



POSITION: Programme Officer – Nairobi
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/job advertisement
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.

Personal & Contact Information

Name:	Address:
Email:	
Phone:	
Nationality:	
Have you the legal entitlement to live and work in Kenya?	

Academic Qualifications and Relevant Training (starting with the most recent)

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.

Other Academic Qualifications

Other Relevant or Professional Qualification	Year of Admission & Membership

Skills: Language

Please indicate your level of expertise based on the following levels:

Language / Fluency	Fluent / Mother tongue	Excellent Command	Moderate	Elementary
English				
Other language(s):				

Essential Requirements:

Using concrete examples, please demonstrate that you have the essential requirements for this position.

(maximum 200 words per requirement)

Candidates must have a minimum of five years relevant experience as a programme officer (or similar) at a national or international level, ideally in at least one of our countries of accreditation (Kenya, Somalia, Sudan, Eritrea). (e.g. I have 3 years management of Programme X and 2 years management of Programme Y)

Substantial technical knowledge linked to at least one our development cooperation priorities (agriculture/climate action, gender, governance and/or economic development). Please provide examples showing your experience / knowledge in this area.

At least three years of experience in programme cycle and grant management including financial analysis and budget management.

Experience engaging in programme/project design, monitoring/evaluation/learning and strategic planning. Please provide examples to demonstrate your experience.

Provide evidence of proactively working with internal and external stakeholders building and sustaining impactful networks and relationships. Please demonstrate this through work based examples.

Skills: IT

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 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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3. Analysis and Decision Making [Maximum of 200 words]

4. Drive and Commitment [Maximum of 200 words]

Statement of Motivation

Please outline your motivation for applying for this position and why you are the best person for the role.
[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/line managers. (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

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. No CVs or cover letters to be submitted.
2. Save your completed form as: **your family name your first name**
3. Send the completed application form by e-mail only to VacancyNairobiEM@dfa.ie
4. Further information on the post is available on the Embassy's website: <https://www.dfa.ie/irish-embassy/kenya/>

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