**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.
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| 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
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| 1. 7 years of broad-based leadership experience
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| 1. Proven track record of successfully championing change (please comment and give example of impact achieved in your leadership role).
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| 1. Experience working at a membership-based or non-profit organisation
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| 1. Experience working for a professional accountancy organization (PAO) in a senior leadership role
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| 1. Experience as a board member or working with a board of directors
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| 1. **Working requirements**
 | **Information relevant to your application** |
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| 1. Language skills in French
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| 1. Fluency in written and spoken English
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| 1. Ability and willingness to work in any location in Africa
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| 1. Willingness and ability to undertake extensive international travel
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| 1. Able and allowed to work in South Africa
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| 1. **Competencies**
 | **Information relevant to your application** |
| --- | --- |
| 1. Knowledge of public sector accounting and auditing
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| 1. Knowledge of the accountancy profession in different regions in Africa and globally and of global/multi-cultural Issues
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| 1. Leadership and senior management skills
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| 1. Business acumen
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| 1. Communication skills
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| 1. Diplomatic, strategic / systems thinker, and team builder
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| 1. Critical thinker
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| 1. Ethical and fair
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| 1. Neutral and independent
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| 1. Flexible and adaptable
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| 1. Future focused
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| 1. **Your experience and approach to champion the position. Answer the following questions**:
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| 1. In your view, how will the API contribute to enhanced public services over time?
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| 1. In your view, what will be the Head of the API Secretariat’s greatest contributions to the vision of the API?
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| 1. Share an example of where you have championed impactful change.
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| 1. Why do you believe you are the optimum candidate for this position?
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| 1. What is your salary and benefit expectations? What is your notice period and when can you be available should you be successful?
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