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. |  |  |

**(please expand this form as may be required)**