



**Islamic Republic Of Afghanistan  
Kabul Municipality**



# **RECRUITMENT POLICY STANDARD OPERATING PROCEDURES**

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## Islamic Republic Of Afghanistan Kabul Municipality



**References:** [Procedure Working Group Resolution No. #]

**Overview:** Every organization has a process for staffing and recruitment so that it can find qualified individuals for their firm. The goal of the Standard Operating Procedure is to make sure that the policies made in this regard are executed according right set of rules which is Standard Operating Procedures.

**Purpose:** Having a transparent and accountable organization is one of the important part of a firm in order to achieve this goal therefore organizations should have a regulation that guaranty such subject as result a this SOP is going to set the principal based on which the policies will be implemented.

**Benefit:** Preparing principal and procedure for doing a job is necessary that everybody can benefit from. Standard Operating Procedure will determine that how a policy should be implemented and who should do it and through which processes. SOP will simplify and clarify the implementation of work.

**Applicability:** This SOP will be used for recruitment of all KM employment opportunity based on the approved policy.

**Policy:** It is necessary for Kabul Municipality to recruit its employees based on transparent and accountable procedure in order to develop a qualified organization.

### **Procedures:**

- 1) Human Resource Department will announce the vacant position in advertisement agencies like media, websites, newspaper and etc.
- 2) Committees will form in order to set the criteria for selecting candidates for the announced job.
- 3) Human Resource Department will do preliminary short list of candidate based on criteria they have been provided with.
- 4) Short listed candidate will be forwarded to relevant formed committees so that they can make their own decision on a selected candidate and a 2<sup>nd</sup> list of short listed candidate will be created afterwards.
- 5) These short listed candidates will be contacted for written test and interview.
- 6) Necessary approval will be preceded by senior management in Kabul Municipality.
- 7) Relevant committees will forward selected candidate to Human Resource Department for drafting into Kabul Municipality
- 8) Human Resource Department finally promote new employees to other staff in Kabul Municipality as per Kabul Municipality recruitment policy.

### **Structure of Committees/Panels:**



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Position/Level	Size of Panel	Composition
Director General	4-6 members	Mayor/Deputy Mayor 2 Members from Recruitment Committee Human Resource Director
District Managers	4-6 members	Mayor/Deputy Mayor 2 Members from Recruitment Committee Human Resource Director
Managers Reporting Directly to Director General	6 – 4 members	Office of the Mayor/Deputy Mayor 2 Members from Recruitment Committee Human Resource Director
Deputy Managers	6 – 7 members	Municipal Manager Direct Superior and Relevant Managers 2 Members from Recruitment Committee Human Resource Director
General Staff	6 – 7 members	Municipal Manager Direct Supervisor and Relevant Managers Human Resources Managers

PREPARED BY:

DG of Human Resource Department

APPROVED BY:

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