HELVETAS Swiss Intercooperation | NEPAL

Job Application Form

Position applied for:			
Full Name (in capital):			
Date of Birth (dd/mm/yyyy):			
Sex (Male/Female):			
Permanent Address:			
Contact Address:			
E-Mail:			
Phone Numbers:	**Home**	**Office**	**Mobile**

Academic Qualifications

S.No.	Qualification	Year	Institute	Area of Specialization
1				
2				
3				

Relevant Training and Short Term Courses attended (5 most recent and relevant to the position applied)

S.No.	Course Title	Focus Area	Duration	Year	Institute/Organization
1					
2					
3					
4					
5					

Career History (Detail of most resent and relevant job and positions – *add more lines if required*)

S.No.	Name of the Employer (s)	From	To	Position	Major Responsibilities
1					
2					
3					
4					

PERSONAL COMPETENCIES

Please explain below how you meet the criteria which are mentioned in the vacancy announcement /job description giving evidence and examples of how your skills, knowledge and experience meet in below short-listing requirements. You may include any relevant skills and experience gained outside paid employment e.g. through voluntary work. This should not take more than three A4 pages (Arial 10 single spaced) in total.

Proven Experience in institutionalising organisational monitoring and evaluation and learning system

Proven experience on Programme/Project cycle and ensuring monitoring and evaluation in each phase of it

Proven experience on knowledge dissemination through different knowledge products e.g. snippet, leaflet, article, blog, utilize both print and non-print media (including web page)

Working experience on issues related to Gender, Social Equity and Poverty Alleviation and ensuring these agendas in monitoring and evaluation framework

Proven record in acquisition, development of expressions of interest, concept notes and full proposals
Computer (IT Skills) efficiency and command on software used for monitoring and evaluation and developing knowledge platform
Language Proficiency

References (Please give detail of three referees)
Name (current or most recent): **Contact Details:** **Capacity:** **Known since:**
Name (second most recent): **Contact Details:** **Capacity:** **Known since:**
Name (third most resent): **Contact Details:** **Capacity:** **Known since:**

DECLARATION

I hereby declare that the above information is filled by me and are correct to best of my knowledge. I can provide evidences of the above information if required.

Signature

Date