



An Roinn Gnóthaí Eachtracha
Department of Foreign Affairs

POSITION: Audit and Risk Advisor

Embassy of Ireland, Dar es Salaam

APPLICATION FORM

INSTRUCTIONS:

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:

Name:	Address:
Email:	
Phone:	
Nationality:	
Are you currently eligible to work in Tanzania?	

Academic Qualifications and Relevant Training:

Year of Award	Name of Professional Awarding Body University / College	Main Subject Areas or specialisation	Qualification awarded (including level of qualification)

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

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

Skills: IT

Please indicate your level of expertise based on the following levels: <i>4 = Expert; 3 = Very Proficient; 2 = Proficient; 1 = Basic; and Blank = No expertise</i>			
MS Word			
MS Excel		Other – please include below:	
MS Powerpoint			
MS Outlook			

Career History:

Starting with your current details, 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.

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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Competency Assessment

Under each of the five competency headings set out below, please provide an example from your recent work experience where you demonstrated the competency.

Please keep your answers as concise as possible and **do not exceed 300 words** per question.

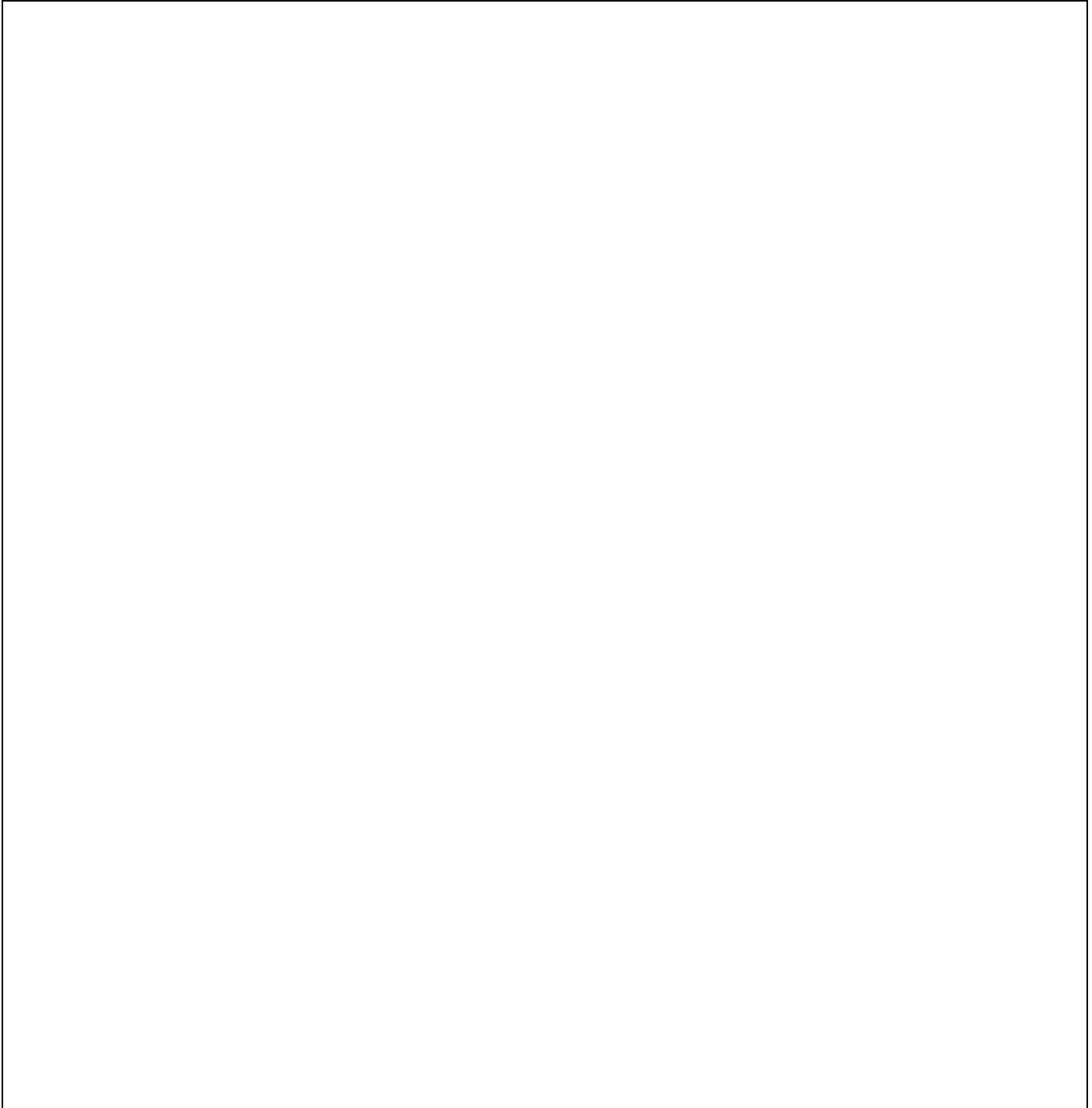
Applicants should be specific about the task or project; explain its purpose and impact or outcome, what their specific role or contribution was and how they approached it.

1. Leadership, management and delivery of results

- Actively contributes to the development of institutional policies and strategies.
- Effectively manages multiple projects, delivering on time and to a high standard.
- Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances.
- Ensures controls and performance measures are in place to deliver efficient and high value services.

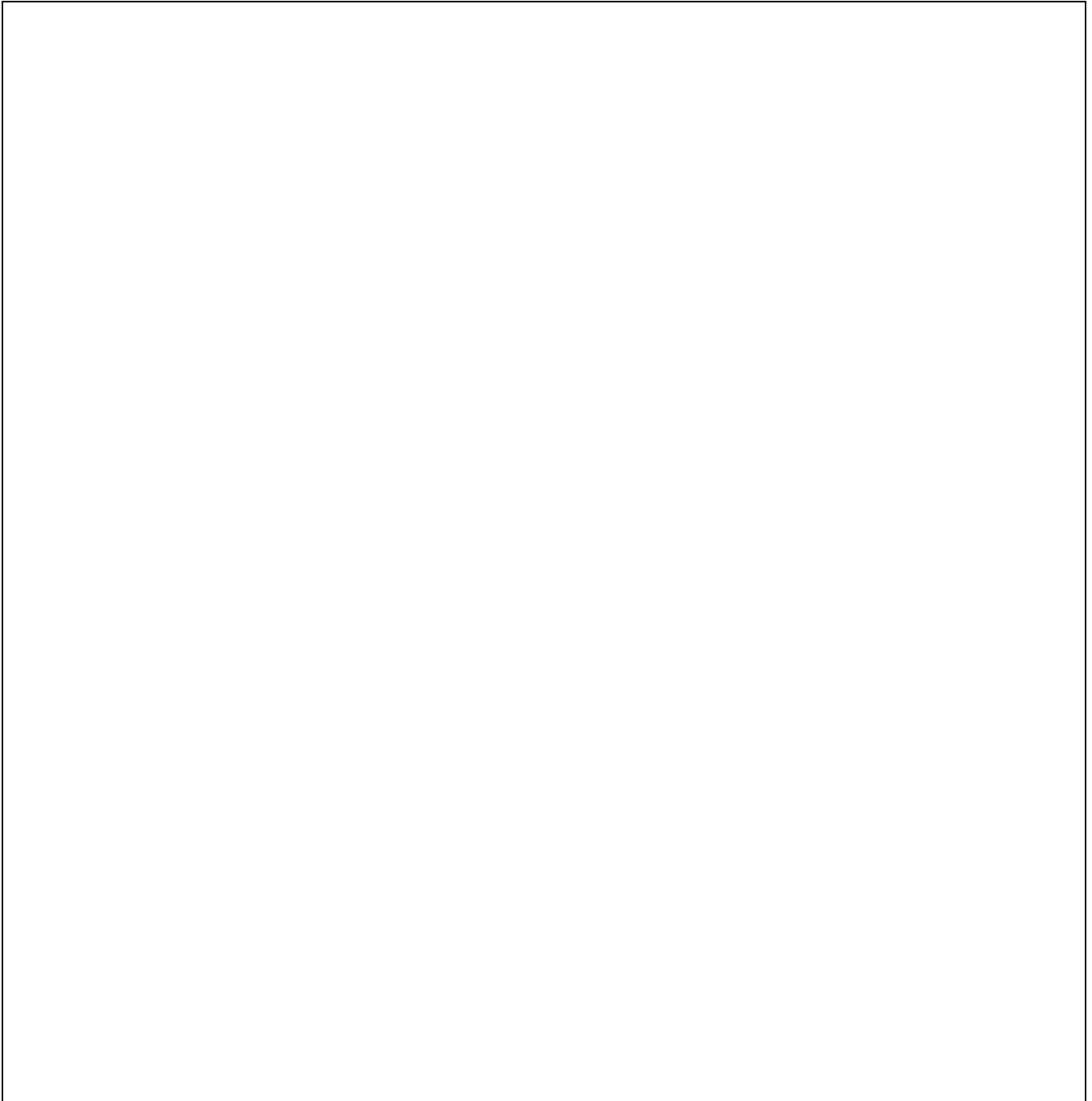
2. Interpersonal and communication skills

- Presents information in a confident, logical and convincing manner.
- Encourages open and constructive discussions around work issues.
- Promotes teamwork and also works effectively on projects across sectors.
- Develops and maintains relationships with a range of stakeholders to facilitate problem solving or information sharing.



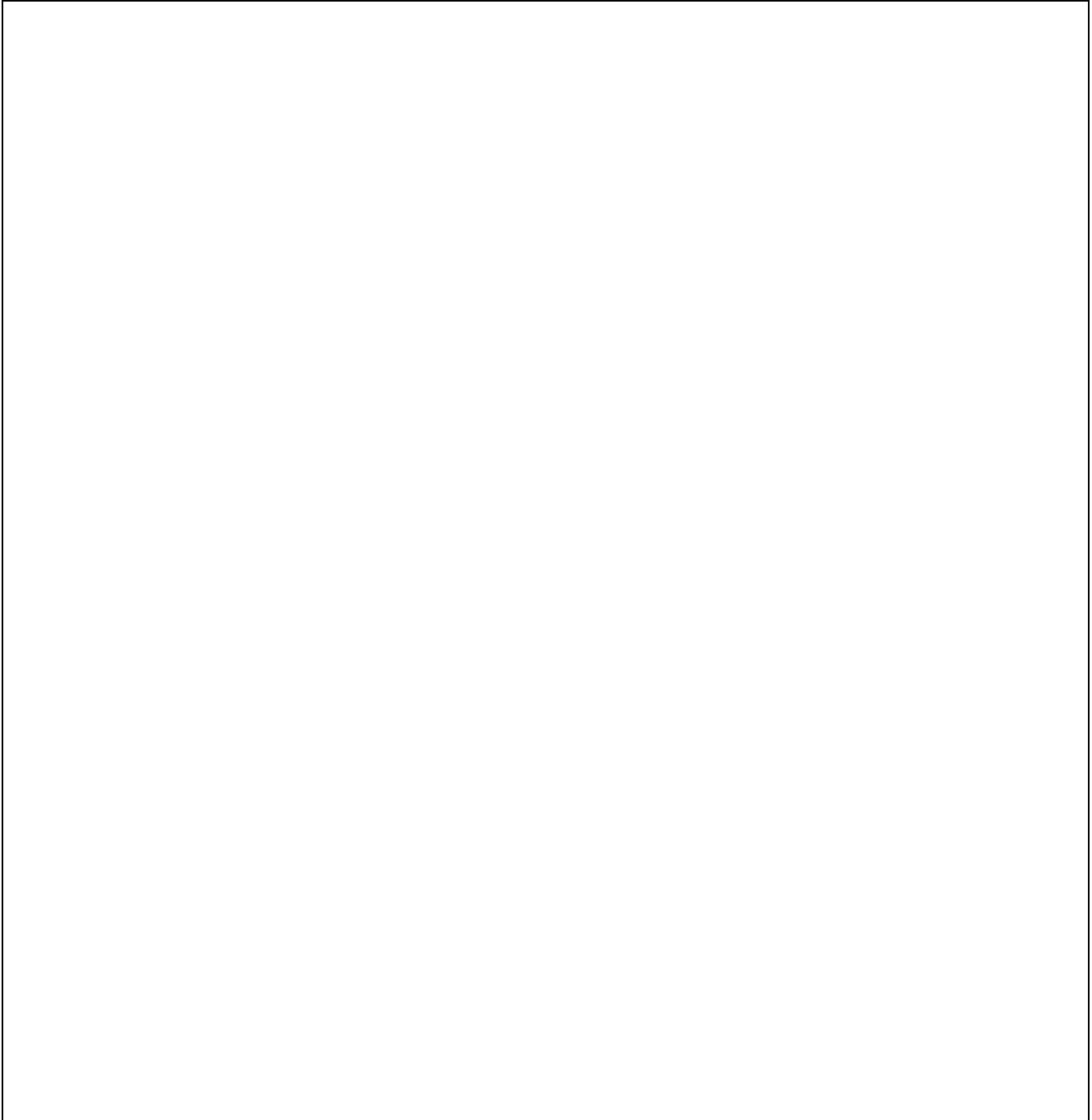
3. Analytical and conceptual thinking

- Researches issues thoroughly, consulting appropriately to gather all information needed on an issue.
- Can break down projects and issues, thinks through logically and sets priorities.
- Ability to see relationships between diverse issues and identify solutions as well as identifying patterns/trends in data and developments.
- Considers the wider implications, agendas and sensitivities within decisions and the impact on a range of stakeholders



4. Decision making, judgement and risk

- Assembles the facts and outlines courses of action.
- Weighs up pros and cons and makes sound recommendations.
- Consults and seeks advice when there is no precedent.
- Has ability to identify, manage and report on significant risks to strategy and operations.



5. Specialist knowledge

- Is considered an expert by stakeholders in own field/area.
- Has a clear understanding of the roles, objectives and targets, and how they fit into the work of organisational objectives
- Has a proven track record of delivering quality work at senior level in the field of Audit and Risk Management
- Is proactive in keeping up to date on issues and key developments that may impact on own area, and/or wider organisation.

Statement of Motivation:

Please outline your motivation for applying for this position. **[Maximum of 250 words]**

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)

Name and position	Relationship	Email address	Contact Number

Confirmation:

<p>I confirm that my application form is true and complete to the best of my knowledge without any material omissions.</p> <p>Name:</p> <p>Date:</p>

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 embassydarjobs@dfa.ie with the heading “**Audit and Risk Advisor**”
3. Further information on the post is available on the Embassy’s website: www.dfa.ie/irish-embassy/tanzania

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