**SECTION A: CV / Resumé**

ALL persons applying for the African Standby Capacity (ASC) have to complete this section. For additional information, please see the Annex.

|  |
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| 1. **PERSONAL DETAILS & CONTACT INFORMATION**
 |

|  |  |
| --- | --- |
| Title |       |
| **Last / Family Name** |       |
| **First Name** |       |
| Middle Name |       |
| Maiden Name |       |
| Other Names |       |
|  |
| Sex (✓) | Male | **[ ]**  |  | Female | **[ ]**  |  |
|  |
| Country of Birth: |       |
| Place of Birth: |       |
| Date of Birth: (DD/MM/YYYY) |       |
|  |
| Civil Status | Married | **[ ]**  | Single | **[ ]**  | Other | **[ ]**  |
|  |
| Nationalities | Nationality |       | Type |       |
|  |  |       |  |       |
|  |  |       |  |       |
|  |
| **EMAIL** Address |  | Main (✓) |
|  |       | **[ ]**  |
|  |       | **[ ]**  |
|  |
| **Present Address** |
| Street Address:      | PO Box:      |
| City: | Postal Code (if applicable): |
| Country: |  |
| Telecommunication: | Type | Number (incl. Country Code) |
|  |       |       |
|  |       |       |
|  |
| **Permanent Address** |
| Street Address:      | PO Box:      |
| City: | Postal Code (if applicable): |
| Country: |  |
| Telecommunication: | Type | Number (incl. Country Code) |
|  |       |       |
|  |       |       |
|  |  |  |
|  |
| Are you currently an AUC staff member? | Yes **[ ]**  No **[ ]**  |
|  |
| **How quickly would you be available for deployment in case of a job offer?** |
|  | **(**✓**)** |
| 1-3 weeks | **[ ]**  |
| 4-8 weeks | **[ ]**  |
| More than 2 months | **[ ]**  |
|  |

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| 1. **AREAS OF EXPERTISE**
 |

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| --- |
| Please state and briefly summarize your areas of expertise here (at least three years relevant experience). |
|  |
|                                     |
|  |

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| 1. **LANGUAGE SKILLS**
 |

|  |
| --- |
| Please indicate the grade corresponding to your language proficiency level.1 = basic knowledge; 2 = conversational level; 3 = working proficiency; 4 = mother tongue |
| **LANGUAGE** | Speaking | Reading | Writing |
| English |       |       |       |
| French |       |       |       |
| Arabic |       |       |       |
| Portuguese |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
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| 1. **EDUCATION**
 |

|  |  |
| --- | --- |
| **HIGHEST EDUCATIONAL DEGREE** | (✓) |
|  |
| Please attach documentation of your qualifications stated below to your application form. |
| Doctoral degree | **[ ]**  |
| Master’s Degree (MA, MSc) | **[ ]**  |
| Honor’s Degree | **[ ]**  |
| Bachelor’s Degree | **[ ]**  |
| Diploma | **[ ]**  |
| Certificate | **[ ]**  |
|  |

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| --- |
|  |
| **EDUCATION HISTORY** |
|  |
| Please start with the most recent education and continue in reverse order. |
|  |
| Date from |       |
| Date to |       |
| Name, place and type of institution |       |
| Title of qualification awarded |       |
| Area of study |       |
|  |
| Date from |       |
| Date to |       |
| Name, place and type of institution |       |
| Title of qualification awarded |       |
| Area of study |       |
|  |
| Date from |       |
| Date to |       |
| Name, place and type of institution |       |
| Title of qualification awarded |       |
| Area of study |       |
|  |
| Date from |       |
| Date to |       |
| Name, place and type of institution |       |
| Title of qualification awarded |       |
| Area of study |       |
|  |

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| --- |
| 1. **INTERNATIONAL EXPERIENCE**
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|  |  |
| --- | --- |
| Are you currently employed by an international organization? | Yes **[ ]**  No **[ ]**  |
| Organization |       |
| Duty Station |       |
| From |       |
| Grade |       |
|  |

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| --- |
| **INTERNATIONAL AND/OR FIELD MISSION EXPERIENCE** |
|  |
| **Organization** | Duty Station | From Year | To Year | Grade |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
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| 1. **EMPLOYMENT**
 |

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| --- |
| **EMPLOYMENT HISTORY** |
|  |
| Please start with the most recent employment and continue in reverse order. |
|  |
| Exact title of position held |       |
| Date from |       |
| Date to |       |
| Name & address of employer |       |
| Nature of employer business |       |
| Employer website |       |
| Name & title of supervisor |       |
| Number of people supervised |       |
| Brief description of duties |       |
| Key achievements |       |
|  |
| Exact title of position held |       |
| Date from |       |
| Date to |       |
| Name & address of employer |       |
| Nature of employer business |       |
| Employer website |       |
| Name & title of supervisor |       |
| Number of people supervised |       |
| Brief description of duties |       |
| Key achievements |       |
|  |
| Exact title of position held |       |
| Date from |       |
| Date to |       |
| Name & address of employer |       |
| Nature of employer business |       |
| Employer website |       |
| Name & title of supervisor |       |
| Number of people supervised |       |
| Brief description of duties |       |
| Key achievements |       |
|  |
| Exact title of position held |       |
| Date from |       |
| Date to |       |
| Name & address of employer |       |
| Nature of employer business |       |
| Employer website |       |
| Name & title of supervisor |       |
| Number of people supervised |       |
| Brief description of duties |       |
| Key achievements |       |
|  |

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| --- |
| 1. **IT SKILLS**
 |

|  |  |
| --- | --- |
|  | 1 = basic to 5 = expert **(**✓**)** |
| GIS | 1 **[ ]**  2 **[ ]** 3 **[ ]** 4 **[ ]** 5 **[ ]**  |
| MS Office | 1 **[ ]**  2 **[ ]** 3 **[ ]** 4 **[ ]** 5 **[ ]**  |
| Database | 1 **[ ]**  2 **[ ]** 3 **[ ]** 4 **[ ]** 5 **[ ]**  |
| Internet | 1 **[ ]**  2 **[ ]** 3 **[ ]** 4 **[ ]** 5 **[ ]**  |
| Graphics | 1 **[ ]**  2 **[ ]** 3 **[ ]** 4 **[ ]** 5 **[ ]**  |
| Spreadsheet | 1 **[ ]**  2 **[ ]** 3 **[ ]** 4 **[ ]** 5 **[ ]**  |
| Programming | 1 **[ ]**  2 **[ ]** 3 **[ ]** 4 **[ ]** 5 **[ ]**  |
| Presentation | 1 **[ ]**  2 **[ ]** 3 **[ ]** 4 **[ ]** 5 **[ ]**  |
| Further IT skills:       |
|  |

|  |
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| 1. **DEPENDENTS**
 |

|  |
| --- |
| **Dependents / Family Members** |
| Name | Gender | Relationship |
|  |
|       | Female **[ ]**  Male **[ ]**  |       |
|       | Female **[ ]**  Male **[ ]**  |       |
|       | Female **[ ]**  Male **[ ]**  |       |
|       | Female **[ ]**  Male **[ ]**  |       |
|       | Female **[ ]**  Male **[ ]**  |       |
|       | Female **[ ]**  Male **[ ]**  |       |
|       | Female **[ ]**  Male **[ ]**  |       |
|  |

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| --- |
| 1. **REFERENCES**
 |

|  |
| --- |
| **REFEREE 1** |
|  |
| Last / Family Name:      | First Name:      |
| Sex: | Male **[ ]**  | Female **[ ]**  | Current Position:      |
| Relationship:      |  |
|  |
| Address:      | City:      |
| Country:      |  |
|  |
| Email Address: |       |
| Telecommunication: | Type | Number (incl. Country Code) |
|       |       |
|       |       |
|  |
| **REFEREE 2** |
|  |
| Last / Family Name:      | First Name:      |
| Sex: | Male **[ ]**  | Female **[ ]**  | Current Position:      |
| Relationship:      |  |
|  |
| Address:      | City:      |
| Country:      |  |
|  |
| Email Address: |       |
| Telecommunication: | Type | Number (incl. Country Code) |
|       |       |
|       |       |
|  |

**[ ]**  **I certify that there are no physical or legal obstacles to successfully performing prospective tasks in a peace operation.**

**[ ]  I certify that the statements made by me in my personal profile are true, complete and correct. I also certify that any documents provided in support of my application are authentic and accurate. I understand that any false or misleading statement, or withholding relevant information, may provide grounds for the withdrawal of any offer of appointment or the termination of employment.**

Date Signature

**N**

**SECTION B: Offline Registration Form**

Applicants without reliable internet connection are required to complete **also** this section. Offline applications also must contain a passport copy, as well as relevant education and professional certificates.

For additional information, please see the Annex.

|  |
| --- |
| 1. **USER NAME**
 |
| Please select your preferred user name for the AUdatabase. Please note that the user name is case sensitive. |
|  |
| **User name**:       |
|  |

|  |
| --- |
| 1. **TRAINING**
 |

|  |
| --- |
| **PROFESSIONAL TRAINING & CERTIFICATES** |
|  |
| Date from:      | Date to:      |
| Title:      | Subject:      |
| Organization:      | Location:      |
|  |
| Date from:      | Date to:      |
| Title:      | Subject:      |
| Organization:      | Location:      |
|  |
| Date from:      | Date to:      |
| Title:      | Subject:      |
| Organization:      | Location:      |
|  |
| Date from:      | Date to:      |
| Title:      | Subject:      |
| Organization:      | Location:      |
|  |
| Date from:      | Date to:      |
| Title:      | Subject:      |
| Organization:      | Location:      |
|  |

|  |
| --- |
| 1. **PASSPORT DATA**
 |

|  |  |
| --- | --- |
| Passport number:      | Type:      |
| Date of Issue:      | Date of Expiry:      |
| Issuing authority:      | Location of issuing:      |
|  |

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| --- |
| 1. **RELEVANT REGIONAL AND COUNTRY EXPERIENCE**
 |

|  |
| --- |
| Please indicate the grade corresponding to your type of expertise.1 = knowledge from desktop; 2 = up to 2 month in situation; 3 = up to 6 month in situation; 4 = up to 2 years in situation; 5 = more than 2 years in situation |
| Region | Country | Type of Experience |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|  |

**AINING**

**[ ]  I allow the African Standby Capacity (ASC) to save my data.**

**[ ]  I accept the** [**Terms & Conditions**](https://database.africanstandbycapacity.org/Terms.aspx) **and the Privacy Policy of the African Standby Capacity (ASC). I have saved and/or printed out a copy of the** [**Terms & Conditions**](https://database.africanstandbycapacity.org/Terms.aspx)**.**

Date Signature

**ANNEX**

|  |
| --- |
| **INSTRUCTIONS** |

In order to complete your profile, please upload the following documents in the upload section. You can upload a maximum of 10MB.

**Mandatory** documents:

* **CV / Resumé (i.e. section A of this document)**, possible formats/types: .pdf; .doc; .docx; .odt, maximum 1 document
* **Education / professional certificates**, possible formats/types: .jpg,.gif,.png, maximum 4 documents
* **Scanned copy of passport**, possible formats/types: .jpg; .png; .gif, maximum 1 document

**Optional** documents:

* **Motivation statement**, possible formats/types: .pdf; .doc; .docx; .odt, maximum 1 document
* **Photo**, .jpg; .png; .gif, maximum 1 document
* **Police report**, possible formats/types: .pdf; .doc; .docx; .odt; .jpg; .png; .gif, maximum 1 document
* **Other supporting documents,** possible formats/types: .pdf; .doc; .docx; .odt, maximum 4 documents

If you would like to upload more than one document of the same type in the same category and do not want already existing documents to be overwritten, please lock the already uploaded documents before uploading an additional document in the same category.

If you do not have reliable internet connection and wish to apply offline, please fill in both sections A and B of this document, sign and confirm the declarations and attach the above-mentioned mandatory documents. All these documents should then be sent to your corresponding point of contact (see contact information below).

|  |
| --- |
| **CONTACT INFORMATION** |

Should you have additional questions regarding the ASC database and/or the application procedure for the African Standby Capacity (ASC) or encounter technical problems, please refer to the point of contact of your respective regional organization.

**African Union Commission, Peace and Security Department, Peace Support Operations Division (AU PSOD):**

Postal address: AUC, Peace Support Operations Division, Rostering Officer, Roosevelt Street, Old Airport Area, W21 K19, Addis Ababa, Ethiopia

 Email address: asf.roster@africanstandbycapacity.org

 Fax number: +251 11 551 1093

**African Union Commission, Peace and Security Department, Crisis Management and Post Conflict Reconstruction Division (AU PCRD):**

Postal address: AUC, PCRD Section, Roster Focal Point, Roosevelt Street, Old Airport Area, W21 K19, Addis Ababa, Ethiopia

 Email address: aupcrd.roster@africanstandbycapacity.org

**African Union Commission, Peace and Security Department, Conflict Prevention and Early Warning Division (AU Mediation):**

Postal address: AUC, Mediation Section, Roster Focal Point, Roosevelt Street, Old Airport Area, W21 K19, Addis Ababa, Ethiopia

 Email address: aumediation.roster@africanstandbycapacity.org

**East African Standby Force (EASF):**

Postal address: EASF Secretariat, Training and Rostering Officer, EASF Secretariat, P. O. Box 1444-00502, Karen, Nairobi, Kenya

 Email address: easf.roster@africanstandbycapacity.org

 Fax number: +254 20 388 4696

**Economic Community of Central African States (ECCAS):**

Postal address: ECCAS, Responsable du Vivier des Experts Civils, Haut de Guégué, BP 2112 Libreville, Gabon

 Email address: eccas.roster@africanstandbycapacity.org

 Fax number: +241 01 444 732

**Economic Community Of West African States (ECOWAS):**

Postal address: ECOWAS Commission, Training and Rostering Officer, 101 Yakubu Gowon Crescent, Asokoro District, PMB401, Abuja, Nigeria

 Email address: ecowas.roster@africanstandbycapacity.org

**North African Regional Capability (NARC):**

 Email address: narc.roster@africanstandbycapacity.org

**Southern African Development Community (SADC):**

Postal address: Training and Rostering Officer, SADC House, Plot 54385 CBD Square, P/Bag 0095, Gaborone Botswana

 Email address: sadc.roster@africanstandbycapacity.org

 Fax number: +267 397 2848