



**An Roinn Gnóthaí Eachtracha**  
**Department of Foreign Affairs**

**Humanitarian and Migration Advisor Application Form**

Please submit completed forms to [genevampmrecruit@dfa.ie](mailto:genevampmrecruit@dfa.ie) by **Friday 23<sup>rd</sup> September, 2022**.

Applications may also be submitted by post to:  
Administrative Attaché,  
Permanent Mission of Ireland to the UN,  
Rue de Moillebeau 58,  
Case Postale 339,  
1209 Geneva,  
Switzerland

**Please tell us how you heard about this vacancy:**

**1. Personal Details**

<b>Name</b>	
<b>Telephone</b>	
<b>Postal address</b>	
<b>E-mail address</b>	

*The Department of Foreign Affairs reserves the right to offer successful candidates placed on the panel other equivalent vacancies which may arise from time to time.*

## 2. Academic, Professional or Technical Qualifications

### Primary Degree:

University, College or Examining Authority	Full Title of Qualification and Final Grade Obtained	Subject Studied in Final Examination	Date Obtained

### Additional Qualifications:

University, College or Examining Authority	Full Title of Qualification and Final Grade Obtained	Subject Studied in Final Examination	Date Obtained

### Current membership of any professional, academic or other associations:

Please give details:

### 3. Work Experience

*Please detail any previous roles (paid or unpaid), which demonstrate the experience as required in the role. Notice and suitability to perform the tasks listed in the Job Specification, starting with the most recent first.*

#### Current or most recent role:

Name of Organisation:

Position Held:

Date Started:

Leaving Date:

Brief description of Role and  
your responsibilities:  
(75-125 words)

#### Previous roles:

Name of Organisation:

Position Held:

Date Started:

Leaving Date:

Brief description of Role and  
your responsibilities:  
(75-125 words)

<b>Name of Organisation:</b>	
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<b>Position Held:</b>	
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<b>Date Started:</b>		<b>Leaving Date:</b>	
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<b>Brief description of Role and your responsibilities: (75-125 words)</b>	
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<b>Name of Organisation:</b>	
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<b>Position Held:</b>	
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<b>Date Started:</b>		<b>Leaving Date:</b>	
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<b>Brief description of Role and your responsibilities: (75-125 words)</b>	
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<b>Name of Organisation:</b>	
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<b>Position Held:</b>	
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<b>Date Started:</b>		<b>Leaving Date:</b>	
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<b>Brief description of Role and your responsibilities: (75-125 words)</b>	
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#### 4. Information in support of your application

##### **Suitability for the Role**

*Please give a brief outline of why you are interested in this role, how you would benefit from it, and the particular skills, qualities and experience you would bring to the role. (500 words max.).*

## 5. Additional Skills

### IT Skills

It is assumed applicants will be proficient in using Microsoft Office including Word, and Excel, Microsoft Outlook, etc. Please detail level of other IT skills, in particular any skills that may be of benefit in meeting the Job Specification (e.g. desktop publishing, web editing, knowledge management and contacts management). *(50-100 words)*

### Language Skills

Please indicate your level of language proficiency by typing "Yes" in the appropriate column.

<u>Language</u>	<u>Fluent</u>	<u>Intermediate</u>	<u>Elementary</u>

### Other Skills

Please indicate any other skills not already specified that you believe may be relevant. *(max 150 words)*

### Extra-curricular interests and activities

Please list your main extra-curricular interests and activities. Outline, where appropriate, your personal contribution to them and any relevant achievements obtained. *(max 150 words)*

## 6. References

*Please provide the following information in respect of two referees, one from your most recent supervisor (either work or academic).*

<b>Name:</b>	
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<b>Title/Position:</b>	
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<b>Address:</b>	
<b>Email:</b>	
<b>Tel:</b>	

<b>Name:</b>	
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<b>Title/Position:</b>	
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<b>Address:</b>	
<b>Email:</b>	
<b>Tel:</b>	

*Please tick the box if you do not wish for us to contact these referees without notifying you in advance.*

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