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