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PMF Template 2.1.4.1

UMN Application Form

For the position of Project Officer - Education at UMN, MUGU

VERSION: January 2024

# 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 |  |
| If you have any disability, please mention your disability  |  | If yes, please mention your disability ID card (Blue, Yellow, White) |  |

# 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 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 |
|  |

# 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 | How can learning achievement be increased in public schools in remote districts of Nepal? |
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| 4.2 | Please state five key issues related to the quality of education, and how UMN can contribute to improving the quality of education in the project schools.  |
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| 4.3 | Please explain your experience in improving the quality of ECD and Grade 1-3 classes through an activity-based learning environment technique.  |
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| 4.4 | Please share your experience managing child clubs mobilize and facilitation to ensure child rights of students and children. Similarly, how do you manage your project team to ensure smooth project implementation?  |
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| 4.5 | Explain your past experiences of working in inclusive education. Referring to government policy and priorities of quality education for all children, how will you contribute to improve the access of children with disabilities to quality education in Mugu? |
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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. |
|  |
| 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. |
|  |
| 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
 |
| Value Example 1: |  |
| Value Example 2: |  |

# Language Skills

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

# 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. |
|  |
| 8.2 | Have you ever been accused of or convicted for any criminal offenses and/or any form of sexual harassment, exploitation, or abuse? |
|  |
| 8.3 | Please state monthly salary of your present job or most recent job (according to specification under 3). |
|  |
| 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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| 8.5 | Specifically for Individuals with Disabilities:Do you need any specific Reasonable Accommodation[[1]](#footnote-1) for your assessment process? Or you have any mobility or communication constraints so that we can manage friendly assessment? |
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# Location Mobility

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| --- | --- |
| 9.1 | This job might require regular travel to various locations including our clusters (Bajhang, Doti, Kapilvastu, Mugu, Nawalparasi, Rukum). Please indicate whether you are 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? |  |

1. Necessary and appropriate modification and adjustments not imposing a disproportionate or undue burden, where needed in a particular case, to ensure to persons with disabilities the enjoyment or exercise on an equal basis with others of all human rights and fundamental freedoms- UNCRPD, article 2 [↑](#footnote-ref-1)