

**Application Form**

**Coordination Officer,**

**CEFTA Secretariat**

## Applicant Information

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname** |  | **First Name** |  |
| **Contact details** |  | **E-mail** |  |
| **Phone number** |  | **Address** |  |

## Academic Qualifications / Certificates

|  |  |  |  |
| --- | --- | --- | --- |
| **University** | **Qualification Awarded** | **Year**  **Awarded** | **Subjects Studied** |
|  |  |  |  |
|  |  |  |  |

*Please add additional rows, if necessary*

## Employment History

*Please start with current or most recent employment*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Employer** | **Position Held** | **Duties Performed** | **Duration**  (Years & Months) | **Dates Employed** | |
| From | To |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

*Please add additional rows, if necessary*

**In total, how many years of professional experience do you have?**

Years of experience[[1]](#footnote-1):

## Language Skills

|  |  |
| --- | --- |
| Mother Tongue(s) |  |

*Please refer to the Common European Framework of Reference for Languages –* [*link*](https://europa.eu/europass/en/common-european-framework-reference-language-skills)

*(A1/A2 – Basic user; B1/B2 Independent user; C1/C2 – Proficient user)*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Understanding | Speaking | Writing |
| **English** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Other Languages | Understanding | Speaking | Writing |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*Please add additional rows, if necessary*

## Experience, Technical Skills, and Knowledge

1. Do you have at least **5 years of progressively responsible experience** in one or more of the following areas: organisation of high-level regional meetings and conferences, coordination of events and processes related to regional cooperation and EU integration, development and implementation of communication strategies, or management of digital and social media outreach?

Yes  No

*If Yes:*

* What is the total duration of your relevant experience (please add the duration of all relevant experience or positions held)?

* Referring to your employment history, please specify where you gained this experience, the duration of relevant work, and any key responsibilities and achievements relating to this experience

*Maximum 300 words across all entries.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer** | **Position Held** | **Duration**  (Years & Months) | **Policy Area** | **Key Responsibilities and Achievements** |
|  |  |  |  |  |
|  |  |  |  |  |

*Please add additional rows, if necessary*

1. Have you participated in or supported the **implementation or coordination of technical assistance projects financed by the EU or other international donors**?

Yes  No

*If Yes:*

* What is the total duration of your relevant experience (please add the duration of all relevant experience or positions held)?

* Referring to your employment history, please specify where you gained this experience, the duration of relevant work, and any key responsibilities and achievements relating to this experience.

*Maximum 300 words across all entries.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer** | **Position Held** | **Duration**  (Years & Months) | **Key Responsibilities and Achievements** |
|  |  |  |  |
|  |  |  |  |

*Please add additional rows, if necessary*

1. Do you have experience in **preparing briefs for high-level meetings, analytical papers, or communication materials (including digital media outputs)**?

Yes  No

*If Yes:*

* What is the total duration of your relevant experience (please add the duration of all relevant experience or positions held)?

* Referring to your employment history, please specify where you gained this experience, the duration of relevant work, and any key responsibilities and achievements relating to this experience

*Maximum 300 words across all entries.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer** | **Position Held** | **Duration**  (Years & Months) | **Key Responsibilities and Achievements** |
|  |  |  |  |
|  |  |  |  |

*Please add additional rows, if necessary*

1. Do you have experience of working in or with **public administrations, international organisations, or entities governed by public law**, preferably in CEFTA-related policy areas or EU integration?

Yes  No

*If Yes:*

* What is the total duration of your relevant experience (please add the duration of all relevant experience or positions held)?

* Referring to your employment history, please specify where you gained this experience, the duration of relevant work, and any key responsibilities and achievements relating to this experience

*Maximum 300 words across all entries.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer** | **Position Held** | **Duration**  (Years & Months) | **Key Responsibilities and Achievements** |
|  |  |  |  |
|  |  |  |  |

*Please add additional rows, if necessary*

1. Have you had previous experience of **working with CEFTA and/or the European Commission** in some of the above-mentioned areas?

Yes  No

*If Yes:*

* What is the total duration of your relevant experience (please add the duration of all relevant experience or positions held)?

* Referring to your employment history, please specify where you gained this experience, the duration of relevant work, and any key responsibilities and achievements relating to this experience.

*Maximum 300 words across all entries.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer** | **Position Held** | **Duration**  (Years & Months) | **Key Responsibilities and Achievements** |
|  |  |  |  |
|  |  |  |  |

*Please add additional rows, if necessary*

## Motivation

Please explain your motivation for the required position.

*Maximum 300 words.*

## Availability

When would you be available to take up the position, if offered?

This form will be used by the Selection Committee as part of the application screening stage of the recruitment process and may also be used in later stages of the process, including during interviews.

* **By applying for this position, you agree to provide your personal data to the CEFTA Secretariat.**
* **Only shortlisted candidates will be contacted.**
* **CANVASSING/LOBBYING IN ANY FORM WHATSOEVER WILL AUTOMATICALLY DISQUALIFY AN APPLICANT**

|  |  |  |  |
| --- | --- | --- | --- |
| NAME: |  | DATE: |  |

1. One year of professional experience is defined as 220 working days. Part-time and project-based experience must be converted into full-time equivalents (FTE) on a per-day or per-hour basis and then calculated into years of experience. [↑](#footnote-ref-1)