



E&N HR HEROES SOLUTIONS

TALENT ACQUISITION & STAFFING REQUISITION FORM

Please complete all sections clearly. Ensure parameters fit target specifications without overflow.

1. CLIENT & COMPANY SPECIFICATIONS

Official Company Name:

Industry / Corporate Sector:

Physical Operating Address:

Primary Contact Person:

Designation / Corporate Title:

Official Corporate Email:

Phone / WhatsApp Connection:

Company Website URL:

2. POSITION & STRUCTURAL MANDATE

Target Job Title:

Department / Division:

Number of Open Vacancies:

Target Deployment Date:

Employment Nature:

Full-Time Permanent Contract / Fixed-Term Retainer Basis

Work Arrangement:

On-Site Setup Hybrid Model 100% Remote

Primary Sourcing City:

Relocation Allowance:

Yes No Negotiable

3. TARGET CANDIDATE PROFILE BENCHMARKS

A. Academic & Qualification Controls

Minimum Educational Tier:

Required Professional Certifications:

Core Target Field of Study:

B. Professional Experience Matrix

Target Experience Bracket:

0–2 Yrs 3–5 Yrs 6–9 Yrs 10+ Yrs

Target Industries to Source From:

Competitor Talent Pools to Audit:

C. Competencies & Linguistic Alignments

Primary Core Technical Skill:

Secondary System / Software Competency:

English Language Fluency:

Not Vital Working Knowledge Business Professional

Swahili Language Fluency:

Not Vital Working Knowledge Business Professional

4. REMUNERATION & EXECUTIVE BENEFITS BLUEPRINT

Gross Salary Budget (Monthly): TZS _____ to _____

Net Target Level Take-Home: TZS _____ (Optional Guideline Target)

Medical Scheme Tier: None Local Plan Only International Coverage

Allowances Included: Housing Transport Data/Airtime

Other Core Perks: _____

5. SEARCH DYNAMICS & SECURITY AUDITS

Requisition Urgency Rank: Critical Standard Campaign Talent Pipeline

Verification Blocks Mandatory: Criminal & Identity Reference Checks Academic Papers

6. AUTHORIZATION MANDATE CONFIRMATION

Authorized Hiring Manager Signature & Official Stamp

____ / ____ / 2026
Execution Date (DD/MM/YYYY)

FOR INTERNAL E&N HR HEROES OFFICE USE ONLY

Requisition ID: _____ Date Logged: _____

Lead Sourcing VP: _____ Approved Vectors: _____