

All Lanka # 495

26th July, 2005.

TO: All Staff – CARE Sri Lanka

FROM: Hiranthi Vithanage
Director – Human Resources

CC: Actg. Country Director/ACD – Programme Support
Actg. ACD – Programme
Human Resources Co-ordinator

RECRUITMENT OF NATIONAL & INTERNATIONAL STAFF

During the post tsunami emergency management, many employees had been recruited on different types of Contracts of Employment varying from Regular International to Local International to Short Term International to Temporary Duty Assignments to Volunteers. Unfortunately, expatriate/international staff have been recruited by various units/officers at different levels with limited or no reference to CARE Sri Lanka Human Resources rules and regulations.

As a result, the Human Resources Department is faced with the situation where it does not possess the necessary approvals or documentation from the relevant supervisors to prepare the Contracts for such employees. In some instances, HR was not even aware of certain staff hires until those individuals in fact arrived at the Country Office, took up certain positions, and claimed their salaries.

These cases have caused a great deal of embarrassment to the Human Resources Department and made CARE Sri Lanka very vulnerable to some extent.

We and the Human Resources unit in CARE USA are streamlining the recruitment process to avoid abovementioned situations in future. To that effect, CARE Sri Lanka will be forwarding an update to Atlanta on the current status of the International Staff.

In view of above, I would like all Departmental Heads to ensure that no international staff hires to CARE Sri Lanka will be negotiated or, discussed or, agreed upon with any individuals or parties without reference to or outside the purview of the Human Resources Department in future.

HR will be reluctantly compelled not to treat such individuals as employees of CARE Sri Lanka. Therefore, CARE Sri will deny benefits, including salary, to those individuals recruited beyond HR and will hold accountable the hiring unit or supervisor for any resulting damages caused to CARE.

The same procedures will apply to Interns recruitment as well. Further, please note that the recruitment procedure for national staff will prevail as follows, until further notice.

Band A – Band C: Recruitment may take place in the field at Area/Sub Offices with or without HR representation but in consultation with the Human Resources Department and following the normal procedures of submitting PRs, JDs etc.

Bands D1 & D2: Recruitment may take place either in Colombo or in the field at Area/Sub offices at which the presence of an officer from the Human Resources Department is compulsory.

Bands E1 – E3: Recruitment must be done in Colombo with HR representation.

All selections done in the field must be submitted to the Human Resources Department for the determination of salaries. I would also like to **re-iterate** the fact that the candidates should be asked whether they have any relatives working in CARE Sri Lanka and if so, the relationship must be notified to the Human Resources Department for clearance **before** selecting such candidates.

Kindly keep me informed of any queries or clarifications with regard to above.