|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| C:\Documents and Settings\idhrd4\Local Settings\Temp\Temporary Directory 2 for gizlogo-standard Logopaket.zip\gizlogo-standard-sw-72.jpg | **GERMAN INTERNATIONAL**  **COOPERATION** | | **Service Request**  Human Resources Intern | | | | | |
| **Project/Program Name** ­  **Project Number**  **Project Location**  T**eam Leader / Principle Advisor** | | | Project Nss | | | | | |
|  | | | dAD | | | | | |
|  | | | fdtretre | | | | | |
|  | | | fdf ergfre / fdsfsd fdsfds | | | | | |
| **Name of Employee**  **Current Title**  **Responsible Superior**  **Address** Personnel number | | | Kevin Applicant | | | | | |
|  | | | head of administration (Internal Management Service) PAKLIM | | | | *for prolongation/ amendment request only* | |
|  | | | rgcvxcxvcxxName or SAP no. of direct superior | | | | | |
|  | | | fdsfds | | | | | |
|  | | |  | | | | *for new employee, will be filled by HR Section* | |
| Service Request is for: | | | | | | | | |
| New Contract (tick) Contract Amendment Contract Extension/ProlongationStart of Contract: 01-Jan-2014\_\_\_\_\_\_ End of Contract : 21-Oct-2017\_**\_\_\_\_\_\_** | | | | (Change) Position\* : fdsfdretertre\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Change) Salary Band\* :2A\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Terminate Contract on : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Salary (or adjustment): IDR \_5,500,000.00\_\_\_\_\_\_\_\_ effective on : 01-Jan-2014 \_  Additional Allowance as\_\_\_\_\_\_\_% or IDR 500,000.00\_\_\_\_\_\_\_/~~month~~/lumpsum  effective on : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ till \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \*\*  \*attach updated TOR ; \*\*attach the background | | | | |
| **Job description attached (tick)** | | | | **CV attached (tick)** | | | | |
| **Proposed Salary Band:**  **1A** ☑□□  **2A** ☑□☑ **2T**  **3A  3T**  **4A  4T**  **5A  5T**  **6A  6T** | | | | *For Band 2 and above will automatically get a GIZ Email account. If this is not wanted, please check :* | | | | |
| **Family-related relationships to GIZ employee in ID / TL (name and position of relatives):**  **Further information (if necessary):** | | | | | | | | |
|  | | Issued by | | | Received by | Approved by | | Finalized by |
|  | | fdsfsd fdsfds | | |  |  | |  |
| Signature (if by email type name) | |  | | |  |  | |  |
| Date | | 12-Dec-14 | | |  |  | |  |