



GREEN PARTNERS ASSOCIATION

Engaging-Empowering-Equipping for; a resilient People, resilient Planet & resilient Profit

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RECRUITMENT POLICY

Purpose

GPA aims at providing an inclusive environment where everyone feels they are treated fairly, valued and respected.

GPA recognizes that everyone has a contribution to make to our community and a right to equal treatment. The purpose of this policy is to support candidates to make an application for employment and to ensure that no job applicant will be discriminated against by us at any stage of the recruitment process on the grounds of: age, civil status, disability, gender, family status, race or religion.

Principles of Recruitment

Motivation and Values:

Staff recruited by GPA should share and support the vision, mission and values of the organization and the general principles of GPA as laid down in its Code of Conduct. Each staff member should recognize the particular responsibility of his/her job.

Excellence: We seek staff of a high caliber with the capacity to meet the challenges of our time.

Non-discrimination: To recruit suitably qualified staff irrespective of gender; age; disability; marital or parental status; racial, ethnic, national or social origin; religion or belief; or geographical location.

Accountability: To ensure that recruitment procedures are fair, objective, impartial, and transparent and are applied consistently.

Efficiency and long-term planning: To balance efficiency in the recruitment process with the long-term planning needs of GPA.

Non-preferential Treatment of Family and Friends: "Appointments to all positions will be made on merit, regardless of gender; region; religion; disability; family status; etc. We are committed to open, fair, and transparent appointment, recruitment, hiring, and procurement procedures and practice.



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☐ Family members, and friends and organisations with which we or our families or friends are associated, will not be accorded preferential treatment.

☐ To manage potential conflicts of interest, we will disclose such connections with potential applicants or candidates of whom we are aware.

Confidentiality: We will guarantee the confidentiality of all personal data of applicants and will respect their privacy. All staff members involved in the recruitment process have an obligation to preserve each applicant's right to privacy and to the confidentiality of any information that may be revealed by the documentation, the interviews or discussions leading to the selection of the candidate.

Procedure:

Vacancies are open to all suitably qualified candidates, subject to their satisfying the necessary educational qualifications, skills and experience criteria relevant to each individual post, as detailed in the Job Description/Person Specification.

Reasonable accommodation will be made at all stages of the recruitment process to facilitate a disabled candidate participating fully in the process, and in order for a successful disabled candidate to undertake the post.

Application

Applications should be made online by submitting a CV, covering letter and any other supporting documentation that is requested. Due to unstable internet connectivity, Other candidates can also submit the above documents in the office. The CV must include: education history (institution name, start and end dates of courses, qualification gained), details of membership of any professional organizations, details of current or most recent employer (name and address of current organization, job title and duties) and details of previous employment. The covering letter should address how an applicant's knowledge, skills, and abilities meet the requirements of the person specification.

Job Description & Person Specification

Formal job descriptions and person specifications will be provided for all vacancies advertised. The experience requirements and educational qualifications specified will relate strictly to those necessary for the effective performance of the position and any essential requirements will be clearly specified.

Short Listing

All CV's and covering letters/ forms submitted will be screened against the required criteria for the position listed in the Job Description and Person Specification. Applicants are strongly encouraged to ensure their covering letter clearly and fully describes how they satisfy the Person Specification.

Short listing will result in a list of the candidates whose applications most closely match the criteria detailed in the Job Description/Person Specification, the reasons for which will be recorded. A candidate who does not satisfy the criteria for the position will not be short listed. The short listed candidates will go forward to the next stage of the selection process and will be notified accordingly.

SELECTION

In general the selection methods used by GPA may include any or all of the following:

- Reception and initial screening of curriculum vitae and covering letter
- In-depth selection Interview (initial and further, as required)
- Background and reference checking
- Make a final hiring decision and issue a job offer.

Interview

Short-listed candidates will be invited for interview. The members of the Interview Panel will be provided with a copy of the candidates' CV and covering letter and will agree in advance of the interview the format and areas of coverage for questioning during the interview. A competency based marking scheme will be prepared with reference to the Job Description.

Interview panels will bring together diverse expertise/competencies and will have a gender balance. Where appropriate and feasible, panels will include members from different sectors (public & private) and disciplines, with the relevant experience to assess candidates.

Members of interview panels will be appropriately trained.

Interview Panels will in all cases include a member of the Senior Management Team or their nominee. They may also include other GPA staff depending on the seniority and scope of the vacancy.

Reference Checks: The offer of employment or appointment to a role will be subject to satisfactory references. Certain positions will require background checks.

Police Vetting: The offer of employment or appointment for certain roles will be subject to satisfactory Police Clearance checks. Where this is required for a role this will be outlined within the job description at the time the role is advertised.

Record Keeping: The recruitment panel is expected to keep records of shortlisting and interview decisions and to submit all records and notes to Human Resources once an appointment has been made.

A record of the shortlisting, interview and relevant documents arising from the interview will be retained for at least 12 months after the recruitment and selection process has been completed.

Data Protection: All applications will be treated confidentially. All personal information provided by candidates will be treated as confidential, and will only be considered by those staff with a legitimate interest in the appointment.