

Recruitment Financial Approval Template
oPt CO



Job title	Head of Operations
Hiring manager (Title)	Humanitarian Director
Department	Gaza
Contract length/duration	12 months
Grade	
Replacement/New Role/Backfill	New role
Previous role holder	
SMT/Non-SMT	Non-SMT
TE/Non-TE*	Non-TE
International/National	International or National
Accompanied/Unaccompanied/Partner only	Unaccompanied
Location	Gaza
Number of vacancies	1
Internal/External opening	Internal/external

TE Role

***Only for TE roles**

Primary Technical Area	
Primary Sub-Technical Area	
Secondary Technical Area	
Secondary Sub-Technical Area	
Is this Role Funded by a Single Award?	
Scope	
Context	

Please Ensure you indicate the Budget codes that the Staff costs will be charged to

Cost Centre	Code	%		Code	%
Project code 1	2751042		SOF 1	84008593	100%
Project code 2 (if applicable)			SOF 2 (if applicable)		
Project code 3 (if applicable)			SOF 3 (if applicable)		
Project code (if applicable)			SOF (if applicable)		
Project code (if applicable)			SOF (if applicable)		
Project code (if applicable)			SOF (if applicable)		
Project code (if applicable)			SOF (if applicable)		
Totals		0%			100%
DRC 1	840085930001		Activity Code	2751042PM08A	
DRC 2 (if applicable)			Activity Code 2 (if applicable)		
DRC 3 (if applicable)			Activity Code 3 (if applicable)		
DRC (if applicable)			Activity Code (if applicable)		
DRC (if applicable)			Activity Code (if applicable)		
DRC (if applicable)			Activity Code (if applicable)		
DRC (if applicable)			Activity Code (if applicable)		
Totals					0%

Total budget (including on-costs)	
Do you need to procure a laptop for this Role?	Yes
If above response is Yes, kindly share the budget codes for the same. <i>Additionally, as we are now live on Prosave, kindly fill the PR online to get Sourcing for the laptop immediately given that the lead times for this are upto 4 Months.</i>	To be allocated from current pool in Gaza
Forecast start date for role	11/25/2024

Approvers	Name	Date	Signature
Hiring Manager	Rachael Cummings	4/10/2024	
Field Office Manager / Head of Gaza Operations (if applicable)			
Relevant SMT Member	Faton Krasniqi	5/10/2024	
Director of Finance & IT	Valeria Fruzzetti	5/10/2024	
Director of HR & Admin	Bissan Idkadik	6/10/2024	
Country Director	Xavier Joubert	5/10/2024	