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Application Form

For the position of **Community Health Coordinator** at Okhaldhunga Community Hospital(OCH), UMN-MDT

# 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 |  | Telephone |  |
| Disability (If applicable) |  | If yes, which disability ID card has (Blue, Yellow, White) |  |

# Qualifications

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| --- | --- | --- | --- | --- |
| 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 Responsibilities |
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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 |
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# 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 approaches and methods would you use to manage your staff, a team of 30-40 people, most of whom work in the community?  |
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| 4.2 | What are some of the practical approaches and methods and practices in Nepal to enable people with disabilities to have meaningful access in development initiatives? |
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| 4.3 | In your opinion, what are the best strategies to ensure meaningful and respectful inclusion of people with disabilities in community development? |
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| 4.4 | What do you think are the most effective strategies to ensure sustainability of project outcomes in development work, and how would you implement them? |
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| **4.5**  | What are the major issues faced by people with mental health problems in Nepal? How can these people be supported? |
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# United Mission to Nepal (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. Okhaldhunga Community Hospital, being a faith-based organization, has its unique ethos. 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***. |
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| 5.6 | Choose 2 of the 6 UMN OCH 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 OCH values: | * Integrity and Honesty
* 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 |  |  |  |
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# Computer Skills

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| --- | --- |
| 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 accused of or convicted for any criminal offenses and/or any form of sexual harassment, exploitation, or abuse? |
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| 8.3 | Please state monthly salary of your present job or most recent job.What is your expectation for the monthly salary of this advertised Community Health Coordinator position? |
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| 8.4 | Please state how soon would you be able to start working for OCH if you were offered the post? What period of time would you commit to working at OCH if you were offered the post? |
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# Location Mobility

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| --- | --- |
| 9.1 | This job is based in Okhaldhunga Community Hospital, Okhaldhunga, where the job holder is expected to live. Is this OK with you? |
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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. If you are shortlisted for interview, UMN OCH will approach these referees.

PLEASE NOTE: IF REFEREES CONTACT DETAILS – MOBILE PHONE NUMBER AND EMAIL ADDRESS – ARE NOT INCLUDED, THIS APPLICATION WILL NOT BE CONSIDERED FURTHER.

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| --- | --- | --- | --- |
| Name | Job Title | Organisation | Contact Information  |
|  |  |  | (must include email address & mobile phone number) |
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|  |  |  |  |

# Signature

(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? |  |