.PLANNED PARENTHOOD FEDERATION OF NIGERIA

Applicants’ Form 2

SUMMARY OF RESUME IN RESPECT OF APPLICATION FOR THE POST OF: **DATA OFFICER**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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.  24/ Female | * Degree in Applied Social Sciences or other relevant fields. * At least 3 years relevant work experience including not less than three years in NGO (preferably in FP & SRH&R). * Data management skills * Excellent contextual, analytical, numerical and oral communication skills * Computer literacy skills (ability to use packages, e.g. Ms Words, Excel, EPI Info. DHIS, etc. * Sensitive and caring but firm and decisive in relating with various levels of staff |  |  |

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