

IDRC Career Policy

Introduction:

At the Infectious Diseases Research Collaboration (IDRC), we are committed to researching and finding innovative solutions for Malaria, Tuberculosis, and HIV/AIDs. As a No for Profit Organization, we value equality, diversity, and inclusion and strive to provide equal opportunities for all individuals in our workforce. The People and Culture (P & C) policy outlines our commitment to fair and transparent recruitment and advancement processes within the organisation.

Equal Opportunity:

IDRC is an equal opportunity employer, meaning we do not discriminate against candidates or employees based on race, religion, sex, age, ethnic origin, disability, political affiliation or any other protected status defined by law. We firmly believe that a diverse workforce brings many perspectives and ideas, leading to more effective research outcomes.

Recruitment Process:

Our recruitment process is designed to be fair, transparent, and inclusive. When a job opportunity arises, it will be announced internally and externally to ensure that all interested individuals have an equal chance to apply. All applications must be submitted through the IDRC recruitment portal on or before 5:00 PM. Submitting incomplete or inaccurate documents will render the applicant ineligible for consideration for the job opening. Applications cannot be amended following submission.

Only shortlisted candidates will be contacted further. Staff selection will depend on educational background, previous relevant working experience, proven skills required for the job and

potential capacity for growth and development. The job description, requirements, and application process will be communicated to ensure that candidates understand our expectations.

Selection Criteria:

All candidates will be evaluated based on their qualifications, skills, experience, and potential to contribute to the organisation's goals. Our selection process aims to assess candidates objectively and fairly. We utilise interviews, assessments, and reference checks to gather information about candidates' suitability for the position.

Internal Mobility and Advancement:

IDRC recognises the importance of providing growth opportunities for our employees. We actively promote internal mobility and encourage our employees to apply for vacant positions that align with their career goals and aspirations. Internal candidates and external applicants will be given equal consideration, and decisions will be based on merit, qualifications, and performance.

Professional Development and Training:

We are committed to supporting the professional development of our employees. IDRC provides opportunities for training, workshops, conferences, and other forms of educational support that contribute to individual growth and advancement within the organisation. We encourage employees to continuously learn, acquire new skills, and enhance their expertise to contribute effectively to our research objectives.

Performance Evaluation:

Employees' performance will be evaluated regularly based on predetermined criteria to ensure transparency and fairness. The evaluation process will provide feedback on strengths, areas for improvement, and growth opportunities. Promotions and career advancements will be merit-based and align with our commitment to equal opportunities.

Conclusion:

IDRC's P & C policy aims to foster an inclusive and equitable work environment where all employees have equal opportunities to develop and succeed. We strive to attract, retain, and develop a diverse and talented workforce that reflects the communities we serve. By adhering to this policy, we are committed to achieving our research goals while upholding fairness and equal opportunity principles.