

**Eastern Europe and Central Asia (EECA)**  **Regional Development Centre, Bishkek**

***Application for Regional Programme Manager***

Please complete the present form in all its parts and submit it together with your CV in English to marco.aviotti@helpageeeca.org by 22 August 2014. Only shortlisted applicants will be contacted. Incomplete applications, applications not in English or received after the deadline will not be considered.

1. ***Contact Details***

|  |  |
| --- | --- |
| Name and Surname |  |
| Email |  |
| Skype |  |
| Telephone |  |

***2. Person Specifications.*** *Please indicate how you meet each person specification outlined below. Please provide specific examples where appropriate.*

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| University graduate, preferably with post graduate qualifications |
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| Demonstrable experience of project development and project management |
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| Experience of developing and writing funding proposals and securing funding  |
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| Project management experience, including managing budgets |
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| Experience of supporting smaller organizations with project development and management |
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| Proven expertise in monitoring, reporting, impact assessment and evaluations  |
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| Excellent oral and written communication skills in English and Russian |
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| Ability to write complex applications and reports in English language |
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| Training, coaching and facilitation skills |
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| Ability to network with and influence a wide range of people and organizations, including government structures and NGOs |
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| Excellent analytical, planning and management skills |
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| IT user skills |
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1. ***References.*** *Please indicate two references, one of which must be your most recent employer. Referees will be contacted only in case a provisional job offer is made, and only after having asked you permission to do so.*

|  |  |  |
| --- | --- | --- |
| Referee 1 (most recent employer) | Name and surname |  |
| Position |  |
| Employer |  |
| Email  |  |
| Telephone |  |
| Referee 2 | Name and surname |  |
| Position |  |
| Employer |  |
| Email  |  |
| Telephone |  |

1. **Salary history.** Please indicate your three most recent monthly salaries, in KGS.

|  |  |  |
| --- | --- | --- |
| Current or most recent job | Position |  |
| Employer |  |
| From-to |  |
| Monthly NET Salary in KGS |  |
| Second most recent job | Position |  |
| Employer |  |
| From-to |  |
| Monthly NET Salary in KGS |  |
| Third most recent job | Position |  |
| Employer |  |
| From-to |  |
| Monthly NET Salary in KGS |  |