

Staff Recruitment Service Order

Skills Geographic(K) Ltd Order Form

(Please fill and email or fax to: recruit@skillsgeographic.com or Fax to: 020 2347659 or hand deliver to our office at Vision Plaza, 1st Floor - Room 37, Mombasa Road, Nairobi.

We of P. O. Box.....
(Organization Name)

Tel Email

do hereby instruct Skills Geographic (K) Ltd to undertake a recruitment exercise on our behalf.

Job titlesNo of vacancies.....
(Positions to be filled)

Job location

Job Reporting relationship

BRIEF JOB DESCRIPTION.....
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PERSON PROFILE

Minimum education requirement.....

Professional qualification requirement.....

Specific competency/Skills requirements.....

Number of years experience required.....

Age..... Salary attached to position..... (not to be disclosed to interviewees but to serve as a shortlist guide)

Other benefits attached to this position

Probation Period.....

Desired Assignment Timeline.....

Name of Requesting Officer.....

DesignationSignature.....Date.....

Skills Geographic (K) Ltd, Staff Recruitment Division,
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