

MAJLIS FOR SADAQAH, ZAKAT AND WAQF (MASAZAWAQ)

REPORT OF INTERVIEW CONDUCTED FOR APPLICANTS FOR THE POSTS OF ADMIN OFFICERS AND OFFICE ASSISTANTS

1. INTRODUCTION

The Majlis resolved to employ an Admin Officer and an Office Assistant to enhance the smooth operation of its secretariat. Thereafter, the Implementation Committee was assigned the responsibility of inviting applications, conducting recruitment interview for the applicants and selecting suitable persons for the positions.

2. INTERVIEW

The Implementation Committee invited applications from suitably qualified candidates. Six people applied; four were interviewed for the post of Admin Officer and two for office assistants. The interview process entailed written, oral and hands-on exercises. The scores obtained by the candidates are as shown below.

S/N	ASSESSMENT CRITERIA	MARK OBTAINABLE	KAMIL SALAUDEEN	A'SALAM HABEEB	MUBARAQ JAMIU	MUH'D JAMIU	GARUBA BALQEES	MUSA DAUD
			AO	AO	AO	AO		
1	Highest educational qualification	10		6	8	5	5	5
2	Highest professional qualification	5	3	1	1	1	2	1
3	Highest post attained at work/Salary G/L	5	3	2	3	2	2	2
4	Years of cognate experience	5	3	2	2	2	2	2
5	Oral communication skill	15	12	10	12	5	5	5
6	Writing skill	15	12	8	12	5	5	3
7	Problem solving skill	15	12	8	12	5	10	5
8	Computer skill	15	12	10	5	9	10	10
9	General knowledge	10	8	6	7	4	4	3
10	Comportment / personality trait	5	5	4	5	2	5	3
TOTAL		100	79	57	67	40	50	39
POSITION			1ST	3RD	2ND	4TH	1ST	2ND

KEYS: AO = Admin Officer OA = Office Assistant

3. Selection / Recommendation

The Interview panel resolved that the applicant with the best performance in each category should be recommended for appointment. Salaries were discussed with the applicants and they accepted what the Majlis offered. The following are recommended for appointment by the Majlis:

- (a) Kamil Salaudeen to be appointed an Admin Officer on N45,000 monthly salary.
- (b) Garuba Balqees to be appointed an Office Assistant on N25,000 monthly salary.

Endorsement by Majlis Implementation Committee

S/N	NAME	DESIGNATION	SIGNATURE	DATE
1	AMB. SHEIKH AZEEZ	Chairman		
2	ALHAJI ISIAKA SALAWU	Secretary		