All information will be treated in the strictest confidence.

***Please answer all questions.***

|  |  |
| --- | --- |
| Name |  |
| Telephone |  |
| E-mail address |  |
| Where did you hear about this position? |  |

|  |
| --- |
| **Personal Motivation**  *With reference to the job description, please explain why you are applying for this position and why you think you would be a good fit for the role*. |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Work Experience**  *Please detail your experience which is relevant to this role (e.g. managing multi-partner programmes, coordinating teams, etc.) – add rows as may become necessary* | | | |
| Organization | Experience (role, responsibilities & achievements) | Dates | Reference person (name, position, email & phone number) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Education**  *Please provide details of your education which is relevant to this position. Include any special qualifications or training(s) in inclusive education. Add rows as may become necessary* | | |
| Subject | Level | Date |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **Skills and Experience**  *Please provide specific examples which demonstrate your skills and experience in the following areas:* |
| **Experience in managing projects i.e. workplan, budgeting, and implementation systems. Any special focus on inclusive education.** |
|  |
| **Experience in working as member of a team, training other team members or staff to develop joint programming, joint implementation and cross-team capacity development for effective project delivery.** |
|  |
| **Experience in working with district councils / district education offices for management, compliance, and budget, workplan and narrative reporting to implement a sustainable project** |
|  |
| **Experience running inclusive programmes, community mobilization programs, behaviour change interventions and community outreach interventions. Highlight any qualification or special training in inclusive education.** |
|  |
| **Experience in developing and delivering quantitative and qualitative data collection tools to gather accurate data, undertake data quality assessments for accurate and timely evidence-based decision-making.** |
|  |
| **Experience in safeguarding – including implementing child protection policies, safeguarding policies or other DO NO HARM principles in the workplace or school environment. Highlight any special qualifications or training(s) in safeguarding.** |
|  |
| **Experience of working organizing, leading and facilitating capacity building sessions in inclusive education, including but not limited to budgeting and cash management, materials development, facilitation, and monitoring etc.** |
|  |
| **Highlight any high-level professional achievements so far as an individual in the areas of inclusive education. Link reserves the right to verify and confirm such achievements, if need be. Be more specific on the roles played, achievements/outcomes and impact.** |
|  |
| **Experience in line managing a team e.g. office administration, staff management, field office operations, district council operations etc.** |
|  |

|  |  |
| --- | --- |
| **If you are selected for this position, when would you be available to start?** |  |

|  |  |
| --- | --- |
| **If you are selected for this position, what is your anticipated starting salary (gross amount per month)?** |  |

|  |  |  |
| --- | --- | --- |
| **References**  *Please supply the contact details of two referees, including previous employers or others who have knowledge of your experience and suitability to work with children.*  *In line with Link's Child Safeguarding and Vulnerable Adult policy, we will ask consent to gain information on a person's convictions/ pending disciplinary proceedings, i.e. criminal record checks, if a candidate is successful.* | | |
|  | **Referee 1** | **Referee 2** |
| Name: |  |  |
| Organization: |  |  |
| Relationship to you: |  |  |
| Email address: |  |  |
| Phone number: |  |  |

|  |
| --- |
| **Additional Information**  *Please provide any additional information relevant to your application* |
|  |

If asked for interview, candidates should bring documentation with them to show that they are fit for the role. This may include evidence from prior roles, evidence of police checks, or relevant certificates. Please be aware that we will undertake independent verification of these documentation and falsification of documentation can lead to prosecution by relevant authorities and disqualification from consideration for the post.