**School for Life**

**Application form for the Position of Programme Manager**

**Note**: The completed application form should not be more than SIX (6) pages. Uncompleted forms will be rejected. The completed application form together with a one-page cover letter indicating the applicant’s motivation and commitment should be submitted through this link: <https://app.pipefy.com/public/form/e0SttwBn> , not later than **23.59H GMT on 27 February 2020**. Any application received after this time will not be processed.

Successful applicants who are invited for interview will be expected to provide the names, positions, and e-mail and phone contacts of three referees, at least one of whom should be your current employer, or last employer if not currently employed.

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| Name of Applicant: Gender: (Indicate Male or Female): Date and Place of Birth: Contact Address: Contact Telephone:Email address:  |
| Qualification: (*Indicate degree and areas of qualification, institution, location and year of qualification. Be prepared to present certificates at the interview*). |
| Institution | Period attended (From – To) | Discipline and Degree awarded |
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| **Previous work experience (List your relevant experience starting with your latest position)** |
| Name of Organisation and dates you worked there: | Your role and for how long | Your key achievements: |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| Organization Mission and Strategya. *What are your knowledge and experiences in developing an organization's mission and strategy?*b. *How can you ensure that SfL works to realize its mission and strategy?* |
| Education policya. *What is your experience in education policy development and implementation in Ghana?*b. *How can you use your experience for SfL to ensure the delivery of quality basic education for deprived communities in Northern Ghana?* |
| Financial Performance and Viabilitya. *What is your experience in fundraising? Give concrete examples of how you raised funds for your organization or projects.*b. *How do you propose to use knowledge and skills in fundraising to ensure SfL is financially viable and resilient?* |
| Board Governancea. *What experience do you have in working with a Board of Directors?*b. *How can you use your experience to support the SfL Technical Committee to fulfill its functions?* |
| Organization’s Operationsa. *What are your experiences in managing an organization’s human and material resources?*b. *How can you ensure that SfL will operate with optimum efficiency and a highly-motivated team?* |
| Project planning and implementation:a. *What are your experiences and skills in project planning and implementation? Give concrete examples.*b. *What are your experiences in managing donor funds?*c. *How can you ensure the timely and efficient delivery of project results?* |
| IT skills and social media: a. *What IT and communication skills do you possess?* *b. How do you rate yourself in your proficiency in the use of the MS Suite, Internet, and Social Media?* |
| **Additional information that can support your application** |