**DCAF Operations Middle East & North Africa**

**Project Officer – Database and web management expert**

Incomplete forms will not be considered

|  |  |
| --- | --- |
| **Availability for Employment** |  |

**Personal Data**

|  |  |
| --- | --- |
| **Surname** |  |
| **Name(s)** |  |
| **Maiden name****(if applicable)** |  |
| **Marital status** |  |
| **Date of birth (dd/mm/yyyy)** |  |
| **Place of birth (country)** |  |
| **Nationality(ies) at birth** |  |
| **Present nationality (ies)** |  |
| **Gender** | [ ]  M [ ]  F |

**Contact details**

|  |  |
| --- | --- |
| **Street and house number**  |  |
| **City**  |  |
| **Postcode**  |  |
| **Country**  |  |
| **Telephone**  |  |
| **Mobile phone**  |  |
| **Email address**  |  |
| **Skype ID**  |  |

**Work experience**

|  |  |
| --- | --- |
| **Number of years of relevant professional experience**  |  |
| **Name of current or most recent employer**  |  |
| **Current or most recent job title** |  |

**Education and skills**

Please give details of your highest degree obtained

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of degree or diploma** | **Field of study** | **Name of university**  |  **Dates** |
| **From:** | **To:** |
|  |  |  |  |  |

Please indicate the level of your language skills according to the Common European Framework of Reference for Languages (CEFR)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Mother tongue** | **A1** | **A2** | **B1** | **B2** | **C1** | **C2** | **Not applicable** |
| **French** | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **English** | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Arabic** | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Others (please specify)** | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

Which areas of knowledge listed below are your strongest? *Please tick a* ***maximum of 4 boxes*** *only*

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  online database management  | [ ]  project management | [ ]  donor outreach and communication  | [ ]  fundraising  |
| [ ]  writing and editing skills | [ ]  social media | [ ]  high level of initiative  | [ ]  international organisations |
| [ ]  website content management | [ ]  MENA knowledge  | [ ]  communication strategies | [ ]  legal terminology |

|  |  |
| --- | --- |
| **How did you learn about the job offer?** |  |

**Signature**

I confirm that the information provided on this application form is true and correct.

|  |  |
| --- | --- |
| **Place**  |  |
| **Date**  |  |
| **Signature** (If submitted electronically, a signature is not necessary. Please type your name) |  |