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| **POSITION: OFFICE ADMINISTRATOR****KOFIH Tanzania Office****Employment Application Form** |

**INSTRUCTION**

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| 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.
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1. **Personal & Contact Information**

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| Name:  | Full Address:  |
| Email: |
| Phone: |
| Nationality: |
| Are you currently eligible to work in Tanzania? Yes 🞏 / No 🞏 |
| \* If you have criminal records, you cannot apply for this job position. |

**Academic Qualifications and Relevant Training**

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| --- | --- | --- | --- |
| Year ofAward | Name of Professional Awarding Body University / College | Main Subject Areas orspecialisation | Qualification awarded(including level ofqualification) |
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| Please provide details of other relevant or academic training, if you feel relevant: |

1. **Skills and Knowledge: Languages**

Please insert yes or tick the most relevant box for each language as appropriate

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| --- | --- | --- | --- | --- |
| Language/Fluency | Fluent / Mothertongue | Excellent Command | Moderate | Elementary |
| English |  |  |  |  |
| Swahili |  |  |  |  |
| OthersPlease specify:  |  |  |  |  |

1. **Skills and Knowledge: Skills**

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| Please indicate your level of expertise based on the following levels:4 = Expert; 3 = Very Proficient; 2 = Proficient; 1 = Basic; and Blank = No expertise |
| Work experience |  | Knowledge of administration and work experience in this area |  |
| Interpersonal skills and experience dealing with customs |  | Basic knowledge of HR procedures and Procurement processes  |  |
| Ability to work as part of a team |  | Familiarity Compliance or Regulatory stardards |  |
| Technical Proficiency*(Microsoft Office Suite, Basic troubleshooting for office equipment or liaising with IT)* |  | Other relevant experience- Please include |  |

1. **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.

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| --- | --- |
| Employer Name & Address / Project |  |
| Date | From | To |
| Position Held / Title |  |
| Reporting line (who youreported to) and number of direct reports |  |
| Reason for leaving thisposition |  |
| Nature of your work /Description of mainresponsibilities |  |

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1. **Major Achievements suitability for the role**

Please outline your personal attributes, and major achievements in your career to date and why you believe you have the necessary qualifications skills, and experience for this position.

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| 1. Work Experiences **[Maximum 250 words]**
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| 1. Knowledge of administration and work experience in this area **[Maximum 250 words]**
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| 1. Interpersonal skills and experience dealing with customs **[Maximum 250 words]**
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| 1. Basic knowledge of HR procedures and Procurement processes **[Maximum 250 words]**
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1. **Statement of Motivation**

Please outline your motivation for applying for this position [**Maximum of 300 words**]

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1. **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)

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| Name and position | Relationship | Email address | Contact Number |
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1. **Any Other Relevant Information or Comments:**

Please provide any additional information which you feel may be relevant to your application and highlight your suitability for the role **[Maximum 250 words]**

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1. **Any Other Relevant Information or Comments:**

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| 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.I am willing to allow enquiries to be made of the Police regarding any offence which may be registered against me. I understand that any information released to the Embassy of Ireland in this regard will be held in the strictest confidence. I also consent to the KOFIH Tanzania Office contacting any referees named in my application.Name (signature):Date: |

1. **Instructions to submit your application:**
2. Save your completed form as: **FAMILYNAME\_FIRSTNAME\_POSITION NAME**
3. Send the completed application form by e-mail only to **kofihTZ@kofihfield.org**, with the heading “**OFFICE ADMINISTRATOR**”.
4. All personal information received will be kept in KOFIH Tanzania Office in accordance with internal regulations.
5. Applications received after the closing time and date will not be considered.
6. Applications that do not comply with the instructions may not be considered in the screening process.
7. All rights related to the recruiting process reserved by KOFIH Tanzania Office.