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PMF Template 2.4.1

UMN Application Form

For the position of Project Officer - Education at UMN

VERSION: August 2019

# Personal Information

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| --- | --- | --- | --- |
| Name |  | Gender |  |
| Date of birth (AD) (dd/mm/yyyy) |  | Age |  | Marital status |  |
| Nationality |  | Permanent address |  |
| Email address |  | Postal address (if different) |  |
| Mobile number (if appropriate) |  | Telephone |  |

# Qualifications

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Level | Subject | Institution | Date | Results |
| E.g. BA | E.g. Business Studies | E.g. Kathmandu University | E.g. 2003-2006 | E.g. 1st division |
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# Work Experience

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| --- | --- | --- | --- | --- | --- |
| Employer & Location |  | Start Date |  | End Date |  |
| Job Title |  | Reason for Leaving |  |
| Major Responsibilities |
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| --- | --- | --- | --- | --- | --- |
| Employer & Location |  | Start Date |  | End Date |  |
| Job Title |  | Reason for Leaving |  |
| Major Responsibilitiesd |
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| --- | --- | --- | --- | --- | --- |
| Employer & Location |  | Start Date |  | End Date |  |
| Job Title |  | Reason for Leaving |  |
| Major Responsibilities |
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| --- | --- | --- | --- | --- | --- |
| Employer & Location |  | Start Date |  | End Date |  |
| Job Title |  | Reason for Leaving |  |
| Major Responsibilities |
|  |

# Job Specific Questions

(We strongly encourage you to use your own opinion and words while answering the questions. If your answers are from some other source, please provide the reference)

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| --- | --- |
| 4.1 | What are the key five issues of public education in the context of remote districts of Nepal? Considering the scope of I/NGO, explain how those issues can be addressed? |
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| 4.2 | Explain your past experiences related to classroom teaching and teachers' professional development. What can an I/NGO do to bring pedagogical transformation in community schools and make teachers motivated towards it? |
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| 4.3 | Explain your past experiences of working in quality education? Referring to government policy and priorities for quality education, how will you contribute to improve the quality education in community schools of Nepal? |
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| 4.4 | How do you see the scope of 'Education in Emergency (EiE)' in Nepal? Explain your past experiences on EiE working with local governments and community schools. |
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| 4.5 | What are the key issues of people including children with disability in Nepal? Explain your past experiences on mainstreaming disability issues/rights at community as well as policy level. |
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# UMN General Questions

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| 5.1 | Describe a time when you have improved and changed something for the better. |
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| 5.2 | In your current (or most recent) job, how did you share information, skills & knowledge with others? |
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| 5.3 | Describe a time when you have shown great flexibility in your job, and describe the effect you had. |
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| 5.4 | UMN is a Christian development organisation. What do you understand by this, and why are you attracted to working with this organisation? |
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| 5.5 | Give a specific example from your past work/life of how you have actively worked to promote gender justice. |
|  |
| 5.6 | Choose 2 of the 6 UMN values that you feel to be most important; for each describe a time when you acted in accordance with that value in the workplace.  |
|  | UMN values: | * Integrity
* Love and service
* Equity and social justice
 | * Innovation and creativity
* Special concern for poor and marginalised people
* Care for the environment
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| Value Example 1: |  |
| Value Example 2: |  |

# Language Skills

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| --- | --- | --- |
| Language | Level of spoken competence | Level of written competence |
|  | (e.g. basic, intermediate, fluent) | (e.g. basic, intermediate, advanced) |
| Nepali |  |  |
| English |  |  |
| Other |  |  |  |
|  |  |  |  |

# Computer Skills

|  |  |
| --- | --- |
| 7.1 | Please describe your level of computer literacy, stating applications of which you are a competent user. |
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# Other Relevant Training/Information

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| --- | --- |
| 8.1 | Please detail other relevant training or information which you feel may support your application. |
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| 8.2 | Have you ever been convicted of any criminal offences? |
|  |
| 8.3 | Please state monthly salary of your present job or most recent job (according to specification under 3). |
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| 8.4 | Please state how soon would you be able to start working for UMN if you were offered the post? |
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# Location Mobility

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| --- | --- |
| 9.1 | This job will require regular travel to various locations of Mugu including our other clusters (Bajhang, Dhading, Doti, Kapilvastu, Nawalparasi, Rukum). Please indicate whether you would be able to make this commitment. |
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| 9.2 | Please note below any constraints we should be aware of. |
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# References

Please provide the names of 2 professional people to give references, one of which must be your current work supervisor/employer. UMN will not approach these referees before informing you.

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Job Title | Organisation | Contact Information  |
|  |  |  | (include postal address, email address & phone number if possible) |
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# Signatures

(If you email the form, please add your electronic signature. If you don’t have an electronic signature, you can leave this blank)

|  |  |
| --- | --- |
| Signature |  |
| Date |  |
| How/Where did you learn about this vacancy? |  |