



## APPLICATION FORM

Enlight Abilities is committed to recruiting, retaining and developing a workforce that reflects at all levels the diverse communities that we serve. Your cooperation in providing us with accurate data will ensure that we, not only meet our legal obligations, but also more importantly will result in complying with processes but assist in designing and applying policies that attract and retain a diverse, talented and motivated workforce.

**All personal information provided will be given the highest utmost confidentiality.**

Name	
Telephone	
E-mail address	
Skype ID	
Where did you hear about this position?	

### Personal Motivation

*With reference to the job description, please explain why you are applying for this position and why you think you would be a good fit for the role.*

--

### Work Experience

*Please detail your experience, which is relevant to this role (e.g. developing organisational strategy, leading complex education projects; managing large budgets etc.)*

Job Title and Organisation	Experience (role, responsibilities & achievements)	Dates	Reference person (name, position, email & phone number)

### Education

*Please provide details of your education, relevant to this position beginning with the most recent*

Subject	Level	Date

### Skills and Experience

--

<i>Please provide specific examples which demonstrate your skills and experience in the following areas:</i>
<b>Budgeting, financial and risk management experience</b>
<b>Project management experience, disability, including diverse teams and field work</b>
<b>Leading organisational strategy and development</b>
<b>Proven experience on working with Children with Disabilities</b>
<b>Managing complex, multi-donor projects.</b>
<b>Experience of liaising at Ministry level if any</b>
<b>Knowledge and understanding of disability best practice on inclusive education and community engagement</b>
<b>Personal commitment to inclusive development, the right of every child to education, and every person to participate in development projects which affect their lives and communities</b>
<b>Ability to identify and pursue opportunities for organisational growth</b>

<b>Ability to communicate complex information for a range of audiences, both in written reports and through presentations</b>
<b>Experience in project proposal writing</b>
<b>Knowledge of Workplace and Community Safeguarding and Child Protection</b>

<b>If you were selected for this position, when would you be available to start?</b>	
--	--

<b>Please provide your current and past two years Gross Salary in ZMW</b>	<b>Current:</b> <b>Most recent past Year:</b> <b>Other Past Year:</b>
<b>Please provide details of other financial and non-financial benefits you currently have</b>	
<b>What is your expected gross monthly Salary in ZMW</b>	<b>Expected Salary (Gross):</b>

<b>References</b>			
<i>Please supply the contact details of three referees, including previous employers or others who have knowledge of your experience and suitability to work with children with disabilities. We will not contact referees until an offer is made.</i>			
<i>In line with Enlight Abilities' Child Protection, we will ask consent to gain information on a person's convictions/ pending disciplinary proceedings, i.e. criminal record checks, if a candidate is successful.</i>			
	<b>Referee 1</b>	<b>Referee 2</b>	<b>Referee 3</b>
Name:			
Organisation:			
Relationship to you:			
Email address:			
Phone number:			

<b>Additional Information</b>
<i>Please provide any additional information relevant to your application</i>

<b>Criminal conviction self-declaration</b>
<i>In order to ensure we uphold the highest child protection standards we ask all applicants to sign this self-declaration</i>

"I (*insert name*) hereby declare to have no spent or unspent convictions or dismissals from roles due to safeguarding related issues which may compromise my suitability for this role. By not declaring them on my application I agree my contract may be terminated if such convictions or dismissals subsequently arise."

Signed:

I can confirm that all the information contained in this herein is true and accurate to the best of my knowledge

Signed:

Date:

Please send your **application form**, a **motivation letter** and **resume** to [info@enlightabilities.com](mailto:info@enlightabilities.com) with the subject line of the position-applied for in the subject.

The Equal Opportunities form is available here: <http://www.enlightabilities.com>

**Enlight Abilities is an equal opportunity employer and People with Disabilities and Women are encouraged to apply**

- **The closing date for applications is 5pm (Zambia) on Friday 6<sup>th</sup> March 2020**
- A two-stage interview will take place on 21<sup>st</sup> and 22<sup>nd</sup> in Chipata. Applicants must be available on both dates be it in person or via skype.
- Only candidates who are invited to an interview will be contacted.
- If asked for interview, candidates should bring documentation with them to show that they are fit for the role. This may include evidence from prior roles, evidence of police checks, or relevant certificates. Please be aware that we will undertake independent verification of this documentation.