.PLANNED PARENTHOOD FEDERATION OF NIGERIA

Applicants’ Form 2

SUMMARY OF RESUME IN RESPECT OF APPLICATION FOR THE POST OF: **DATA 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.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
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**(please expand this form as may be required)**