POSITION NAME

**Country Office:** XXXXX

**Base:** XXXXX

**Availability**: XXXXX

**Contract Duration:** XXXXX (with possibility for extension)

**About Organization xxx**

*Insert snapshot of the organization*

**About the Country Program in Country xx**

*Insert snapshot of the country office and its operations*

**Summary of the position**

[Insert applicable information]

The xxxx role’s purpose, engagement and delivery are:

**Purpose:** (The substantive focus of the job encompassing scope, depth and difficulty of work both conceptual and applied)

[Insert applicable information]

**Engagement:** (The focus of interaction both internally and externally needed to deliver a service seek collaboration and build effective partnerships)

[Insert applicable information]

**Delivery:** (The focus on the execution of the work and the role on the team for supporting business/operational functions in terms of timeliness and quality)

 [Insert applicable information]

**Essential job duties**

[Insert applicable information]

**Safeguarding Commitments**

Example 1: Name of Organization has a zero tolerance to violations of Child and Adult Safeguarding, Sexual Exploitation and Abuse and the Code of Conduct. In the process of recruitment, selection and appointment name of organization implement a range of procedures and actions including Criminal Background Checks/ International vetting/Certificate of good conduct to ensure children and vulnerable adults are safeguarded and abuse is prevented.

Example 2: Name of Organization holds strict child safeguarding principles and a zero-tolerance policy for conducts of sexual harassment, exploitation and abuse in the workplace and other places where the organization’s activities are rendered. Parallel to technical competence, recruitment, selection and hiring decisions will give due emphasize to assessing candidates value congruence and thorough background checks, police clearance reference check processes.

**Gender Equality Commitments**

* Foster an environment that supports values of women and men, and equal access to information.
* Provide a work environment where women and men must be evaluated and promoted based on their skills and performance.
* Respect beneficiaries’ women, men, children (boys and girls) regardless of gender, sex orientation, disability, religion. race, color, ancestry, national origin, age, or marital status.
* Value and respect all cultures.

**Required Qualifications and Professional Experience**

[Insert applicable information]

**Required Skills & Competencies**

[Insert applicable information]

**APPLICATION PROCEDURE**

If you fit the above description of the role, please send your cover letter and CV/resume with the subject ‘’ **xxxxxxxxxxxxxxxxxx ”** in the subject line indicating three professional referees in your CV/resume, to the following email address

OR

If you fit the above description of the role and are interested in this exciting opportunity, click on the apply button.

All applicants must upload a cover letter and an updated resume where the latter must include three professional referees and both must be in the same language as this vacancy note. Closing date for applications is dd/mm/yyyy.

Female/Male candidates are highly encouraged to apply