

Arab Vision

Procedures of Recruitment, Selection and Appointment of Arab Vision non-local Personnel

1. INTRODUCTION:

As the basis of this policy document, we refer to the statement in “Arab Vision The Ministry”:

1. *Recruitment*

Arab Vision recruits its personnel from amongst Arab Christians who already work in the media industry in the Middle East and North Africa.

If for certain positions no suitable Arabs can be found, Arab Vision can sometimes employ people from other nationalities. These non-Arabs will usually be seconded to Arab Vision by one of the agencies with which it enjoys warm relationships. Contracts with these non-Arabs usually have a temporary character.

Though all personnel of Arab Vision have contracts spelling out the rights and obligations of the parties, Arab Vision aims to not only be a task-oriented company but also a community of people. These people co-operate in their mutual ministry with love and concern. Arab Vision offers a framework that allows flexibility and space for personal development.

2. *Qualifications*

In general people will only be employed if they have the exact qualifications needed for the job. Where an Arab with good potential for a role within the ministry is identified, the required qualifications may initially be kept less strictly, with a view to further training being undertaken.

With regard to potential non-Arab personnel, qualifications as laid out in each job description are strictly adhered to. Arab Vision does not train non-Arab personnel and it will not accept non-Arab personnel that are not absolutely needed and suitable for the job.”

2. International Office Arab Vision

Recruitment

Any potential job opening for non-local personnel needs to be approved by the Board of Arab Vision.

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After approval job-descriptions are created or updated by the Human Resources Manager (HRM) of AV, in consultation with the CEO.

The process of recruitment, selection and appointment for non-managerial positions are fully dealt with locally, by the CEO.

The CEO informs the HRM of the result of the process.

In case a sending agency is involved, the HRM of AV arranges an agreement between the sending agency and AV, to be signed by both parties.

The HRM sees to it that there is a suitable employment-agreement between the CEO and the new employee.

Job-openings for management positions in the IO, accompanied by the (updated) job-description, are given to the HRM and advertised through:

- the website of AV;
- sending them to mission agencies;
- the email newsletter of AV;
- other.

Applications and CVs have to be sent to jobopenings@arabvision.org, which is managed by the HRM of AV.

Selection

The initial screening of candidates takes place according to the “Arab Vision non-local personnel guidelines, that contains among other things, a form to be filled out by candidates. This is done by the HRM.

CVs of potentially acceptable candidates are given to the CEO for approval of continuation of the selection process.

Applicants that are not accepted will be informed by the HRM, in writing.

In this stage arrangements between sending agencies and AV (by HRM of AV) are discussed, to create complete transparency about issues of accountability and organizational structures.

Interviewing of candidates takes place in person by the CEO, with the HRM of AV present.

If, for practical reasons, the CEO or HRM cannot be present during the interview, he/she can appoint someone else to represent him/her.

The selected candidate is proposed to the Board of Arab Vision for approval.

Appointment

After acceptance of a candidate, the HRM offers the position to her/him on behalf of the CEO of AV.

The HRM arranges an agreement between the sending agency and Arab Vision that will be signed by both parties.

The HRM of AV sees to it that a suitable employment-agreement between the CEO and the new employee is signed.

3. Media Organisations (MOs)

3.1 Managing Directors (MD)

Recruitment

Job-openings for MDs of the MOs need to be approved by the Board of Arab Vision.

After approval, job-descriptions for the position of MDs of MOs are created/updated by the Human Resources Manager (HRM) of AV, in consultation with the CEO and with the consent of the Board.

Job-openings for MDs of MOs, accompanied by the (updated) job-description, are given to the HRM and advertised through:

- the website of AV;
- sending them to mission agencies;
- the email newsletter of AV;
- other.

Applications and CVs have to be sent to jobopenings@arabvision.org, which is managed by the HRM of AV.

Selection

The initial screening of candidates takes place according to the general AV non-local personnel guidelines that contains among other things, a form to be filled out by candidates. This is done by the HRM.

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CVs of potentially acceptable candidates are given to the CEO for approval of continuation of the selection process.

Applicants that are not accepted will be informed by the HRM, in writing.

In this stage arrangements between sending agencies and AV (by HRM of AV) are discussed, to create complete transparency about issues of accountability and organizational structures.

Interviewing of candidates takes place in person by the CEO, with the HRM of AV present.

If, for practical reasons, the CEO or HRM cannot be present during the interview, he/she can appoint someone else to represent him/her.

The selected candidate is proposed to the Board of Arab Vision for approval.

Appointment

After acceptance of a candidate, the HRM offers the position to her/him on behalf of the CEO of AV.

The HRM of AV arranges an agreement between the sending agency and AV, which will be signed by both parties.

The HRM of AV sees to it that a Letter of Understanding between the CEO and the new MD is signed.

3.2. Other non-local personnel in the MOs

Recruitment

Any potential job opening for non-local personnel needs to be approved by the CEO of Arab Vision.

After approval job-descriptions are created or updated by the Human Resources Manager (HRM) of AV, in consultation with the Managing Director (MD) of the MOs.

The process of recruitment, selection and appointment for non-managerial positions are fully dealt with locally, by the MD of the MO.

The MD informs the HRM of the result of the process.

In case a sending agency is involved, the HRM of AV arranges an agreement between the sending agency and AV, to be signed by both parties.

The HRM sees to it that there is a suitable employment-agreement between the MD and the new employee.

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Job-openings for management positions in the MOs, accompanied by the (updated) job-description, are given to the HRM and advertised through:

- the website of AV;
- sending them to mission agencies;
- the email newsletter of AV;
- other.

Applications and CVs have to be sent to jobopenings@arabvision.org, which is managed by the HRM of AV.

Selection

The initial screening of candidates takes place according to the general AV non-local personnel guidelines, that contains among other things, a form to be filled out by candidates. This is done by the HRM.

CVs of potentially acceptable candidates are given to the MD of the MO for approval of continuation of the selection process.

Applicants that are not accepted will be informed by the HRM, in writing.

In this stage arrangements between sending agencies and AV (by HRM of AV) are discussed, to create complete transparency about issues of accountability and organizational structures.

Interviewing of candidates takes place in person by the MD of the MO, with the HRM of AV present.

If, for practical reasons, the MD or HRM cannot be present during the interview, he/she can appoint someone else to represent him/her.

The selected candidate is proposed to the CEO of Arab Vision for approval.

Appointment

After acceptance of a candidate, the HRM offers the position to her/him on behalf of the MD of the MO.

An agreement will be made between the sending agency and AV, arranged by the HRM of AV, and signed by both parties.

The HRM of AV sees to it that an employment-agreement between the MD of the MO and the new employee is signed.