**APPLICATION FORM:**

**Position:** HR/OD and Leadership Development Capacity Building Manager

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

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

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

Physical Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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.

|  |  |
| --- | --- |
| 1. **Qualifications**
 | **Information relevant to your application** |
| 1. Master’s degree in industrial psychology or related field.
 |  |
| 1. Certifications (e.g. SABPP)
 |  |

|  |  |
| --- | --- |
| 1. **Experience**
 | **Information relevant to your application** |
| 1. 10-15 years of relevant experience as an HR, OD, and leadership development expert
 |  |
| 1. 5+ years of experience in institutional capacity building
 |  |
| 1. 5+ years experience in training and facilitation.
 |  |
| 1. Experience within the public sector environment
 |  |

| 1. **Working requirements**
 | **Information relevant to your application** |
| --- | --- |
| 1. Exceptional fluency in written and spoken English
 |  |
| 1. Driver’s License
 |  |
| 1. Willingness and ability to undertake extensive international travel
 |  |
| 1. Based in Pretoria
 |  |

| 1. **Competencies**
 | **Information relevant to your application (provide short examples of your relevant experience in terms of the following competencies)** |
| --- | --- |
| 1. Capacity Building
 |  |
| 1. Human Resources
 |  |
| 1. Change Management
 |  |
| 1. Strategic Planning
 |  |
| 1. Organisational Development
 |  |
| 1. Performance Management
 |  |
| 1. Recruitment and talent acquisition
 |  |
| 1. Training and professional development
 |  |
| 1. Culture Assessment and Transformation
 |  |
| 1. Talent Mapping
 |  |
| 1. Assessment Tools development
 |  |
| 1. Gender, Equity, Diversity, and Inclusion strategies
 |  |
| 1. Leadership Development
 |  |
| 1. Project Management
 |  |
| 1. Business process engineering
 |  |

|  |  |
| --- | --- |
| 1. **Your experience and approach to champion the position. Answer the following questions**:
 |  |
| 1. How will you achieve the goal of highly competent, engaged HR practitioners and improved organisational performance for SAIs in the AFROSAI-E region?
 |  |
| 1. Share an example of where you have championed an impactful HR or OD initiative.
 |  |
| 1. Why do you believe you are the optimum candidate for this position?
 |  |
| 1. What are your salary and benefit expectations? What is your notice period and when can you be available should you be successful?
 |  |