

**ACTIONAID International Sierra Leone**

***CONFIDENTIAL***

**APPLICATION FORM**

**IMPORTANT INFORMATION - GUIDELINES ON COMPLETING THE APPLICATION FORM**

COMPLETING THE FORM:

Remember - make sure your application form is well presented to create a good impression.

1. Please type in black ink.
2. **Ensure you collect Job Description and Person Specification (Advert)** - read these carefully as they list the skills, knowledge, qualifications and experience required
3. The text boxes in the “career history”, “Competencies” sections and all sections are expandable.
4. **Education and Professional Qualifications** – ActionAid Sierra Leone is primarily interested in all the highest educational levels you have achieved, as well as whether you have basic numeracy and literacy skills in English.. You are required to scan all your certificates and attached with the application form when sending.
5. Sierra Leone Ministry of Labour requires that all applicants should have a **valid Labour Card** when applying for a job. Thus, you should scan your valid labour card and send as an attachment as well with your application form.
6. The **completed application form**, **scanned certificates,** and **scanned valid labour card** all constitute information used for the final short-listing.
7. Keep a copy of your completed form for your own reference

RETURNING THE COMPLETED FORM:

* Your completed application form should be returned to the website link; <https://aasl.byteltd.com/jobs> should arrive no later than the stated closing date.
* Late applications will not be considered.

**Only applicants who are short -listed will be contacted.**

Please inform us if at any stage after submission of your form you decide not to proceed with your application.

***APPLICATION DETAILS***

|  |  |
| --- | --- |
| **Date Of Application:** |  |
| **Date Received*(for official use only):*** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Position Applied for** |  | | |
| **Job Reference No** | HBDC/2025/11/02 | |  |
|  |  |  | |
| **How did you learn about this vacancy**: | |  | |

**PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname:** |  | **First Name(s):** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Marital Status** |  | | | |
| **Male/Female** |  | | | |
|  |  | | | |
| **Nationality** |  | | | |
| **Date of Birth** |  | | | |
| **Address** |  | | | |
| **Post Code (If Applicable)** |  | | | |
| **Telephone no.** | **Home** |  | **Work**  (discretion will be used) |  |
| **email address** |  | | | |

**QUALIFICATIONS / TRAINING**

Schools, Colleges, University etc.: *You required to provide evidence of your qualifications*

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution** | **From** | **To** | **Qualification/results Attained** |
|  |  |  |  |
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Other relevant training or short in-service courses:

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| --- | --- | --- | --- |
| **Course/Professional Training** | **From** | **To** | **Details/Qualifications Attained** |
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Please continue on a separate sheet if necessary

**RELEVANT SKILLS & EXPERIENCE**

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| --- |
| E.g.: Microsoft Word, Excel, Access, Internet or skills gained |
|  |

**EMPLOYMENT HISTORY**

**Present or most recent employer: (if appropriate)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and address of employer |  | | | |
| Dates employed | From: |  | To: |  |
| **Line Manager’s** Job Title: |  | | | |
| Your Job Title |  | | | |
| Summary of duties |  | | | |
| Current / most recent monthly salary |  | | | |
| Reason for leaving |  | | | |
| Notice Required |  | | | |

**Other employment / experience** (most recent first)

Please include experience relevant to this post which you may have gained outside paid employment, including voluntary work

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer’s name & address** | **From** | **To** | **Position held and duties** | **Reason for leaving** |
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**COMPETENCIES**:

Tell us how your experience, skills, knowledge and qualities make you suitable for appointment to this post. Please indicate your **experience and what your actual role** was in the following competency areas by **giving actual examples**:

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| --- |
| **COMPETENCY 1). Give proven experience in developing and implementing a Resource Mobilisation Strategy of an organization:** |
| **COMPETENCY 2). Given experience & proven success record in developing successful donor proposals for high value and institutional donors(In detailing your experience, please mention names of the specific donors): Please include any experience in preparing bids for institutional or commercial contracts.** |
| **COMPETENCY 3). Given experience in setting up and managing high value and institutional donor contracts, with knowledge of donor contractual requirements.**  **Give demonstrated knowledge and experience in Contract Management System in the implementation of donor funded projects.** |
| **COMPETENCY 4).:**  **Detail your experience and knowledge in Initiating, leading, and coordinating donor intelligence and identification of new donors.** |
| **COMPETENCY 5**). **Detail your experience engaging/working with donor community including local funding agencies, corporate sectors, private sector, etc within Sierra Leone.**  **Demonstrate your experience in initiating innovative local fundraising initiatives.** |
| **COMPETENCY 6). Give demonstrated knowledge and experience in developing and maintaining relations with local and international donors.** |
| **COMPETENCY 7). Given experience in identifying and bulding rtelationships with INGOs/NGOs/peer organisation, establishing and managing consortiums.** |
| **COMPETENCY 8). Give proven experience and knowledge in capacity building for board members, staff and partners in resource mobilisation and effective donor reporting.** |
| **COMPETENCY 9). Give proven experience in developing and roll out of a National Communications Strategy of an organization and Monitor its implementation in line with national and international strategic priorities:** |
| **COMPETENCY 10). Given experience using communication as a means for effective donor enagement and resource mobilization** |

**LANGUAGES**

|  |  |  |
| --- | --- | --- |
| *Please indicate fluency – 1(Not all), 2(can understand), 3(Can Write), 4 (can Speak), 5(Can write & speak)* | | |
| **Language(s)** | **Fluency** |  |
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**Further Information**

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| **Sexual Harassment Exploitation and Abuse (SHEA) and Safeguarding** |
| Do you have any SHEA or safeguarding records? |
| If yes, what was it? |
| **MEDICAL HISTORY:** |
| Do you have any medical conditions or any disability, which could affect your work performance in this job?  If Yes, what can ActionAid do to assist you? |

**REFERENCES** (One should be your current or most recent employer):

Wherever possible, referees should be from the place(s) of employment, or education/training, or other establishments you have been attached to during this period. Please name at least three referees even if you have been at the same establishment for the past five years.

We do not approach referees before interview, and we obtain your permission prior to contacting them.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Referee 1** | **Referee 2** | **Referee 3** |
| Name |  |  |  |
| Job Title |  |  |  |
| Address |  |  |  |
| Post Code |  |  |  |
| Telephone no. |  |  |  |
| Email address |  |  |  |
| Relationship |  |  |  |
| When to take up reference:  BF(Before Short listing)  AF(After Offer has been made) |  |  |  |

In event of your being offered a position with Action Aid Sierra Leone, we shall take up references **covering the full five years preceding your start with us.**

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**ATTESTATION:**

I declare that, to the best of my knowledge, the information on this form is correct. I understand that any engagement entered into may be subject to satisfactory references, the passing of a medical examination and successful completion of a probationary period.

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| --- | --- | --- | --- |
| Signed: |  | Date: |  |