WASAFIRI

APPLICATION FORM

Regional Operations Manager – East Africa

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 and experience

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 & Employer:** | | |  | |
| **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. YOUR EXPERIENCE | | | | |
| **Project Management Expertise** *This role requires someone with knowledge and experience operating projects relating to conflict, security, stabilisation, & extremism, particularly in the Horn of Africa. Please give us a brief insight into the work you have done of which you are most proud*. *(Max 200 words)* | | | | |
| **Experience Managing Safety and Security** - *One of your primary responsibilities will be to manage and adapt Wasafiri’s risk management processes for higher risk projects. Please outline your experience with such work, with reference to the location, subject matter, approach and challenges faced.* *(Max 200 words)* | | | | |
| **East African Networks and Engagement-** *A key aspect of the role will be to foster and build networks across East Africa to help Wasafiri maneuverer the different security, legal, compliance and contextual challenges of the different countries, including donor government requirements. Please summarise your experience and key achievements in this work. (Max 200 words)* | | | | |
| **People & Team Management** – *Wasafiri adheres to ‘agile’ organisational practices, emphasising horizontal management. As Operations Manager, you will be supporting and overseeing field teams, as well as taking direction from and providing direction to multiple people across the business. Please set out the 3 most significant challenges you envisage in this regard, and your approach to addressing them (Max 200 words)* | | | | |
| **Other details –** *Please add any further information you feel may be helpful in assessing your application. (Max 250 words)* | | | | |
| 1. PROFESSIONAL REFERENCES | | | | |
| **Reference 1**  Name:  Title:  Organisation:  Email:  **Reference 2**  Name:  Title:  Organisation:  Email:  **Reference 3**  Name:  Title:  Organisation:  Email: | | | | |