PLANNED PARENTHOOD FEDERATION OF NIGERIA

Applicants’ Form 2

SUMMARY OF RESUME IN RESPECT OF APPLICATION FOR THE POST OF: **ADMINISTRATION OFFICER**

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| **NAME** | **Age/****Gender** | **Requisite Qualification****(as advertised)** | **Summary of Qualifications Obtained** **by applicant (with dates)** | **Summary of Applicant’s Work Experience (with dates)** |
|   | e.g.35/ Male | * B.Sc/HND Business/Public Administration/Management
* 5 years relevant work experience especially in a Non-Governmental Organisation
* Computer literacy skills (Microsoft Packages) including MS Word, Excel, etc.
* Proven analytical mind, nose for details.
* Good oral and written communication skills
* Positive towards issues of development in general and reproductive health in particular
* Working experience in NGO especially those involved in SRH
* Ability to work under pressure.
* Team playing skills.
* Master degree in Business Administration is desirable and of advantage.
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**(please expand this form as may be required)**