PLANNED PARENTHOOD FEDERATION OF NIGERIA

Applicants’ Form 2

SUMMARY OF RESUME IN RESPECT OF APPLICATION FOR THE POST OF: **FINANCE 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 39/ Female | * B.Sc. or H.N.D or its equivalent in Accounting. * Five (5) years’ work experience and especially in an NGO. * Computer literacy, including MS Excel, Dac Easy and Peach tree accounting package and word processing. * Proven sound numeric ability, analytical mind, nose for details. * Good oral and written communication skills. * Positive towards issues of development in general and reproductive health in particular. * Higher Certificate of great advantage. * Certificate in Family Planning * Five (5) years of relevant work experience as a trained service provider in SRH/FP * Excellent contextual, analytical, writing and oral communication skills * Team leadership and team play qualities/experience * Familiarity with the WHO eligibility criteria for contraceptives use * Computer literacy skills * Sensitive and caring but firm in dealing with clients |  |  |

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