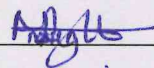
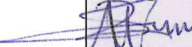


ENGINEERS EMPLOYMENT AND LIAISON FACILITY MANAGEMENT SOP

Title:	SOP for Engineers Employment and Liaison Facility Management		
SOP no:	ERB/ReTAD/SOP/003	Effective date:	05/10/2024
Version:	00	User:	ReTAD Dept
Written by:	ReTAD Officer	Signature:	
		Date:	05/10/2023
Checked by:	QA Representative	Signature:	
		Date:	05/10/2024
Approved by:	ReTAD Head	Signature:	
		Date:	05/10/2023

1.0 PURPOSE

This purpose of this procedure is to illustrate the entire processes of Engineers Employment and Liaison Facility Management. It ensures consistency, continual suitability and effectiveness of Engineers Employment and Liaison Facility Management.

2.0 SCOPE

This procedure cover the entire processes for Engineers Employment and Liaison Facility Management at Engineers Registration Board of Tanzania.

3.0 RESPONSIBILITY

The Registration Manager has overall responsibilities of implementation of this procedure within ERB,

4.0 AUTHORITY

Registration Director has the overall authorities for implementation of this procedure, this includes creation, amendment and review of this document.

ENGINEERS EMPLOYMENT AND LIAISON FACILITY MANAGEMENT SOP

5.0 DESCRIPTION OF ENGINEERS EMPLOYMENT AND LIAISON FACILITY

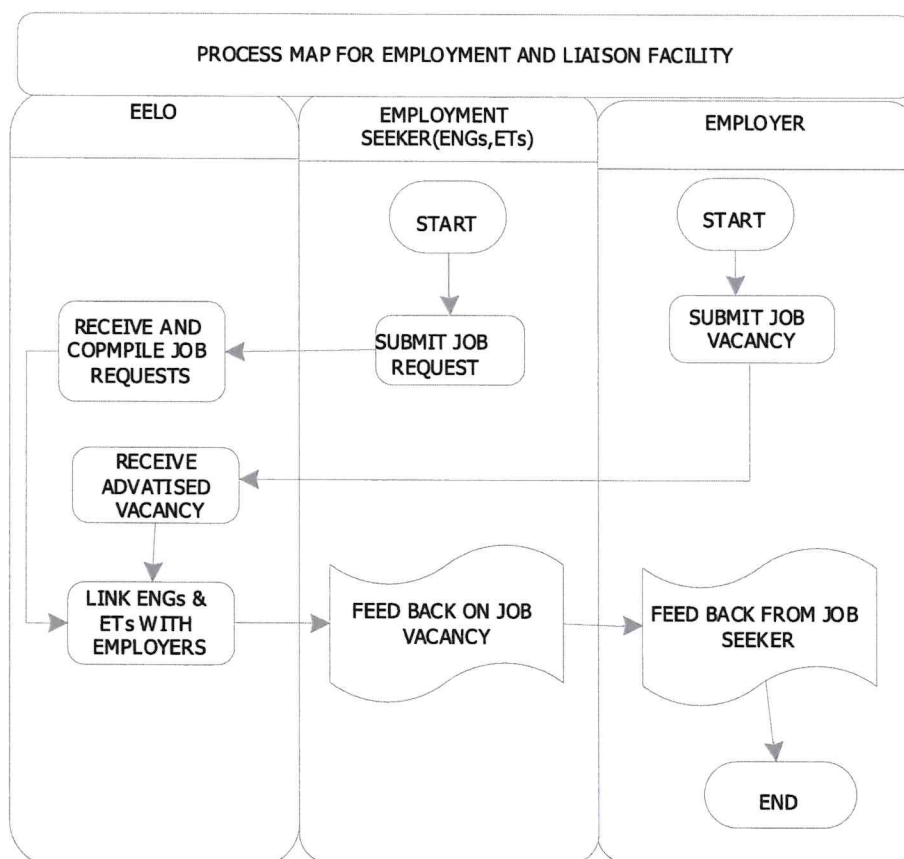
5.1 Main Steps for Engineers Employment and Liaison Facility Management

5.1.1 Employment seekers submit request for employment to the Board and Employers submits job opportunities from their companies.

5.1.2 Engineers Employment Liaison Officer (EELO) receives job requests from job seekers and advertised vacancy from employers.

5.1.3 EELO links Job seekers with Employers and give feedback them.

5.2 Process Map for Engineers Employment and Liaison Facility



ENGINEERS EMPLOYMENT AND LIAISON FACILITY MANAGEMENT SOP

5.3 Responsibility Matrix for Registration:

Activity	1	2	3	Documented Information
Submission of job request	x			Request letter and CV
Submission of Job vacancy advertisement		x		Request Letter/Advertisement
Receive of job request/Job vacancy			x	Job request/advertisement register
Linkage of Job seeker and Employers				Database of linked Engineers with Employers
Providing feedback			x	Job link Register

Key:

1. Job seeker
2. Employer
3. Engineers Employment and Liaison Officer