



**POSITION: Programme Manager – Resilience
Embassy of Ireland, Dar Es Salaam**
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. 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:

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>			
Grant Management		Drafting briefs and speaking points	
Policy analysis		Others – please include below:	
Strategic networking			
Humanitarian assistance			
Social protection			

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		Others – please include below:	
MS Excel			
MS PowerPoint			
MS Outlook			
Manipulating large data sets			

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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Major Achievements suitability for the role:

Under each of the four competency headings below, please provide an **example of your achievements** which you would like bring to the attention of the interview board with particular regard, where relevant, to the position of Programme Manager – Resilience in the Embassy of Ireland.

Candidates should be specific about the task or project e.g. why it was important, how you went about it, what your specific role or contribution was and the impact or outcome.

1. Policy and Strategy [Maximum of 250 words]

2. Programme Management, Monitoring and Learning [Maximum of 250 words]

3. Advocacy and representation [Maximum of 250 words]

4. Teamwork and communication [Maximum of 250 words]

Statement of Motivation:

Please outline your motivation for applying for this position? **[Maximum of 300 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 have read the terms and conditions and I satisfy all the requirements as set out in this advertisement, I am eligible to apply. 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: **FAMILYNAME_FIRSTNAME_POSITION NAME**
2. Send the completed application form by e-mail only to embassydarjobs@dfa.ie with the subject line **“Programme Manager - Resilience”**
3. Further information about the post and job description is available on the Embassy’s website: <https://www.dfa.ie/irish-embassy/tanzania/>

All personal information received will be kept in line with The General Data Protection Regulation [GDPR] guidelines.