

**Hiring request - Recruit someone**

<b>Role information</b>	Department	OTC Category, responsible business team		
	Position Title	OTC Responsible Business Manager <small>Ensure this is the same title as in the Job Description and Workday</small>		
<b>Request type</b>	Year covered (yyyy) :	2024	Start date of the mission: dd.mm.yyyy	End date of the mission: dd.mm.yyyy
	<input checked="" type="radio"/>	First Hiring Request	01/06/2024	01/12/2024
<b>Hiring rationale</b>	Temporary position	<input checked="" type="radio"/> New Position	rationale: Assistance on key projects	<small>Do not enter any sensitive/confidential information</small>
		<input type="radio"/> Replacement	Name of the person replaced: no one	
		rationale: nothing		<small>Do not enter any sensitive/confidential information</small>
<b>Budget</b>	Total budget approved		Cost Center 52690026	
	<input checked="" type="radio"/> YES - Approved budget			
	<input type="radio"/> NO - Not approved budget			
	Internal order No / WBS (if applicable)			
<b>Reporting lines</b>		<b>Name</b>	<b>Position</b>	
	Manager "M"	Sophie Raynaud	OTC Responsible Business Lead	
	Next level Manager "M+1"	Max Kunzmann	OTC Portfolio & Responsible Business Director	
	<b>Local Manager</b> (if "M" is not based in Switzerland)			
<b>Mandatory signatures (before starting the request)</b>		<b>Name</b>	<b>Signature</b>	<b>Date</b>
	Finance Partner (BPA)	Dimitri Pastramas		30/04/2024 <small>Electronically signed by: Dimitri Pastramas Reason: I am signing for the reasons as stated in the document. Date: Apr 30, 2024 07:10 GMT+2</small>
	Manager "M"	Sophie Raynaud		23-Apr-2024 <small>Electronically signed by: Sophie Raynaud Reason: I approve the request Date: Apr 23, 2024 16:51 GMT+2</small>
	Next level Manager "M+1"	M Kunzmann		23/04/2024 <small>Electronically signed by: M Kunzmann Reason: I am approving the content of this document and authorize its issuance. Date: Apr 23, 2024 16:53 GMT+2</small>
	Cost Center Manager	lisa Jennings		25/04/2024 <small>Electronically signed by: Lisa Jennings Reason: I am signing for the reasons as stated in the document. Date: Apr 25, 2024 16:01 GMT+2</small>
	HR Manager	Camille Pomathios-Stouder		02/05/2024 <small>Electronically signed by: Camille Pomathios-Stouder Reason: I am signing for the reasons as stated in the document. Date: May 2, 2024 17:14 GMT+2</small>
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<b>Comments</b>				