



Programme Manager - Application Form

Section A - Personal details

Affix passport photo here

A large, empty rectangular box with a black border, intended for the applicant to affix their passport photo.

Name:

Contact Address:

Date of Birth:

Place of Birth

Telephone No:

Mobile:

Email address:

Section B: Educational and Formal Qualifications

(please insert additional rows as required)

Qualification(s)	College attended	Awarding body	Year awarded	Result achieved/Level of qualification

Section C: Other Training Received

(please insert additional rows as required)

Nature of training	Duration & year of completion	Any other relevant information

Section D: Employment Record:

Starting with your current details, please provide particulars of employment or experience indicating clearly if the work was full-time or part-time. Please insert additional rows/attach additional pages, if required.

Details of Employment			
<i>Name & Address of Employer</i> <i>Title of Post:</i> <i>Level of Post:</i>		<i>Date From:</i> <i>Date To:</i>	
<i>Description of main responsibilities / achievements</i>			
<i>Name & Address of Employer</i> <i>Title of Post:</i> <i>Level of Post:</i>		<i>Date From:</i> <i>Date To:</i> <i>Reason for Leaving:</i>	
<i>Description of main responsibilities / achievements</i>			

<p><i>Name & Address of Employer</i></p> <p><i>Title of Post:</i></p> <p><i>Level of Post:</i></p>		<p><i>Date From:</i></p> <p><i>Date To:</i></p> <p><i>Reason for Leaving:</i></p>	
<p><i>Description of main responsibilities / achievements</i></p>			
<p><i>Name & Address of Employer</i></p> <p><i>Title of Post:</i></p> <p><i>Level of Post:</i></p>		<p><i>Date From:</i></p> <p><i>Date To:</i></p> <p><i>Reason for Leaving:</i></p>	
<p><i>Description of main responsibilities / achievements</i></p>			

Section E: Competency Assessment

Under each of the four competency headings set out below, please provide an example from your recent work experience where you demonstrated these competencies.

Please keep your answers as concise as possible and do not exceed 750 words in total.

Applicants should be specific about the task or project, why it was important, what their specific role or contribution was, how they went about it and the impact or outcome.

1. Building Relations & Communications

Speaks and writes in a clear, articulate and impactful manner. Actively listens, seeking to understand the perspective of others. Works effectively within the political process, recognising and managing tensions arising from different stakeholders. Proactively engages with colleagues at all levels in the Embassy. Builds networks and alliances with colleagues from partner and other organisations.

2. Judgement, Decision making and risk

Initiates and takes personal responsibility for delivering results in own area. Ensures optimal use of ICT and new delivery models. Critically reviews projects and activities to ensure their effectiveness and that they meet the requirements, standards and procedures of the department of Foreign Affairs & Trade. Has ability to identify, manage and report on significant risks to strategy and operations.

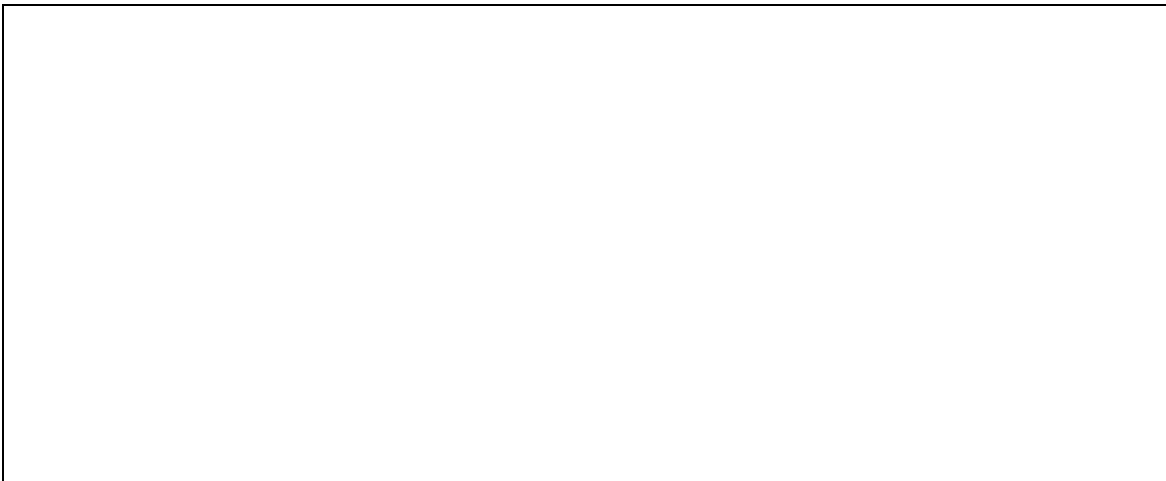
3. Drive & Commitment

Consistently strives to perform at a high level. Demonstrates personal commitment to the role, maintaining determination and persistence. Is resilient, maintaining composure even in adverse of challenging situations. Keeps abreast of learning that may be available from Irish development experience or experience in other partner countries relevant to the role.



4. Specialist Knowledge, Expertise & Self Development.

Keeps up to date with key sector, national and international policies and economic, political and social trends specifically in the area of social protection and inequalities and inclusion in the human development sphere more broadly.



Section F – any other information or candidate comments

In this Section, in no more than 150 words, applicants may provide further information as evidence of their suitability for this position:

Section G – Referees

Please give details below of two referees. References will not be taken up without your permission.

First Reference:

Second Reference: