WASAFIRI

APPLICATION FORM

Head: Africa Conflict Programme

Nairobi - Kenya

INTRODUCTION

Thank you for your interest in Wasafiri. To apply for this role we require the following:

1. **Completed Application Form**

Please complete the form below.

1. **Curriculum Vitae**

Please ensure your CV is no longer than 3 pages. **CVs more than 3 pages will not be accepted.** Please ensure your CV includes the subjects below as a minimum:

* Education background
* Employment history
* Countries worked in
* Key skills

1. **3 x Professional References**

We request you provide the details of three professional references in the form below. We will only contact them with your permission.

**Please note:**

We do not require a separate cover letter.

APPLICATION FORM

**Information required to complete the form**

1. We anticipate a large number of applications. Therefore we request that you adhere to the word and page limits. Please also ensure your responses are clear and easy to read: bullet points are expected!
2. The quality of your written work is important. We value well-structured content that makes a point clearly and succinctly.

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| --- | --- | --- | --- |
| 1. PERSONAL DETAILS | | | |
| **Name:** | |  | |
| **Email:** | |  | |
| **Current Base:** | |  | |
| **Current Job Title & Organisation:** | |  | |
| **Do you have the right to live and work in Kenya?** | |  | |
| **Level of Technology Confidence:**  1: Beginner, 2: Limited usage, 3: Day to day professional use, 4: Advanced user | | | |
| **Excel:** x | **Word:** x | **Powerpoint:** x | **Other Technologies Used (& Score):** |
| 1. PORTFOLIO DEVELOPMENT | | | |
| **Technical knowledge & thought leadership** *This role requires someone with a deep knowledge of issues relating to conflict, governance, stabilisation, security & extremism, particularly in the Horn of Africa, as well as a track record of delivering change. Please give us a brief insight into the work you have done of which you are most proud*. *(Max 150 words)* | | | |
| **Business development** - *One of your primary responsibilities will be identifying new opportunities that are both commercially viable and offer the opportunity for Wasafiri to have an impact. What 3 key challenges do you imagine Wasafiri might face in the current market, and what would your approach be to developing new opportunities?* *(Max 200 words)* | | | |
| **Strategic leadership-** *Being head of our Africa Conflict Programme is about creating and leading the portfolio strategy. You will work directly with the leadership team to create the strategic direction for this substantial area of our work. Given your current understanding of Wasafiri what direction would you be excited to take us in?.* | | | |
| 1. PROGRAMME & PROJECT MANAGEMENT | | | |
| **Programme Leadership** – *In the role, you will provide quality assurance and strategic advice to clients across a number of projects; a role that involves influencing multiple stakeholders, both within Wasafiri and within the client organisation. Can you provide examples of how you have been involved at a strategic level in the design and implementation of complex projects? (Max 150 Words)* | | | |
| **People & performance management** – *As portfolio lead you will line manage project team leaders and have ultimate accountability for their performance. Wasafiri has an ‘agile’ organisational structure and culture that emphasises individual accountability and action over hierarchal leadership*. *How would this culture inform your approach to people management and leadership?* | | | |
| **Project Management -** *Please list**your 3 most significant experiences managing projects. Include budget, team, duration and a brief description of what the project involved. (Max 150 words)* | | | |
| 1. OTHER | | | |
| **Other details –** *Please add any further information you feel may be helpful in assessing your application. (Max 250 words)* | | | |
| 1. PROFESSIONAL REFERENCES | | | |
| **Please list Name, Title, Organisation, Email, Telephone:** | | | |