APPLICATION FORM: MEL Manager

**Instructions to applicants:**

* All information collected on this application form is treated confidentially and used for recruitment and selection purposes only. Short-listing will be carried out solely on the basis of information provided on this application form – **CVs will not be considered.**
* Please read the job description carefully before completing this application form. When complete, please return this application form to [ugandajobs@restlessdevelopment.org](mailto:ugandajobs@restlessdevelopment.org) by Mid night Wednesday 4th November, 2020
* If your application is successful, it will form part of your employment record. All unsuccessful applications will be destroyed within six months of the closing date. We regret that, due to the high number of applications we receive for each role, we cannot provide feedback to candidates whose application is unsuccessful.

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| **PERSONAL DETAILS** |  |
| Surname |  |
| First name |  |
| Country of residence |  |
| Address |  |
| Phone number |  |
| Email address |  |
| Skype ID |  |

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| MOTIVATIONS |
| **Restless Development is a values-led agency. Using no more than 250 words, tell us how your own values, motivations and attributes align to Restless Development and this role. You can read more about our Values at** [**http://restlessdevelopment.org/our-values**](http://restlessdevelopment.org/our-values) |
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| SKILLS, KNOWLEDGE AND EXPERIENCE |
| **Using no more than 750 words, provide tangible examples of how your skills, knowledge and experience will support your ability to perform the key priorities outlined in the job description and listed below:**   * **Delivering and disseminating Evaluation and Learning products to internal and external audiences** * **Oversight of monitoring and reporting systems** * **Manage the MEL team** * **Leadership** |
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| EDUCATION |  |  |  |
| Name of institution | Subjects studied | Grades attained | Dates (from- to) |
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| EMPLOYMENT HISTORY **(most recent first)** | |
| Organisation |  |
| Job title |  |
| 3-5 key responsibilities or achievements |  |
| Salary |  |
| Dates (from–to) |  |
| Reason for leaving |  |
|  | |
| Organisation |  |
| Position held |  |
| 3-5 key responsibilities or achievements |  |
| Dates (from–to) |  |
|  | |
| Organisation |  |
| Position held |  |
| 3-5 key responsibilities or achievements |  |
| Dates (from–to) |  |
|  |  |
| Organisation |  |
| Position held |  |
| 3-5 key responsibilities or achievements |  |
| Dates (from–to) |  |
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| Organisation |  |
| Position held |  |
| 3-5 key responsibilities or achievements |  |
| Dates (from–to) |  |

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| **LANGUAGE SKILLS** | | | | |
| **ENGLISH** | **Spoken** | Fluent | Fair | Basic |
| **Written** | Fluent | Fair | Basic |
| **Insert required language, or delete rows if not applicable** | **Spoken** | Fluent | Fair | Basic |
| **Written** | Fluent | Fair | Basic |
| **Insert required language, or delete rows if not applicable** | **Spoken** | Fluent | Fair | Basic |
| **Written** | Fluent | Fair | Basic |

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| **REFERENCES** | | |
|  | **Referee 1**  **(current employer, if applicable)** | **Referee 2** |
| **Name** |  |  |
| **Organisation** |  |  |
| **Position** |  |  |
| **Address** |  |  |
| **Phone number** |  |  |
| **Email address** |  |  |

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| **OTHER INFORMATION** |  |  |
| **Where did you hear about this vacancy?** | | |
| * **Restless Development website** | Yes | No |
| * **Other website (please specify below)** | Yes | No |
| * **Recruitment agency (please specify below)** | Yes | No |
| * **Local media (please specify below)** | Yes | No |
| * **Employee referral (please name the Staff member below)** | Yes | No |
| * **I am an internal candidates** | Yes | No |

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| DECLARATION |
| By submitting this application:   * I confirm that the information in this application is true and accurate, to the best of my knowledge. * I understand that any false statement may disqualify me from appointment. |

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| **EQUAL OPPURTUNITIES & RECRUITMENT EVALUATION (optional)** | |
| As with all appointments across Restless Development, this recruitment process will adhere to the organisation’s international policies in relation to equal opportunities (available on request). The summary of which sets out that:  Restless Development seeks to recruit, retain and develop staff, volunteers and Board members from all sectors of the community and will ensure that no applicant or incumbent member receives less favourable treatment on the grounds of gender, sexual preference, marital status, social status, caste, race, ethnic origin, religious belief, age, HIV status, disability, or any other factor that cannot be shown to be relevant to performance.  Due to its mission “to place young people at the forefront of change and development”, Restless Development is particularly committed to monitoring the representation and diversity of our staff in relation to youth, gender and nationality.  The below information is requested to assist Restless Development to monitor its equal opportunity policies and to evaluate responses to our internal & external advertising. While the information you give below will be used for statistical analysis by Restless Development, no names will be held with those statistics nor will it influence this application process | |
| Position applied for: |  |
| How did you hear about this vacancy? |  |
| Have you previously applied for a position with Restless Development? (if yes, please note position & country applied for): |  |