



**POSITION: Programme Officer – Development  
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?	

**Essential requirements declaration:**

Please read the below essential requirements for consideration for the position of Programme Officer – Development. Please confirm that you meet each essential requirement by ticking the relevant box. If you do not meet the requirement, please leave the box blank.

A graduate qualification in social studies, development, human rights or related discipline relevant to the requirements of this post	
At least 5 years working in a Tanzanian national or international organisation in a field related to gender, women rights and governance	
A proven capacity for delivering timely results and taking responsibility for quality outcomes	

A sound understanding of key concepts relating to gender transformative approaches and women's movement building; monitoring, evaluation and learning; governance and human rights	
Excellent interpersonal skills to form effective working relationships with people at all levels and the ability to work independently and as part of a team	
A proven appetite for learning and structured approach to self-development / career progress	
Excellent communication skills <b>including</b> fluent written and verbal English	
Fluency in Kiswahil	
A legal entitlement to live and work in Tanzania prior to recruitment	

**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		Other – please include below:	
Strategic networking			

**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		PowerPoint	
MS Excel		Other – please include below:	
MS PowerPoint			
MS Outlook			
Other IT Skills		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.

<b>Employer Name &amp; Address / Project</b>		
<b>Date</b>	From	To
<b>Position Held / Title</b>		
<b>Reporting line (who you reported to) and number of direct reports</b>		
<b>Reason for leaving this position</b>		
<b>Nature of your work / Description of main responsibilities</b>		

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<b>Nature of your work / Description of main responsibilities</b>		





**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.)

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](mailto:embassydarjobs@dfa.ie) with the subject line **“Programme Officer - Development”, before 17:00hrs (local time) on 15 April 2023**
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.***