

# HUMAN DEVELOPMENT TRUST (HDT)

## HEAD OFFICE

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*Please read the Job description before you fill this form. Should find yourself incompetent, please decline the application.*

## CONFIDENTIAL

Application Form

Application for: Regional Program Officer, Kagera

Reference No:

### All Applicants

(Please complete in capital letters.) Mr/Mrs

Surname: Initials: First name:

Date of birth: Sex:

Address for correspondence:

E-mail Address:

Mobile phone:

### Personal Details

Please complete these sections carefully after reading the job description. The decision to invite you for interview will be based on the information you provide on this form and how closely you meet the personal specifications.

### Employment History

Please summarise your previous jobs in last five years **only** beginning with the most recent

Current Notice required:

Current/last Salary:

Dates of employment	Employer's name, address and nature of business	Job Title and summary of main duties	Reasons for leaving

You should not use more than one sheets for this section

**Education**

Please give details of your education, qualifications and training relevant to the application.

Dates	Qualification/Course completed	Place of Education / Training	Grade/ Result

**Other short course relevant to this application**

Please give details of any short training attended that are relevant to this post.

Dates	Institution or body	State how useful it is to this post

### Achievements, Personal Qualities & Skills

Please use this section to indicate how far you meet each of the competencies required for the post. List experience, achievements, knowledge, personal qualities and skills, which you feel are relevant, against each competency.

Please demonstrate your specific experience in the area of Project design and project management.

Please describe your experience in proposal development for fundraising.

Please describe your experience in report writing ( Give examples).

Please describe your experience in monitoring projects and data management

Please describe how will you work with NGO (HDT) at the same time support the LGA to work effectively.

Please describe your experience Monitoring, Evaluation and Documentation

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Please comment on your level of ability in written and spoken English and Kiswahili

LANGUAGE	Fluency ( Reading)			Fluency (writing)		
	Good	V. Good	Excellent	Good	V. Good	Excellent
ENGLISH						
SWAHILI						
OTHER (specify)						

Please indicate your level of computer skills: (Tick appropriately)

Program	Competence level		
	Good	V. Good	Excellent
Ms-word			
PowerPoint			
Excel			
SPSS/STAT/SPSS			
Outlook			

### Referees

Give details of two people who have knowledge of your work. (One referee must be your most recent manager). If you currently work, and other your supervisor if you just completed studies. Personal friends or family references will **not** be accepted.

1. Name:		2. Name:	
Address		Address	
E mail:			
Telephone:		Telephone:	
	Relationship to you		

### Declaration

I confirm that the information on this form is correct and complete. I understand that to withhold, falsify or omit relevant material fact will lead to disciplinary action, including dismissal in the case of a successful applicant.

Signature

Date:

**Please do not submit a CV as it will disqualify you.** Unless applicants receive notification within 3 weeks of the specified closing date, would they please assume they have been unsuccessful, and in the interest of economy individual letters will not be sent.

#### For Office Use Only

Date received	Date acknowledged	Short listed	Reason
		Interviewed	