Application Form

**Position of Ukrainian Project Administrator**

**Note:** Please ***type*** your responses – handwritten application forms will not be accepted.

Please note that applicants will be short-listed for interview on the basis of information supplied on their applications.

Please do not send a cover letter or CV as they will not be considered.

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| **Personal Details:** |  |
| Name: |  |
| Address: |  |
| Telephone: |  |
| Email: |  |
| **Please demonstrate that you have a relevant qualification in project management; business administration and/or other relevant qualifications** **(Max 250 words)** |  |
| **Demonstrate your motivation to work with and support the Ukrainian refugee community (Max 250 words)** |  |
| **Describe your knowledge of local agencies and organisations across the region of North Tipperary and demonstrate your ability to interact and negotiate with key personnel. (Max 300 words)** |  |
| **Demonstrate your experience working with and facilitating groups and individuals who are marginalised and culturally diverse. (Max 300 words)** |  |
| **Demonstrate your experience of preparing reports on programme activities and actions. (Max 250 words)** |  |
| **Demonstrate your experience with record keeping, administration and completing the required paper work and consent for monitoring purposes (Max 250 words)** |  |
| **Please detail your proficiency with different computer packages as well as your experience using social media and communication apps/platforms.** **(Max 250 words)** |  |
| **Please demonstrate your experience of providing interpretation and translation services. (Max 300 words)** |  |
|  |  |

Please email applications with the subject title *Ukrainian Admin position* to mgordon@ntdc.ie on or before Friday 5th August 2022.

**IMPORTANT NOTES**

* Shortlisting will apply.
* Candidates attend for interview at their own expense.
* Please note that canvassing by, or on behalf of applicants, will disqualify them from the competition.
* For e-mail applications it is the time received not the time sent that is recognised.
* The information supplied in this form is held on the understanding of confidence, subject to the requirement of the Freedom of Information Act 1997 or other legal requirements.

I hereby declare that the above statements are true to the best of my knowledge. I understand that any deliberate mis-statement may render me liable to dismissal, if employed. I further declare that there is no known reason or event that would render me unsuitable for the post.

**SIGNED:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_