

GUIDANCE FOR DRAFTING YOUR CV / Q & A SECTION

Please complete each section clearly and completely.

1. How to complete the “General info section” of my CV?

- Don't forget to mention your: family name, middle name (if applicable) and first name, Nationality(ies), Telephone Number, and e-mail.
- Considering that vacancies are based in Mozambique, please indicate if you require a working permit.
- Give an overview of your person, in general. A summary of your educational qualifications, personal statement (how do you identify yourself as a professional), skills, what motivates you, what areas you would like to work in, what added value you would bring to the Organization.
- If you occupied in the past or are currently in a managerial position, indicate the number of staff supervised and the main role.

How to complete the “Experiences section” of my CV?

- Starting with your current position, list in reverse order all the positions you've held, and respective timelines. Use a separate block for each position. Describe your relevant duties and achievements in each position held.
- For the managerial positions you occupied, indicate the number of staff directly supervised by you (and staff reporting to your direct subordinates) and total staff under your responsibility/Department.
- Indicate for each position of responsibility held the budget managed, when applicable. If the position is budget management related, e.g. Finance, Grants, Director of Operations, Country Director, etc., always indicate the budget managed.
- Indicate the number of staff at each institution where you held these positions.
- For positions held in international donor-funded projects, indicate the donors and the budget allocated by each versus the lifetime of the funded projects.

How to complete the “Education section” of my CV?

- Please give exact titles of degrees in the original language. Please do not translate or equate to other degrees.
- Indicate: University, country, and years from mm/YYYY to mm/YYYY
- Indicate the level of your degrees (e.g.: BA, MA etc).
- Include all the relevant training and short-term courses that you have done, where, and when.

- Indicate all the certifications you might have, especially the internationals, e.g. ACCA, DELL EMC, SHRM-CP, PMP, FIDIC etc.

How to complete Competencies and interpersonal skills?

- Indicate separately the different competencies you might have (communication, interpersonal skills, managerial skills, social skills, professional competencies, personal skills, etc.).

How to complete the “Language section” of my CV?

- Please indicate the languages spoken, written, and read, and the level of proficiency (beginner, intermediate, fluent) - Displaying it on a table makes it more readable.

How to provide reference-checking contacts?

- Indicate the name of the person;
- Indicate the name of the Organization/Company;
- Indicate the position held by the reference contact;
- Indicate the relationship between you and the reference contact;
- Provide email and phone details.

In case of any questions, please send an e-mail to mozambique@developmentaid.org