



Recruitment and Staff Evaluation Policy

POLICY NO.

011

Centre de Recherche sur l'Anti-Corruption (CERC)

CERC policies and procedures

Purpose



CERC is committed to an equal opportunities employment policy, under which individuals are selected and treated on the basis of merit, regardless of ethnic origin, religion, colour, sex, age, origin, disability or sexual orientation, and enjoy equal opportunities within the organisation.

The purpose of this policy is to ensure that no applicant or employee receives less favourable treatment in their employment, including in recruitment, promotion, training and evaluation, on grounds that are not related to good employment practice.

Scope

This policy and the related procedures apply to all staff members, contractors and consultants.

In line with our equal opportunities policy, employees must avoid and prevent discrimination, harassment or intimidation of other employees on any grounds whatsoever, including ethnic origin, religion, colour, sex, age, origin, disability, marital status or sexual orientation.

Disciplinary action for misconduct will be taken against any employee who breaches this policy, and serious or repeated breaches may lead to dismissal.

Responsibilities

All staff and volunteers are responsible for upholding this recruitment policy.

Responsibility for the introduction (including training), consistent application and ongoing implementation of CERC's equal opportunities policy and the related procedures lies with the Executive Director.

Recruitment

CERC staff members involved in recruitment processes are responsible and accountable for full compliance with the administrative recruitment procedures, so that all new recruitment is carried out fairly, transparently and justly.

The Executive Director must approve all recruitment before the position is advertised. This includes the job description, the salary and the method of advertising.

At least two satisfactory references must be obtained for new starters, together with a SAM check on <https://sam.gov>.

If an existing staff member applies for a position and meets the essential criteria, they will automatically be offered an interview.

Selection criteria

The main purpose of any selection process is to promote the best interests of CERC by selecting the best person for the job through a fair, transparent and efficient process.

The selection criteria for all positions will therefore be clearly defined in the job description and reflected in the details sent to applicants, which will also include details of CERC's commitment to equal opportunities.

Staff departures

Providing references

Staff may provide references in a personal capacity, but must make it clear that this is the case. If references are provided on behalf of CERC, they must be reviewed by a member of the management team (in addition to the person writing the reference).

Exit interviews

It is good practice to hold an exit interview with any staff member who leaves the organisation. This interview must be conducted by someone other than the line manager of the person leaving the organisation.

The outcome must be shared with the management team.

Notice periods

Staff may negotiate a shorter notice period in certain circumstances if the needs of the organisation are not affected.

Further information can be obtained by discussing your concerns with the Executive Director.

Job titles and descriptions

LEVEL 1

Director

Position: Executive Director

- Appointed or recruited by the Board of Directors;
- 5 to 8 years' experience;
- master's degree preferred;
- the post-holder takes strategic decisions and bears financial and reputational responsibility;
- reports to the Board of Directors.

Manager

Positions: Administrative and Finance Director, Programmes and Operations Director

- Recruited by the Executive Director jointly with the Board of Directors;
- 5 to 8 years' experience;
- permanent contract;
- master's degree preferred;
- requires independent decision-making, including on human resources, finance and programme design;
- reports to the Executive Director.

Officer

Positions: Finance and Resources Officer, Monitoring, Evaluation and Learning Officer, Programme Officer, Communication and Media Officer

- Recruited by the Manager jointly with the Executive Director;

- 3 to 5 years' experience;
- postgraduate degree (five years of higher education preferred);
- fixed-term contract;
- requires independent decision-making, including on human resources, finance and programme design;
- reports to a Manager for programme decisions.

Assistant / Associate

Positions: Project Coordinator (specific project), Accountant, Cashier, Logistician, Administrative Secretary

- Recruited by the Manager jointly with the Executive Director;
- 2 to 5 years' experience;
- university degree (three years of higher education preferred);
- fixed-term contract;
- supports day-to-day operational tasks (accounting, logistics, cash, secretarial work) or programme tasks (coordinator);
- reports to an Officer for programme decisions.

Field agent or support agent

Positions: Enumerators, Data entry clerks

- Recruited by the Assistants;
- secondary school diploma;
- fixed-term contract;
- supports short-term operational and programme tasks;
- reports to an Assistant or an Officer.

Interns

- Short-term junior staff who come to learn about CERC's activities and support secondary tasks;
- take no strategic decisions;
- report to an Assistant or an Officer.



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CERC holds Special Consultative Status with the United Nations Economic and Social Council (ECOSOC).