



جمهورية مصر العربية

وزارة التعليم العالي

الوزير

السيد الأستاذ الدكتور/ على محمد شمس الدين
رئيس جامعة بنها

تحية طيبة وبعد،،

أتشرف بأن أرفق لسيادتكم الكتاب الوارد من وزارة الدولة للتنمية الإدارية المتضمن قيام وزارة الخارجية بالاعلان عن شغل بعض الوظائف الشاغرة بسكرتارية السوق المشتركة لشرق وجنوب أفريقيا (كوميسا).

وفى ضوء الحرص على التواجد المصري على صعيد التجمعات الافريقية بالشكل المناسب من خلال عناصر منتقاه لشغل الوظائف الشاغرة، ترحو وزارة الدولة للتنمية الادارية التفضل بموافاتها بالترشيحات الخاصة بالوظائف المشار إليها فى موعد غايته يوم الأربعاء الموافق ٢٠١٣/٤/١٠ علماً بأن جميع البيانات والمعلومات الخاصة بالوظائف المذكورة متاحة على الموقع الالكتروني للكميسا

www.comesa.int

برجاء التفضل بالاحاطة والتوجيه باتخاذ ما ترونه لازماً.

وتفضلوا بقبول فائق الاحترام،،،

وزير التعليم العالي

(أ.د/ مصطفى مسعد)

link

البريد لردع

Address: 101 EL-Kasr AL-Eini St, - Cairo
Tel: 27948404 – 27952155
Fax: 27956962
Web Site: www.egy-mhe.gov.eg

101 شارع القصر العيني - القاهرة
ت: ٢٧٩٥٢١٥٥ – ٢٧٩٤٨٤٠٤
فاكس: ٢٧٩٥٦٩٦٢
E-mail: mohe.info@gmail.com



جمهورية مصر العربية
وزارة الدولة للتنمية الإدارية

السيد الأستاذ المشرف على مكتب وزير التعليم العالي

تحية طيبة وبعد،،،

بالإشارة إلي كتابي وزارة الخارجية، الوزير المفوض/ دينا الصيحي، مدير شئون الشرق والجنوب الإفريقي، رقم 315 بتاريخ 2013/3/21 ورقم 323 بتاريخ 2013/3/24 بشأن الإعلان عن 3 وظائف شاغرة في سكرتارية الكوميسا، علي النحو التالي:

1. مدير إدارة قضايا النوع والشئون الاجتماعية (P5) Director Gender and Social Affairs
2. مدير إدارة البنية التحتية (P5) Director Infrastructure
3. مراجع ترجمة - لغة عربية (P4) Arabic Reviser

وفي ضوء حرص وزارة الدولة للتنمية الإدارية علي التواجد المصري علي صعيد التجمعات الأفريقية بالشكل المناسب من خلال انتقاء أفضل العناصر المتقدمة لشغل الوظائف الشاغرة المشار إليها، نغدو شاكرين لسيادتكم التفضل بالتوجيه باتخاذ ما ترونه مناسباً نحو موافاتنا بطلبات ترشيح وزارتكم الموقرة لشغل الوظائف الشاغرة ذات الصلة باختصاصات وزارتكم في موعد أقصاه الأربعاء 10 أبريل 2013، أخذاً في الاعتبار بأن لن يتم استقبال أية ترشيحات ترد إلينا بعد الموعد المحدد.

وفي هذا الإطار، نرفق لسيادتكم نماذج طلبات التقدم، التوصيف الوظيفي، الشروط الواجب توافرها في المرشحين لشغل كل وظيفة من الوظائف الشاغرة وقائمة المستندات المطلوبة، علماً بأن جميع البيانات والمعلومات ذات الصلة بالوظائف الشاغرة متاحة علي الموقع الإلكتروني للكوميسا، وهو كالتالي: www.comesa.int

وتفضلوا بقبول وافر التقدير والاحترام،،،

مستشار ب
المشرف علي الإدارة العامة للجبان
والمجالس النيابية

عبدالله محمد عبد العزيز
(عديلة محمد عبد العزيز)

خالد النعم

رؤساء الجامعات

سيد هبة
شكر فتيحة

2013/4/10

COMMON MARKET FOR EASTERN AND
SOUTHERN AFRICA

MARCHE COMMUN DE
L'AFRIQUE ORIENTALE
ET AUSTRALE



السوق المشتركة للشرق
والجنوب

Tel: (255-211) 229725/32
Fax: (255-211) 228107
Email: secg@comesa.int
Web: <http://www.comesa.int>

COMESA Centre
Ban Bella Road
P.O. Box 30051
LUSAKA 10701
Zambia

OFFICE OF THE ASSISTANT SECRETARY GENERAL

Date: 18th March 2013

Ref: CS/AQM/PU/18/03/MES

His Excellency Salah El-Sadek
Ambassador & Permanent Representative to COMESA
Embassy of the Arab Republic of Egypt
P.O. Box 32428
LUSAKA
Fax: +260(211) 254149

Your Excellency

RECRUITMENT FOR ONE (1) PROFESSIONAL POST

I have the honour to inform you that the following Professional post is vacant at the Secretariat and is therefore available to be filled in the course of this year 2013:

Arabic Reviewer - P4

The intent for the advert for the post is attached hereto as an annex. Please note that COMESA is an equal opportunities employer and you are kindly requested to encourage female candidates to apply.

Pursuant to Rule 20 (2) of the COMESA Staff Rules and Regulations and Council's decision in March 2003 "Member States shall advertise the vacancies in their local newspapers through the public service system and bear the cost of advertisement of the posts in their countries..

Further, Council, at their Twenty Third meeting in Nairobi in May 2007, decided that Member States should take the responsibility of ensuring that all approved posts are advertised extensively in their local media and that applications received are screened and short-listed on the basis of the established criteria for the advertised vacant professional posts.

Attached also you will find COMESA Application Form for Employment which should be filled by those who wish to apply for the above mentioned post.

وارد سكرتريهاتكم رقم 31172 بتاريخ 18/3/2013 - ملحق رقم 1 من 1

COMMON MARKET

MARCHÉ COMMUN



المسوق المشتركة للشرق
والجنوب الأفريقي

- 2 -

The recruitment process for the above post will be as follows:

| | ACTION | DATE |
|---|--|------------------------------|
| 1 | Vacancy advertise on COMESA website | 18 th March, 2013 |
| 2 | Closing date and Member States submit a maximum of five names of candidates. | 24 th April, 2013 |
| 3 | Short-listing by Selection Panel | 02 nd May, 2013 |
| 4 | Candidates invited for interviews | 25 th May, 2013 |
| 5 | Interview at COMESA Secretariat, Lusaka, Zambia | 30 th May, 2013 |

Please note that the closing date for the submission of short-listed candidates by member States to the Secretariat is **Wednesday, 24th April, 2013** and you are requested to forward the following to COMESA Secretariat by the closing date.

- (a) The names of only five nationally short listed candidates for the post. The candidates should meet the minimum educational qualifications and the minimum years of experience required by the post as outlined in the job description.
- (b) The applications of the short-listed candidates, accompanied by certified copies of their educational testimonials and the duly completed application forms; and
- (c) Transcripts for short-listed candidates, showing the courses and grades attained at both under-graduate and graduate level.

Please confirm receipt of this communication at your earliest convenience to the Director of Administration. Fax: 260 21 1 225849/225107 or Email: procurement@comesa.int

Please accept, Your Excellency, the assurances of my highest consideration.

Ambassador Nagla El-Hussainy
 ASSISTANT SECRETARY GENERAL
 (ADMINISTRATION & FINANCE)

Encls.

وارد سيرة ذاتية رقم 173 بتاريخ 17/7/2013 - ملحق رقم 2 من 1

COMMON MARKET FOR EASTERN AND
SOUTHERN AFRICA



MARCHE COMMUN DE
L'AFRIQUE DE L'EST ET
AUSTRAL

Tel: (260 - 211) 225728/29
Fax: (260 - 211) 225107
Email: secgen@comesa.int
Web: <http://www.comesa.int>

COMESA Centre
Ben Bella Road
P O Box 30061
LUSAKA 10101
Zambia

OFFICE OF THE SECRETARY GENERAL

15th March, 2012

Ref: CS/ADM/15 03/MEG

VACANCY ANNOUNCEMENT

INTRODUCTION AND BACKGROUND

The Common Market for Eastern and Southern Africa (COMESA) is a regional grouping of 19 African States which have agreed to promote regional integration through trade development, investment promotion and transport facilitation. More information can be obtained from the COMESA website www.comesa.int. Applications are invited from suitably qualified and experienced professionals for the following post:

1. Post

| | |
|-------------------|---------------------------|
| Job Title | Arabic Reviser |
| Grade | P4 |
| Division | Administration |
| Duty Station | Lusaka |
| Commencement Date | June/July, 2013 |
| Report To | Chief Conference Services |

2. Purpose of the Job

Ensuring the smooth runnings of Arabic unite and meetings through the provision of effective translation, interpretation and documentation services

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Key Tasks:

Under the direct guidance of the Director of Administration and direct supervision of the Chief of Conference Services, the Arabic Reviser shall perform the following functions:

- (a) Revising text and translations in Arabic;
- (b) Overseeing, guiding and coordinating the work of both in-house and freelance translators;
- (c) Ensuring that Arabic documents for all COMESA meetings are prepared and dispatched in good time;
- (d) Undertaking linguistic and terminological research;
- (e) Developing innovative procedures and ensuring utilization of new computer technology applied to translation (not translation soft ware) as well as validating all outgoing Arabic documents to ensure quality and COMESA style for all outsourced translation;
- (f) Translating documents from English to Arabic and from Arabic to English; and
- (g) Any other related duties that may be assigned to you by the Chief of Conference Services or the Director of Administration from time to time.

3. Education:

Candidates must be in possession of a Bachelor's degree in linguistics or related field. A Masters degree/post graduate degree in the relevant field shall be an added advantage.

4. Experience:

A minimum of ten (10) years of progressively responsible post qualification experience in interpretation and translation.

5. Other relevant skills:

- He/she should have demonstrable leadership abilities and professionalism;
- Concentration, accuracy, and working under minimum supervision. It also requires respect for confidentiality and good public relations;
- Excellent interpersonal skills and ability to organize and work under pressure in a multi-cultural environment;
- Good communication and planning skills;
- Excellent knowledge of international organizations;
- Computer literacy.

- Director of Administration
COMESA Centre
Ben Bella Road
P.O. Box 30051
10101 Lusaka
Email: procurement@comesa.int

وزارة سبائك النحاس رقم ٣١٩٧٤ بتاريخ ٢٠/٣/٢٠١٤ ، صفحة رقم ١ من ١٤



Application Form

Ref: CS-AF

Please answer each question clearly and completely. TYPE OR PRINT LEGIBLY. Read carefully and follow all directions. Use (4) for any dating boxes.

1. POST APPLIED FOR:

2. DATE OF ADVERTISEMENT:

3. PERSONAL HISTORY

| |
|------------------------------|
| Family Name: |
| First Name: |
| Maiden Name (if applicable): |
| Date of birth: |
| Place of birth: |
| Maternity at birth: |
| Present Nationality: |
| Country: |
| Permanent address: |
| Present address: |
| Office phone number: |
| Office fax number: |
| Residence phone number: |
| Home address: |

4. Do you have any dependent children?

Yes ☐

No ☐

If your answer is "yes", give the following information:
(Note: You are allowed to enter data up to a maximum of 4 dependent children)

| Name of children | Date of birth (day/month/year) | Place of birth | Nationality | Gender |
|------------------|-----------------------------------|----------------|-------------|--------|
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| Issue/Revision No. | 01/00 | Prepared by | | Page |
| CSAF | 26-Mar-03 | Approved by | | 1 of 8 |

وزارة الشؤون الاجتماعية والعمل - 11/17/2003 - صفحة رقم 7 من 11


CSAF

CSAF

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CSAF - 11/17/2003 - 11/17/2003 - 11/17/2003

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|  | <h2 style="margin: 0;">Application Form</h2> | <h2 style="margin: 0;">Ref: CS-AF</h2> |
|---|--|--|

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A. QUALIFICATIONS:

EDUCATION. Give full details. **N.B.** Please give exact titles of degrees in original language. Please do not translate or equate to other degrees.

| A. UNIVERSITY OR EQUIVALENT | | | |
|-----------------------------|--------------------------------|---|----------------------|
| Name, Place and Country | Attended from to Month/Year | Post/Degrees, Degrees and Academic Distinctions Obtained | Main course of study |
| | | | |
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| B. SCHOOLS OR OTHER NORMAL TRAINING | | |
|-------------------------------------|--------------------------------|-----------------------|
| Name, Place and Country | Attended from to Month/Year | Certificates Obtained |
| | | |
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| | | |
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6. List any significant publications or papers you have written and which might be of relevance to the post being applied for.

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|-----------------------|-----------|-------------|--|----------------|
| Name/Registration No. | 01/00 | Prepared by | | Page 2 of 8 |
| Date | 26-Mar-03 | Approved by | | |

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|---|-------------------------|-------------------|
|  | Application Form | Ref: CS-AF |
|---|-------------------------|-------------------|

EMPLOYMENT RECORD

Please fill in details of your employment record below in chronological order, starting with your current or latest position first. Use a separate block for each post.

A. Present Post (Last Post, if not presently in employment)

| Post | Name Of Employer | From Month/Year | To Month/Year |
|------|------------------|-----------------|---------------|
| | | | |

Address Of Employer:

Type Of Organization

No. Of Superiors To Whom You Report:

No. And Categories Of Employees Supervised By You:


Description Of Duties

Any Job Problems:

How You Are Handling These:

| | | | | |
|-------------------|-----------|-------------|--|-------------|
| Form/Revision No. | 01/00 | Prepared by | | Page 3 of 8 |
| Date | 26-Mar-03 | Approved by | | |

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|---|-------------------------|-------------------|
|  | Application Form | Ref: CS-AF |
|---|-------------------------|-------------------|

B. Previous Post

| Exact Title Of Post | Name Of Employer | From Month/Year | To Month/Year |
|---------------------|------------------|-----------------|---------------|
| | | | |

Address Of Employer:

Type Of Organisation: Name Of Supervisor:

No And Kind Of Employees Supervised By You:

Salary Obtained:

Reason Of Leaving:

Description Of Duties:

C. Previous Post

| Exact Title Of Post | Name Of Employer | From Month/Year | To Month/Year |
|---------------------|------------------|-----------------|---------------|
| | | | |

Address Of Employer:

Type Of Organisation: Name Of Supervisor:

No And Kind Of Employees Supervised By You:

Reason Of Leaving:

Description Of Duties:

| | | | | |
|--------------------|-----------|-------------|--|-------------|
| Issue/Revision No. | 01/02 | Prepared by | | Page 4 of 8 |
| Date | 26-Mar-03 | Approved by | | |

COMMON MARKET FOR EASTERN AND SOUTHERN AFRICA

MARCHE COMMUN DE
L'AFRIQUE DE L'EST ET
AUSTRAL
Tel : +200 211 22 5726/32
Web : <http://www.comesa.int>



المركز المشترك للشرق والجنوب
الافريقي

OFFICE OF THE SECRETARY GENERAL

Ref.: CS/HR/14/03/2013/me

Date: 19th March 2013

His Excellency Salah El-Sadek
Ambassador & Permanent Representative to COMESA
Embassy of the Arab Republic of Egypt
P.O. Box 32423
LUSAKA
Fax: +260 (211) 254149
Email: embassy.lusaka@mfa.gov.eg

Your Excellency,

RECRUITMENT FOR TWO (2) PROFESSIONAL POSTS

I wish to inform you that the Professional posts listed below have/will fall vacant at COMESA Secretariat and therefore available to be filled. The post of Director Infrastructure had been advertised previously but is being re-advertised as no suitable candidate was found.

The posts to be filled are as follows:

| S/N | NAME OF VACANT POST | GRADE | NO. OF POSTS |
|-----|------------------------------------|-------|--------------|
| 1. | Director Gender and Social Affairs | P5 | 1 |
| 2. | Director Infrastructure | P5 | 1 |

The tenders for the adverts for the posts are attached hereto as Annexes. Please note that COMESA Secretariat is an equal opportunities employer and you are kindly requested to encourage female candidates to apply.

Pursuant to Rule 20 of the COMESA Secretariat Staff Rules and Regulations and Council's decision in March 2003, "Member States shall advertise the vacancies in their local newspapers through the Public Service System and bear the cost of advertisement of the posts in their countries".

Further, Council, at their Twenty Third meeting in Nairobi in May 2007, decided that Member States should take the responsibility of ensuring that all approved posts are

The Secretariat will also place the adverts on its website although applications will still be required to be submitted through the Coordinating Ministries of our member States. The adverts should indicate that applications submitted directly to the Secretariat will not be considered and that only short-listed candidates by the Secretariat will be contacted.

The recruitment process for the above post will be as follows:

| | ACTION | DATE |
|----|--|------------------|
| 1. | Member States informed by Secretariat of the vacancies and invited to advertise | 19th March, 2013 |
| 2. | Member States advertise the posts in their local media | 8th April, 2013 |
| 3. | Member States submit a maximum of five names of candidates for each post to the Secretariat. | 3rd May, 2013 |
| 4. | Short-listing by Selection Panel or Professional Recruitment firm | 10th June, 2013 |
| 5. | Candidates invited for interviews | 17th June, 2013 |
| 6. | Interview at COMESA Secretariat, Lusaka, Zambia | 8th July, 2013 |

(a) The names of only five nationally short listed candidates for the post. The candidates should meet the minimum educational qualifications and the minimum years of experience required by the post as outlined in the job description.

(b) The applications of the short-listed candidates, accompanied by certified copies of their educational testimonials and the duly completed application forms; and

(c) Transcripts for short-listed candidates, showing the courses and grades attained at both under-graduate and graduate level.

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Please accept, Your Excellency, assurances of my highest consideration.

Encls.

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Ref: DS/HR/14/23/2013/mh

**COMMON MARKET FOR EASTERN AND SOUTHERN AFRICA
(COMESA) SECRETARIAT**



**CALL FOR APPLICATIONS FOR (TWO) PROFESSIONAL POSTS AT
COMESA SECRETARIAT**

The Common Market for Eastern and Southern Africa (COMESA) is a regional grouping of 19 African States which have agreed to promote regional integration through trade development and transport facilitation. More information can be obtained from the COMESA website www.comesa.int. Applications are invited from suitably qualified and experienced professionals for the following posts:

| S/N | NAME OF VACANT POST | GRADE | NO. OF POSTS |
|-----|---------------------------------------|-------|--------------|
| 1. | Director of Gender and Social Affairs | P5 | 1 |
| 2. | Director Infrastructure | P5 | 1 |

Below are the requirements of the posts (job descriptions and job specifications):

1. JOB DESCRIPTION FOR POST ONE:

Job Title: Director Gender and Social Affairs
Grade: P5
Division: Gender
Duty Station: Lusaka
Commencement Date: October /November 2013
Reports to: Assistant Secretary General (Programmes)

Purpose of the job

- a) The Director will be responsible for providing leadership, direction and ultimately oversee the implementation of the Gender Policy in the Member States and at the Secretariat. Specifically, the Director will be the focal point of the Division, responsible for overseeing the gender mainstreaming within the Secretariat and the COMESA Programmes. S/he will also be responsible for overseeing the Social and Cultural Affairs

- b) In addition, the Director will promote partnerships with the Private Sector, Civil Society, International and regional institutions and other stakeholders for effective implementation of the Gender Policy. Furthermore, the Director will be responsible for supervising the officers in the Division, ensuring that targets and objectives are met.

Key Tasks

- Lead, organize, plan, supervise and monitor the work of staff in the Gender Division ensuring that staff contribute effectively and efficiently and taking appropriate action where they do not perform.
- Review policies, programmes and activities of Directorates and Units with a view to integrate gender.
- Develop and provide training programme on gender mainstreaming and on going support to Directorate, Units and Member States.
- Develop and distribute the Gender Mainstreaming Toolkit to the Directorates, Units, Member States and other key stakeholders.
- Facilitate and promote partnerships with private sector, cooperating partners and Member States and mobilise resources for various projects.
- In collaboration with the Entrepreneurship Development Expert, formulate and submit project proposals and negotiate for funding.
- Monitor the projects implemented by women's associations under the auspices of COMESA.
- Play a strong advocacy role and disseminate information on gender programmes through publications and press releases. Ensure the Gender website is updated and coordinate the publication of newsletter on key developments in the region every quarter.
- Ensure representation at donor meetings and at international and regional forums.
- Develop strong relations with gender focal points within the Member States and various stakeholders.

Minimum Education Qualification

A minimum of a Masters Degree in the Social Sciences (with a specialisation in Gender and Development)

Professional Experience

A minimum of 10 – 15 years experience in gender, policy, strategy and development.

Purpose of the job

Purpose of the job

Create an enabling environment for the free flow of goods and services and for the movement of people in the Common Market.

Key Tasks Plan and formulate policies and plans for infrastructure development.

- a) Design and formulate policies and plans for infrastructure development.
- b) Set targets, standards and measurement instruments for infrastructure development plans.
- c) Undertake the day to day co-ordination and implementation of the agreed and set plans.
- d) Initiate and coordinate infrastructure programmes with member States.
- e) Act as secretary to all meetings concerning infrastructural development. Initiate, prepare and co-ordinate the preparation of projects for donor funding. Prepare budget and work programme for the division.
- f) Training of all divisional staff in liaison with the Director of Administration.
- g) Conduct appraisal of staff within the Division.
- h) Any other related duties that may be assigned from time to time.

A minimum of a Post graduate degree in Economics or Engineering

A minimum of a Post graduate degree in Economics or Engineering

Professional Experience
A minimum of 10 – 15 years experience in the management of infrastructure and special strengths in at least one infrastructural field e.g. Transport, Telecommunications and/or Utility economics models.

Professional Experience
A minimum of 10 – 15 years experience in the management of infrastructure and special strengths in at least one infrastructural field e.g. Transport, Telecommunications and/or Utility economics models.

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WORKING LANGUAGE REQUIREMENT FOR THE TWO POSTS

Must be fluent in English and/or French and/or Arabic (speaking and writing). A combination of any two or all of these languages will be an added advantage.

ELIGIBILITY FOR APPLICATION

Applicants must be citizens of a COMESA Member country.

Please note that if you had applied for the post of Director Infrastructure, you do not need to apply again.


FINAL DATE FOR RECEIPT OF APPLICATIONS

Applications MUST be submitted through the Coordinating Ministries of the respective member States on the prescribed COMESA APPLICATION FORM which can be accessed at the following COMESA website: <http://www.comesa.int/Opportunities>. COMESA Job Application Format. Applications submitted directly to the Secretariat will not be considered and only short-listed candidates will be contacted.

Accordingly, short-listed candidates by the Coordinating Ministries should reach the address below by Friday, 3rd May, 2013:

The Director of Administration
Common Market for Eastern and Southern Africa
COMESA Centre,
Ben Bella Road,
P.O Box 30051,
LUSAKA
Zambia
Email: recruitment@comesa.int

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| | | |
|---|---------------------------|-------------------|
|  | <h2>Application Form</h2> | <p>Ref: CS-AF</p> |
|---|---------------------------|-------------------|

Please answer each question clearly and completely. TYPE OR PRINT LEGIBLY. Read carefully and follow all directions. Use (v) for any dialog boxes.

1. POST APPLIED FOR:
2. DATE OF ADVERTISEMENT:
3. PERSONAL HISTORY

| | |
|------------------------------|--|
| Family Name: | |
| First Names: | |
| Maiden Name (if applicable): | |
| Date of birth: | |
| Place of birth: | |
| Nationality at birth: | |
| Present Nationality: | |
| Sex: | |
| Permanent address: | |
| Present address: | |
| Office phone number: | |
| Office fax number: | |
| Residence phone number: | |
| E-mail address: | |

4. Do you have any dependent children?

Yes ☐ No ☐


If your answer is "Yes", give the following information:
(Note: You are allowed to input data up for a maximum of 4 dependent children)

| Name of children | DATE OF BIRTH (day/month/year) | Place of Birth | Nationality | Gender |
|------------------|-----------------------------------|----------------|-------------|--------|
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| Issue/Revision No. | 01/00 | Prepared by | | Page |
| Date | 25-Mar-03 | Approved by | | 1 of 7 |

اسم خان مکاتبت

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|  | <h2 style="margin: 0;">Application Form</h2> | <h2 style="margin: 0;">Ref: US-AP</h2> |
|---|--|--|

5. QUALIFICATIONS:


EDUCATION: Give full details. N.B Please give exact titles of degrees in original language. Please do not translate or equate to other degrees.

| A. UNIVERSITY OR EQUIVALENT | | | |
|-----------------------------|--------------------------------|---|----------------------|
| Name, Place and Country | Attended from/to Month/Year | First Degree, Degree and academic Distinctions Obtained | Main course of study |
| | | | |
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| | | | |
| | | | |

| B. SCHOOLS OR OTHER FORM OF TRAINING | | |
|--------------------------------------|--------------------------------|-----------------------|
| Name, Place and Country | Attended from/to Month/Year | Certificates Obtained |
| | | |
| | | |
| | | |
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| | | |
| | | |
| | | |

6. List any significant publications or papers you have written and which might be of relevance to the post being applied for.
- _____
- _____
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7. EMPLOYMENT RECORD

Please fill in details of your employment record below in chronological order, starting with your current or latest position first. Use a separate block for each post.

A. Present Post (Last Post, if not presently in employment)

| Exact Title Of Post | Name Of Employer | From Month/Year | To Month/Year |
|--|------------------|-----------------|---------------|
| | | | |
| Address Of Employer: | | | |
| Type Of Organisation | | | |
| No. Of Superiors To Whom You Report: | | | |
| No. And Categories Of Employees Supervised By You: | | | |
| Description Of Duties | | | |
| Any Job Problems: | | | |
| How You Are Handling Them: | | | |

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10. When you look over your career, of the organizations you have so far worked for, which did you enjoy the most and why?


11. What are your major skills and behavioural characteristics that can be assets to the post you have applied for?

What have you achieved in your career that demonstrates your interest in the field of research?

What are your expectations from the post you have applied for?

دارد سیدالکاسم رقم ۱۳۰۲۷۴۸۵ تاریخ ۲۰۱۳/۳/۲۲ - صفحه رقم ۱ ص ۱۶

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14. REFEREES

List the name of the three persons, not related to you and are not under current COMESA staff members, who are familiar with your character and qualifications

| FULL NAME | FULL ADDRESS | BUSINESS OCCUPATION | PHONE NUMBER |
|-----------|--------------|---------------------|--------------|
| | | | |
| | | | |
| | | | |

15. Any other comment you would like to add:

I, Mr/Mrs certify that the statements made by me to answer the foregoing questions are true and complete to the best of my belief. I understand that any misrepresentation or material omission made on this form may render my application to termination.

Date: _____

Signature: _____

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