**To : The Chief Executive Officer**

**From : Mintesinot Desalegn Chief – Finance & Resource Management**

**Ayele Desalegn Manager, Recruitment & on Boarding**

**Biniam Fantaye Manager, Marketing and Communications**

**Date : November 21, 2022**

**Subject : Proposal for employment**

Based on the decision of the Management to open a new branch at **Wolayita Sodo** town in SNNP Regional State, external vacancy announcement took place on October 24, 2022 to fill the position of Branch I Manager.

Accordingly, from the two applicants, we have conducted interview with Mr. **Melese Tekile** on November 19th 2022 regarding his life history, past experience in insurance industry, his knowledge and sales capacity. Thus, we found him that he is strong enough and the right person for the position.

According to his curriculum vitae as well as from the attached supporting evidence, we noted the followings:

1. He possessed B.A in Management from Rift Valley Unv in 2017;
2. He possessed B.Sc in Mathematics from Arba Minch Unv in 2015;
3. He has served for more than 8 years out of which he served 5 years in Nile Insurance Company with different capacities;
4. Currently he is working as Assistant Underwriting Officer at Nile Insurance S.C Wolayita Sodo Branch.

Therefore, we would like to propose for his employment as a **Branch I Manager** **at Wolayita Sodo Branch** with a monthly salary of Birr **17,887.00** (Birr seventy thousand eight hundred eight seven only), housing allowance of Birr **1,500,** representation allowance of Birr **2,000** and mobile telephone allowance of Birr **300** which is assigned to the position.

Sincerely Yours,

**To : The Chief Executive Officer**

**From : Mintesinot Desalegn Chief – Finance & Resource Management**

**Mulatu Temesgen Head, Human Resource Management**

**Biniam Fantaye Manager, Marketing and Communications**

**Date : November 22, 2022**

**Subject : Proposal for employment**

Per the newly designed, approved and implemented organizational structure, it is necessitated to fill the position of Supervisor, Branding at Marketing and communication department under Chief of Customer Division.

Accordingly, we have conducted interview with **Wrt. Siyade Solomon** who is currently working in NICE Insurance company as a Manager, Branding and promotion and applied to work in our Company, on November 21st 2022 regarding her life history, past experience in insurance industry, her knowledge and sales capacity, and we found her that she is strong enough and the right person for the position. Based on the above facts and her CV, we as a committee member propose Wrt. Siyade Solomon for the position of Supervisor, Branding.

According to her curriculum vitae & the attached evidence, we noted the followings:

1. She possessed B.A in Marketing Management from AAU in 2014;
2. She possessed MBA in Business Administration(Specialization in Marketing ) from Unity Unv in 2021;
3. She has served for more than 8 years in Insurance Company with different capacities;
4. Currently she is working as a Manager, Branding & Promotion Division at National Insurance Co. of Ethiopia S.C.

Therefore, we would like to propose for her employment as a **Supervisor, Branding** at Marketing and Communication Department with a monthly salary of Birr **32,226.00** (Birr Thirty two thousand two hundred twenty six only), Transportation allowance of **Birr 5,000,** Representation allowance of **Birr 2,000** and Mobile telephone allowance of Birr **300** which is assigned to the position.

Sincerely Yours,

**To : The Chief – Finance & Resource Management**

**From : Human Resource Management**

**Date : November 22, 2022**

**Subject :**  **Proposal for Employment**

Based on the proclamation No. 1208/2022 and its implementation guideline No. 1 & 2 which prohibited to employ staff on contract basis more than 45 days, we have collected the performance feedback report of **Assistant Crane Operators,** which have been hired on contract basis from the supervisors in which they are currently serving and attach it here to this memo for your reference to change their term of employment on permanent basis.

Therefore, we would like to propose the change of their employment to permanent basis with a monthly gross salary of Birr 3,700.00 (Birr three thousand Seven hundred only) & transportation allowance of Birr 2,000.00 (Birr two thousand only), effective from December 01, 2022.

With best regards,

**To : The Chief of Executive Officer**

**From : The Committee**

**Date : November 24, 2022**

**Subject :**  **Proposal for Employment**

Based on the external vacancy announcement dated August 07, 2022, for the job of Office Administrator II at Bole Grand Main Branch and TAKAFUL Department 12 (twelve) candidates were short-listed for written & practical exam out of which 6(six) of them selected but only 4 (Four) appeared for interview based on their result that has been conducted on November 04 & 23, 2022.

Accordingly, the summarized result of the written exam and interview session is presented below:-

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **Candidate's**  **Name** | **Co's Requirement** | | **Candidate’s education and** | | | **Scores assigned to each evaluation** | | | **Rank** |
| **Education** | **Work Exp.** | **work experience** | | | **Written**  **Exam (65%)** | **Inter.**  **(35%)** | **Total (100%)** |
| **Dip/Level IV in SSOM or similar field of study.** | **2 year** | **Education** | **Work Exp.** | |
| **Yr** | **Mon** |
| 1 | Wudie Abera | $ | $ | Dip in Information Technology Assistance (ITA) ,Micro Business College 2011. | 4 | - | 45 | 27.3 | 72.3 | 1 |
| 2 | Meron Admasu | $ | $ | Dip in Customer Contact & Secretarial Operation Coordination, Gage College, 2019. | 3 | 7 | 48.2 | 24 | 72.2 | 2 |
| 3 | Nitsuhwork Wubet | $ | $ | Dip in OA and ST, Entoto (TVET), 2011. | 3 | 5 | 43.9 | 19.3 | 63.2 | 3 |
| 4 | Mulu Negasa | $ | $ | Dip in Hardware & Networking Service, Rift Valley Unv 2016. | 8 | - | 40.1 | 0 | 40.1 | 4 |

Therefore, we would like to get your approval for employment of candidates **Ranked 1 and 2** on the job of **Office Administrator II** (**JG III** ) at Bole Grand Main Branch and TAKAFUL Department With a monthly gross salary of Birr **5,688.00** (Birr five thousand six hundred eighty eight only) and transportation allowance of Birr 2,000.00 (Birr two thousand only).

Sincerely yours,

**The Committee** 1**.** Ato Mulatu Temesgen \_\_\_\_\_\_\_\_\_\_\_\_\_

2. Ato Ayele Desalegn \_\_\_\_\_\_\_\_\_\_\_\_\_

3. Wro Menbere Tamiru \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To : The Chief of Executive Officer**

**From : Human Resource Management**

**Date : November 28, 2022**

**Subject :**  **Proposal for Employment**

Based on the external vacancy announcement dated October 27,2022 for the job of Junior Underwriter at Jigjiga Branch, 6 (Six) candidates were short-listed for written exam and interview that has been conducted at Jigjiga branch by AI Dire Dawa Branch Manager, AI Jigjiga A/ Branch Manager & Staff Acquisition Officer II on November 25, 2022.

Accordingly, the summarized result of the written exam and interview session is presented below;-

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **Candidate's**  **Name** | **Co's Requirement** | | **Candidate’s education and CGPA** | | **Scores assigned to each evaluation** | | | **Rank** |
| **Education** | **Work Exp.** |  | | **Written**  **Exam (65%)** | **Inter.**  **(35%)** | **Total (100%)** |
| **BA /B.Sc**  **Degree** | **0 year** | **Education** | **CGPA** |
| 1 | Abdulahi Rashid | $ | $ | BA in Accounting & Finance Jigjiga Univ, 2022. | 3.60 | 51.4 | 26.7 | 78 | 1 |
|  |  |
| 2 | Seid Adem | $ | $ | BA in Management, Jigjiga Univ, 2021. | 3.12 | 44.9 | 25 | 69.9 | 2 |
| 3 | G /meskel Melese | $ | $ | BA in Economics, Dilla Unv, 2021. | 3.71 | 33.8 | 23 | 56.8 | 3 |
| 4 | Getachew Amare | $ | $ | BA in Management Deber Berhan Unv 2021. | 3.20 | 41.0 | 9.3 | 50.3 | 4 |
| 5 | Banteamlek Alemu | $ | $ | BA in Accounting & Finance Bahir Dar Unv, 2022. | 3.15 | 28.6 | 17 | 45.6 | 5 |
| 6 | Bahiru Gedibew | $ | $ | BA in Management, Aksum Unv, 2021. | 3.72 | 26.0 | 12.3 | 38.3 | 6 |

Therefore, we would like to get your approval for employment of **Abdulahi Rashid** on the job of J**unior Underwriter**  **(JG IV)** at Jigjiga Branch with a monthly gross salary of Birr **8,626** (Birr eight thousand six hundred twenty six only) ,Hardship allowance **10 %(ten percent)** of monthly gross salary and transportation allowance of Birr **2,000.00** (Birr two thousand only).

Sincerely yours,

**To : The Chief of Executive Officer**

**From : Human Resource Management**

**Date : November 29, 2022**

**Subject :**  **Proposal for Employment**

Following the resignation of the Cashier / Typist at Chiro Branch , external vacancy announcement has taken place on November 08, 2022, for which 6(six) candidates short-listed for written exam & interview that has been conducted by AI Chiro Branch Manager and AB- Chiro Branch Manager on November 22, 2022.

Accordingly, the summarized result of the written, practical exam and interview session is presented below;-

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **Candidate's**  **Name** | **Co's Requirement** | | **Candidate’s education and** | **Scores assigned to each evaluation** | | | **Rank** |
| **Education** | **Work Exp.** | **work experience** | **Written**  **Exam (70%)** | **Inter.**  **(30%)** | **Total (100%)** |
| **Dip/Level IV in SSOM or similar field of study.** | **0 year** | **Education** |
| 1 | Amira Abdela | $ | $ | Dip in Accounting & Budget Service, Chercher poly Technical College, 2014. | 46.7 | 26.5 | 73.2 | 1 |
| 2 | Hayat Shukuri | $ | $ | Dip in Accounting & Budget Support, Chercher poly Technical College, 2012. | 43.8 | 28 | 71.8 | 2 |
| 3 | Dehabo Abdulhakem | $ | $ | Level III IN Data base Administration, Chercher poly Technical College, 2012. | 43.2 | 26 | 69.2 | 3 |
| 4 | Muniru Aliyi | $ | $ | Dip in Accounting & Budget Support, Chercher poly Technical College, 2014. | 30.3 | 23.5 | 53.8 | 4 |
| 5 | Afrika Hassen | $ | $ | Level III IN Data base Administration, Chercher poly Technical College, 2014 E. C. | 27.4 | 20 | 47.4 | 5 |
| 6 | Sabontu Mohammaed | $ | $ | Diploma in Hardware and Network ,Doba TVET 2021. | 21 | 21 | 42 | 6 |

Therefore, we would like to get your approval for employment of **Amira Abdela** on the job of **Cashier /Typist** (**JG II** ) at **Chiro Branch** With a monthly gross salary of Birr **4,620.00** (Birr four thousand six hundred twenty only) and transportation allowance of Birr 2,000.00 (Birr two thousand only). Additionally, we considered the **second** candidate as a reserve.

Sincerely yours,

**To : The Chief of Executive Officer**

**From : Human Resource Management**

**Date : November 29, 2022**

**Subject :**  **Proposal for Employment**

Based on the vacant job Driver I at Mattu Branch, external vacancy announcement has taken place on 07/02/2014 E.C and 3 (Three) candidates were shortlisted for written & practical exam.

Accordingly, the summarized result of the written exam and practical exam session is presented below:-

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **Candidate’s Name** | **Co's Requirement** | | **Candidate’s education and work experience** | | | **Scores assigned to each evaluation** | | | **Rank** |
| **Education** | **Work Exp.** | **Education** | **Work**  **Experience** | |
| **12/10th complete with 3st grade (Hiz.1) driving license** | **2**  **years** | **Yr** | **Mon** | **Written exam (40%)** | **Interview & practical.**  **(60%)** | **Total**  **(100%)** |
| 1 | Dagim Birhanu | $ | $ | 10th complete /Hizb 1 driving license/ | 5 | - | 27 | 47 | 74 | 1 |
| 2 | Temam Wendimu | $ | $ | 10th complete /Hizb 1 driving license/ | 4 | - | 24 | 37 | 61 | 2 |
| 3 | Bikila Fikadu | $ | $ | Leval IAutomotive Engine & Electrical electroics servicing / Hizb 1 driving license/ | 4 | - | 16 | 38 | 54 | 3 |

Therefore, we would like to get your approval for employment of **Dagim Birhanu** the job of **Driver I** **(JG III)**  at Mattu Branch with a monthly gross salary of Birr **5,688.00** (Five thousand six hundred eighty eight only) and transportation allowance of **Birr 2,000** (two thousand only) Additionally, we considered the **second** candidate as a reserve.

Sincerely yours,

**To : The Chief of Executive Officer**

**From : Human Resource Management**

**Date : November 29, 2022**

**Subject :**  **Proposal for Employment**

Based on the current year manpower budget proposal and approval the request has been submitted to employ one Cashier to the Financial Management.

Accordingly, the employment process has taken place for which **wro** **Tigist Endalew** has been selected for the job of cashier considering her educational level of BA Degree in Accounting field of study which is relevant to the job with more than 2(two) years of work experience.

Therefore, we would like to get your approval for employment of **Tigist Endalew**  on the job of **Cashier** at Financial Management **JG (III)** with a monthly gross salary of Birr **5,688.00** (Five thousand six hundred eighty eight only) and transportation allowance of **Birr 2,000** (two thousand only).

Sincerely yours,

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | |  |
|  |  |
|  |
|  |

**To : The Chief of Executive Officer**

**From : The Committee**

**Date : December 08, 2022**

**Subject :**  **Proposal for Employment**

To replace the resigned Accountant & additional manpower budget proposal at Financial Management 18 (eighteen ) candidates were short-listed for written exam from the external Vacancy Announcement dated October 30,2022 & 6(Six) of them selected for interview based on their written exam result that has been conducted on November 18 &( December 02 & December 07, 2022) respectively, and the summarized result is presented below:-

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **Candidate's**  **Name** | **Co's Requirement** | | **Candidate’s education and CGPA** | | **Scores assigned to each evaluation** | | | | **Rank** |
| **Education** | **Work Exp.** |  | | **Written**  **Exam (65%)** | **Inter.**  **(35%)** | **Total (100%)** | |
| **BA**  **Degree** | **0 year** | **Education** | **CGPA** |
| 1 | Bacha Etefa | $ | $ | BA in Accounting & Finance, Wollega Univ, 2021. | 3.63 | 56.6 | 23.5 | 80.1 | | 1 |
| 2 | Bekele Amenu | $ | $ | BA in Accounting & Finance, Ambo Univ, 2021. | 3.71 | 37.1 | 26 | 63.1 | | 2 |
| 3 | Oleyad Behailu | $ | $ | BA in Accounting & Finance, Ambo Univ, 2022. | 3.71 | 32.5 | 28 | 60.5 | | 3 |
| 4 | Bayisa Shiferaw | $ | $ | BA in Accounting & Finance,Bule Hora Univ, 2020. | 3.17 | 33.2 | 27 | 60.2 | | 4 |
| 5 | Sisay Legesse | $ | $ | BA in Accounting & Finance,Rift Valley Univ, 2022. | 3.95 | 52.7 | Absent | 52.7 | | 5 |
| 6 | Tariku Wakjira | $ | $ | BA in Accounting & Finance, Rift Valley Univ, 2022. | 3.61 | 33.8 | 3.5 | | 37.3 | 6 |

Therefore, we would like to get your approval for employment of candidates **ranked 1, 3 & 4** on the job of **Junior Accountant** at Financial Management & ranked **No.2** on the job of **Junior HR Training Officer (Learning and Talent Development)** at Human Resource Management with a monthly gross salary of Birr **8,626** (Birr eight thousand six hundred twenty six only) and transportation allowance of Birr **2,000.00** (Birr two thousand only).

Sincerely yours,

**The Committee** 1. Ato Mintesinot Desalegn \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Ato Mulatu Temesgen \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Ato Adane Seyoum \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Ato Ayele Desalegn \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To : The Chief of Executive Officer**

**From : The Committee**

**Date : December 30, 2022**

**Subject :**  **Proposal for Employment**

Based on the external vacancy announcement dated December,11, 2022, for the job of Building Administration Officer I at Summit Building, 6 (Six) candidates were short-listed for written exam out of which only 4 of them selected for interview based on their written exam result that has been conducted on December,26 & December 28, 2022.

Accordingly, the summarized result of the written exam and interview session is presented below:-

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **Candidate's**  **Name** | **Co's Requirement** | |  |  | | **Scores assigned to each evaluation** | | | **Rank** |
| **Education** | **Work Exp.** | **Candidate’s education and Work experience** | **Work**  **Experience** | | **Written**  **Exam (60%)** | **Inter.**  **(40%)** | **Total (100%)** |
| **BA/ Dip in Management or related field of study.** | **2/4 years** | **Yr** | **Mon** |  |  |  |  |
| 1 | Fikru Negeri | $ | $ | Dip in Bookkeeping & Accounting People’s Democratic Of Ethiopia 1990 . | 21 | 5 | 39 | 34.3 | 73.3 | 1 |
| 2 | Elias Minase | $ | $ | Dip in Accounting, Admas Unv 2018. | 8 | 11 | 44.3 | 28.3 | 72.6 | 2 |
| 3 | Eyasu Honja | $ | $ | BA in Business Management Bahir Dar Unv 2021. | 8 | 4 | 34.5 | 20.7 | 55.2 | 3 |
| 4 | Comendar. Dereje Haile | $ | $ | BA in Accouting & Public Finance ,Public Service College Oromia | 36 | 4 | 24 | 23.5 | 47.5 | 4 |

Therefore, we would like to get your approval for employment of **Fikru Negeri** onthe job of **Building Administration Officer** on Contract Basisfor 1(one) year periodat Summit Building with a monthly gross salary of Birr **13,000.00** ( thirteen thousand birr only). Additionally, we considered the **second** candidate **Ato Elias Minase** as a reserve.

Sincerely yours,

**The Committee**

1. Ato Mintesinot Desalegn \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. . Ato Mulatu Temesgen \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Ato Gelana Assefa \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To : The Chief of Executive Officer**

**From : The Committee**

**Date : January 11, 2022**

**Subject:**  **Proposal for Employment**

Based on the external vacancy announcement dated December 11, 2022, for the job of Office Administrator II at Reinsurance, TAKAFUL Department & Project Manager (D Afrique )6 (Six) candidates were short-listed for written & practical exam out of which only 6(six) of them selected for interview based on their written exam result that has been conducted on January 02 & 10, 2022 and respectively.

Accordingly, the summarized result of the written exam and interview session is presented below:-

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **Candidate's**  **Name** | **Co's Requirement** | | **Candidate’s education and** | | | **Scores assigned to each evaluation** | | | **Rank** |
| **Education** | **Work Exp.** | **work experience** | | | **Written**  **Exam (65%)** | **Inter.**  **(35%)** | **Total (100%)** |
| **Dip/Level IV in SSOM or similar field of study.** | **2 year** | **Education** | **Work Exp.** | |
| **Yr** | **Mon** |
| 1 | Kasech Mokonnen | $ | $ | Dip in Secretarial Science, TVET College 2006. | 8 | 2 | 56.9 | 28 | 84.9 | 1 |
| 2 | Mahilet Useman | $ | $ | Dip in OA&ST, CPU Business & Information Technology College 2011. | 7 | 6 | 50.4 | 26.2 | 76.5 | 2 |
| 3 | Alem Dagne | $ | $ | Dip in SS&OM ,New Abyssinia College 2008 . | 9 | 3 | 41.2 | 26.8 | 68 | 3 |
| 4 | Muna Jemal | $ | $ | Dip in SS&OT ,Orbit Information Technology College College 2009 . | 10 | 6 | 39.5 | 28 | 67.5 | 4 |
| 5 | Tigist Gurmu | $ | $ | Dip in SS&OM ,Admas Unv College 2010 . | 8 | 5 | 37.9 | 14.7 | 52.6 | 5 |
| 6 | Bilen Worku | $ | $ | Dip in Customer Contact & Secretarial Operations Coordination ,Queens College 2020. | 2 | 0 | 41.7 | absent | | |

Therefore, we would like to get your approval for employment of candidates **Ranked 1 to 4** on the job of **Office Administrator II** (**JG III** ) **Rank No 1** at Reinsurance**, Rank No 2** at Project Manager (D’Afrique )**,** **Rank No 4** at TAKAFUL Department & **rank No 3 on Contract Basis for 1(one) month** at Legal & Advisory Services on temporary basis to replace Wro. Mihret Umer who is on maternity leave with a monthly gross salary of Birr **6,180.00** (Birr six thousand one hundred eighteen only) considering theirs relevant work experience and performance during interview session and transportation allowance of Birr 2,000.00 (Birr two thousand only).

Sincerely yours,

**The Committee** 1**.** Ato Mintesinot Desalegn \_\_\_\_\_\_\_\_\_\_\_\_\_

2. Ato Mulatu Temesgen \_\_\_\_\_\_\_\_\_\_\_\_\_

**To: Chief of Executive Officer**

**From : The Committee**

**Date : January 16, 2022**

**Subject:**  **Proposal for Employment**

Based on the external vacancy announcement dated December 11,2022, to replace the vacant place created due to resignation and replacement requested 67 (sixty Seven only) candidates were short-listed for a written exam out of which only twenty Five of them selected for interview based on their result that has been conducted on December 31, 2022 & January 13 ,2023 respectively.

The summarized result of the written exam and interview session is presented below:-

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **Candidate's**  **Name** | **Co's Requirement** | | **Candidate’s education and CGPA** | | **Scores assigned to each evaluation** | | | **Rank** |
| **Education** | **Work Exp.** |  | | **Written**  **Exam (65%)** | **Inter.**  **(35%)** | **Total (100%)** |
| **BA/ BSc**  **Degree** | **0 year** | **Education** | **CGPA** |
| 1 | Motuma Abera | $ | $ | BSc in Mechanical Engineering ,AASTU 2021. | 3.74 | 62.8 | 30.8 | 93.6 | 1 |
| 2 | Mohammedsali Wondimu | $ | $ | BSc in Mechanical Engineering ,AASTU 2022. | 3.45 | 50.9 | 29.8 | 80.7 | 2 |
| 3 | Bonsa Debela | $ | $ | BSc in Mechanical Engineering , Adama STU 2021. | 3.61 | 48.8 | 30.3 | 79 | 3 |
| 4 | Doktore Debesa | $ | $ | BSc in Statistics ,Jimma Univ, 2021. | 3.65 | 48.2 | 29.5 | 77.7 | 4 |
| 5 | Fraol Legesse | $ | $ | BSc in Mechanical Engineering , AAU, 2022. |  | 44.4 | 26.8 | 71.2 | 5 |
| BA in Accounting & Finance, Rift Valley Unv 2018. | 2.97 |
| 6 | Nebiyu Teshita | $ | $ | BSc in Statistics, Arsi Univ, 2021. | 3.80 | 43.3 | 26 | 69.3 | 6 |
| 7 | Duresa Deressa | $ | $ | BSc in Statistics ,Haramaya Univ, 2021. | 3.48 | 41.7 | 23.3 | 65 | 7 |
| 8 | Woldeyohannis Tola | $ | $ | BSc in Statistics, Hawassa Univ, 2020. | 3.93 | 39.5 | 25.5 | 65 | 7 |
| 9 | Eden Mitiku | $ | $ | BA in Economics , New Generation Unv College 2022. | 3.92 | 41.2 | 23 | 64.2 | 8 |
| BSc in Construction Technology & Management , Ambo Unv 2022. | 3.5 |
| 10 | Kebena Zerihun | $ | $ | BA in Economics, Bule Hora Univ, 2021. | 3.21 | 42.3 | 21.5 | 63.8 | 9 |
| 11 | Robera Wegi | $ | $ | BSc in Statistics, Ambo Univ, 2021. | 3.85 | 39 | 24.8 | 63.8 | 9 |
| 12 | Fedawak Tolessa | $ | $ | BA in Economics, Wollega Unv 2021. | 3.09 | 35.2 | 28.3 | 63.5 | 10 |
| 13 | Samket Feyisa | $ | $ | BSc in Statistics, Hawassa Univ, 2021. | 3.14 | 34.7 | 27.3 | 61.9 | 11 |
| 14 | Dame Keneni | $ | $ | BSc in Statistics, Hawassa Univ, 2021. | 3.58 | 35.8 | 26 | 61.8 | 12 |
| 15 | Abirham Wakjira | $ | $ | BA in Economics, Jinka Unv2021. | 3.66 | 43.3 | 14.3 | 57.6 | 13 |
| 16 | Abdisa Yadeta | $ | $ | BA in Economics, Rift Valley Univ, 2022. | 3.94 | 43.3 | 14.3 | 57.6 | 13 |
| 17 | Morka Lelisa | $ | $ | BSc in Statistics, Mettu Univ, 2021. | 3.57 | 37.9 | 14 | 51.9 | 14 |
| 18 | Tolesa Dandena | $ | $ | BSc in Statistics, Ambo Unv 2021. | 3.66 | 39 | 12.8 | 51.8 | 15 |
| 19 | Sagni Tasisa | $ | $ | BSc in Statistics, DDU, 2021. | 3.48 | 39 | 11.3 | 50.3 | 16 |
| 20 | Kemal Tesho | $ | $ | BSc in Statistics, DDU, 2021. | 3.52 | 34.7 | 13 | 47.7 | 17 |
| 21 | Kenenisa Beri | $ | $ | BA in Accounting and Finance, Wollega Unv, 2022. | 3.72 | 34.7 | 12.8 | 47.4 | 18 |
| 22 | Chimdessa Misgana | $ | $ | BSc in,Agricul Economics, Dambi Dollo Univ, 2021. | 3.55 | 33.6 | 7.3 | 40.8 | 19 |
| 23 | Kebede Shasho | $ | $ | BSc in Statistics, Ambo Unv 2021. | 3.81 | 33.6 | 7 | 40.6 | 20 |
| 24 | Abera Kekeba | $ | $ | BA in Management, Rift Valley Unv, 2021. | 3.95 | 32.5 | 6.8 | 39.3 | 21 |
| 25 | Motuma Amsalu | $ | $ | BA in Economics, Wollega Univ, 2021. | 3.37 | 32.5 | 6 | 38.5 | 22 |

Therefore, we would like to get your approval for employment of candidates ranked **1-14** on the job of J**unior Underwriter (JG IV)** with a monthly gross salary of Birr **8,626.00** (Birr eight thousand six hundred twenty six only) and transportation allowance of Birr **2,000.00** (Birr two thousand only) which are to be assigned at Head office & Branches listed below:-

Bole G .M Branch 1 on Permanent basis for replacement -Lidiya Tomas transferred to

D’Afrique Branch.

22 Mazoria Branch 1 on Permanent basis for replacement –Darge Alemu resignation.

Teklehaimanot Branch 1 on Permanent basis for replacement –Husein Indris transferred to

TAKFUL Dep’t.

AA Main Branch 1 on Permanent basis for replacement –Hana Tededsse resignation.

Oda Branch 1 on Permanent basis for replacement –Hawi Jetani resignation.

Wollo Sefer Branch 1 on permanent basis for replacement ( staff transferred to Claims)

Lideta Main Branch 1 on permanent basis for replacement ( staff transferred to Claims)

General Insurance Claims 4 on Permanent basis for replacement of (Melat, Shimelis,

Besheda & Misker (For internal arrangement by transfer)

Risk & Compliance Dep’t 1 on permanent basis for additional manpower Per the budget

Human Resource Management 1 on permanent basis junior recruitment & on boarding officer Per the budget

Finfinne Grand Main Branch 1 on temporary basis

Sincerely yours,

**The Committee**

1. Ato Jibat Alemneh \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Ato Mulatu Temesgen \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Ato Abel Tadesse \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Ato Ayele Desalegn \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To : The Chief Executive Officer**

**From : Human Resource Management**

**Date : January 18, 2023**

**Subject :**  **Proposal for Employment**

Based on the vacant job of Mailman (motorcyclist) at Bole Grand Main Branch, due to resignation of the existing staff external vacancy announcement has taken place on 10/04/2014 E.C and 4 (Four) candidates were shortlisted for written & practical exam.

Accordingly, the summarized result of the written exam and Practical test is presented below:-

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| S/N | Candidate’s Name | Co's Requirement | | Candidate’s education and work experience | | | Scores assigned to each evaluation | | | Rank |
| Education | Work Exp. | Education | Work  Experience | |
| 12/10th complete with 1st grade driving license | 1  year | Yr | Mon | Written exam (40%) | Interv.  (60%) | Total  (100%) |
| 1 | Tesfamaryam Derba | $ | $ | 10th complete /1st grade driving license/ | 4 | 9 | 28 | 45 | 73 | 1 |
| 2 | Nazif Jihad | $ | $ | Level IV, Accounts & Budget service, /1st grade driving license/ | 2 | 0 | 24 | 40 | 64 | 2 |
| 3 | Yonas Ararsa | $ | $ | 10th complete, /1st grade driving license/ | 4 | 7 | 23 | 37 | 58 | 3 |
| 4 | Andualem Kassahun | $ | $ | 10th complete, /1st grade driving license/ | 2 | 0 | 15 | 43 | 58 | 4 |

Therefore, Considering the highly demand and scarcity of the job, we would like to get your approval for employment of **Ato Tesfamaryam Derba** on the job of Mailman (motorcyclist) at **Bole Grand Main Branch** with a monthly gross salary of Birr 4,620.00 (four thousand six hundred twenty only) on Job grade II, and transportation allowance of Birr 2,000 (two thousand only) and also we considered the **second** candidate as a reserve.

**To : The Chief Executive Officer**

**From : The Committee**

**Date : January 20, 2023**

**Subject :**  **Proposal for Employment**

To fill the job of Building Administration officer at Summit Building. Candidate has been approved by the CEO based on the recommendation from Manager, procurement, Logistics and property Administration Department, Accordingly, written exam and interview session result that has been conducted on January, 12 & 17, 2022 is summarized and presented below:-.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **Candidate's**  **Name** | **Co's Requirement** | |  |  | | | **Scores assigned to each evaluation** | | | **Rank** |
| **Education** | **Work Exp.** | **Candidate’s education and Work experience** | **Work**  **Experience** | | | **Written**  **Exam (70%)** | **Inter.**  **(30%)** | **Total (100%)** |
| **BA/ Dip in Management or related field of study.** | **2/4 years** | **CGPA** | **Yr** | **Mon** |  |  |  |  |
| -- | Temesgen Habte | $ | $ | MA in Public Administration, Wollega Unv 2014. | 3.16 | 16 | 1 | 64.8 | 23.4 | 88.1 | 1 |
| BA in Management AAU 2021. | 2.93 |
| BA in Sociology and Social Anthropology, Rift Valley Unv College 2008. | 4.00 |

Therefore, we would like to get your approval for employment of **Ato Temesgen Habte** on the job of **Building Administration Officer** at **Summit Building** with a monthly gross salary of Birr **12,422.00** (twelve thousand four hundred twenty two only) on **Job grade VI,** and transportation allowance of Birr 2,000 (two thousand only)

Sincerely yours,

**The Committee**

1. Ato Mintesinot Desalegn \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Ato Mulatu Temesgen \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Ato Gelana Assefa \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Ato Ayele Desalegn \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To : The Chief Executive Officer**

**From : Human Resource Management**

**Date : January 20, 2023**

**Subject:**  **Proposal for Employment**

Based on the proclamation No. 1208/2022 and its implementation guideline No. 1 & 2 which prohibited to employ staff on contract basis for more than 45 days, we have collected the performance feedback report of **Driver I,** supervisor which has been hired on contract basis in which to test his performance on duty at Mattu Branch.

Therefore, we would like to propose the change of his employment to permanent basis with a monthly gross salary of Birr 5,688.00 (Birr Five thousand Six hundred eighty eight only) & transportation allowance of Birr 2,000.00 (Birr two thousand only), effective from February 01, 2023.

With best regards,

**To : The Chief Executive Officer**

**From : Human Resource Management**

**Date : February 02, 2023**

**Subject:**  **Proposal for Employment**

Based on the opening of Wolayita Sodo branch, it is necessitated to assign a Junior Underwriter.

To fill this Position, external vacancy announcement has taken place on September 22,2022,for which 5 (Five) candidates were short-listed for written exam and interview that has been conducted by Manager, Recruitment & On Boarding ,Manager General Insurance Underwriting and Wolayita Sodo branch Manager , on January 27,2023, and the summarized result presented below:-

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **Candidate's**  **Name** | **Co's Requirement** | | **Candidate’s education and CGPA** | | **Scores assigned to each evaluation** | | | **Rank** |
| **Education** | **Work Exp.** |  | | **Written**  **Exam (65%)** | **Inter.**  **(35%)** | **Total (100%)** |
| **BA**  **Degree** | **0 year** | **Education** | **CGPA** |
| 1 | Medahanit Tadesse | $ | $ | BA in Accounting & Finance Arba Minch Unv 2021. | 3.31 | 41.8 | 22.5 | 62.5 | 1 |
| 2 | Yalemishet Sileshi | $ | $ | BA in Management Arba Minch Unv 2016. | 3.06 | 32.5 | 18 | 47.2 | 2 |
| 3 | Etenesh Mikre | $ | $ | BSc in Statistics Arba Minch Unv 2021. | 3.27 | 26 | 14 | 44 | 3 |
| 4 | Kalikdan Grima | $ | $ | BA in Accounting & Finance Jinka Unv 2021. | 3.32 | 31.6 | 17 | 35.6 | 4 |
| 5 | Abebech Gismie | $ | $ | Agribusiness &Value Chaina Management Arba Minch Unv 2018. | 2.90 | 28.8 | 15.5 | 32.8 | 5 |

Therefore, we would like to get your approval for employment of **Medahanit Tadesse** on the job of J**unior Underwriter**  **(JG IV)** at **Wolayita Sodo** Branch with a monthly gross salary of Birr **8,626** (Birr eight thousand six hundred twenty six only) and transportation allowance of Birr **2,000.00** (Birr two thousand only).

Sincerely yours,

**To : The Chief Executive Officer**

**From : Human Resource Management**

**Date : February 02, 2023**

**Subject:**  **Proposal for Employment**

Based on the opening of Wolayita Sodo branch, it is necessitated to assign a cashier/ Typist.

To fill this Position, external vacancy announcement has taken place on December 07,2022,for which 3 (Three) candidates were short-listed for written exam, practical exam and interview that has been conducted by Manager, Recruitment & On Boarding ,Manager General Insurance Underwriting and Wolayita Sodo branch Manager , on January 27,2023, and the summarized result presented below:-

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **Candidate's**  **Name** | **Co's Requirement** | | **Candidate’s education and** | | | **Scores assigned to each evaluation** | | | **Rank** |
| **Education** | **Work Exp.** | **work experience** | | | **Written**  **Exam (70%)** | **Inter.**  **(30%)** | **Total (100%)** |
| **Dip/Level IV in SSOM or similar field of study.** | **2 year** | **Education** | **Work Exp.** | |
| **Yr** | **Mon** |
| 1 | Deginesh Asaminew | $ | $ | Dip in Customer Contact & Secretarial Operation Coordination, Infolink College, 2019. | 4 | - | 61.8 | 20 | 81.8 | 1 |
| 2 | Addis Kibret | $ | $ | Bsc in Management Information System,Mettu Unv 2017. | 3 | - | 47.8 | 16.7 | 64.5 | 2 |
| 3 | Wuditu Feysa | $ | $ | Dip in Customer Contact & Secretarial Operation Coordination, Infolink College, 2016. | 3 | - | 29.2 | 16.7 | 45.8 | 3 |

Therefore, we would like to get your approval for employment of **Deginesh Asaminew** the job of **Cashier /Typist (JG III)**  at **Wolayita Sodo** Branch with a monthly gross salary of Birr **5,688.00** (Five thousand six hundred eighty eight only) and transportation allowance of **Birr 2,000** (two thousand only) Additionally, we considered the **second** candidate as a reserve.

Sincerely yours,

**To : The Chief Executive Officer**

**From : Jibat Alemneh Chief - Operating Officer**

**Frehiwot Alemayehu Chief - Customers Officer**

**Mintesinot Desalegn Chief – Finance & Resource Management**

**Mulatu Temesgen Head , Human Resource Management**

**Ayele Desalegn Manager, Recruitment & on Boarding**

**Date : February 02, 2023**

**Subject: Proposal for employment**

It is recalled that Arba Minch Manager Ato Gemachu Gabisa has resigned from his job.

Accordingly, we have conducted interview with **Ato Asmamaw Dires** who is currently working in S.N.N.P.R Gamo Zone Arba minch Town Administration Tourism & Sport Department as a Supervisor, Hotel and Tourism, and applied to work in our Company. On February 2nd 2023 we have conducted interview with him regarding his life history, past experience, his knowledge and sales capacity, and we found him that he is strong enough and the right person for the position. Based on the above facts and his CV, we as a committee member propose **Ato Asmama Dires** for the position of Branch I Manager at Arba Minch Branch .

According to his curriculum vitae & the attached evidence, we noted the followings:

1. He possessed B.A in Public Administration &Development Management from Dilla Unv in 2010;
2. Currently he is working as a S.N.N.P.R Gamo Zone Arba minch Town Administration Tourism & Sport Department as a Supervisor, Hotel and Tourism and the summarized interview result presented below:-

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **Candidate's**  **Name** | **Co's Requirement** | | **Candidate’s education and work experience** | | | **Score assigned** | |
|  |  |
| **Education** | **Work Exp.** |  | | | **Inter.**  **(100%)** | **Total (100%)** |
| **BA/BSc** | **5 years** | **Education** | **Work Exp.** | |
| **Yr** | **Mon** |
| -- | Asmamaw Dires | $ | $ | B.A in Public Administration & Development Management from Dilla Unv in 2010. | 10 | - | 84 | 84 |

Therefore, we would like to propose for his employment as a **Branch I Manager** **at Arba Minch Branch** with a monthly salary of Birr **17,887.00** (Birr seventy thousand eight hundred eight seven only), housing allowance of Birr **1,500 (one thousand five hundred),** representation allowance of Birr **2,000** (two thousand)and mobile telephone allowance of Birr **500** (five hundred )which is assigned to the position.

Sincerely Yours,

**To : The Chief Executive Officer**

**From : Mulatu Temesgen Head, Human Resource Management**

**Sinafikish Tekle Head, Legal & Advisory Services**

**Ayele Desalegn Manager, Recruitment & on Boarding**

**Date : February 16, 2023**

**Subject: Proposal for employment**

To replace the staff who have resigned from Legal and Advisory Service, external vacancy announcement has taken place on December 11,2022, for which 3 (Three) candidates short-listed for written exam out of which only 2 appeared on January 16,2023 and interview has also been conducted for both on February 15, 2023 and the summarized result is presented below:-

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **Candidate's**  **Name** | **Co's Requirement** | | **Candidate’s education and work experience** | | | **Scores assigned to each evaluation** | | | **Rank** |
| **Education** | **Work Exp.** | **Written**  **Exam (50%)** | **Inter. (50%)** | **Total (100%)** |
| **LLB in Law.** | **2 years** | **Education** | **Work Exp.** | |
| **Yr.** | **Mon.** |
| 1 | Dereje Debela | $ | $ | LLB in Law, Jimma Univ., 2018 | 2 | 10 | 38 | 39.7 | 77.7 | 1 |
| 2 | Debisa Fetu | $ | $ | LLB in Law, Madda Walabu Unv ., 2019. | 3 | 2 | 30 | 26.3 | 56.3 | 2 |

Based on the result shown above, we recommend the recruitment of **Ato Dereje Debela** in the position of **Attorney I** with the monthly salary of birr 12,422 (Birr twelve thousand four hundred twenty two only) on JG-VI considering his work experience of the related job and field of study with transportation allowance of Birr 3,500.00 (Birr three thousand five hundred only).

Sincerely yours,

**To: Chief of Executive Officer**

**From : The Committee**

**Date : March 07, 2023**

**Subject:**  **Proposal for Employment**

Based on the external vacancy announcement dated December 11,2022, to replace the vacant place created due to resignation and replacement requested 44 (forty four only) candidates were short-listed for a written exam out of which only fifteen of them selected for interview based on their result that has been conducted on February 17, 2023 & March 07 ,2023 respectively.

The summarized result of the written exam and interview session is presented below:-

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **Candidate's**  **Name** | **Co's Requirement** | | **Candidate’s education and CGPA** | | **Scores assigned to each evaluation** | | | | **Rank** |
| **Education** | **Work Exp.** |  | | **Written**  **Exam (60%)** | | **Inter.**  **(40%)** | **Total (100%)** |
| **BA/ BSc**  **Degree** | **0 year** | **Education** | **CGPA** |
| 1 | Dame Urgessa | $ | $ | BSc in Manufacturing Engineering ,AASTU 2021. | 3.55 | 47.1 | | 30.8 | 77.9 | 1 |
| 2 | Salamon Fekede | $ | $ | BSc in Statistics, Ambo Univ, 2021. | 3.22 | 48 | | 27.8 | 75.8 | 2 |
| 3 | Lomitu Kasahun | $ | $ | BSc in Statistics, Mizan Tepi Univ, 2021. | 3.40 | 36 | | 32.4 | 68.4 | 3 |
| 4 | Deniel Morketa | $ | $ | BSc in Statistics ,Mettu Univ, 2021. | 3.43 | 36 | | 27.9 | 63.9 | 4 |
| 5 | Anbessa Terefe | $ | $ | BA in Management ,Wolkite Unv, 2021. | 3.08 | | 31.4 | 31.3 | 62.7 | 5 |
| 6 | Bacha Melaku | $ | $ | BSc in Mechanical Engineering ,Wollega Unv 2021. | 3.67 | 33.7 | | 28.6 | 62.3 | 6 |
| 7 | Yobsan Dabi | $ | $ | BSc in Mechanical Engineering ,Haramaya Univ, 2021. | 3.57 | 31.4 | | 30.6 | 62 | 7 |
| 8 | Kuma Shumi | $ | $ | BSc in Mechanical Engineering ,Haramaya , Univ, 2021. | 3.51 | 32.3 | | 29.2 | 61.5 | 8 |
| 9 | Dame Feyisa | $ | $ | BSc in Statistics ,Wolkite Univ, 2021. | 3.10 | 36 | | 21.2 | 57.2 | 9 |
| 10 | Motuma Lulu | $ | $ | BSc in Manufacturing Engineering ,Jimma Unv 2021.3.56 | 3.56 | 43.4 | | 12.6 | 56 | 10 |
| 11 | Senawak Teshome | $ | $ | BSc in Statistics, Arba Minch Univ, 2021. | 3.33 | 36.9 | | 18.6 | 55.5 | 11 |
| 12 | Tefera Eticha | $ | $ | BSc in Statistics, Debre Markos Univ, 2021. | 3.12 | 31.4 | | 20 | 51.4 | 12 |
| 13 | Abera Adugna | $ | $ | BSc in Statistics, Tabor Univ, 2021. | 3.24 | 31.4 | | 19.4 | 50.8 | 13 |
| 14 | Reta Dagne | $ | $ | BA in Banking and Finance, Jimma Unv 2021. | 3.14 | 31.4 | | 8.8 | 40.2 | 14 |
| 15 | Megersa Abdissa | $ | $ | BA in Economics, Wollega Unv2021. | 3.36 | 30.5 | | 7.2 | 37.7 | 15 |

Therefore, we would like to get your approval for employment of candidates ranked **1-8** on the job of J**unior Underwriter (JG IV)** with a monthly gross salary of Birr **8,626.00** (Birr eight thousand six hundred twenty six only) and transportation allowance of Birr **2,000.00** (Birr two thousand only) which are to be assigned at Head office & Branches listed below:-

Bole G .M Branch 1 on Permanent basis for replacement – Abrham Dargie resignation

Life and Health Dep’t 3 on Permanent basis for replacement – Ruth Bekele, Miraf Getanew, &

Gudeta Gurmesa

Kolfe Branch 1 on Permanent basis for replacement – Sasahulish Hailelul.

General Insurance Claims 1 on Permanent basis for replacement of (Wagari transferred to Oda (For internal arrangement by transfer)

Risk & Compliance Dep’t 1 on permanent basis for replacement – Fedawak Tolessa resignation

Human Resource Management 1 on permanent basis junior recruitment & on boarding officer Per the budget

Sincerely yours,

**The Committee**

1. Ato Jibat Alemneh \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Ato Mintesinot Desalegn \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Wro Frehiwot Alemayehu \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Ato Mulatu Temesgen \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Ato Ayele Desalegn \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To : Chief of Executive Officer**

**From : The Committee**

**Date : March 11, 2023**

**Subject:**  **Proposal for Employment**

Based on the external vacancy announcement dated December 11,2022,6 for the job of Auditor I which has been vacant due to staff resignation (six) candidates were short-listed for a written exam out of which only three of them selected for interview based on their result that has been conducted on February 15, 2023 & March 07 ,2023 respectively.

The summarized result of the written exam and interview session is presented below:-

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **Candidate's**  **Name** | **Co's Requirement** | | **Candidate’s education and CGPA** | | **Scores assigned to each evaluation** | | | **Rank** |
| **Education** | **Work Exp.** |  | | **Written**  **Exam (60%)** | **Interv.**  **(40%)** | **Total (100%)** |
| **BA**  **Degree** | **2 years** | **Education** | **CGPA** |
| 1 | Dula Gari | $ | 13.9 | BA in Cooperative Accounting & Auditing ,Rift Valley Unv 2013. | 3.10 | 41.1 | 26.3 | 67.7 | 1 |
| 2 | Kidanu Tadele | $ | 2.6 | BA in Accounting & Finance Wollega Unv 2018. | 3.38 | 37.2 | 20.3 | 57.5 | 2 |
| 3 | Kumera Ibsa | $ | 2.2 | BA in Accounting & Finance Wollega Unv 2018. | 3.22 | 40.2 | 13 | 53.2 | 3 |

Therefore, we would like to get your approval for employment of **Ato** **Dula Gari** on the job of **Auditor I** at Audit and Inspection Internal Audit (**Job Grade V**) with a monthly gross salary of Birr 10,351.00 (ten thousand three hundred fifty one only) and transportation allowance of Birr 2,600 (two thousand six hundred only) .

Sincerely yours,

**The Committee**

1. Ato Mintesinot Desalegn \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Ato Mulatu Temesgen \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Ato Ayele Desalegn \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Ato Wendmagegn Fufa \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To : Chief of Executive Officer**

**From : Human Resource Management**

**Date : March 13, 2023**

**Subject:**  **Proposal for Employment**

Based on the external vacancy announcement dated February 06,2023 for the job of Junior Underwriter at Assela Branch, 8(eight) candidates were short-listed for written exam and interview that has been conducted at Assela branch by Manager, Recruitment & on Boarding, Adama Main Branch Manager and by Assela branch Manager on March 10, 2023.

Accordingly, the summarized result of the written exam and interview session is presented below:-

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **Candidate's**  **Name** | **Co's Requirement** | | **Candidate’s education and CGPA** | | **Scores assigned to each evaluation** | | | **Rank** |
| **Education** | **Work Exp.** |  | | **Written**  **Exam (65%)** | **Inter.**  **(35%)** | **Total (100%)** |
| **BA /B.Sc**  **Degree** | **0 year** | **Education** | **CGPA** |
| 1 | Tamirat Alemu | $ | $ | BSc in Mechanical Engineering ,ASTU 2021. | 3.53 | 52 | 27.8 | 80 | 1 |
| 2 | Abdureshid Gishe | $ | $ | BSc in Mechanical Engineering ,ASTU 2020. | 3.51 | 46 | 25.3 | 71 | 2 |
| 3 | Siraj Abdella | $ | $ | BSc in Mathematics, Madda Walabu Unv2021. | 3.67 | 29 | 22.3 | 51 | 3 |
| 4 | Gobe Feyisa | $ | $ | BSc in Manufacturing Engineering ,Haramaya Unv 2021. | 3.31 | 28 | 22 | 50 | 4 |
| 5 | Sisay Nano | $ | $ | BSc in Statistics ,Samara Univ, 2021. | 3.03 | 25 | 23.2 | 48 | 5 |
|  | Abdurkedir Usha | $ | $ | BSc in Mechanical Engineering ,Wolkite2021. | 3.36 | 25 | 16 | 41 | 6 |
| 6 | Melese Bayisa | $ | $ | BSc in Mechanical Engineering, Madda Walabu , 2021. | 3.06 | 16 | 5 | 21 | 7 |
| 7 | Nuguse Edo | $ | $ | Bsc in Agricultural Economics, Ambo Unv 2021. | 3.02 | 11 | 6.7 | 18 | 8 |

Therefore, we would like to get your approval for employment of **Tamirat Alemu** on the job of J**unior Underwriter** at Assela Branch and **Abdureshid Gishe** at Takaful Dep’t with a monthly gross salary of Birr **8,626** (Birr eight thousand six hundred twenty six only) and transportation allowance of Birr **2,000.00** (Birr two thousand only) . Sincerely your

**To : The Chief Executive Officer**

**From : Human Resource Management**

**Date : March 16, 2023**

**Subject :**  **Proposal for Employment**

Based on the vacant job of Security Guard at **Urael Building & Recovery**, due to resignation of the existing staff external vacancy announcement has taken place on 20/06/2015 E.C and 9(nine) candidates were shortlisted for written & practical exam.

Accordingly, the summarized result of the written exam and interview session is presented below:-

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| S/N | Candidate’s Name | Co's Requirement | | Candidate’s education and work experience | | | Scores assigned to each evaluation | | | Rank |
| Education | Work Exp. | Education | Work Experience | |
| 12 /8th complete | 2  years | Yr | Mon | Written exam (50%) | Interv.  (50%) | Total  (100%) |
| 1 | Lata Tilahun | $ | $ | 8th complete | 2 | 0 | 35.5 | 35.3 | 71 | 1 |
| 2 | Andualem Chane | $ | $ | 10th complete | 5 | 7 | 39 | 29.3 | 68 | 2 |
| 3 | Leta Tasfaye | $ | $ | 10th complete | 4 | 6 | 33.5 | 33.3 | 67 | 3 |
| 4 | Asefa Diriba | $ | $ | 10th complete | 6 | 1 | 29.5 | 36 | 66 | 4 |
| 5 | Temesgen Matiwos | $ | $ | 10th complete | 7 | 7 | 37 | 27.7 | 65 | 5 |
| 6 | Abadir Gudeta | $ | $ | 10th complete | 3 | 0 | 32.5 | 31.7 | 64 | 6 |
| 7 | Edosa Daga | $ | $ | 10th complete | 4 | 0 | 35 | 26.3 | 61 | 7 |
| 8 | Ayele Gidelow | $ | $ | 10th complete | 7 | 7 | 29 | 29.3 | 58 | 8 |
| 9 | Abdi Bedasa | $ | $ | 10th complete | 3 | 6 | 28 | 23.7 | 52 | 9 |

Therefore, we would like to get your approval for employment of candidates ranked **1-2** on the job of **Security Guard** at **Urael Building & Recovery** with a monthly gross salary of Birr **3,700.00** (three thousand seven hundred only) on **Job grade I,** and transportation allowance of Birr **2,000** (two thousand only) ) and also we considered the **3-4** candidate as a reserve.

Sincerely yours,

**The Committee** 1. Ato Ayele Desalegn \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Ato Gelana Assefa \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3 . Ato Sisay Diro \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To : The Chief Executive Officer**

**From : Mintesinot Desalegn Chief – Finance & Resource Management**

**Mulatu Temesgen Head, Human Resource Management**

**Abel Tadesse Head ,Branch Channel**

**Ayele Desalegn Manager, Recruitment & on Boarding**

**Date : April 06, 2023**

**Subject : Proposal for employment**

Based on the decision of the Management to open a new Contact Office Representative at **Hossana** town in SNNP Regional State, external vacancy announcement took place on February 28 , 2023 to fill the position of Contact Office Representative.

Accordingly, from the two applicants, we have conducted interview with Mr. **Kaleb Teferi** on February 4th 2023 regarding his life history, past experience in insurance industry, his knowledge and sales capacity. Thus, we found him that he is strong enough and the right person for the position.

According to his curriculum vitae & the attached evidence, we noted the followings:

1. He possessed B.Sc in Statistics from Bahir Dar Unv in 2014;
2. He has served for more than 7 years out of which he served 3 years in Ethio Life and General Insurance Company with different capacities;

The summarized interview result presented below:-

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **Candidate's**  **Name** | **Co's Requirement** | | **Candidate’s education and work experience** | | | **Score assigned** | |
|  |  |
| **Education** | **Work Exp.** |  | | | **Inter.**  **(100%)** | **Total (100%)** |
| **BA/BSc** | **3 years** | **Education** | **Work Exp.** | |
| **Yr** | **Mon** |
| -- | Kelab Teferi | $ | $ | B.Sc in Statistics from Bahir Dar Unv in 2014 | 7 | - | 74.8 | 74.8 |

Therefore, we would like to propose for his employment as a **Contact Office Representative** at **Hossana Contact Office** with a monthly salary of Birr **12,422.00** (twelve thousand four hundred twenty two only), mobile telephone allowance of Birr **200** (Birr two hundred) and transportation allowance of Birr **2,000.00** (Birr two thousand only) which is assigned to the position.

Sincerely Yours,

**To : The Chief – Finance & Resource Management**

**From : Human Resource Management**

**Date : June 29, 2023**

**Subject :**  **Proposal for Permanent Employment**

Based on the proclamation No. 1208/2022 and its implementation guideline No. 1 & 2 which prohibited to employ staff on contract basis more than 45 days.

we have collected the performance feedback report of **Messenger / Cleaners,** which have been hired on contract basis from the supervisors in which they are currently serving and attach it here to this memo for your reference to change their term of employment on permanent basis.

Therefore, we would like to propose the change of their employment to permanent basis with a monthly gross salary of Birr 3,700.00 (Birr three thousand Seven hundred only) & transportation allowance of Birr 2,000.00 (Birr two thousand only) which is **subjected to change if new salary scale would be revised,** effective from **July 01, 2023.**

With best regards,

**To : The Chief Executive Officer**

**From : Mintesinot Desalegn Chief – Finance & Resource Management**

**Frehiwot Alemayehu Chief- Customer Officer**

**Mulatu Temesgen Head, Human Resource Management**

**Ayele Desalegn Manager, Recruitment & on Boarding**

**Date : April 20, 2023**

**Subject : Proposal for employment**

To replace the transferred Customer Relation Officer II at AA Main Branch, interview has been conducted for Hawi Tesfaye and the summarized result of the interview is presented below:-

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **Candidate's**  **Name** | **Co's Requirement** | | **Candidate’s education and CGPA** | | | | **Scores assigned to each evaluation** | | **Rank** |
| **Education** | **Work Exp.** |  | | | | **Interview Changed to (100%** | **Total (100%)** |
| **BA / BSc**  **Degree** | **4 years** | **Education** | **CGPA** | **Work Exp.** | |
| **Yr** | **Mon** |
| --- | Hawi Tesfaye | $ | $ | BA in Sociology AAU 2015. | 2.90 | 9 | 4 | 80.6 | 80.6 | --- |
| BSc in Mathematics ,AAU 2011 | 2.31 |  |  |

Therefore, we would like to get your approval for employment of **Hawi Tesfaye** on the job of **Senior Underwriter Officer** at AA Main Branch **(Job Grade VIII)** Considering her work experience and performance during interview session with a monthly gross salary of Birr **26,716.00** (Birr twenty six thousand seven hundred sixty only) and transportation allowance of Birr **2,000.00** (Birr two thousand only) which is assigned to the position.

Sincerely yours,

**To : Chief of Executive Officer**

**From : Human Resource Management**

**Date : May 03, 2023**

**Subject :**  **Proposal for Employment**

Based on the external vacancy announcement dated March 29,2023 for the job of Junior Underwriter at Dilla Branch, 11 (eleven) candidates were short-listed for written exam and interview that has been conducted at Dilla branch, by Dilla branch Manager, Staff Acquisition Officer II & by Awash Bank Haro Werabu Branch Manager on April 28, 2023.

Accordingly, the summarized result of the written exam and interview session is presented below:-

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **Candidate's**  **Name** | **Co's Requirement** | | **Candidate’s education and CGPA** | | **Scores assigned to each evaluation** | | | **Rank** |
| **Education** | **Work Exp.** |  | | **Written**  **Exam (60 %)** | **Inter.**  **(40 %)** | **Total (100%)** |
| **BA/B.ScDegree** | **0 year** | **Education** | **CGPA** |
| 1 | Amanuel Jigsso | $ | $ | BSc in Statistics, Dillla Univ, 2021. | 3.70 | 35.1 | 35.5 | 70.6 | 1 |
| 2 | Selemon Abebe | $ | $ | BSc in Statistics, Arba Minch Univ, 2021. | 3.24 | 39.7 | 31.8 | 70.5 | 2 |
| 3 | Ferehiwot Yohannes | $ | $ | BSc in Statistics, Mizan Tepi Univ, 2021. | 3.80 | 36.9 | 30.8 | 67.8 | 3 |
| 4 | Fiyory Tadesse | $ | $ | BA in Accounting & Finance Dilla Unv 2023. | 3.28 | 27.7 | 28.8 | 56.5 | 4 |
| 5 | Matewos Bogale | $ | $ | BSc in Statistics, Mizan Tepi Univ, 2021. | 3.80 | 26.8 | 28 | 54.8 | 5 |
| 6 | Fanos Assefa | $ | $ | BSc in Mechanical Engineering, Dilla 2021. | 3.15 | 24 | 28.3 | 52.3 | 6 |
| 7 | Amanuel Ayele | $ | $ | BSc in Statistics, Arba Minch Univ, 2021. | 3.24 | 22.2 | 25.8 | 48.0 | 7 |
| 8 | Sayasibush Getachew | $ | $ | BA in Accounting & Finance Dilla Unv 2023. | 3.03 | 19.4 | 28 | 47.4 | 8 |
| 9 | Wondimagegn Teshome | $ | $ | BA in Accounting & Finance Bule Hora Unv 2023. | 3.59 | 21.2 | 24.7 | 45.9 | 9 |
| 10 | Baye Atalel | $ | $ | BSc in Mechanical Engineering ,Dilla 2021. | 3.47 | 38.8 | Absent | 38.8 | 10 |
| 11 | Chernet Bogale | $ | $ | BA in Accounting & Finance Dilla Unv 20231. | 3.07 | 9.2 | 19 | 28.2 | 11 |

Therefore, we would like to get your approval for employment of **Amanuel Jigsso** on the job of J**unior Underwriter**  at Dilla Branch with a monthly gross salary of Birr **8,626** (Birr eight thousand six hundred twenty six only) and transportation allowance of Birr **2,000.00** (Birr two thousand only) and also we considered the **2 & 3** candidate as a reserve.

Sincerely yours,

**To : Chief of Executive Officer**

**From : Human Resource Management**

**Date : March 13, 2023**

**Subject:**  **Proposal for Employment**

Based on the external vacancy announcement dated March 28,2023 for the job of Junior Underwriter at Nekamte Branch, 12(twelve) candidates were short-listed for written exam and interview that has been conducted at Nekamte branch, by Nekamte branch Manager, Staff Acquisition Officer II & by Awash Bank Nekamte District ,HR and Administration Officer on May 09, 2023.

Accordingly, the summarized result of the written exam and interview session is presented below:-

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **Candidate's**  **Name** | **Co's Requirement** | | **Candidate’s education and CGPA** | | **Scores assigned to each evaluation** | | | **Rank** |
| **Education** | **Work Exp.** |  | | **Inter.(40%)** | **Written**  **Exam (60%)** | **Total (100%)** |
| **BA Degree** | **0 year** | **Education** | **CGPA** |
| 1 | Guta Busa | $ | $ | BA in, Economics, Wollega Unv, 2021. | 3.00 | 27 | 33.2 | 60.2 | 1 |
| 2 | Megersa Habte | $ | $ | BA in Banking and Finance, Wollega Unv 2017. | 3.04 | 29.7 | 28.6 | 58.3 | 2 |
| 3 | Senbeta Kerorsa | $ | $ | BA in Economics Wollega Unv, 2021. | 3.24 | 27.7 | 24.9 | 52.6 | 3 |
| 4 | Dandi Gashu | $ | $ | BA in Business Adm., New Generation College 2021. | 3.95 | 29 | 16.6 | 45.6 | 4 |
| 5 | Tamirat Meskele | $ | $ | BA in, Economics Dandi Boru College, 2021. | 3.91 | 22 | 18.5 | 40.5 | 5 |
| 6 | Gadisa Dugasa | $ | $ | BA in Accounting, Rift Valley Unv 2021. | 3.77 | 16.7 | 23.1 | 39.7 | 6 |
| 7 | Wakishuma Boka | $ | $ | BA in Business Management, Rift Valley Unv 2022. | 3.84 | 21.7 | 16.6 | 38.3 | 7 |
| 8 | Firomsa Mulatu | $ | $ | BA in Accounting, Dandi Boru ,Unv 2019. | 3.86 | 20.7 | 17.5 | 38.2 | 8 |
| 9 | Temesgen Tesfa | $ | $ | BA in Business Adm., New Generation College 2022. | 3.89 | 20.3 | 14.8 | 35.1 | 9 |
| 10 | Habtamu Temesgen | $ | $ | BA in Business Adm., New Generation College 2021. | 3.83 | 17.7 | 9.2 | 26.9 | 10 |
| 11 | Shibiru Bedasa | $ | $ | BA in Accounting & Finance New Generation College 2021. | 3.74 | 15.7 | 4.6 | 20.3 | 11 |
| 12 | Melkamu Dida | $ | $ | BA in Accounting, Rift Valley Unv 2021. | 3.84 | 14.7 | 4.6 | 19.3 | 12 |

Therefore, we would like to get your approval for employment of **Guta Busa** on the job of J**unior Underwriter**  at Nakemte Branch with a monthly gross salary of Birr **8,626** (Birr eight thousand six hundred twenty six only) and transportation allowance of Birr **2,000.00** (Birr two thousand only) which is assigned to the position.

Sincerely yours,

**To : The Chief Executive Officer**

**From : Mintesinot Desalegn Chief – Finance & Resource Management**

**Mulatu Temesgen Head, Human Resource Management**

**Ayele Desalegn Manager, Recruitment & on Boarding**

**Biniam Fantaye Manager, Marketing and Communications**

**Date : May 18, 2023**

**Subject: Proposal for employment**

To fill vacant position of **Public Relation and Communication Senior Officer** 5 (Five) candidates were applied based on the Vacancy announcement that had been posted on April 09, 2023. Accordingly, three candidates were passed a written exam and invited for interview of which **Ato Minyahal Tadeesse** was qualified for the position.

The summarized result of the written exam and interview result is presented as follows:-

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **Candidate's**  **Name** | **Co's Requirement** | | **Candidate’s education and CGPA** | | | | **Scores assigned to each evaluation** | | | **Rank** |
| **Education** | **Work Exp.** |  | | | | **Inter. (55%)** | **Written**  **Exam (45%)** | **Total (100%)** |
| **BA / MBA**  **Degree** | **5**  **years** | **Education** | **CGPA** | **Work Exp.** | |
| **Yr** | **Mon** |
| 1 | Minyahal Tadeesse | $ | $ | MBA in Journalism and Communication AAU 2021. | 3.74 | 6 | 4 | 43.3 | 34.1 | 77.4 | 1 |
| BA in English Language and Literature, Unv of Gondar 2011. | 3.95 |
| 2 | Meseret Chala | $ | $ | BA in Economics, St. Mary’s Unv 2019. | 2.49 | 9 | 7 | 35.5 | 27.6 | 63.1 | 2 |
| BA in English Language and Literature, Unv of Gondar 2011. | 2.36 |
| 3 | Reta Alula | $ | $ | MBA in Educational Psychology, Adama Unv 2010. | 3.1 | 8 | 2 | 32.4 | 23.8 | 56.2 | 3 |
| BA in English Adama Unv 2008. |  |  |

Even though the vacancy was announced for Public Relation and Communication Senior Officer the committee recommend Ato Minyahal Tadeesse for Supervisor position of Public Relation and Communication Officer based on ;

1, His curriculum Vitae (education background)

2. His outstanding performance in written exam and during interview session

3. His current position at ethio –telecom, experience as well as his earning history and the committee proposed his employment to the position of **Supervisor, Public Relation and Communication Officer** as per organizational structure of Awash Insurance.

Therefore, we would like to get your approval for employment of Ato Minyahal Tadeesse on the job of Supervisor**, Public Relation and Communication Officer** at Marketing and Communication Department with a monthly salary of Birr **32,226.00** (Birr Thirty two thousand two hundred twenty six only), Transportation allowance of **feul 130 liter,** Representation allowance of **Birr 2,000** and Mobile telephone allowance of Birr **500** which is assigned to the position.

Sincerely Yours,

**To : The Chief Executive Officer**

**From : Mulatu Temesgen Head, Human Resource Management**

**Ayele Desalegn Manager, Recruitment & on Boarding**

**Maryem Mohammed Manager, Takaful Department**

**Date : May 22, 2023**

**Subject: Proposal for employment**

To fill the job of **Claims Officer I** at Takaful Department Candidate has been approved by the CEO based on the recommendation from Manager, Takaful Department, Accordingly, interview session result that has been conducted on May, 18 2023 is summarized and presented below :-

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **Candidate's**  **Name** | **Co's Requirement** | | **Candidate’s education and CGPA** | | **Work Experience** | | **Scores assigned to each evaluation** | | | **Rank** |
| **Education** | **Work Exp.** |  | |  | | **Inter.**  **(100%)** | **Interview Changed to**  **(100%** | **Total (100%)** |
| **BA / BSc**  **Degree** | **2 years** | **Education** | **CGPA** | **Yrs** | **Mon** |
| --- | Aisha Fowzi | $ | $ | BA in Accounting, Rift Valley Unv, 2020. | 3.95 | 2 | - | 78.3 | 78.3 | 78.3 | --- |

Therefore, we would like to get your approval for employment of **Aisha Fowzi** on the job of **Claims Officer I** at **Takaful Department (Job grade V)** Considering her work experience and performance during interview session with a monthly gross salary of Birr **10,351.00** (Birr ten thousand three hundred fifty one only) and transportation allowance of Birr **2,000** (two thousand only) which is assigned to the position.

Sincerely yours,

**To : The Chief of Executive Officer**

**From : Human Resource Management**

**Date : May 23, 2023**

**Subject:**  **Proposal for Employment**

Based on the opening of Meskel flower Contact Office, it is necessitated to assign a cashier/ Typist.

Accordingly, the employment process has taken place for which Wrt **Selamaweit Bogale Zeleke** has been selected for the job of cashier/ Typist considering her educational level of **Level III** in Accounts and Budget Support field of study.

Therefore, we would like to get your approval for employment of **Selamaweit Bogale** on the job of **Cashier /Typist** at **Meskel flower Contact Office**, **Job Grade (II)** with a monthly gross salary of Birr **4,620.00** (Four thousand six hundred twenty only) and transportation allowance of **Birr 2,000** (two thousand only) which is assigned to the position.

Sincerely yours,

**To : The Chief of Executive Officer**

**From : Human Resource Management**

**Date : May 26, 2023**

**Subject:**  **Proposal for Employment**

Following the resignation of the Cashier / Typist at Jigjiga Branch , external vacancy announcement has taken place on April 28, 2023, for which 4(four) candidates short-listed for written exam & interview that has been conducted by AI Jigjiga A/ Branch Manager and AB- Shebele Branch Manager on May 22, 2023.

Accordingly, the summarized result of the written, practical exam and interview session is presented below;-

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **Candidate's**  **Name** | **Co's Requirement** | | **Candidate’s education and work experience** |  | | **Scores assigned to each evaluation** | | | **Rank** |
| **Education** | **Work Exp.** |  | **Work Experience** | | **Written**  **Exam (70%)** | **Inter.**  **(30%)** | **Total (100%)** |
| **Dip/Level IV in SSOM or similar field of study.** | **2 years** | **Education** | **Yrs** | **Mons** |
| 1 | Zwedie Guadie | $ | $ | Dip in Accounting & Budget Service, Rift Valley Unv, 2018. | 5 | 3 | 51 | 22 | 73.1 | 1 |
| 2 | Tizibt Tessema | $ | $ | Dip in Accounting, Harar TVET College 2009. | 11 | 6 | 50 | 20.5 | 70 | 2 |
| 3 | Fitum Zeleke | $ | $ | Dip in Accounting & Budget Support, ESRS mgt and Public Service College, 2017. | 10 | 7 | 47 | 21.5 | 68.4 | 3 |
| 4 | Hilene Lidetu | $ | $ | Dip in Accounting & Budget Service, Rift Valley Unv, 2021. | 2 | 2 | 15 | 18 | 33 | 4 |

Therefore, we would like to get your approval for employment of **Zwedie Guadie** on the job of **Cashier /Typist** (**JG III** ) at **Jigjiga Branch** With a monthly gross salary of Birr **5,688.00** (Birr five thousand six hundred eight eighty eight only) ,transportation allowance of Birr **2,000.00** (Birr two thousand only) and Hardship allowance of **25%** of basic Salary. Additionally, we considered the **second** candidate as a reserve.

Sincerely yours,

**To : The Chief Executive Officer**

**From : Mulatu Temesgen Head, Human Resource Management**

**: Kumsa Birisa Head, General Insurance Claims**

**: Ayele Desalegn Manager, Recruitment & on Boarding**

**Date : June 01, 2023**

**Subject: Proposal for employment**

To replace one of staff resigned from the job of Junior Recovery Case Officer at General Insurance Claims, the external Vacancy Announcement dated April 09, 2023 for which 5(five) candidates short-listed for written exam & interview that has been conducted based on their result on March 29 & June 01, 2023 respectively, and the summarized result is presented below:-

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **Candidate's**  **Name** | **Co's Requirement** | | **Candidate’s education and CGPA** | | **Scores assigned to each evaluation** | | | **Rank** |
| **Education** | **Work Exp.** |  | | **Written**  **Exam (50%)** | **Inter.**  **(50%)** | **Total (100%)** |
| **LL. B Degree** | **0 year** | **Education** | **CGPA** |
| 1 | Abdi Bekele | $ | $ | LL.B in Law, Wollega Unv 2021. | 3.83 | 38.5 | 39.3 | 77.9 | 1 |
| 2 | Bacha Fiqadu |  |  | LL.B in Law, Mettu Unv 2021. | 3.79 | 37.5 | 36 | 73.7 | 2 |
| 3 | Biruk H/Michael | $ | $ | LL.B in Law, Debre Berhan Unv 2021. | 3.44 | 30.3 | 34.7 | 65 | 3 |
| 4 | Sintayehu Girma |  |  | LL.B in Law Wolkite Unv 2022. | 2.98 | 32 | 25.3 | 57.3 | 4 |
| 5 | Mamush Dereje | $ | $ | LL.B in Law Assosa Unv 2021. | 2.66 | 25.8 | 29.7 | 55.5 | 5 |

Therefore, we would like to get your approval for employment of **Abdi Bekele** on the job of **Junior Recovery Case Officer** (Job Grade IV) at General Insurance Claims with a monthly gross salary of Birr **8,626** (Birr eight thousand six hundred twenty six only) and transportation allowance of Birr **2,000.00** (Birr two thousand only) and also to considered **No 2**  candidate as a reserve.

Sincerely yours,

**To : The Chief Executive Officer**

**From : Human Resource Management**

**Date : June 06, 2023**

**Subject: Proposal for Permanent Employment**

It is recalled that **Wrt. Alem Dagne** had been employed on contract basis to perform the duty of Office Administrator at Legal &Advisory service to replace Wro. Mihret Omer who was on maternity leave for the last four months.

During her contract employment her performance was excellent which is per our expectation confirmed by the Legal & Advisory Services Head.

Accordingly, based on the Legal & Advisory Service recommendation regarding her performance during her stay on contract basis, and her fulfillment of the minimum requirement for the job, we would like to propose her permanent employment as Office Administrator to assist the Executive Office Administrator at CEO Office with a monthly gross salary of Birr **6,180.00** (Birr six thousand one hundred eighty only) and transportation allowance of Birr **2,000.00** (Birr two thousand only).

With best regards,

**To : The Chief Executive Officer**

**From : Human Resource Management**

**Date : June 06, 2023**

**Subject : Proposal for Employment**

Based on the vacant job Driver I at Chiro Branch, external vacancy announcement has taken place on May 02, 2023 and 3 (Three) candidates were shortlisted for written & practical exam.

Accordingly, the summarized result of the written exam and practical exam session is presented below:-

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **Candidate’s Name** | **Co's Requirement** | | **Candidate’s education and work experience** | | | **Scores assigned to each evaluation** | | | **Rank** |
| **Education** | **Work Exp.** | **Education** | **Work**  **Experience** | |
| **12/10th complete with 3st grade (Hiz.1) driving license** | **2**  **years** | **Yr** | **Mon** | **Written exam (40%)** | **Interview & practical.**  **(60%)** | **Total**  **(100%)** |
| 1 | Kalid Aliyi | $ | $ | 10th complete /Hizb 1 driving license/ | 3 | - | 32 | 50.3 | 82.3 | 1 |
| 2 | Eyuel Hailu | $ | $ | 10th complete /Hizb 1 driving license/ | 2 | 10 | 25 | 40 | 65 | 2 |
| 3 | Bedri Ame | $ | $ | Leval I Automotive Engine & Electrical electronics servicing / Hizb 1 driving license/ | 5 | - | 25 | 37 | 58 | 3 |

Therefore, we would like to get your approval for employment of **Kalid Aliyi** the job of **Driver I** **(JG III)**  at **Chiro Branch** with a monthly gross salary of Birr **5,688.00** (Five thousand six hundred eighty eight only) and transportation allowance of **Birr 2,000** (two thousand only) Additionally, we considered the **second** candidate as a reserve.

Sincerely yours,

**To : The A/ Chief Executive Officer**

**From : The Committee**

**Date : October 23, 2023**

**Subject: Proposal for Employment**

To fill the job of J**unior Underwriter** at22 Mazoria Branchcandidate has been approved by the CEO to include Mr. **Dagmawi Tilahun Getachew** for the job of Junior Underwriter.

Accordingly, written exam and interview session result that has been conducted on October, 13 & 20 2023 is summarized and presented below:-

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **Candidate's**  **Name** | **Co's Requirement** | | **Candidate’s education and CGPA** | | **Scores assigned to each evaluation** | | | **Rank** |
| **Education** | **Work Exp.** |  | | **Inter.**  **(40%)** | **Written**  **Exam (60%)** | **Total (100%)** |
| **BA/ BSc Degree** | **0 year** | **Education** | **CGPA** |
| -- | Dagmawi Tilahun | $ | $ | BSc in Electromechanical Engineering, AAST Unv 2023. | 3.02 | 31.3 | 44.3 | 75.6 | -- |

Therefore, we would like to get your approval to proceed the employment of **Dagmawi Tilahun** on the job of J**unior Underwriter (JG V)** with a monthly gross salary of Birr **10,869.00** ( ten thousand eight hundred sixty nine only) and transportation allowance of Birr **2,000.00** ( two thousand only) which is assigned to the position.

Sincerely yours,

**The Committee**

1. Ato Mintesinot Desalegn \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Ato Mulatu Temesgen \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Ato Ayele Desalegn \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To : The A/ Chief Executive Officer**

**From : The Committee**

**Date : October 21, 2023**

**Subject: Proposal for Employment**

Based on the external vacancy announcement dated July 30,2023,4(four) for the job of Auditor I which has been vacant due to staff resignation (six) candidates were short-listed for a written exam out of which only three of them selected for interview based on their result that has been conducted on October 11, 2023 & 20 ,2023 respectively.

The summarized result of the written exam and interview session is presented below:-

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **Candidate's**  **Name** | **Co's Requirement** | | **Candidate’s education and CGPA** | | **Scores assigned to each evaluation** | | | **Rank** |
| **Education** | **Work Exp.** |  | | **Written**  **Exam (65%)** | **Interv.**  **(35%)** | **Total (100%)** |
| **BA Degree** | **2 years** | **Education** | **CGPA** |
| 1 | Genet Mamo | $ | 3.6 | BA in Accounting & Finance Rift Valley Unv 2019. | 3.51 | 50.7 | 24.8 | 75.5 | 1 |
| 2 | Tadesse Bedada | $ | 2.1 | BA in Accounting & Finance Rift Valley Unv 2019. | 3.64 | 44.9 | 28 | 72.9 | 2 |
| 3 | Sagni Lellisa | $ | 3.3 | BA in Accounting & Finance Rift Valley Unv 2019. | 3.22 | 44.2 | 21.3 | 65.5 | 3 |

Therefore, we would like to get your approval for employment of candidates ranked **1-2** on the job of **Auditor I** at Internal Audit (**Job Grade VI**) with a monthly gross salary of Birr **16,475.00** (sixteen thousand four hundred seventy five only), transportation allowance of Birr **2,600** (two thousand six hundred only) and mobile allowance of Birr **200** (two hundred birr only).

Sincerely yours,

**The Committee**

1. Ato Mintesinot Desalegn \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Ato Mulatu Temesgen \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Ato Ayele Desalegn \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Ato Wendmagegn Fufa \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To : The A/ Chief Executive Officer**

**From : The Committee**

**Date : October 21, 2023**

**Subject: Proposal for Employment**

Based on the external vacancy announcement dated July 30,2023, 6(six) for the job of Accountant II which has been vacant due to staff resignation (six) candidates were short-listed for a written exam out of which only one of them selected for interview based on their result that has been conducted on October 12, 2023 & 20 ,2023 respectively.

The summarized result of the written exam and interview session is presented below:-

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **Candidate's**  **Name** | **Co's Requirement** | | **Candidate’s education and CGPA** | | **Scores assigned to each evaluation** | | | **Rank** |
| **Education** | **Work Exp.** |  | | **Written**  **Exam (60%)** | **Interv.**  **(40%)** | **Total (100%)** |
| **BA Degree** | **3 years** | **Education** | **CGPA** |
| 1 | Almaz Deresse | $ | 4 | BA in Accounting & Finance Adama ST Unv 2017. | 2.88 | 36 | 29.3 | 65.3 | 1 |

Therefore, we would like to get your approval for employment of **Almaz Deresse** onthe job of **Accountant II** **(JG VII)**  at **Financial Management** with a monthly gross salary of Birr **216,475.00** (sixteen thousand four hundred seventy five only),**0,529.00** (twenty thousand five hundred twenty nine only), transportation allowance of Birr **2,000** (two thousand only).

Sincerely yours,

**The Committee**

1. Ato Mintesinot Desalegn \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Ato Mulatu Temesgen \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Ato Adane Seyoum \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Ato Ayele Desalegn \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To : The A/ Chief Executive Officer**

**From : The Committee**

**Date : October 21, 2023**

**Subject: Proposal for Employment**

Based on the external vacancy announcement dated August 08,2023, 01(one) for the job of Underwriting Officer I at Dire Dawa Branch which has been vacant due to staff promotion one candidate was short-listed for a written exam and selected for interview based on his written result that has been conducted on October 19, 2023 .

The summarized result of the written exam and interview session is presented below:-

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **Candidate's**  **Name** | **Co's Requirement** | | **Candidate’s education and CGPA** | | **Scores assigned to each evaluation** | | | **Rank** |
| **Education** | **Work Exp.** |  | | **Written**  **Exam (60%)** | **Interv.**  **(40%)** | **Total (100%)** |
| **BA Degree** | **3 years** | **Education** | **CGPA** |
| 1 | Obsa Diriba | $ | 4.7 | BA in Accounting & Finance Bule Hora Unv 2017. | 3.40 | 30 | 30 | 60 | --- |

Therefore, we would like to get your approval for employment of **Obsa Diriba** onthe job of **Underwriting Officer I** **(JG VI)**  at **Dire Dawa Branch** with a monthly basic salary of Birr **16,475.00** (sixteen thousand four hundred seventy five only), Hardship allowance **25%( twenty five percent)** of monthly gross salary and transportation allowance of Birr **2,000.00** ( two thousand only).

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Sincerely yours,

**The Committee**

1. Ato Mintesinot Desalegn \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Ato Mulatu Temesgen \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Ato Ayele Desalegn \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_