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| B&WLogo |  Application Form (use TAB to navigate)Position Title: Project Manager, Disability Inclusive Disaster Management (Vanuatu) |

# Instructions regarding application (please read prior to completing)

Please complete and return to Kethy Cyrus via jobsvanuatu@oxfam.org.au by **16h00 (Port Vila time) on 11th November 2016**. Late applications will not be accepted.

This form is designed to promote equal employment opportunity (job selection based on merit) within Oxfam - the front section, including nomination of your referees, will be detached for the first stages of selection.

Please attach a current CV.

**Please note that by submitting this application you are aware of the salary range for this position which is VT1,853,976 to VT 2,410169 based on experience and skills.**

# Your Contact Details

|  |  |
| --- | --- |
| Name |       |
| Address |       |
|  |       | Post code       |
| Email |       |
| Telephone (day) |       |
| Telephone (evening) |       |
| Available start date |       |

# Compulsory Questions

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| Eligibility to work in Vanuatu is a requirement of this position – are you a Vanuatu resident or holder of an appropriate work visa? | [ ]  Yes[ ]  No |
| Oxfam is committed to practising equity and promoting diversity and being a child safe organisation – our policies are available for viewing at [www.oxfam.org.au/jobs](http://www.oxfam.org.au/jobs). Have you read and do you understand our policies in relation to Child Safe, Equity and Diversity? | [ ]  Yes[ ]  No |
| I acknowledge that undertaking a national police record check will be a requirement of this position. | [ ]  Yes[ ]  No |
| I acknowledge that I am aware of the salary range for this role. | [ ]  Yes |

# Optional Questions

You are not required to indicate your age, gender or ethnicity; however, this assists us in evaluating responses to our advertising.

I identify myself as **[ ]**  Female **[ ]**  Male **[ ]**  Transgender

I identify myself as **[ ]**  Ni-Vanuatu

 [ ]  Living with a disability

I was born **[ ]**  prior to 1946 **[ ]**  between 1946 and 1964

 **[ ]**  between 1965 and 1978 **[ ]**  after 1978

Where did you hear about this job from?

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# Professional Referees

Please list at least two **professional** referees. These must not be family members or friends.

Wherever possible referees should be current (preferably your most recent supervisors or managers) and be able to provide information on your appropriateness for the position.

**Please make sure that you have advised referees of your application for this position**.

Referee number 1

|  |  |
| --- | --- |
| Referee name |       |
| Your relationship to this person |       |
| Current telephone |       |
| Current e-mail address |       |
| Permission to contact? | [ ]  Yes [ ]  No |

Referee number 2

|  |  |
| --- | --- |
| Referee name |       |
| Your relationship to this person |       |
| Current telephone |       |
| Current e-mail address |       |
| Permission to contact? | [ ]  Yes [ ]  No |

Referee number 3

|  |  |
| --- | --- |
| Referee name |       |
| Your relationship to this person |       |
| Current telephone |       |
| Current e-mail address |       |
| Permission to contact? | [ ]  Yes [ ]  No |

Office Use Only Application Number:

# Position applied for : Project Manager, Disability Inclusive Recovery (Vanuatu)

# Why does the position interest you?

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# Education & Qualifications

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| Education Level Attained or Qualification Obtained | Year Achieved |
|       |       |
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# Employment history

Please detail your relevant employment history including your last three positions (include why you left previous posts).

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# Key Selection Criteria

Applications that do not address the following criteria may not be considered.

Answers should be brief (as a guide 250 words) but include at least one example from your previous experience. Your responses should reflect the position’s objectives and your understanding of the context of this position.

**Proven Experience in managing high quality donor funded programs** (1/3 page maximum)

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**Demonstrate up to date knowledge of disability inclusion in development or humanitarian programs**

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**Experience in facilitating collaborative initiatives**

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**Management and leadership experience leading diverse teams and stakeholders (Internal & external), including supporting the development of capacities and skills**

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**Experience in representing an organization externally**

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**Proven analytical and report writing and financial management**

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**Experience in intergrating gender equity across all aspects of a program**

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**Fluent written and spoken English. Knowledge of bislama preferable**

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# Please rate your computer competency

MS Word [ ]  Advanced [ ]  Intermediate [ ]  Basic/None

MS Excel [ ]  Advanced [ ]  Intermediate [ ]  Basic/None

MS Outlook [ ]  Advanced [ ]  Intermediate [ ]  Basic/None

MS Internet Explorer **[ ]**  Advanced **[ ]**  Intermediate **[ ]**  Basic/None

Other       **[ ]**  Advanced **[ ]**  Intermediate **[ ]**  Basic/None

Other       **[ ]**  Advanced **[ ]**  Intermediate **[ ]**  Basic/None

# Please outline any other skills, knowledge or experience you feel would be relevant to this position

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