|  |  |
| --- | --- |
| **Candidate** |  |
| **Date of application** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **STAGE 1: BASIC CRITERIA**  *Candidates have to meet ALL 5 basic criteria in order to move on to next step of selection process.* | | | |
| **No** | **Criteria** | **Information** |  |
| 1. | Citizenship of member state of region | Nationality:  Region: |  |
| 2. | Bachelor's Degree or potential equivalent experience relevant for field mission position (at least 7 years) | Subject of Bachelor’s degree:  Year of graduation:  Equivalent experience:  No. of years: |  |
| 3. | Three years relevant working experience in a subject matter relevant for field operations | Area of working experience:  Dates from – to:  Dates from – to:  Dates from – to: |  |
| 4. | At least one official language of the organisation | Language(s): |  |
| 5. | Below retirement age as per respective organisation | Date of birth/age of candidate: |  |
| **BASIC CRITERIA FULFILLED: Yes  No** | | | |
|  | | | |
| **STAGE 2: ASSETS**  *This section lists additional qualifications and assets. This stage aims at ranking the applicants in case there are too many applicants of one intake period that meet the basic criteria.* | | | |

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| --- | --- | --- | --- |
| **No** | **Criteria** | **Information** | **Score** |
| 6. | Further educational qualifications   * Post graduate degree, Diploma, Certificates *(max. 2 points)* | Degree: | 1 |
| 7. | International experience   * Any working experience outside home country or international organisation in your home country *(1 point)* * Experience in crisis or post-conflict areas or hard ship conditions *(3 points)* | Organisation:  Duty station: |  |
| 8. | Further language skills (AU or REC/RM official languages only)   * + 1 language *(1 point)* * + 2 and more languages *(2 points)* | Language 1:  Language 2:  Langguage 3: |  |
| **TOTAL SCORE (max. 7):** | | | |
|  | | | |

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| --- |
| **Remarks** |
|  |
|  |
| **Decision** |
| |  |  | | --- | --- | | 1. **Invitation to interview** |  | | 1. **Deny (re-application at later stage)** |  | | 1. **Reject (candidate not qualified)** |  |   **Date Signature(s)** |

**Explanatory Notes and Scoring Methodology CV Screening**

CV screening of persons applying fro admission to the African Standby Capacity is the first step of the rostering process. CV screening will be done vis-à-vis the qualifications required for the 16 most common job families and areas within African peace and security operations.

These areas are:

Substantive Areas

1. Civil Affairs
2. Political Affairs
3. Legal Affairs
4. Human Rights
5. Gender
6. Humanitarian Liaison
7. Protection of Civilians
8. Public Information
9. DDR

Mission Administration

1. Human Resources
2. Conduct and Discipline
3. Logistics
4. Procurement
5. Finance
6. Mission Security
7. Information, Communications and Technology

**CV screening is a two-staged process and serves two purposes**.

1. CV screening allows to determine, whether **applicants meet the basic admission criteria and standards** for the African Standby Capacity. **Stage 1** of the process deals with the basic admission criteria and standards, which are equally valid for all participating organisations on the continetal as well as regional level. The 5 common standards are:
   1. Citizenship of respective region application are submitted for
   2. Bachelor’s degree or, in case applicants don’t have a Bachelor’s degree: at least seven years of relevant working experience in a field relevant for peace and security operations (all relevant fields are summarized in the above list of relevant African Standby Capacity (ASC) job families)
   3. In addition, three years of relevant working experience in a subject matter relevant for field operations (all relevant fields are summarized in the above list of relevant African Standby Capacity (ASC) job families)
   4. At least one official language of the organisation the application is submitted to
   5. Below retirement age as per respective organisation

It is important to note that applications **HAVE to meet ALL 5 basic admission criteria and standards** in order to be admitted to the next step of the admission process. Applications that do not meet at least one of the criteria and standards will be dismissed and applicants informed accordingly.

All mentioned basic admission criteria and standards are based on minimum qualifications, i.e. P2 level. This means that any application with qualifications below this level cannot be considered. On the other hand, any application that exceeds one or more of these basic admission criteria and standards is highly desirable and should be dealt with accordinly in the course of the admission process.

1. In case of a high number of applications, **stage 2** of the CV screening and scoring exercise allows to **rank applications and bring them into a sequence** according to their qualifications and suitability with the help of the additional categories mentioned under stage 2. These categories are:
   1. Further educational qualifications, i.e. Post Graduate Degree, Diploma, Certificates (while Post Graduate Degree scores 2 points, Diploma and/or Certificates score 1 point depending on the kind and relevance of the Certificate and/or Diploma)
   2. International experience, i.e.
      1. any working experience outside home country or international organisation in your home country (1 scoring point),
      2. relevant experience in crisis or post-conflict areas or hard ship conditions (3 scoring points)
   3. Further language skills (AU or REC/RM official languages only):
      1. One additional language (1 scoring point)
      2. Two or more additional languages (2 scoring points)

The three additional categories allows the ranking and sequencing of applicantions. The maximum number of scoring points that can be achieved is 7.