|  |
| --- |
|  |

PMF Template 2.1.4.1

UMN Application Form

For the position of Project Manager - Social Harmony and Protection, SURKHET, KARNALI PROVINCE CLUSTER

VERSION: June 2025

# Personal Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Work Experience

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Employer & Location |  | Start Date |  | | End Date |  |
| Job Title |  | Reason for Leaving | |  | | |
| Major Responsibilities | | | | | | |
|  | | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Employer & Location |  | Start Date |  | | End Date |  |
| Job Title |  | Reason for Leaving | |  | | |
| Major Responsibilities | | | | | | |
|  | | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Employer & Location |  | Start Date |  | | End Date |  |
| Job Title |  | Reason for Leaving | |  | | |
| Major Responsibilities | | | | | | |
|  | | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 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.

|  |  |
| --- | --- |
| 4.1 | What is your understanding of the socio-economic dynamics and challenges of Karnali Province, and how can faith leaders and communities contribute to addressing socio-economic challenges? |
|  | |
| 4.2 | What motivates you to work with faith communities in addressing social challenges? |
|  | |
| 4.3 | In your opinion, what role do faith leaders play in addressing social issues? Please suggest at least three strategies for effectively mobilising faith leaders in addressing social issues. |
|  | |
| 4.4 | Please share an example from your past work where you brought together different actors (such as faith leaders, government authorities, and civil society actors) to achieve a common goal. What helped make it successful, if it was successful. |
|  | |
| 4.5 | As a Project Manager, how would you ensure that issues of gender equality, disability, and social inclusion (GEDSI) are fully considered when working with faith leaders and communities ? |
|  | |

# UMN General Questions

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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? | | | |
|  | | | | |
| 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? | | | |
|  | | | | |
| 5.5 | Tell us about a time when you took deliberate action to advance inclusion—whether in gender justice, disability access, or social equity. What specific steps did you take, and how did your efforts create meaningful change for individuals or communities? | | | |
|  | | | | |
| 5.6 | Choose 2 of the 6 UMN values that you feel are 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

|  |  |
| --- | --- |
| 7.1 | Please describe your level of computer literacy, stating applications of which you are a competent user. |
|  | |

# Other Relevant Training/Information

|  |  |
| --- | --- |
| 8.1 | Please detail other relevant training or information that you feel may support your application. |
|  | |
| 8.2 | Have you ever been accused of or convicted of any criminal offences and/or any form of sexual harassment, exploitation, or abuse? |
|  | |
| 8.3 | Please state the monthly salary of your present job or most recent job (according to specification under 3). |
|  | |
| 8.4 | Please state how soon you would be able to start working for UMN if you were offered the post? |
|  | |
| 8.5 | Specifically for Individuals with Disabilities:  Do you need any specific Reasonable Accommodation[[1]](#footnote-1) for your assessment process? Or do you have any mobility or communication constraints so that we can manage a friendly assessment? |
|  | |

# Location Mobility

|  |  |
| --- | --- |
| 9.1 | This role may require regular travel to various locations within Surkhet District, and occasionally to other UMN working areas such as Sudurpaschim, Lumbini, and Madhesh, depending on operational needs. Kindly indicate whether you are able to commit to this requirement. |
|  | |
| 9.2 | Please note below any constraints we should be aware of. |
|  | |

# References

Please provide the names of 2 professional people to give references, one of whom 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. |
|  |  |  |  |
|  |  |  |  |

# 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)