

1. Purpose of the policy

The purpose of this policy is to promote consistency and transparency in our recruitment processes.

This Policy supports FemiliPNG Australia (FPNGA) to meet our obligations as an equitable employer; safeguard children as part of our commitment to the Australia Council for International Development’s [Code of Conduct](#); and, uphold our values.

We are an exemplary partner	We operate through genuine, transparent, and responsive partnerships as a foundation for locally-led development.
We value our people	We recruit and retain quality staff.

2. Policy application

This Policy applies to the recruitment of all FPNGA staff (employees).

3. Policy

- 3.1 FPNGA is committed to providing high quality technical support to Femili PNG, and delivering high quality projects and programs. Therefore, we aim to employ the most suitable applicant for all vacant positions.
- 3.2 FPNGA will ensure it has the best opportunity to attract the best available staff by:
 - Broadly advertising all vacant positions
 - Maintaining a flexible recruitment process, allowing for reasonable accommodations
 - Ensuring child-safe recruitment practices are maintained.
- 3.3 In accordance with our Equity, Diversity & Safety at Work Policy (POL-019), FPNGA is an equal opportunity employer, and is committed to providing a work environment that is free from harassment and discrimination. Recruitment and selection procedures and decisions will reflect FPNGA's commitment to providing equal opportunity by assessing all potential candidates according to their skills, knowledge, qualifications, capabilities previous work history, motivation and commitment. No regard will be given to factors such as age, gender, marital status, race, religion, ability, political opinions or any other factor that is not relevant to the person's ability to undertake the position.
- 3.4 Conducting face to face interviews are preferred, however remote interviews may be offered as required. Applicants must have suitable video capability to participate in a remote interview. Asynchronous video interviews will not be offered.
- 3.5 All interviews will be conducted with a pre-agreed set of interview questions (developed by the interview panel), that are relevant to the position advertised.
- 3.6 In accordance with our Child Safeguarding Policy (POL-001), positions that require staff to work with or come into contact with children will require the highest level of screening. This includes the use of behavioural-based questions during the interview to explore the person’s previous experiences in working with children, relevant references and criminal record checks.

The Staff Recruitment Procedure (PROC-004) contains more information about criminal record checks.

- 3.7 Candidates who are relatives or close friends of an FPNGA existing staff member or Board member are welcome to apply for vacancies. To manage this perceived or actual conflict of interest:
- Candidates will be encouraged to declare their relationship during the application process.
 - The existing FPNGA staff or Board member must notify the CEO of their relationship as soon as they are aware of the application.
 - The Board Chair must be notified of the perceived or actual conflict of interest, and it must be added to the Register of Interests.
- The CEO will note the relationship, and ensure an equitable process is maintained. Actions will depend on the nature of the relationship, and may include the FPNGA staff or Board member:
- Not participating directly or indirectly in the recruitment process,
 - Not having access to recruitment documentation, such as information about other applicants, planned interview questions and short-listing processes.
- 3.8 A minimum of two referee checks will be required for all preferred candidates. Professional references are preferred. FPNGA will verify the identity of the referee and make direct contact with each of these referees. Written references will not be accepted without the prior approval of the CEO. FPNGA reserves the right to request additional references.
- 3.9 Successful candidates are required to provide proof of identify such as birth certificate, passport or Australian driver's licence, and relevant qualifications (depending on the role). Original or certified copies of all documents are required.
- 3.10 All positions will be subject to a probationary period.

4. Policy amendments

All policies are subject to review and endorsement by the FPNGA Board. Suggestions about this policy are welcome and should be directed to the FPNGA CEO. Any amendments or changes to the Policy will be submitted to the Board for endorsement.

The CEO is responsible for maintaining this document, including updating confirmed changes, informing staff of the changes, and disseminating the latest version to all personnel.

This policy will be reviewed every five years, or as needed to meet governance obligations and/or changes in legislation.

5. Related documents

Document number	Document name
POL-001	Child Safeguarding Policy
POL-019	Equity, Diversity & Safety at Work Policy
POL-021	Remuneration Policy
PROC-004	Staff Recruitment Procedure
-	Australia Council for International Development's Code of Conduct ,

Policy name, number	Staff Recruitment, POL-023	Policy version & approval	V1 Dec 2023
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