**Annex 3**



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| **POSITION:**  **Senior Programme Manager - Social Protection**  **Embassy of Ireland in Ethiopia**  **EMPLOYMENT APPLICATION FORM** |

**INSTRUCTIONS:**

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| 1. Please read the job description carefully to ensure you meet the criteria required 2. Please provide only the information most relevant to the role; skills; and experience listed in the job description/job advertisement 3. Applications which do not meet the minimum requirements cannot be considered 4. Refer to the job advertisement for the relevant details to ensure you are familiar with the instructions to submit your application before the deadline. |

**Personal & Contact Information:**

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| Name: | Address: |
| Email: |
| Phone: |
| Nationality: |
| Are you currently eligible to work in Ethiopia? | Any other relevant personal or contact information: |

**Academic Qualifications and Relevant Training:**

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| **Year of Award** | **Name of Professional Awarding Body University / College** | **Main Subject Areas or specialisation** | **Qualification awarded**  **(including level of qualification)** |
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| Please provide details of other relevant or academic training, if you feel relevant: | | | |

**Skills: Language:**

Please insert yes or tick the most relevant box for each language as appropriate

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| **Language / Fluency** | **Fluent / Mother tongue** | **Excellent Command** | **Moderate** | **Elementary** |
| English |  |  |  |  |
| Amharic |  |  |  |  |
| Other, please specify: |  |  |  |  |

**Skills:**

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| **Please indicate your level of expertise based on the following levels:**  ***4 = Expert; 3 = Very Proficient; 2 = Proficient; 1 = Basic; and Blank = No expertise*** | | | |
| **Social Protection theory, policy and best practice** |  | **Strong policy review, analytical and decision making skills** |  |
| **Team work and staff management** |  | **Partner management and external representation:** |  |
| **Monitoring Evaluation and Learning including Field Monitoring** |  | **Other – please include below:** |  |
| **Report writing and case story development** |  |  |  |
| **Communication and interpersonal relation** |  |  |  |

**Skills - IT:**

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| **Please indicate your level of expertise based on the following levels:**  ***4 = Expert; 3 = Very Proficient; 2 = Proficient; 1 = Basic; and Blank = No expertise*** | | | |
| **MS Word** |  | **Manipulating large data sets** |  |
| **MS Excel** |  | **Other – please include below:** | |
| **MS PowerPoint** |  |  |  |
| **MS Outlook** |  |  |  |
| **Financial management systems (Other relevant, please specify)** |  |  |  |

**Career History:**

Starting with your current position, please provide brief particulars of relevant employment or experience, referencing the key responsibilities as detailed in the job description/advertisement. Please indicate the level to which you reported and the number of staff you were responsible for.

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| **Employer Name & Address / Project** |  | |
| **Date** | From | To |
| **Position Held / Title** |  | |
| **Reporting line (who you reported to) and number of direct reports** |  | |
| **Reason for leaving this position** |  | |
| **Nature of your work / Description of main responsibilities** |  | |

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| --- | --- | --- |
| **Employer Name & Address / Project** |  | |
| **Date** | From | To |
| **Position Held / Title** |  | |
| **Reporting line (who you reported to) and number of direct reports** |  | |
| **Reason for leaving this position** |  | |
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| **Employer Name & Address / Project** |  | |
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| **Employer Name & Address / Project** |  | |
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| **Reason for leaving this position** |  | |
| **Nature of your work / Description of main responsibilities** |  | |

**Major achievements and experience relevant to the role:**

Please outline your personal attributes, and major achievements in your career to date and why you believe you have the necessary qualifications, skills and experience for this position. Do not exceed the word limit – **text beyond 250 words will be dis-regarded.**

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| **1. Experience within the social protection sector (technical advice, programme management, advancing social protection principals and standards) [Maximum of 250 words]** |
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| **2. Partnership Management (bilateral and multilateral partnerships, including with relevant government institutions and ministries) [Maximum of 250 words]** |
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| **3. Knowledge of policy and strategy development for results [Maximum of 250 words]** |
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| **4. Team work, staff management and interpersonal relations [Maximum of 250 words]** |
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**Statement of Motivation**:

Please outline your motivation for applying for this position? **[Maximum of 300 words]**

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**References:**

Please provide full contact details including email and phone numbers for at least two and preferably three contactable references from current or former employers. Note: your current employer will **not** be contacted without first confirming with you that it is in order to do so.

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| **Name and position** | **Relationship** | **Email address** | **Contact Number** |
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**Any Other Relevant Information or Comments:**

Please provide any **additional** information which you feel may be **relevant** to your application **[Maximum 250 words]**

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**Confirmation:**

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| **I have read the terms and conditions and I satisfy all the requirements as set out in this advertisement, I am eligible to apply. I confirm that my application form is true and complete to the best of my knowledge without any material omissions.**  **Name:**  **Date:** |

**Instructions to submit your application:**

1. Save your completed form as: **FAMILYNAME\_FIRSTNAME\_POSITION NAME**
2. Send the completed application form by e-mail only to [AddisAbabaRecruitment@dfa.ie](mailto:AddisAbabaRecruitment@dfa.ie) with the heading **“Senior Programme Manager Social Protection”**
3. Further information on the post is available on the Embassy’s website: https://www.dfa.ie/irish-embassy/ethiopia/;

***All personal information received will be kept in line with GDPR guidelines.***