

Application Form

Programme Manager

Embassy of Ireland in Mozambique

Part 1: General Information

1. Personal Information	
Name	
Country of Residence	
Nationality	
Date of Birth (day/month/year)	
Phone Number	
Email address (please provide an email that you check regularly)	

2. Education (start with most recent, and include any on-going study)			
Name of institute and location	Course studied	Start and end date	Qualification received and final result

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3. Other Training Relevant to the Position of Programme Manager		
Type of training	Year completed	Other Relevant Information

4. Language Proficiency (add additional language skills if necessary) Please indicate based on the following levels; 4=Fluent; 3=Good; 2=Intermediate, 1=Basic				
	Read	Write	Speak	Understand
English				
Portuguese				

5. ICT Skills (Proficiency) (add additional relevant ICT skills, if necessary). Use X in box below.			
	Basic	Intermediate	Proficient
Microsoft Word			
Microsoft Outlook			
Microsoft PowerPoint			
Microsoft Excel			

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Part 2: Work Experience and relevance to position of Programme Manager

6. Employment History (beginning with your current position or most recent)			
Employer	Position Title	Start and end date	Description of duties (please list)

7. <u>Organisation and Planning:</u> Please outline an experience that demonstrates your ability to organise/plan a project or task. Describe your role and how you approached it. (Max 250 words)

8. Initiative and Teamwork:

Please outline an experience that demonstrates your ability to think analytically and independently, bring forward ideas, communicate and work as part of a team. Describe your role and how you approached it. (Max. 1500 characters)

9. Motivation:

Please outline why you should be considered for the position of Programme Manager, your relevant skills and how these may be of value to the Embassy of Ireland (Max. 1500 characters)

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10. Other relevant information:

Please include here any other information that you would like to share and that is relevant for this position (e.g. knowledge of Mozambican public policies, Ireland's development programme etc.). (Max. 1500 characters)

Candidate checkbox (please ensure that this application demonstrates that you meet the minimum essential criteria before submitting)

<u>Essential criteria</u>	<u>Select an option</u>
Master's Degree	
English and Portuguese	
Minimum 5 years relevant work experience	
Demonstrated analytical and organisational skills	
Good knowledge of key Mozambique public policy documents (health, education, social protection, governance).	
Demonstrated interpersonal and communication skills	
Proven ability to work as part of a team	
Competent in Programme cycle management and grant management	
ICT Skills (i.e. Microsoft Office)	

If you wish to be considered for other current vacancies at the Embassy, please select here: