



THE YESS GIRLS' MOVEMENT

RECRUITMENT PROCESS GUIDELINES FOR 2024 YESS PARTICIPANTS

INTRODUCTION

In 2024 the YESS Girls' Movement will be celebrating 10 years of existence. With 10 years experience we need to ensure that we select the best candidates as YESS Participants.

As laid down in our 2022 to 2026 Project description, the partnership agreed to follow a very strict recruitment procedure. In addition to the already existing recruitment procedures in all the Organisations, across the partnership we will also ensure the following:-

SELECTION PANEL:

To ensure transparency and maximum involvement of the YESS Country Team, the selection panels in all MOs will include the following 8 people:-

- Chief Commissioner
- International Commissioner
- Young Leader Chairperson (or equivalent)
- CEO/Executive Director/National Secretary/National Coordinator
- Head of Programs or equivalent
- YESS Country Coordinator,
- Human Resource Manager (or equivalent)
- Alumnae Chairperson

PS: To avert the risk of **Conflict of Interest**, any of the above panel member who has any interest or attachment to any candidate should be honest and transparent about it; and very importantly not interview that particular candidate.

CALLS FOR APPLICATION:



WAGGGS as a coordinating partner will promote and advertise the call across its website and social media platforms.

Every Member Organisation MO will advertise their calls for application for at least 3 weeks to allow every eligible young woman to know of the opportunity.

Recommended channels for advertisement:

- Word of mouth especially by YESS Alumnae who have been to the exchange; or parents of young women who have been to the exchange
- Websites and social media platforms
- The National Young Women's camp that the returning volunteer participants are organising
- Announcements in high schools (collaborating with school heads) as there are some young women who will be completing high school and have a break from school before they go to college
- Free Press: Eg. Radio Talk shows; TVs or Newspaper appearances
- Other already existing networks of the MOs

TIMELINES

25th August to 8th September 2023	Calls for application
11th to 15th September 2023	Shortlisting
18th to 22nd September 2023	Home Organisation Interviews (for both Volunteer and professional participants)
26th September 2023	Communication of 3 shortlisted professional participants to host organisation
29th September 2023	Host Organisation interviews for professional participants
6th October 2023	Host Organisation communicates to home organisations the successful professional participants they will host
13th October 2023	Recommended participants sent to WAGGGS for final approval.
30th October 2023	Final approval of participants by WAGGGS

SELECTION CRITERIA:



Volunteer Participants

- Between the age of 18 to 25
- A minimum of two years of Girl Guiding experience.
- Basic knowledge of the official language of the country the participants will go to.
- Should be outgoing young women capable of thriving in a cross cultural environment and different culture
- A minimum of High School certificate
- Should be recommended for consideration at their own district or regional or county levels (depending on the structures of the MOs)
- Those recommended from the districts or regions or counties (or equivalent) will go through a double competitive interview at the National Headquarters where the best will be selected.



Professional Participants

- Must be between 26-35 years old
- Should have a minimum of two years of Girl Guiding experience.
- Should have basic knowledge of the official language of the country they will be posted to.
- Should be outgoing young women capable of thriving in a cross cultural environment and different culture
- Must have a university degree in a related field of what she would be doing in host country.
- Should have at least 2-3 years professional experience in the job they will be doing in host country

PS: To ensure we get the correct professional participants; capable of delivering on their roles, the partnership has also tightened their recruitment procedure to 3 levels as follows:-

- Level 1: The sending organisation will through its independent recruitment processes (including interviews) shortlist 3 potential candidates
- Level 2: The receiving organisation will carry out online interviews (both verbal and practical) for the three recommended candidates
- Level 3: The selected candidate will provide 3 references with at least one of them from a former employer confirming the capacity of the candidate to deliver on their responsibilities as a participant. The receiving organisation will be at liberty to cross check and confirm with referees before confirming the candidate

The role of WAGGGS in the recruitment process:



For quality and compliance check; once the MOs finalise their recruitment process, they will submit their recommended candidates to the Coordinating Partner for final approvals. Participants can only consider themselves successful once they receive a Participant Agreement (which will be issued by WAGGGS through the MOs)



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