****

**Prescribed Application Form   
for the Position of the Executive Director of PPD**

1. **Personal History**

*Please answer each question clearly and completely. Note that an incomplete sentence can only result in a delay and/or non consideration of your candidacy.*

|  |  |
| --- | --- |
| Family name (surname): | Insert Recent Passport size picture |
| First name: |
| Gender: |  |
| Place and country of birth: | Date of birth: |
| Citizenship: |  |
| Present Address: | Permanent Address: |
| Office Telephone No: | Fax No: |
| E-mail: | *Would you accept employment for less than six months?* |
| Have you any taken up legal permanent residence status in any country other than that of your nationality? : If answer is "yes", which country? | Are any of your relatives employed by a public International Organization? : If answer is "yes", explain |
| Civil status: | Number of dependents: |
| If you have ever been found guilty of the violation of any law (except minor traffic violations) give full particulars: |  |

1. **Degrees/Certificates*:***

*(Please give full details: Name of Universities attended, the degrees and the field of studies, the years of graduation. Please give exact titles of degrees in original language. Do not translate or equate to other degrees. Absence of any of the requested information will invalidate this application. Please include the year of High School Graduation)*

|  |  |  |
| --- | --- | --- |
| **Degree/Certificate Obtained** | **Issuing Institution** | **Year of graduation** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Knowledge of Languages**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | Read | Write | Speak | Understand |
| Knowledge of Languages. What is your mother tongue?  *Please list any other languages, specifying your level of proficiency in the following four categories: Read, Write, Speak and Understand.* |  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | | | | |

|  |  |
| --- | --- |
| **Computer Skills:** |  |

1. ***Employment Record:***

*Starting with your present post, list in REVERSE ORDER every employment you have had. Include also service in the armed forces and note any period during which you were not gainfully employed. (Please include for each post the years spent in that post, your employer, the title of the post, the type of business, a brief description for your duties, the name of Supervisor, the number of employees supervised and your reason for leaving)*

1. **Positions Held: National Experience**

*Please indicate here the positions and work experience held during your professional career, with the corresponding dates, duties, achievements/accomplishments and responsibilities. Additional pages may be added.*

1. **Positions Held: Regional and Global Experience**

*Please state any other relevant facts that might help in the evaluation of your application. List your activities in civil, professional, public or international affairs.*

1. **Additional Positions:**
2. ***References:***

|  |  |
| --- | --- |
| ***Have you any objections to our making inquiries of your present Employer:*** |  |
| ***REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications (Please give the full names, address and their business or occupation. Do not repeat names of supervisor listed previously under your Employment Record)*** |  |
|  |  |
|  |  |
|  |  |

1. **Publications**

*Please list here a maximum of 10 relevant publications - especially the main ones in the field of public health, with names of journals, books or reports in which they appeared. An additional page may be used for this purpose, if necessary. (Please feel free also to attach a complete list of all publications.) Do not attach the publications themselves.*

1. **Written Statement**

*Please evaluate how you meet each of the “Criteria for candidates for the post of the “Executive Director” of PPD. In so doing, please make reference to specific elements of your curriculum vitae to support your evaluation. The criteria are the following:*

(1) a strong technical background in reproductive health, population and development within the framework of south-south cooperation;

(2) exposure to and extensive experience in south-south cooperation and international advocate for promoting reproductive health, population and development;

(3) demonstrable leadership skills and experience in managing inter-governmental partnership for promoting south-south cooperation and addressing the emerging issues of population and development for policy and program changes in developing countries

(4) excellent diplomatic communication and advocacy skills for mobilizing political commitment for policy and programmatic change;

(5) demonstrable competence in organisational management: financial, administrative and personnel;

(6) demonstrate excellent skills in leading, motivating and inspiring teams to reach new heights and improve organizational performance

(7) addressing burnout, apathy and negativity with a new and productive attitude

(8) experience in building strong, cohesive teams and empower them to innovate

(9) understand and define leadership including its role in achieving organisational goals and objectives

(10) demonstrate ability to differentiate between management and leadership and how they are applied in the work context

(11) demonstrate the role of effective leadership in strategy formulation and financial planning and implementation

(12) demonstrate strong analytical and strategic thinking to manage financial and administrative risk

(13) sensitivity to cultural, social and political differences

(14) demonstrate strong commitment to achieve organizational mission and objectives of orgnasiation

(15) good health condition required of all staff members of the Organization

(16) good congenial and equal environment for all staff members

(17) understand the critical role of Emotional Intelligence as a means to achieve effective leadership

(18) sufficient skill in at least one of the official working languages of the PPD preference in English (English & French)

1. **Vision**

*Please state your vision of priorities and strategies for the PPD.*

1. **Miscellaneous**

*Please list hobbies, sports, skills and any other relevant facts that might help in the evaluation of your application*

1. **Behavioral competencies (based on PPD Leadership Role Model)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Practice Category** | **Leadership Practice** | **Description** | **Please state your agreement** |
| *Individual Traits* | Distinct  Responsiveness | *PPD’s aim to develop a high degree of individual-Responsiveness around our own strengths and weaknesses and our impact on others. We are optimizing our capacity to achieve goals.* |  |
| Modesty | *PPD being a unique partnership organization of multi-Governments put ‘we’ before ‘me’ and place an emphasis on the power of the collective, nurture the team and play to the strengths of each individual. PPD is not concerned with hierarchical power, but engage with partnership trust and value the knowledge and expertise and experience of partners. It works to achieve goals together not just individual.* |  |
| Thinking about  ‘big picture | Vision Setting | *We have the ability to identify and lead visionary initiatives that are beneficial for our member countries and we set high-level direction through a visioning process that engages the organisation and diverse partners. Clarity in our communication of vision allows others to focus on delivery and their contribution to the wider changes we seek.* |  |
| Governance Systems Thinking | *We view problems as parts of an overall governance system and our contributions to change in relation to the whole system, rather than reacting to a specific part, outcome or event in isolation. By consistently practicing governance systems thinking we are aware of and manage intended and unintended consequences of organisational decisions and actions.* |  |
| Strategic Thinking and  Judgment | *We use judgment, weighing risk against the imperative to act. We make decisions consistent with organisational strategies and values.* |  |
| *Partnership*  *Skills* | Influencing | *We have the ability to engage with multi- governments partners in a way that leads to increased impact for the organization. We seek opportunities to influence effectively and where there are no opportunities we have the ability to create them in a respectful and impactful manner.* |  |
| Partnership  Building | *We understand the importance of building partnership within partners and outside the partners. We have the ability to engage with partners and member countries that lead to increased impact for the organisation.* |  |
| Enabling | *We all work to enable partners to deliver the organisations goals through creating conditions of success. We invest in our staff members by developing their careers, not only their skills for the job. We give more freedom and demonstrate belief and trust, underpinned with appropriate support.* |  |
| *Ability to Deliver*  *results* | *Accountability* | *PPD is a unique global inter-governmental organization committed to ensure accountability and transparency in its global south south operation. We can explain our decisions and how we have taken them based on our organisational values. We are ready to be responsible to account for our actions and how we behave, as we are also holding others to account in a consistent manner.* |  |
| *Transparent* | *PPD is committed to make transparent decisions and to adapt decision-making modes to the context and needs. PPD recognizes that decisions may not always lead to the results we seek but enable us to continually learn and improve.* |  |

By Submission of this application I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on this application form or other document requested by the Organization renders a staff member of the United Nations liable to termination or dismissal.

Signature:

Date:

*N.B. You will be requested to supply documentary evidence which supports the statements you have above.*