

**JOB APPLICATION FORM**  
**(Project Manager – GoMP – UNDP Project – ‘Strengthening  
 Madhya Pradesh Climate Change Cell’)**



*Use a black pen for hand-written forms*

**SL. NO.:**

**Name:**

**Address:** • Home:

- Tel:
- STD Code:
- Mobile:
- Email:

Date of Birth: \_\_\_\_ (Day) \_\_\_\_ (Month) \_\_\_\_ (Year)

Marital Status: • Married • Single

*(Please attach  
 passport-sized  
 photograph in this  
 space)*

**Education History:**

	<u>Institution &amp; University Names</u>	<u>Specialization/ Degree/ Diploma</u>	<u>Dates</u>	<u>Division</u>
School:				
Pre University:				
Graduation:				
Professional Qualifications:				
– Post Graduate				
– Other				

**Employment History:** Please provide details of **all** positions held - starting with your present employment and going back to the first - in the space below:

<u>Organization</u>	<u>Designation</u>	<u>Key Responsibilities</u>	<u>Dates</u>
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**Current Employment:**

**Name & Address of the Organization**

**Designation and Job Description:**

**Reporting Relationships:**

- Upward

- Downward

**Gross Salary & Allowances (Cost to Organization)**

**Computer Literacy:** Please provide brief details of computer skills, or information in support of your ability to work with computers, in the space below:

Package/ Application

Details of Exposure and Assessed Proficiency

**Medical History:** Please give details of major health disabilities (covering congenital disorders, physical or mental disabilities of any sort, cardiac or pulmonary disorders, etc.

**Madhya Pradesh Policies Procedures:** Please provide brief details of familiarity with Government of Madhya Pradesh policies, procedures, regulations, etc. with respect to development and Climate Change

**Relocation to vacancy station; Joining Time:** Please confirm your ability to relocate/ be based in Bhopal and join within one month of selection. In case of any constraint - please elaborate in the space provided:

**Language Proficiency:** Please confirm oral and written proficiency in languages known to you. Your assessment shall be tested at a later stage):

Language	Ability to Converse			Ability to Read			Ability to Write		
	Poor	Fair	Good	Poor	Fair	Good	Poor	Fair	Good
English									
Hindi									

<b><u>Job Component</u></b>	<b><u>Organization (Please also provide brief detail of exposure/ responsibilities handled)</u></b>
Coordination of project implementation activities achieving targets and Formulation of Annual Plans	
Exposure to field-based interventions in the area Climate Change	
Design and monitoring of implementation of intervention plans, including submission of written reports on progress	
Financial management and conduction of audits	
Identification, capacity building and close collaboration with project partners/ counterparts	
Trouble-shooting/ resolution of problems of project staff and partners	
Familiarity with on-going community and village-level development schemes at MP	
Knowledge and understanding of GoMP procedures and practices	
Networking with government counterparts and NGOs/ donors:	
Training and capacity building:	
Managing a multi-disciplinary team of subordinates:	
Other:	

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**Understanding of Job; Skills, Interests and Experience of Relevance to your Application:** Please read the **Job Description** given in the TOR and use this page to describe what you understand to be the key responsibilities of the **Project Manager**. Considering the same, please highlight your qualifications, skills, attributes and past experience to demonstrate suitability for the position.

**Referees:** Two persons to whom you have reported professionally in the recent past whom we can immediately approach for a reference:

	<u>Referee 1</u>	<u>Referee 2</u>
<b>Name:</b>		
<b>Address:</b>		
<b>Telephone Number:</b>		
<b>Organization:</b>		
<b>Designation:</b>		
<b>Your Professional Relationship with the Referee:</b>		

**Additional Space:** Please use the space below to elaborate on answers for which you found the form allowed too little space.