**APPLICATION FORM:**

**Position: Head of API Secretariat**

Name & Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please provide all information relevant to your application for the position in the space provided below.

Take note:

* The information should be concise.
* CVs will not be reviewed.
* Avoid cutting & pasting from your CV.
* The information should be tailored to the position.
* The application form should be accompanied by a cover letter supporting your application. The cover letter should not exceed two pages.

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| 1. **Qualifications** | **Information relevant to your application** |
| 1. Registered as a Professional Accountant/Auditor at a relevant professional body or equivalent. |  |
| 1. Professional accounting certification or designation from an IFAC and/or PAFA member body |  |

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| 1. **Experience** | **Information relevant to your application** |
| 1. 10 years of comprehensive understanding of public sector accounting and auditing |  |
| 1. 7 years of broad-based leadership experience |  |
| 1. Proven track record of successfully championing change (please comment and give example of impact achieved in your leadership role). |  |
| 1. Experience working at a membership-based or non-profit organisation |  |
| 1. Experience working for a professional accountancy organization (PAO) in a senior leadership role |  |
| 1. Experience as a board member or working with a board of directors |  |

| 1. **Working requirements** | **Information relevant to your application** |
| --- | --- |
| 1. Language skills in French |  |
| 1. Fluency in written and spoken English |  |
| 1. Ability and willingness to work in any location in Africa |  |
| 1. Willingness and ability to undertake extensive international travel |  |
| 1. Able and allowed to work in South Africa |  |

| 1. **Competencies** | **Information relevant to your application** |
| --- | --- |
| 1. Knowledge of public sector accounting and auditing |  |
| 1. Knowledge of the accountancy profession in different regions in Africa and globally and of global/multi-cultural Issues |  |
| 1. Leadership and senior management skills |  |
| 1. Business acumen |  |
| 1. Communication skills |  |
| 1. Diplomatic, strategic / systems thinker, and team builder |  |
| 1. Critical thinker |  |
| 1. Ethical and fair |  |
| 1. Neutral and independent |  |
| 1. Flexible and adaptable |  |
| 1. Future focused |  |

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| 1. **Your experience and approach to champion the position. Answer the following questions**: |  |
| 1. In your view, how will the API contribute to enhanced public services over time? |  |
| 1. In your view, what will be the Head of the API Secretariat’s greatest contributions to the vision of the API? |  |
| 1. Share an example of where you have championed impactful change. |  |
| 1. Why do you believe you are the optimum candidate for this position? |  |
| 1. What is your salary and benefit expectations? What is your notice period and when can you be available should you be successful? |  |