



Nigerian Agricultural Mechanization  
and Equipment Leasing Company  
(NAMEL).

### Recruitment Plan for an Account Officer

Phase	Task	Owner	Completion Date
Requirements for the Role (1 week)	<ul style="list-style-type: none"><li>• Develop a detailed criteria for the role</li><li>• Form Recruiting Committee</li><li>• Develop Recruitment Plan</li><li>• Budget for the role</li></ul>	HRM/ HFC	21 – 25 <sup>th</sup> March 2022
Develop Recruiting Materials (1 week)	<ul style="list-style-type: none"><li>• Update/develop job description</li><li>• Design Flyers</li><li>• Develop Selection Criteria and Interview Guide</li></ul>	HRM / HFC	4 – 8 <sup>th</sup> April 2022
Source Candidates (2 weeks)	<ul style="list-style-type: none"><li>• Identify advertising locations</li><li>• Post job in advertising locations</li><li>• Track candidate applications</li></ul>	HRM	11 – 15 <sup>th</sup> April 2022
Manage and Screen Candidates (1 week)	<ul style="list-style-type: none"><li>• Review candidate applications</li><li>• Shortlist candidates for interview</li><li>• Schedule candidates for interview</li></ul>	HoA/HRM	18 – 22 <sup>nd</sup> April 2022
Interview and Select Candidates (1 week)	<ul style="list-style-type: none"><li>• Interview candidates</li><li>• Conduct reference check</li><li>• Select candidate to make a job offer</li></ul>	Recruitment comm. & HRM	25 – 28 <sup>th</sup> April 2022