

# Job Application Form

## International Project Officer

### South Asia Office-Dhaka



Please complete this application form and send it along with your CV by email to [info@transformaid.org](mailto:info@transformaid.org). Applications for this round close on 25<sup>th</sup> October 2019. Applicants shortlisted for interview will be contacted by 1<sup>st</sup> November 2019. If you have not been contacted by this date, consider your application unsuccessful on this occasion.

Applicant

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Why do you want this position?

Please address the following criteria:

Essential skills and competencies for the role	An example of how you have demonstrated this skill or competency
1. Degree in Social Science, Community Development studies, Political Science, project management or related disciplines	
2. High standard of written and spoken English.	
3. High level attention to detail and the ability to write reports	
4. Excellent organisational skills, including ability to plan, organize, prioritize and implement work flow to meet positional objectives, work independently and be proactive.	
5. A thorough understanding of grassroots and community based development as an approach to poverty alleviation	
6. 3 years' experience in community development	
7. Demonstrated experience in monitoring and evaluation	

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8. Strong working knowledge of Microsoft applications, including Word, Excel etc	
9. Experience in reviewing and proof reading documents	
10. Strong commitment to Transform Aid International's, mission, vision and core values and theology of development	

Are you a Bangladeshi National? ☐ Yes ☐ No

TAI is a child safe organization and our recruitment and selection procedures reflect our commitment to the safety and protection of children in our activities.

Are you willing to obtain a police clearance and/or sign a Statutory Declaration or Declaration and Undertaking regarding child protection? ☐ Yes ☐ No

Do you have any known medical conditions or injuries which might be aggravated by or further contributed to by the tasks of this position, and/or prevent or affect your ability to safely perform the functions and responsibilities of this position, including any which may impact on the safety of others?

☐ No ☐ Yes – please detail:

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Please provide the details of at least two professional references for your most recent positions. We will only contact referees after obtaining your verbal consent following the interview stage.

#1 Referee name	
Position and Organisation	
Phone number(s)	
Relationship to you	
#2 Referee name	
Position and Organisation	
Phone number(s)	
Relationship to you	

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#3 Referee name	
Position and Organisation	
Phone number(s)	
Relationship to you	