

Notice of Vacancy No.  
[01/2022]  
Appendix 6

## Guidelines for a Successful Application

**Dear candidate,**

We thank you for your interest in EMGF and for applying for **[Business Support Department Head position]** within EMGF Secretariat. Kindly note that a complete application shall comprise of:

1. **Nomination Letter:** signed by the Executive Board Member of your country.
2. **Application Form:** provide complete and accurate details, this information will be used for pre-screening and it serves as the basis for evaluating your eligibility and suitability for a job opening.
  - ✓ Personal details (name, date of birth, nationality, marital status).
  - ✓ Contact details (telephone and e-mail address, ensure you include alternate contact details if available (i.e. second phone number/e-mail address to ensure that we can reach you).
  - ✓ Education and skills information: specify if you are holding the required degree as per the job requirement
  - ✓ Add your other relevant professional qualifications and trainings, make sure to include such trainings as it might be required or relevant for the position that you are applying.
  - ✓ Language and PC skills: provide complete and clear information versus the minimum requirements for the position you are applying.
  - ✓ Employment information: list your jobs in reverse chronological order describing briefly the main responsibilities and achievements of current and previous roles relating to the skills required for the advertised job. Employment dates are very important, as your professional experience will be assessed versus minimum requirements of a number of years of experience in total / in related field as per position's requirements.
  - ✓ References: list three persons, not related to you, who are familiar with your character and qualifications. DO NOT repeat the names of supervisors listed in the employment record.
  - ✓ Motivation letter: briefly introduce yourself describing your experience, qualifications, and competencies matching the position you are applying.
3. **Support documents:**
  - ✓ Education degree copies with its transcripts (as indicated in the Application Form);
  - ✓ Work Experience Certificates (covering the years of work experience as indicated in the Application Form or at least the minimum number of years of experience as per the position requirements (Appendix 3).
  - ✓ Education degrees copies and work Experience Certificates has to be submitted in English language or accredited translation.

Appointment at the EMGF Secretariat is subject to verification of academic qualifications and employment; **applications shall not be accepted if the above-mentioned documents are not submitted in full.**

**We wish you the best of luck in pursuing your career goals,**

**EMGF Secretariat**