



Irish Aid

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

POSITION: SENIOR PROGRAMME MANAGER - GOVERNANCE
EMPLOYMENT 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
- 3) Applications which do not meet the minimum requirements cannot be considered
- 4) Applicants may add additional rows or text
- 5) Refer to the job advertisement for the relevant details to ensure you are familiar with the instructions to submit your application before the deadline.

SECTION A. PERSONAL & CONTACT INFORMATION

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

Academic Qualifications

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 training?

Skills: language and IT

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

Language / Fluency	Fluent / Mother tongue	Excellent Command	Moderate	Elementary
English				
Amharic				
Other Please specify				

<p><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></p>			
MS Word		Manipulating large datasets	
Excel		Other – please include below:	
PowerPoint			
Outlook			
Others (please specify)			

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**

Please indicate the level to which you reported and the number of staff you were responsible for

Please insert additional rows/attach additional pages, if required

Employer / Project			
Date	From	To	
Your position			
Reporting line (who you reported to) and number of direct reports			
Reason for leaving /wishing to leave			
Nature of your work			

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

Nature of your work	
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Employer / Project		
Date	From	To
Your position		
Reporting line (who you reported to) and number of direct reports		
Reason for leaving /wishing to leave		
Nature of your work		

Major Achievements to date and suitability for the role

Please outline your major achievements in your career to date which, in your view, illustrate that you have the necessary qualifications skills and experience for this position? [Maximum of 300 words]

Statement of Motivation

Please outline your motivation for applying for this position? [maximum of 200 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

Any Other Relevant Information or Comments

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

Confirmation

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: your family name your first name (e.g. Ayele_kebede)
2. Send completed application form by e-mail only to [Embassy of Ireland – Addis Ababa](#)
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/>

Any personal information submitted to us will only be used for its intended purposes and will be destroyed when no longer needed. Any other processing or disclosure of personal data is not allowed other than in the exceptional circumstances provided for under the Data Protection Acts