

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
জনপ্রশাসন মন্ত্রণালয়
চুক্তি ও বৈদেশিক নিয়োগ শাখা
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স্মারক নং-০৫.০০.০০০০.১৪৬.২৪.০১০.১৮-২৭৭

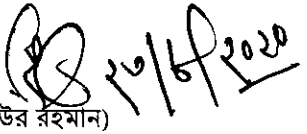
তারিখ : ০৮ ভাদ্র ১৪২৭
২৩ আগস্ট ২০২০

বিষয় : Notice of Recrutiment for the 12th CPSC Director General

সূত্র: ১। অর্থনৈতিক সম্পর্ক বিভাগ হতে প্রাপ্ত স্মারক নং-০৯.০০.০০০০.২২৫.৩২.০০৩.১৬.৭৭, তারিখ : ১৭ আগস্ট ২০২০
২। কলম্বো প্ল্যান স্টাফ কলেজ (সিপিএসসি) এর স্মারক নং-SC/2020/1844/ODG-HR; Date: August 11, 2020

উপর্যুক্ত বিষয় এবং সূত্রোক্ত স্মারকস্বয়ের পরিপ্রেক্ষিতে কলম্বো প্ল্যান স্টাফ কলেজ (সিপিএসসি)-এর ১২তম মহাপরিচালক পদে নিয়োগ বিজ্ঞপ্তিটি সদয় অবগতি ও প্রয়োজনীয় কার্যক্রম গ্রহণের নিমিত্ত নির্দেশক্রমে এতদসঙ্গে প্রেরণ করা হলো। অগ্রহী প্রার্থীগণকে স্ব স্ব প্রশাসনিক মন্ত্রণালয়-কে অবহিত রেখে যথাযথ কর্তৃপক্ষের মাধ্যমে নির্ধারিত আবেদনপত্র জনপ্রশাসন মন্ত্রণালয়ের চুক্তি ও বৈদেশিক নিয়োগ শাখায় আগামী ০৯ সেপ্টেম্বর ২০২০ তারিখ অফিস চলাকালীন সময়ের মধ্যে প্রেরণ করার জন্য অনুরোধ করা হলো।

সংযুক্তি: ২৭ (সাতাশ) পৃষ্ঠা।


(মোঃ আলিউর রহমান)
উপসচিব
ফোন : ৯৫৭৪৫৬১
confapp@mopa.gov.bd

বিতরণ (জ্যেষ্ঠতার ক্রমানুসারে নয়):

- ০১। মন্ত্রিপরিষদ সচিব, মন্ত্রিপরিষদ বিভাগ/মুখ্য সচিব, প্রধানমন্ত্রীর কার্যালয়।
- ০২। সিনিয়র সচিব/সচিব -----মন্ত্রণালয়/বিভাগ।
(তঁার নিয়ন্ত্রণাধীন সকল কর্মকর্তা/সংস্থার মধ্যে বিতরণের জন্য অনুরোধ করা হলো)।
- ০৩। রেক্টর, বাংলাদেশ লোক প্রশাসন প্রশিক্ষণ কেন্দ্র/বাংলাদেশ সিভিল সার্ভিস (প্রশাসন) একাডেমী, ঢাকা।
- ০৪। অতিরিক্ত সচিব (সকল), জনপ্রশাসন মন্ত্রণালয়।
- ০৫। যুগ্মসচিব, সিপিএসসি, জনপ্রশাসন মন্ত্রণালয় (সংযুক্ত বিজ্ঞপ্তিটি জনপ্রশাসন মন্ত্রণালয়ের ওয়েবসাইটে প্রকাশের ব্যবস্থা গ্রহণের জন্য অনুরোধ করা হলো)।
- ০৬। মহাপরিচালক, বাংলাদেশ কর্মচারী কল্যাণ বোর্ড/ মুদ্রণ ও প্রকাশনা অধিদপ্তর।
- ০৭। কমিশনার, সরকারি যানবাহন অধিদপ্তর।
- ০৮। মহাপরিচালক, বিয়াম।
- ০৯। বিভাগীয় কমিশনার (সকল)।
- ১০। যুগ্মসচিব (সকল), জনপ্রশাসন মন্ত্রণালয়।
- ১১। উপসচিব (সকল), জনপ্রশাসন মন্ত্রণালয়।
- ১২। সিনিয়র সিস্টেমস এনালিস্ট, সিপিএসসি, জনপ্রশাসন মন্ত্রণালয়।
- ১৩। উপসচিব (প্রশাসন-১) অধিশাখা, জনপ্রশাসন মন্ত্রণালয়।
- ১৪। সচিবের একান্ত সচিব, জনপ্রশাসন মন্ত্রণালয়।
- ১৫। অফিস কপি/মাস্টার ফাইল।

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার

অর্থ মন্ত্রণালয়

অর্থনৈতিক সম্পর্ক বিভাগ

ডিই সুপারনিউমারেরি অধিশাখা-৩

শের-ই-বাংলানগর, ঢাকা-১২০৭।

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স্মারক নম্বর: ০৯.০০.০০০০.২২৫.৩২.০০৩.১৬.৭৭

তারিখ: ২ ভাদ্র ১৪২৭

১৭ আগস্ট ২০২০

বিষয়: Notice of Recruitment for the 12th CPSC Director General.

সূত্র: সিপিএসসি'র পত্র নং-SC/2020/1844/ODG-HR; তারিখ: ১১ আগস্ট ২০২০.

উপর্যুক্ত বিষয় ও সূত্রস্থ পত্রের পরিপ্রেক্ষিতে জানানো যাচ্ছে যে, কলম্বো প্ল্যান স্টাফ কলেজ (সিপিএসসি)-এর ১২তম মহাপরিচালক নিয়োগের জন্য কলম্বো প্ল্যানের সদস্য রাষ্ট্রসমূহ থেকে উপযুক্ত প্রার্থী মনোনয়ন প্রদানের আহবান জানিয়েছে। উল্লেখ্য, বাংলাদেশ কলম্বো প্ল্যানের সক্রিয় সদস্য। প্রস্তাবিত প্রার্থী মনোনয়নের বিস্তারিত সিপিএসসি'র পত্রে বর্ণিত রয়েছে।

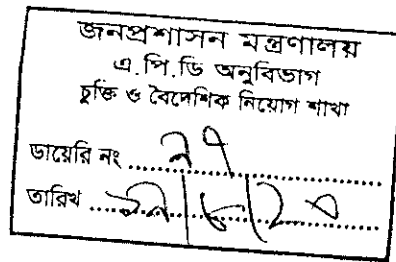
০২। প্রার্থী মনোনয়নের বিবেচ্য বিষয়সমূহ নিম্নরূপ:

- Citizen of any active CPSC Member Country;
- Possesses 10 years of working experience in TVET sector in a managerial position;
- Must be below 60 years old;
- Has a Doctorate Degree or equivalent in Technical Education, Educational Administration and Management, Technology Management, Engineering, Hospitality and Tourism, Agriculture, Development Management, or other relevant fields.

০৩। এমতাবস্থায়, সংযুক্ত পত্র ও বিজ্ঞপ্তির মর্মানুযায়ী সিপিএসসি'র মহাপরিচালক পদে মনোনয়ন প্রদানের লক্ষ্যে জনপ্রশাসন মন্ত্রণালয়ের ওয়েবসাইটে প্রচার ও যথাযথ নিয়মানুযায়ী উপযুক্ত পর্যায়ে একজন প্রার্থীর মনোনয়ন নির্ধারিত application form সহ আগামী ১৫ সেপ্টেম্বর ২০২০ তারিখের মধ্যে অর্থনৈতিক সম্পর্ক বিভাগে প্রেরণের প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য নির্দেশক্রমে অনুরোধ করা হলো।

০৪। বিষয়টি অতিব জরুরী।

সংযুক্তিঃ বর্ণনামতে।



১৭-৮-২০২০

মুসরাত মেহ জাবীন

উপসচিব

ফোন: ৯১১৯৭২২

ইমেইল: de2@erd.gov.bd

সচিব, জনপ্রশাসন মন্ত্রণালয়, বাংলাদেশ সচিবালয়, ঢাকা।

দৃষ্টি আকর্ষণঃ [যুগ্মসচিব, সিপি অধিশাখা, জনপ্রশাসন মন্ত্রণালয়]

8/18/2020

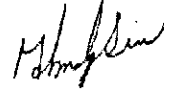
ডাক (১) | অফিস ব্যবস্থাপনা

স্মারক নম্বর: ০৯.০০.০০০০.২২৫.৩২.০০৩.১৬.৭৭/১(৪)

তারিখ: ২ ভাদ্র ১৪২৭
১৭ আগস্ট ২০২০

সদয় অবগতি ও কার্যার্থে প্রেরণ করা হল:

- ১) সচিব, কারিগরি ও মাদ্রাসা শিক্ষা বিভাগ, পরিবহন পুল ভবন, ঢাকা। [দৃ:আ: যুগ্ম-সচিব, প্রশাসন ও অর্থ অধিশাখা, কারিগরি ও মাদ্রাসা শিক্ষা বিভাগ]।
- ২) মহাপরিচালক, বাংলাদেশ কারিগরি শিক্ষা অধিদপ্তর, এফ-৪/বি, আগারগাঁও প্রশাসনিক এলাকা, শের-ই-বাংলা নগর, ঢাকা।
- ৩) যুগ্ম সচিব ও অনুবিভাগ প্রধান, ডেভেলপমেন্ট ইফেক্টিভনেস অনুবিভাগ, অর্থনৈতিক সম্পর্ক বিভাগ, শের-ই-বাংলা নগর, ঢাকা।
- ৪) সিনিয়র প্রোগ্রামার, আইসিটি সেল, অর্থনৈতিক সম্পর্ক বিভাগ, ঢাকা (এ বিভাগের ওয়েব সাইটে প্রকাশের প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য)।

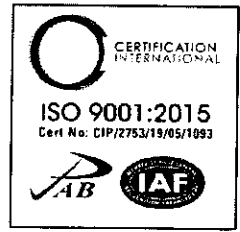


১৭-৮-২০২০

মুসরাত মেহ জাব্বীন
উপসচিব



Inter-Governmental International Organization
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SC/2020/1844/ODG-HR

August 11, 2020

Mr. Farid Aziz

Joint Secretary (Wing Chief)
Development Effectiveness Wing
Economic Relations Division (ERD)
Ministry of Finance
Government of the People's Republic of Bangladesh

Subject: Notice of Recruitment for the 12th CPSC Director General

Dear Mr. Farid Aziz:

The Colombo Plan Staff College (CPSC) presents its sincere gratitude and compliments to the Government of the People's Republic of Bangladesh, through the Ministry of Finance, for the relentless support and cooperation being extended to the Staff College that contributed enormously to the improvement of the TVET system in the Asia-Pacific Region.

In view of CPSC's present professional staff requirements and under the direction of the CPSC Governing Board, **we are pleased to inform you of the mounting of the recruitment of the 12th CPSC Director General**, who will serve as the new Chief Executive Officer and legal representative of CPSC.

To ensure that the prospective candidate is qualified for the position, the following minimum criteria should be met:

- Citizen of any active CPSC Member Country
- Possesses 10 years of working experience in TVET sector in a managerial position
- Must be below 60 years old
- Has a Doctorate Degree or equivalent in Technical Education, Educational Administration and Management, Technology Management, Engineering, Hospitality and Tourism, Agriculture, Development Management, or other relevant fields

As the recruitment and selection of the new Director General is a very inclusive yet stringent process, the Staff College would like to solicit the assistance of our Liaison Officers with the purpose of ensuring that all of the CPSC Member Countries will be reached by the vacancy announcement. **We would appreciate it if this vacancy announcement could be shared by your good office to possible interested candidates, and posted on your website for broader dissemination reach. Similarly, we would like to seek your kind assistance in facilitating the process of screening and endorsing the application of the interested candidates.**

We have attached the details of the vacancy announcement and application form for your easy reference. Applicants must route their application through official channels and seek their respective Government's endorsement or documentary proof indicating that the government has no objection on their application or candidature, particularly from the line ministry's authorized official or CEO of the designated CPSC Liaison Office. **Deadline of the submission of application together with the necessary documents is on October 9, 2020 at 2359H (Philippine Standard Time, UTC+8).** For more information, kindly visit our website: <https://www.cpsctech.org/2020/08/director-general-of-cpsc.html>.

Once again, please accept our heartfelt appreciation for the cooperation extended by the Government of the People's Republic of Bangladesh, through the Ministry of Finance, to the Colombo Plan Staff College.

Together, let us support the TVET system of the Asia-Pacific region to reach greater heights.

Best regards,



Ramhari Lamichhane, PhD
Director General

Enclosure: 12th CPSC Director General Vacancy Announcement and Application Form

cc:

H.E. Asad Alam Siam, Ambassador Extraordinary and Plenipotentiary, Embassy of the People's Republic of Bangladesh, 2nd Floor, HERCO Center, 114 Benavidez St., Legaspi Village, Makati City, Philippines

Ms. Musrat Meh Jabin, Deputy Secretary, Development Effectiveness Branch-5, Economic Relations Division, Ministry of Finance, Government of the People's Republic of Bangladesh

Md. Sanowar Hossain, Director General, Directorate of Technical Education, F-4/B, Agargaon, Dhaka-1207, Bangladesh



Colombo Plan Staff College

VACANCY ANNOUNCEMENT (VA01-2021)

Director General

The **Colombo Plan Staff College (CPSC)** is an Inter-governmental International Organization for Human Resources Development. It aims to assist its member countries in developing and enhancing their technical education systems.

CPSC maintains the active membership of 16 countries which are provided with capacity building programs in technical and vocational education and training (TVET).

The main functions of CPSC include:

- Provide training programs of further professional education and training to persons responsible for the planning, development, administration and supervision of TVET and persons in key supporting roles;
- Conduct conferences, symposia, and workshops on various aspects of TVET;
- Manage customized programs on TVET planning, development and evaluation;
- Undertake research and development projects for knowledge sharing and benchmarking in TVET;
- Assist member countries in developing their technical teacher education and training facilities;
- Collect and disseminate information on technical education and training; and
- Act as a facilitator of member countries in the transformation of the TVET framework by modifying the training and development strategies, program offerings and research and development efforts.

Duties and Responsibilities of the Director General

The Director General is the Chief Executive Officer and legal representative of the Colombo Plan Staff College. S/He is appointed by the Governing Board and is responsible for the operation of the College and the development of its work, and, within the policies and operating guidelines established by the Board. S/he is responsible for reporting to the Governing Board (GB).

With the assistance of Division Chairpersons and Team Leaders, and guidance of the Governing Board, the Director General is responsible for:

Leadership and Strategic Management

- Lead the staff college by providing strategic direction through the formulation and review of its 5-year Strategic Plan
- Establish quality policies and objectives in compliance with the goals and objectives of the Strategic Plan
- Introduce innovative and creative ideas/initiatives for the improvement of the staff college's services and operations
- Develop coordination and linkages with MCs and other stakeholders

Quality Management and Governance

- Ensure the availability of resources for quality management system and customer focus activities
- Ensure effective internal communication through regular conduct of management review and team meetings
- Submit to the Governing Board annual and mid-year Reports containing operational developments and accomplishments as well as financial standing, income and expenditures for every fiscal year; and serve as member secretary of the Governing Board
- Conduct GB and Standing Committee (SC) meetings

Operations and Human Resource Management

- Oversee day to day operations and all academic and administrative undertakings of the Staff College
- Monitor and manage the implementation of the staff college's annual operational plan
- Ensure adequate number of Professional Staff for the implementation of Staff College's programs, projects and other related undertakings
- Ensure adequate number of staff member to meet the Staff College's human resource requirements
- Manage human resources (Recruitment to Development)

Funding and Budget Management

- Manage CPSC funds and ensure smart spending on operations and program/project implementation
- Ensure availability of funds for the Staff College's operations and sustainability
- Seek assistance from aid agencies, private foundations, and development partners to augment existing budget for operations and program implementation
- Negotiate directly with the participating governments for professional staff, fellowships, equipments and books, and funds
- Manage income generating programs

Membership Management

- Promote synergic partnership and cooperation with and between CPSC member governments to sustain active collaboration on CPSC programs and activities
- Ensure sustainability of the staff college by increasing the number of member countries

Networking and Partnership

- Maintain cooperation with related specialized agencies of the United Nations, ADB, other international organization, regional and national institutions, and development partners with view on promoting the mandate, and implementing programs of the Staff College
- Undertake collaborative programs, projects and other activities with various organizations in both private and public sector
- Increase the staff college's visibility by promoting its programs and activities through attendance and speaking on international forums/seminars/conferences, etc.

Qualifications and Requirements

Basic Requirements

- Citizen of any active CPSC member country
- 10 years of working experience in TVET sector in a managerial position
- Must be below 60 years

Education

Doctorate Degree or equivalent in Technical Education, Educational Administration and Management, Technology Management, Engineering, Hospitality and Tourism, Agriculture, Development Management, or other relevant fields.

Relevant Experience

People and Leadership Skills

- At least 10 years of relevant experience in a professional or senior-level management position in TVET Training Institutions, national and/or international organizations, or government agencies related to Technical Vocational Education and Training (TVET), and/or skills development
- Proven leadership skills and track record in managing and motivating diverse teams focused on the following areas: strategic planning and quality management, organizational and financial management, program/project implementation, research and development, capacity building, and information and communication technology.
- Experience in managing national or international level TVET teacher and staff training institute
- Experience, as international or national expert/consultant, in managing development projects, related to skills development and technical / technology education and training
- Proven experience in international networking, outsourcing of funds, income-generation, and negotiation for foreign aids/grants for education and skills development projects
- Involvement in Professional Organizations related to Education, Project Management, and Quality Assurance

Technical/Academic Knowledge

- Teaching experience in TVET teacher and professional staff training institutes
- Teaching experience in educational institutions such as Polytechnic Institutions, technical colleges, and technological universities
- Experience in conducting research and development studies and/or writing publications on various themes related to technical vocational education and training or skills development
- Contributions in International TVET Conferences and/or experts meeting as paper presenter, keynote speaker, session chair, moderator, etc
- Excellent command of English Language (writing and speaking) and other national language of any CPSC Member Countries, except mother tongue
- Proficient in various ICT / IT applications

Desirable Qualifications

Multicultural/International Experience

- International working experience and in-depth knowledge of CPSC member countries' TVET system, except home country
- International experience in working in a multicultural environment or in multinational organization with geographical working experience in another country, other than the home country

Management and Leadership Competencies

- Lead team and area of responsibility
- Develop team members
- Coaching and Mentoring
- Develop high performing team
- Manage team members' performance
- Influence and motivate team members

Core Competencies

- Displays Honesty and Integrity
- Results Oriented
- Customer Oriented
- Collaborates and Fosters Teamwork
- Excellent Communication Skills
- Excellent Interpersonal Skills
- Adaptability to multicultural working environment

Personal Specification/Special Requirements

- Well groomed and with pleasing personality
- Enjoys teaching and networking with different levels of people
- Able to travel internationally
- Adaptable in any weather condition
- Able to adjust and work in multicultural and culturally diverse environment

Application Process

Applicants must route their application through official channels and seek his/her respective Government's endorsement or documentary proof indicating government's no objection on his application or candidature, particularly from the line ministry's authorized official or CEO of the designated CPSC Liaison Office.

(see: <https://www.cpscotech.org/1973/12/liaison-officers.html>)

Such documentary evidence, along with the following application documents and attachments, shall be submitted directly to CPSC by post (certified true copy) and may be sent by email in advance (scanned copy) to CPSC addressed to:

The Screening Committee
(Re: CPSC Director General)
Colombo Plan Staff College for Technician Education
Building Block C, Department of Education Complex
Meralco Avenue, Pasig City 1600, Philippines
Tel: +63-2 86310991
E-mail: jobs@cpscotech.org, hrm@cpscotech.org

(IMPORTANT: Applicants must ensure that all application documents sent through both email and couriers/posts reach CPSC before the application deadline. Application documents received beyond the deadline will not be considered)

Required Application Documents (organized in the following order):

1. Cover Letter/ Expression of Interest
2. Duly completed application form (downloadable at: https://drive.google.com/file/d/1lg6o3xqdllC14f-CYoc0Q2z2mB8l_4j_/view)
3. Government endorsement or documentary proof indicating Govt's no objection on application from line ministry official or CEO of the designated CPSC Liaison Office
4. Certified true copy of all academic records (graduation certificate/diploma, and transcript of records) and professional eligibility, licenses or qualifications
5. Copies of certificate of employment indicating proof of qualification to the required relevant experience
6. Copies of journals, papers, reports authored by the applicant
7. Proof of awards, copyrights, patents, etc, and memberships to professional organizations (if there's any)
8. Other evidence to support academic and professional entries in the application form; and
9. Medical certification indicating fitness to undertake overseas assignments.

Application Deadline

October 9, 2020 | 23:59 (Philippine Standard Time, UTC +8)

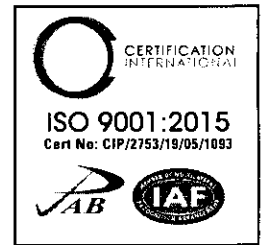


Inter-Governmental International Organization
COLOMBO PLAN STAFF COLLEGE
 for Human Resources Development in Asia and the Pacific Region
 Bldg. C, Department of Education Complex, Meralco Ave.
 1600 Pasig City, Philippines

Phone: (+63-2) 8631-0991, 8631-0993 to 95

@ cpsc@cpsctech.org f facebook.com/cpsctech

www.cpsctech.org



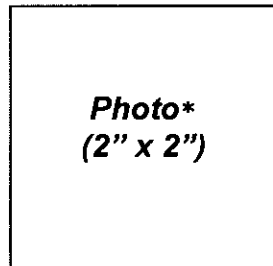
HRM Form-ADG
 Rev 2 08-06-20

Application Form for Director General

I. Personal Information

*Fields are compulsory

1. Please indicate the country where you are living presently.
2. Please include area code in your contact numbers.
3. Please register present e-mail address.



TITLE*	FAMILY NAME*	FIRST NAME*	FAMILY NAME AT BIRTH*
(e.g. Atty./Engr./Prof.)			
Address*			
	City	Postal Code	Country
Private Tel.	Work Tel.	Mobile/Cellular Phone	Fax
+()-	+()-	+()-	+()-
E-mail address*			
Date of Birth*	Gender* (Male, Female)		
Country of birth*	Place of birth*		
Marital Status*	Nationality at birth*		
Spouse's Name	Spouse's Date of Birth		
Children's Names	(1)	Children's Date of Birth	(1)
	(2)		(2)
	(3)		(3)
	(4)		(4)
	(5)		(5)
Present Nationality*			
2nd present nationality			
3rd present nationality			
If you have taken any legal steps towards changing your present nationality, please state here			

II. Education

2.1 Secondary Education or equivalent

- ✓ Please list in reverse chronological order your secondary education or equivalent

TITLE OF DEGREE/DIPLOMA	DATE OF GRADUATION (dd/mm/yyyy)	SCHOOL/INSTITUTION	COUNTRY

2.2 Higher Education

- ✓ Please list in chronological order the educational degrees/diplomas obtained and institutions attended.

(1) Bachelor's Degree

DEGREE TITLE*			
Date of Graduation* (dd/mm/yyyy)		Duration	() Years
Inclusive Date*	<i>From</i>	<i>To</i>	
	<i>(Month/Year)</i>	<i>(Month/Year)</i>	
Field of Study*			
Area of Specialization*			
Name of University/School*			
Location of University/School	Place	Country	

(2) Master's Degree

DEGREE TITLE*			
Date of Graduation* (dd/mm/yyyy)		Duration	() Years
Inclusive Date*	<i>From</i>	<i>To</i>	
	<i>(Month/Year)</i>	<i>(Month/Year)</i>	
Field of Study*			
Area of Specialization*			
Name of University/School*			
Location of University/School	Place	Country	

(3) Doctoral Degree

DEGREE TITLE*			
Date of Graduation* (dd/mm/yyyy)		Duration	() Years
Inclusive Date*	<i>From</i> <i>(Month/Year)</i>	<i>To</i> <i>(Month/Year)</i>	
Field of Study*			
Area of Specialization*			
Name of University/School*			
Location of University/School	<i>Place</i>	<i>Country</i>	

(4) Post-Doctoral/ Other Advanced Study

DEGREE TITLE*			
Date of Graduation* (dd/mm/yyyy)		Duration	() Years
Inclusive Date*	<i>From</i> <i>(Month/Year)</i>	<i>To</i> <i>(Month/Year)</i>	
Field of Study*			
Area of Specialization*			
Name of University/School*			
Location of University/School	<i>Place</i>	<i>Country</i>	

DEGREE TITLE*			
Date of Graduation* (dd/mm/yyyy)		Duration	() Years
Inclusive Date*	<i>From</i> <i>(Month/Year)</i>	<i>To</i> <i>(Month/Year)</i>	
Field of Study*			
Area of Specialization*			
Name of University/School*			
Location of University/School	<i>Place</i>	<i>Country</i>	

III. Professional Experience

3.1 Employment History* (Start with the present/most recent)

Job Title		Duration	from(dd/mm/yyyy)	to(dd/mm/yyyy)
Name of Organization				
Type of Organization	International <input type="checkbox"/>	Nature of Activities	Education & Training <input type="checkbox"/>	
	Government <input type="checkbox"/>		R & D <input type="checkbox"/>	
	NGO <input type="checkbox"/>		Industry & Business <input type="checkbox"/>	
	Private <input type="checkbox"/>		Consultancy <input type="checkbox"/>	
	Others <input type="checkbox"/>		Professional Services <input type="checkbox"/>	
			Others <input type="checkbox"/>	
Address	Location	Place (City)	Country	Official Website
Main duties and responsibilities				
Number of Staff Supervised <i>(if applicable)</i>				
Annual starting salary (US\$)			Annual end salary (US\$)	
Reason/s for Leaving				

Job Title		Duration	from(dd/mm/yyyy)	to(dd/mm/yyyy)
Name of Organization				
Type of Organization	International <input type="checkbox"/>	Nature of Activities	Education & Training <input type="checkbox"/>	
	Government <input type="checkbox"/>		R & D <input type="checkbox"/>	
	NGO <input type="checkbox"/>		Industry & Business <input type="checkbox"/>	
	Private <input type="checkbox"/>		Consultancy <input type="checkbox"/>	
	Others <input type="checkbox"/>		Professional Services <input type="checkbox"/>	
			Others <input type="checkbox"/>	
Address	Location	Place (City)	Country	Official Website
Main duties and responsibilities				
Number of Staff Supervised <i>(if applicable)</i>				
Annual starting salary (US\$)			Annual end salary (US\$)	
Reason/s for Leaving				

Job Title		Duration	from(dd/mm/yyyy)	to(dd/mm/yyyy)	
Name of Organization					
Type of Organization	International	<input type="checkbox"/>	Nature of Activities	Education & Training	<input type="checkbox"/>
	Government	<input type="checkbox"/>		R & D	<input type="checkbox"/>
	NGO	<input type="checkbox"/>	Industry & Business	<input type="checkbox"/>	
	Private	<input type="checkbox"/>	Consultancy	<input type="checkbox"/>	
	Others	<input type="checkbox"/>	Professional Services	<input type="checkbox"/>	
			Others	<input type="checkbox"/>	
Address	Location	Place (City)	Country	Official Website	
Main duties and responsibilities					
Number of Staff Supervised <i>(if applicable)</i>					
Annual starting salary (US\$)		Annual end salary (US\$)			
Reason/s for Leaving					

Job Title		Duration	from(dd/mm/yyyy)	to(dd/mm/yyyy)	
Name of Organization					
Type of Organization	International	<input type="checkbox"/>	Nature of Activities	Education & Training	<input type="checkbox"/>
	Government	<input type="checkbox"/>		R & D	<input type="checkbox"/>
	NGO	<input type="checkbox"/>	Industry & Business	<input type="checkbox"/>	
	Private	<input type="checkbox"/>	Consultancy	<input type="checkbox"/>	
	Others	<input type="checkbox"/>	Professional Services	<input type="checkbox"/>	
			Others	<input type="checkbox"/>	
Address	Location	Place (City)	Country	Official Website	
Main duties and responsibilities					
Number of Staff Supervised <i>(if applicable)</i>					
Annual starting salary (US\$)		Annual end salary (US\$)			
Reason/s for Leaving					

Job Title		Duration	from(dd/mm/yyyy)	to(dd/mm/yyyy)
Name of Organization				
Type of Organization	International <input type="checkbox"/>	Nature of Activities	Education & Training <input type="checkbox"/>	
	Government <input type="checkbox"/>		R & D <input type="checkbox"/>	
	NGO <input type="checkbox"/>		Industry & Business <input type="checkbox"/>	
	Private <input type="checkbox"/>		Consultancy <input type="checkbox"/>	
	Others <input type="checkbox"/>		Professional Services <input type="checkbox"/>	
			Others <input type="checkbox"/>	
Address	Location	Place (City)	Country	Official Website
Main duties and responsibilities				
Number of Staff Supervised <i>(if applicable)</i>				
Annual starting salary (US\$)		Annual end salary (US\$)		
Reason/s for Leaving				

Job Title		Duration	from(dd/mm/yyyy)	to(dd/mm/yyyy)
Name of Organization				
Type of Organization	International <input type="checkbox"/>	Nature of Activities	Education & Training <input type="checkbox"/>	
	Government <input type="checkbox"/>		R & D <input type="checkbox"/>	
	NGO <input type="checkbox"/>		Industry & Business <input type="checkbox"/>	
	Private <input type="checkbox"/>		Consultancy <input type="checkbox"/>	
	Others <input type="checkbox"/>		Professional Services <input type="checkbox"/>	
			Others <input type="checkbox"/>	
Address	Location	Place (City)	Country	Official Website
Main duties and responsibilities				
Number of Staff Supervised <i>(if applicable)</i>				
Annual starting salary (US\$)		Annual end salary (US\$)		
Reason/s for Leaving				

*use additional sheet if necessary

3.2 Participation in Conferences, Experts' Meeting, Symposia, Seminars and Workshops

ROLE	EVENT TITLE <i>(Indicate if National or International)</i>	DATE AND VENUE

3.3 List of 10 Most Relevant Research & Publications *(Please use extra sheet for the rest if necessary)*

TYPE ^[1]	TITLE OF PUBLICATION	PUBLISHER	ROLE OF AUTHOR ^[2]	ISBN/ COPYRIGHT	DETAILS		
					Date	Vol./Issue	Pages

^[1] Indicate Type of Publication [Book, Journal Paper, Proceeding Paper, Technical Report, Copyrighted Instructional Material with CD or Web Documents, and so on]

^[2] Indicate Role of Authors [First/Main Author, Co-Author, Editor, and so on]

3.4 List of National/International Awards and Honors Received (if any)

TYPE ^[1]	TITLE	AWARDING BODY	REASON FOR THE AWARD	DATE

^[1] Indicate Type of Award [Certificate of Honor, Service Achievement, Medal of Commendation, and so on]

3.5 Officership/Membership to Professional Organizations and Honor Societies

TYPE	NAME OF ORGANIZATION	POSITION	DATE OF MEMBERSHIP	REMARKS
International				
National				

3.6 Experiences in Consultancy Project (if any)

PROJECT TITLE		
Role in the Project Team		
Funding Agency		
Duration	From (dd/mm/yyyy)	To (dd/mm/yyyy)
Beneficiary Institution	Name of Institution	Address / Country
Consulting Firm	Name of Firm	Address / Country
Duties Rendered		

PROJECT TITLE		
Role in the Project Team		
Funding Agency		
Duration	From (dd/mm/yyyy)	To (dd/mm/yyyy)
Beneficiary Institution	Name of Institution	Address / Country
Consulting Firm	Name of Firm	Address / Country
Duties Rendered		

PROJECT TITLE		
Role in the Project Team		
Funding Agency		
Duration	From (dd/mm/yyyy)	To (dd/mm/yyyy)
Beneficiary Institution	Name of Institution	Address / Country
Consulting Firm	Name of Firm	Address / Country
Duties Rendered		

PROJECT TITLE		
Role in the Project Team		
Funding Agency		
Duration	From (dd/mm/yyyy)	To (dd/mm/yyyy)
Beneficiary Institution	Name of Institution	Address / Country
Consulting Firm	Name of Firm	Address / Country
Duties Rendered		

PROJECT TITLE		
Role in the Project Team		
Funding Agency		
Duration	From (dd/mm/yyyy)	To (dd/mm/yyyy)
Beneficiary Institution	Name of Institution	Address / Country
Consulting Firm	Name of Firm	Address / Country
Duties Rendered		

PROJECT TITLE		
Role in the Project Team		
Funding Agency		
Duration	From (dd/mm/yyyy)	To (dd/mm/yyyy)
Beneficiary Institution	Name of Institution	Address / Country
Consulting Firm	Name of Firm	Address / Country
Duties Rendered		

3.7 Experiences which Best Illustrate Your Fitness to Occupy this Post

NO	EXPERIENCES
1	
2	
3	
4	
5	
6	

IV. Skills

4.1 Language Skills*

Please evaluate your language skills.

- ✓ Make sure that you write language name you want to evaluate.
- ✓ If evaluation category is unchecked, it will be considered as Slight automatically.

OFFICIAL LANGUAGE				
English	Slight	Fair	Good	Excellent
Speaking				
Writing				
Reading				
Understanding				
OTHER LANGUAGES				
()	Slight	Fair	Good	Excellent
Speaking				
Writing				
Reading				
Understanding				
()	Slight	Fair	Good	Excellent
Speaking				
Writing				
Reading				
Understanding				
()	Slight	Fair	Good	Excellent
Speaking				
Writing				
Reading				
Understanding				

4.2 ICT Skills*

Please evaluate your computer skills.

KINDS OF SKILLS	BASIC	AVERAGE	ADVANCED
Presentation Tools (PowerPoint, etc)			
Learning Management Software (e.g. Moodle)			
MS Office Suite (Word, Excel, etc)			
G Suite for Education (Google and Google Apps, Gmail, Google Drive, Google Sites, Google Docs, etc.)			

4.3 List Other Skills, if you have

--

4.4 List of Professional Certification, if you have

TYPE OF CERTIFICATION	COUNTRY	ISSUING AGENCY	CERTIFICATION NO.	ISSUE DATE	EXPIRY DATE

V. References

5.1 Three References

NAME		
Designation		
Institution	Name	
	Address	
Contact No.	Tel. No.	+()-
	Mobile	+()-
	Fax	+()-
	E-Mail	
Relationship		

NAME		
Designation		
Institution	Name	
	Address	
Contact No.	Tel. No.	+()-
	Mobile	+()-
	Fax	+()-
	E-Mail	
Relationship		

NAME		
Designation		
Institution	Name	
	Address	
Contact No.	Tel. No.	+()-
	Mobile	+()-
	Fax	+()-
	E-Mail	
Relationship		

VI. Endorsement

6.1 Endorsement of Country's Liaison Officer

Name		
Designation		
Institution	Name	
	Address	
Contact No.	Tel. No.	+()-
	Mobile	+()-
	Fax	+()-
	E-Mail	
Signature with Date		

VII. Applicant's Certification

I hereby certify that all answers to the above questions and all statements contained herein are true and correct to the best of my knowledge, information, and belief.

I understand that any intentional misstatements of any declared information on this form may cause adverse action on my application or revocation of my employment contract with the Colombo Plan Staff College, in addition to subjecting me to any other penalties provided by law.

Signature over Printed Name

Date: _____

VIII. Letter of Application

A large, empty rectangular box with a thin black border, intended for the student to write their letter of application. The box occupies most of the page below the header.

Submit to:

THE SCREENING COMMITTEE (Re: CPSC Director General)

Inter-Governmental International Organization
Colombo Plan Staff College For Technician Education
For Human Resources Development In Asia And The Pacific Region

Building Block C, Department of Education Complex
Meralco Avenue, Pasig City 1600
Metro Manila, Philippines

Tel: +63-2 86310991

E-mail: hrm@cpsctech.org / jobs@cpsctech.org