



### Hiring Request

Position:-		Department:-	
Grade:-		Location:-	G40 – Edge – B1 –Raya View
Type:-	New                      Replacement	Number of HC:-	

In case of Replacement:	Replaced Employee Name:-		Replaced Employee Grade:-	
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Direct Manager Name		Direct Manager Position	
Direct Manager Grade			

**N.B.**

- All positions to be posted internally then externally to comply with Raya HR hiring policy.
- In case of replacement, positions only to be replaced either on the same grade or lower except for exceptional cases that need business case signed by the head of department, CEO and HR.
- Replacement for resigned employees starts after one week from the date of resignation and the time to hire starts from the date of receiving the hiring request attached to employee resignation.
- Job description is required for posting purposes.

Department Head Name:

Signature:-

Date:-

HR Manager Name: - Rania Gamal

Signature:-

Date:-