

Name: _____

Email: _____



Irish Aid

An Roinn Gnóthaí Eachtracha agus Trádála
Department of Foreign Affairs and Trade

SNNPR PROGRAMME OFFICER APPLICATION FORM

SECTION A. PERSONAL & CONTACT INFORMATION

Title: Ms/Mr/Dr etc.	
Surname:	
First Name:	
Contact Address:	
P.O. Box:	
Date of Birth:	
Telephone Home: (incl. international code)	
Telephone Work:	
Mobile:	
E-Mail:	
Citizenship:	
Eligibility to work in Ethiopia:	

Name: _____

Email: _____

SECTION B. EDUCATION

Primary Degree		
Title:		Grade:
Awarded by (university/college name)		Year:
Major subjects taken to degree level		

Other qualifications Study (or equivalent professional qualification)	
Qualification (Title & level achieved)	
Awarded by (university/ college or professional body)	
Year awarded	

Qualification/ college (Title & level achieved)	
Awarded by (university or professional body)	
Year awarded	

Name: _____

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SECTION C. SKILLS

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<i>Please rate your level of expertise based on the following ranking: 3 = proven expertise; 2 = some direct experience; and 1 = some understanding but no experience; Blank = no knowledge</i>	
Expertise	Rating (3, 2, 1 or blank)
Heath Sectoral Planning and Health infrastructure	
Maternal & Reproductive Health	
Agriculture and Rural Livelihood	
Managing tender processes and contracting	
Financial Management of budgets and disbursements, and financial review of project documents, audit follow-up	
Information Management – managing soft and hard files and using a database	
Organizational capacity development	
Mainstreaming of gender or governance	
Training skills – direct delivery of training	
Report writing/analytical skills	
Programme Strategy development processes	
Quantitative baseline survey design	
Monitoring and Evaluation and results based management	
Representation and influencing	

Name: _____

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Language Proficiency

<i>Please indicate your level of expertise based on the following levels: 4 = Fluent ; 3 = Very Proficient; 2 = Proficient; 1 = Basic; and Blank = No expertise</i>				
Language	Read	Write	Speak	Understand

Computer Skills

<i>Please indicate your level of expertise based on the following levels: 4 = Expert; 3 = Very Proficient; 2 = Proficient; 1 = Basic; and Blank = No expertise</i>			
MS Word		Internet	
Spreadsheets		Other – please include below:	
Databases			
PowerPoint			
E-Mail			

Name:

Email:

SECTION D. WORK EXPERIENCE

Please fill from your present or most recent employer and insert new boxes as required.

Employer / Project		
Date	From	To
Your position		
Reason for leaving /wishing to leave		
Nature of your work		

Employer / Project		
Date	From	To
Your position		
Reason for leaving /wishing to leave		
Nature of your work		

Employer / Project		
Date	From	To
Your position		
Reason for leaving /wishing to leave		

Name:

Email:

Nature of your work	
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Employer /Project		
Date	From	To
Your position		
Reason for leaving /wishing to leave		
Nature of your work		

Name:

Email:

SECTION E. Why is this position with Irish Aid of interest to you? (Not more than 250 words)

Name:

Email:

SECTION F. References

Please give names, addresses and contact details of two persons who can comment on the quality of your work.

1.	2.
Contact details: Telephone No: E-mail :	Contact details: Telephone No: E-mail :

If any particulars given by you in this application are found to be false or if you deliberately leave out any relevant facts, any offer of employment may be withdrawn. Alternatively, if you are appointed when the correct facts come to light you may be liable for dismissal.

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE INFORMATION GIVEN ON THIS FORM IS CORRECT, THIS APPLIES TO APPLICATIONS SUBMITTED IN HARD COPY AND BY EMAIL.

Signed : _____ Date: _____

Name (in block capitals):

Instructions to submit your application

1. Save your completed form as: your family name your first name (e.g. Ayele_kebede)
2. Send completed application form by e-mail (please see the advert on local newspapers for the email address)
3. Hard copies of application form can also be submitted to Embassy of Ireland, P.O. Box 9585, Addis Ababa
4. Further information on the post is available on the Embassy's website: <http://www.dfa.ie/irish-embassy/ethiopia/>