

EMBASSY OF IRELAND – LILONGWE

EMPLOYMENT APPLICATION FORM

POSITION: TEMPORARY ACCOUNTS OFFICER

Instructions

- 1) Please read the job description carefully to ensure you meet the criteria required
- 2) Please provide only the information most relevant to the role; skills; and experience listed in the job description
- 3) Applications which do not meet the minimum requirements cannot be considered
- 4) For multiple choice answers (e.g. Yes / No) please delete as appropriate
- 5) Applicants may add additional rows or text but please ensure that your application does not exceed four pages
- 6) Refer to the job advertisement for the relevant details to ensure you are familiar with the instructions to submit your application before the deadline.

Personal Information

| | |
|---|---|
| Name: | Address: |
| Email: | |
| Phone: | |
| Date of Birth: | Nationality: |
| In which languages are you fluent (speaking; reading; writing)? | |
| This is an immediate vacancy. How soon could you start if offered the position? | |
| What is your current salary and other benefits? | |
| What are your salary expectations including benefits? | |
| Have you ever been convicted of a criminal offence or dismissed from employment for disciplinary reasons? | Yes / No [delete or add details as appropriate] |
| Do you confirm that your application is true and complete to the best of your knowledge without any material omissions? | Yes / No [delete or add details as appropriate] |

Minimum and Desirable Qualifications

| Criteria | Yes / No | Other Response |
|--|----------|----------------|
| Do you have bachelor's degree in accounting? Which university? | Yes / No | |
| Do you have two years relevant post-qualification experience in a similar position? If so, in which organisation(s)? | Yes / No | |
| Which accounting software packages are you experienced in? | | |
| Which professional accountancy institution are you registered with? At what level e.g. ACCA / CIMA / ICAM etc? | | |

Statement of Suitability and Motivation

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| Why do you want to apply for this position? [maximum of five lines] |
| Please outline your major achievements as an accounts officer and why you believe that you have the necessary skills and experience to assume this position [maximum of ten lines] |

Career History

| Dates / Position Name and address of employer | List 5-7 main responsibilities or achievements with regard to accounts as relevant to the role outlined in the job description (including as relevant software used; level of authority for payroll / taxes / procurement / payments / reconciliations / preparation of accounts / support for audits etc) |
|--|--|
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Membership of Professional Bodies or Other Work Related Committees or Organisations

| Starting with the most recent please list below your most relevant <u>professional</u> qualifications or memberships including the relevant dates; name of the organisation; and the level of your engagement |
|---|
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| |

Academic Qualifications and Other Relevant Training

| Year of Award | Qualification and Awarding University / College | Any areas of specialisation | Final result / level of qualification |
|--|---|-----------------------------|---------------------------------------|
| | | | |
| | | | |
| | | | |
| Please provide details of other relevant training? | | | |

References

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|---|
| Please provide full contact details including email and phone numbers for at least two and preferably three contactable references from current or former employers |
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Any Other Relevant Information or Comments

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| Please provide any <u>additional</u> information which you feel may be relevant to your application [maximum 5-10 lines] |
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Application Forms may be sent by e-mail to lilongweapplications@dfa.ie

By submitting information electronically, parties accept that data may not be fully secure. Parties may alternatively send their submissions by post or by hand to
The Embassy of Ireland, Third Floor, Arwa House, City Centre, Lilongwe 3.

Applications must be received before 16:30hrs Monday **18th September 2017**.
Please note that only short listed applicants will be contacted. ***Canvassing will lead to disqualification.***

The Embassy of Ireland is committed to a Policy of Equal Opportunity and female candidates are particularly encouraged to apply.

Any personal information submitted to us will only be used for its intended purposes and will be destroyed when no longer needed. Any other processing or disclosure of personal data is not allowed other than in the exceptional circumstances provided for under the Data Protection Acts.