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PMF Template 2.1.4.1

UMN Application Form

For the position of Project Officer-Resilient Livelihoods at UMN

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 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 | | | | | | |
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# 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 | What are the current opportunities and challenges in the agriculture and non-agriculture (enterprise development) sector in Nepal? If you were given an opportunity, what are the three key suggestions to the local government to overcome the challenges? Also, how can households and communities make their livelihoods more resilient? |
|  | |
| 4.2 | What are agro and non-agro-based enterprises appropriate for migrant returnees of rural households of Thalara Rural Municipality of Bajhang? Also, discuss the sustainability of these enterprises. |
|  | |
| 4.3 | Local government and financial institutions can play a crucial role in enterprise development or entrepreneurship for youths. Explain your experiences with evidence in this sector by giving appropriate examples. |
|  | |
| 4.4 | As a Project Officer based in Bajhang district, what strategies would you implement to promote climate resilient and sustainable agricultural practices? |
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| 4.5 | Livelihood interventions must be designed and implemented to promote gender equality, to include people with disabilities, and to address the needs of marginalised and vulnerable groups in a community. Why? Explain the statement with good examples from your previous work experience. |
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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. | | | |
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| 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. | | | |
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| 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. | | | |
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| 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

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| --- | --- | --- | --- |
| Language | | Level of spoken competence | Level of written competence |
|  | | E.g. basic, intermediate, fluent | E.g. basic, intermediate, advanced |
| Nepali | |  |  |
| English | |  |  |
| Other |  |  |  |
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# 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. |
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| 8.2 | Have you ever been accused of or convicted for any criminal offenses and/or any form of sexual harassment, exploitation, or abuse? |
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| 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? |
|  | |
| 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. |
|  | |
| 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.

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| --- | --- | --- | --- |
| 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)