|  |  |
| --- | --- |
| APPLICATION FOR THE POST OF GENERAL MANAGER(PROCUREMENT AND CONTRACTS)WATER & SANITATION SERVICES PESHAWAR (WSSP) **Confidential** | |
|  | |
| 1- Personal Details | |
| Post Applied for: | How did you learn about this vacancy?  (Please give name of source newspaper, magazine, website etc.). |
| Title:  Family Name:  Forename(s): | Contact Address:  Postcode:  Tel. No. Residence:  Tel. No. Office:  Email address: |
| Date & place of birth:  Domicile:  Mother tongue:  Languages Proficiency:  Marital Status:  Computer Proficiency: : (Basic/Intermediate/Advance, choose one option)  Interests & hobbies: | |

|  |  |  |
| --- | --- | --- |
| **2- Education (Secondary/Higher)** | | |
| Name of School, College and University attended | Subjects studied and grades attained | Year (From- To) |
| School:  College:  University: |  |  |

|  |  |  |
| --- | --- | --- |
| 3- Professional or vocational qualifications | | |
| Institution /City/Country | Qualification(s) obtained | Dates |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **4 - Other relevant courses or training and Publications** | | |
| Course/Training | Institution | Duration |
|  |  |  |
|  |  |  |
| Publication Title | Journal/Magazine | Dates |
|  |  |  |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 5 - Employment Record (Full time jobs)  (Current or most recent job) | | | |
| **Name and Address of employer:**  From:  Position held:  Reason for leaving:  Salary:  Number and type of staff reporting to you:  Briefly describe the hierarchy of your organization with your position in the structure:  Brief Description of work (highlighting experience, skills and knowledge): | | | |
| 6 - Previous employment (last 15 years) | | | |
| **Dates**  **From – To** | **Employer’s name** | **Position held and Summary of Responsibilities** | **Reason for leaving/Last Drawn Salary** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Please continue on a separate sheet and add your name and the post you are applying for

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 7 - Employment Record (Consultancies up to six months duration)(Please begin with current or most recent assignment) | | | | |
| **Assignment** | **Contracting Authority** | **Funding Agency** | **Duration (Dates)** | **Major Results/outputs/tasks performed** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **8 - References** | | |
| Existing/most recent employer  Name:  Address:  Daytime telephone number:  Job title:  In what capacity do you know him/her | Name:  Address:  Daytime telephone number:  Job title:  In what capacity do you know him/her | Name:  Address:  Daytime telephone number:  Job title:    In what capacity do you know him/her |

|  |  |
| --- | --- |
| If offered when would you be able to take this job? |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 9- List publications that you have authored-co-authored in last ten years | | | |
| Title of publication | Name of journal printed | Year/author/co-author | |
|  |  | |  |
|  |  | |  |
|  |  | |  |
|  |  | |  |

|  |
| --- |
| 10- Professional Statement Section: **Please provide statement (maximum 200 words) of your experience on each of following areas.** |

|  |
| --- |
| **A** : **Procurement and contracts:** |

|  |
| --- |
| **B : Procurement and contracts of organizations with special focus on urban water and sanitation:** |

|  |
| --- |
| **C: Performance Management Contracts and Incentives:** |
|  |

|  |
| --- |
| **D: Procurement and contracts and Effective Communication:** |

|  |
| --- |
| **E: Delivering results specially in under pressure environment:** |

|  |
| --- |
| **F : Procurement and contracts and public service entity:** |

|  |
| --- |
| **G : Innovations and creativity:** |

|  |  |
| --- | --- |
| **H: State water and sanitation issues in Peshawar and their potential solutions (Max 200 words):** | |
| **Issues** | **Solutions** |
|  | |

|  |
| --- |
| If any particulars given by you in this application are found to be false or if you wilfully omit or suppress any material facts, any offer of employment may be withdrawn. Alternatively, if you are appointed when the correct facts come to light you may be liable for dismissal.  **I DECLARE THAT THE INFORMATION PROVIDED IN THIS FORM IS CORRECT TO BEST OF MY KNOWLEDGE AND BELIEF.**  Name:  Signature:  Date: |