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**Application form**

**Communications Officer**

**IMPORTANT**:

Please ensure that the application form is duly filled. DO NOT send a cover letter, CV or photo. Aside from the application form, the application is only required to send the requested writing sample and previous grant proposal.

Read the job description and expected competencies and describe carefully how you meet the essential criteria. Name, address, and other contact details may only be listed under the heading 'Personal Information.

|  |  |
| --- | --- |
| To be completed by IA |  |
| **Date & Time Received** |  |
| **Function** | **Communications Officer** |
| **Number of hours per week** | 40 hours |
| **Shortlisted (Yes/No)** |  |
| **First Interview Date** |  |
| **Final Interview date** |  |

## **1 Personal information**

|  |  |  |
| --- | --- | --- |
| Personal information |  |  |
| Desired personal pronoun |  |  |
| Surname |  |  |
| Address |  |  |
| Zipcode |  |  |
| Place |  |  |
| Country |  |  |
| Email address |  |  |
| Phone |  |  |
| Whatsapp/Telegram/Signal Contact Number |  |  |
| At what hours are you best reached? |  |  |

## **2. Training**

List all degrees/diplomas or similar qualifications you have obtained.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Educational institution\* | Name of training | From/to | Full-time or part-time | Diploma?\*\* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## **3 Courses**

List all the important courses you've taken and all the qualifications you've achieved.

|  |  |  |  |
| --- | --- | --- | --- |
| Course Center Name\* | Course name | From/to | Summary of the content of the course and qualifications obtained |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**4 Languages**

|  |  |  |  |
| --- | --- | --- | --- |
| Language | Understand (Basic, Effective Operational Proficiency, Mastery) | Speak (Basic, Effective Operational Proficiency, Mastery) | To write (Basic, Effective Operational Proficiency, Mastery) |
|  |  |  |  |
|  |  |  |  |

## **5 Work experience**

Give details about your work experience, starting with the most recent position. List all periods in which you were not employed and explain any gaps. Don't forget to mention relevant internships and volunteering.

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer name and address** | **From/to (month and year)** | **Function, including a brief description of responsibilities** | **Reason for departure** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Make this table for as long as it takes.

## **6 List of Publications:**

In this section, mention all the relevant publications, including academic papers, reports, position papers and briefing documents:

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | **Publisher** | **Date** | **Link** |
|  |  |  |  |

Make the tables as long as it takes to answer the questions.

## **7. Experience**

One of the best predictors of how you are likely to perform in a new role is your performance in previous situations. This is why we would like to hear about achievements that you are proud of in your work and other settings. They relate to the ***core competencies needed to work to a high standard as the Communications Officer*** (see the attached document listing key competencies, and the explanation in the Introduction).

Your responses to these questions will play an important role in our assessment of your initial application, so please take some time to think about your responses and present them in the format set out below. For each question, please provide **an example** in **no more than 250 words.** You can include experience in paid and voluntary jobs. Please try to use a different example for each question, as a spread of responses gives us the most complete picture of you.

1. **Experience in implementing communication strategy**
   1. *Describe an experience of having implemented the communication strategy of an organisation on one particular project. Also, share some samples of content you created in this process. Please make sure to share any press statements/articles that you have written in the past and any design-related samples.*

*….*

* *Please suggest why Intersex Asia needs to develop a media strategy and what are the three main consideration you think should be a part of the media strategy.*

*….*

* *Please describe two specific audiences that you believe are central to Intersex Asia's external communication and explain why.*

*….*

**B.** **Assessment of IA’s social media presence**

*Describe your impression of IA’s social media profiles and provide an assessment of IA’s online presence so far.*

…

**C.** **Understanding of intersex human rights in Asia**

*How do you see intersex issue in the Asia context and what is the best strategy for Intersex Asia?*

*….*

**8. REASONS FOR APPLYING**

**….**

**9. Google Drive Link for samples of past work. (Please make sure to share any press statements/articles that you have written in the past and any design-related samples.)**

**Link: ….**

**10. REFERENCES**

After completion of the selection process, IA would like to contact two referees you have specified before a contract is offered. Include the names, addresses and phone numbers of two referees, including your current or most recent employer. If you haven't been employed, an academic referee is a good alternative. Before the interview, no contact will be made with the referees.

|  |  |
| --- | --- |
| *Referee A* |  |
| *Name* |  |
| *Organization/Company* |  |
| *Function* |  |
| *Phone number* |  |
| *Email address* |  |
| *Your relationship with this referee* |  |

|  |  |
| --- | --- |
| *Referee B* |  |
| *Name* |  |
| *Organization/Company* |  |
| *Function* |  |
| *Phone number* |  |
| *Email address* |  |
| *Your relationship with this referee* |  |

**11. If selected, when would you be able to take up employment with Intersex Asia?**