**School for Life**

**Application form for the Position of Human Resource&Administrative 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/Woq88aE3> not later than **23.59H GMT on 21st May 2023**. 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: |
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| Human Resource Managementa. *What are your knowledge and experiences in leading and coordinating Human resource management of an organisation with large personel*b. *How can you ensure that SfL live up to its human resource responsibilities as an organisation?* |
| Maintaining and Managing Personel Database:a. *What is your experience in developing, maintaining and managing personel database of an organisation?*b. *What software or databse system are farmiliar with and how have you used this to promote effieciency and effectiveness in personel management?* |
| Administrative and Clerical:1. *What is your experience in General Administrative functions? Give concrete examples of how you provided effective administrative support in an organisation*

b. *How do you propose to use knowledge and skills to enhance the administrative functions in SfL?* |
| 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?* |
| Planning, Logistical and Events Coordination:a. *What are your experiences in planning, providing logistical support to teams and coordinating events? Give concrete examples.*c. *How can you ensure the timely and efficient execution of events and provision of logistical support to teams?* |
| 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:** |
| **Reference:**Please provide contacts of three referees. |