




TOOL 3.3.4 TIPS FOR DAPS CENTRE STAFF RECRUITMENT¹

 DO	 DO NOT
JOB DESCRIPTIONS	
Write a clear job description that is adaptable to changing circumstances in an emergency context and is based on the needs to successfully implement DAPS Centre activities.	Develop job description that is designed for a specific individual.
Ensure that all staff and volunteers understand their roles and responsibilities.	
Include training, supervision, administrative duties and capacity building.	
SALARY AND BENEFITS	
Survey other organisations and government institutions regarding benefits and pay scales in order to determine realistic and fair compensation; salaries and benefits should be equitable with other organisations.	Compete with other organisations offering high salaries and benefits. Underpay staff and volunteers and risk losing them.
JOB ADVERTISEMENTS	
Discuss the DAPS Centre program and staffing needs with the community.	Practice exclusion and favouritism (including the perception of exclusion and/or favouritism). Hire an individual who does not have the community's trust.
CONTRACTS	
Ensure that contract includes a start and end date, remuneration, roles and responsibilities, code of conduct, child protection policy and conditions for termination.	Suggest that due to the emergency situation and lack of time, staff and volunteers are being hired without a contract. Hire someone without providing a contract.
STAFF SELECTION – GENDER	
Try to have an equal gender balance with some flexibility based on cultural appropriateness.	Make assumptions.

¹ Adapted from Child Friendly Spaces in Emergencies. A Handbook for Save the Children Staff. October 2008, p.73 (Annex 23)

 DO	 DO NOT
STAFF SELECTION – CASTE/CLAN/ETHNICITY/LANGUAGE	
<p>Offer opportunities to all parties and do not discriminate (contexts where are caste and class systems).</p>	<p>Make assumptions.</p>
STAFF SELECTION – QUALIFICATIONS	
<p>Attitude and previous working experience with vulnerable populations, is more important than educational qualifications in the DAPS Centre.</p>	<p>Hire someone who has the right qualifications but does not have positive, caring, sensitive attitude towards women, girls, boys and men affected by the crisis.</p> <p>Pull away highly qualified people away from public sector jobs.</p>
STAFF SELECTION – AGE	
<p>Engage youth and older children who can be great facilitators and can have good access to the thinking and concerns about their peers.</p> <p>Engage elderly adults, who usually carry respect and standing within the community.</p>	<p>Create a situation where you have too many youths or too many elderly and too few staff (facilitators) to properly supervise or manage the DAPS Centre.</p>