

4. Osama Izhar (Director)

  
\_\_\_\_\_

