|  |
| --- |
| **PACER Plus Implementation Unit**  **EMPLOYMENT APPLICATION FORM** |

|  |
| --- |
| **THIS APPLICATION IS FOR THE FOLLOWING POSITION:** |
|  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1.** | **PERSONAL DETAILS** | | | | | | | | |
| NAME | | |  | | | | | | |
| DATE OF BIRTH | | |  | | | SEX |  | | |
| NATIONALITY | | |  | | | | | | |
| E-MAIL ADDRESS | | |  | | | | | | |
| MOBILE NUMBER | | |  | | | | | | |
| **2.** | **ACADEMIC BACKGROUND (Most recent ones first)** | | | | | | | | |
| Dates | | Institution/Country | | | Qualification Attained | | | | |
|  | |  | | |  | | | | |
|  | |  | | |  | | | | |
|  | |  | | |  | | | | |
|  | |  | | |  | | | | |
|  | |  | | |  | | | | |
|  | |  | | |  | | | | |
|  | |  | | |  | | | | |
| **3.** | **OTHER PROFESSIONAL DEVELOPMENT/WORKSHOPS/CONFERENCES ATTENDED (State only those that are relevant to this position)** | | | | | | | | |
| Dates | | Institution/Country | | | Programme/Training Title | | | | |
|  | |  | | |  | | | | |
|  | |  | | |  | | | | |
|  | |  | | |  | | | | |
|  | |  | | |  | | | | |
|  | |  | | |  | | | | |
|  | |  | | |  | | | | |
| **4.** | WORK EXPERIENCE (Most recent employment first) | | | | | | | | |
| Dates | | Employer | | | | | | Position (briefly list core functions) | |
|  | |  | | | | | |  | |
|  | |  | | | | | |  | |
|  | |  | | | | | |  | |
|  | |  | | | | | |  | |
|  | |  | | | | | |  | |
|  | |  | | | | | |  | |
|  | |  | | | | | |  | |
|  | |  | | | | | |  | |
| **5** | **PROFESSIONAL REFEREES (List at least 3, including current employer)** | | | | | | | | |
| Name | | | Position | | | Organisation & Contact Details | | | |
|  | | |  | | |  | | | |
|  | | |  | | |  | | | |
|  | | |  | | |  | | | |
|  | | |  | | |  | | | |
|  | | | | | | | | | |
| **6.** | **STATE HOW YOU MEET EACH SELECTION CRITERIA** | | | | | | | | |
| 1. Minimum qualifications of Tertiary qualification in International Trade, Social or Political Sciences, Economics, Business, Commerce, Law or related discipline in lieu, with applied relevant work experience in excess of the minimum required relevant work experience. | | | | | | | | | |
|  | | | | | | | | | |
| 1. At least five (5) years’ experience working in the public sector (highly desirable), and/or with DFAT/MFAT or other donor funded programs (advantageous). Solid knowledge and experience working in the trade/investment/service sectors. | | | | | | | | | |
|  | | | | | | | | | |
| 1. Project management experience and experience and design and delivery of work programme activities, monitoring and evaluation of performance at country level. | | | | | | | | | |
|  | | | | | | | | | |
| 1. Excellent communication skills and ability to develop dynamic working relationships with a range of private sector, government, and community stakeholders in complex and often challenging circumstances. | | | | | | | | | |
|  | | | | | | | | | |
| 1. Highly competent in the use of Information and Communications Technologies including Microsoft applications (Teams, Word, Excel, Outlook and PowerPoint); Communications applications (Zoom, WhatsApp, Conference applications and search engines); File Storage and information exchange (Box, cloud storage systems and drop boxes). | | | | | | | | | |
|  | | | | | | | | | |
| **6.** | **GENERAL INFORMATION** | | | | | | | | |
| Discipline Record (list past employment disciplinary cases or criminal convictions, if any) | | | |  | | | | | |
| Details of any Medical History | | | |  | | | | | |
| Possible start date if successful | | | |  | | | | | |
| **7.** | **ANY OTHER ADDITIONAL INFORMATION APPLICANT WISHES TO SUBMIT** | | | | | | | | |
|  | | | | | | | | | |
| **8.** | **CERTIFICATION & AUTHORISATION:**  **All information submitted herewith is true and correct. PPIU has the authority to seek verification of any information provided.** | | | | | | | | |
|  | | | | | | | | |  |
| **Signature** | | | | | | | | | **Date** |

The following document must be attached to this Application Form:

* Curriculum Vitae