***Curriculum Vitae (CV) Template***

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| **Position:** *(Indicate the title of the position you are applying for and/or Reference No.)* |
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| **Personal Details** |
| **Full Name:**  |       |
| **Nationality:**  |       |
| **Current Residential Address:**  |                 |
| **Phone Numbers:** |       |
| **Email Addresses:**  |       |

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| **Professional Summary :** *(In not more than one thousand five hundred (1500) characters, provide a summary and highlights of your relevant skills, experience, goals and accomplishments relevant to this position you are applying to* |
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| **Membership in Professional Societies** *(List of professional bodies in which you are a member, specify position where applicable)* |
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| **Academic and Professional Qualifications** *(Indicate your academic and professional qualifications, beginning with the highest qualification)* |
| **Name of Institution** | **Address of Institution** *(email, and Website)* | **Qualification Received** *(Degree or Diploma or Certificate Title)* | **Summary Description of Qualification** *(Relevant to this application)* | **Year Obtained** |
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| **Other Relevant Trainings/Certifications/Licenses** *(Indicate other certified trainings/courses you have attended or certification that are relevant to this role)* |
| **Course Title** | **Certifying Body or Institution** | **Address of institution** *(email and Website)* | **Year Attended** |
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| **Employment and/or Professional Experiences** *(Indicate your various experiences beginning with the most current one. Give a comprehensive work history and include/edit table accordingly to capture your work experience)* |
| **Name of Organisation/Employer:**  |
| **Address of Organisation/Employer** *(Postal address, Telephone numbers and Website)***:** |
| *Position Held (Title of the role)* |  |
| *Duration (Start Date to End Date)* |  |
| *Number of People Supervised* |  |
| *Summary of relevant Responsibilities*  |  |
| *Achievements (if any)* |  |
| **Name of Organisation/Employer:** |
| **Address of Organisation/Employer** *(Postal address, Telephone numbers and Website)***:** |
| *Position Held (Title of the role)* |  |
| *Duration (Start Date to End Date)* |  |
| *Number of People Supervised* |  |
| *Responsibilities*  |  |
| *Achievements* |  |
| **Name of Organisation/Employer:** |
| **Address of Organisation/Employer** *(Postal address, Telephone numbers and Website)***:** |
| *Position Held (Title of the role)* |  |
| *Duration (Start Date to End Date)* |  |
| *Number of People Supervised* |  |
| *Responsibilities*  |  |
| *Achievements* |  |
| **Name of Organisation/Employer:** |
| **Address of Organisation/Employer** *(Postal address, Telephone numbers and Website)***:** |
| *Position Held (Title of the role)* |  |
| *Duration (Start Date to End Date)* |  |
| *Number of People Supervised* |  |
| *Responsibilities*  |  |
| *Achievements* |  |
| **Name of Organisation/Employer:** |
| **Address of Organisation/Employer** *(Postal address, Telephone numbers and Website)***:** |
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| *Responsibilities*  |  |
| *Achievements* |  |
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| *Number of People Supervised* |  |
| *Responsibilities*  |  |
| *Achievements* |  |
| **Name of Organisation/Employer:** |
| **Address of Organisation/Employer** *(Postal address, Telephone numbers and Website)***:** |
| *Position Held (Title of the role)* |  |
| *Duration (Start Date to End Date)* |  |
| *Number of People Supervised* |  |
| *Responsibilities*  |  |
| *Achievements* |  |

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| **Skills, Knowledge and Competencies** *(In not more than two hundred (200) words, describe how your experience and qualifications match the skills and competences outlined in the role profile of the position you are applying for)* |
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| **Other Achievements/ Accomplishments** *(In not more than two hundred (200) words, indicate any other achievements besides those under work experience you would like to highlight)* |
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| **Publications (if any):** *(Provide list of publications you have authored or co-authored, provide links to access the publications if online)* |
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| **Working Languages** *(Indicate your speaking, reading and writing proficiency levels for the AU languages below. Examples of proficiency levels: Excellent, Good, Fair or Poor)* |
| **Working Languages** | **Speaking** | **Reading** | **Writing** |
| Arabic |  |  |  |
| English |  |  |  |
| French |  |  |  |
| Kiswahili |  |  |  |
| Portuguese |  |  |  |
| Spanish |  |  |  |

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| **Referees** *(Indicate three persons as your referees with the details below. One referee should be a professional referee and one a personal/character referee)* |
| **Full Name** | **Position and Organisation** | **Email Address** | **Telephone Number** |
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| **Certification** |
| *I, the undersigned, certify that this information correctly describes me, my qualifications and my experience. I understand that I may be disqualified from this and other roles if parts of this CV is false.*  |
| **Full Name** |  |
| **Signature** |  |
| **Date** |  |