



SOUTHWEST STATE OF SOMALIA
CIVIL SERVICE COMMISSION

CONFIDENTIAL

The information you provide on this form will be used for recruitment selection and employment contract purposes only.

Please complete this form in **black ink** or typescript and email it to:-

**Civil Service Commission
South West State Somalia**

Recruitment@southwestcsc.so

FOR OFFICE USE

Applicant No:

Job Grade Level:6

Closing Date:
05-NOV-2020

**Application for Employment as:
District Education Officer**

Full Name: Abdullahi Abdikarim Mohamed
(As it appears on your Certificate)

Passport No: P00672433

Address for Correspondence:

Area: **Bay**

City: **Baidoa**

State: **South west state**

Mobile: **+252618847955**

Email: abdullahiabdikarim23@gmail.com

For the Civil Service Commission to discharging its functions, you are obliged to disclose a **full** criminal history and convictions no matter how long ago they occurred.

DO YOU HAVE ANY CRIMINAL CONVICTIONS OR CAUTIONS?

WRITE YES OR NO: (NO)

ARE YOU CURRENTLY THE SUBJECT OF ANY CRIMINAL PROCEEDINGS OR POLICE INVESTIGATION?

WRITE YES OR NO: (NO)

IF EITHER ANSWER IS YES, PLEASE GIVE DETAILS BELOW;

Are you related to any employee of [Employing Authority] and/or Civil Service Commission?

WRITE YES OR NO: (yes)

(I work with the speaker of southwest parliament as personal secretary)

If you are selected for an interview – would you be able to attend in person?

WRITE YES OR NO: (YES) Off Curse

References

Your 1st referee must be your **current or last employer** (if you have one). Your 2nd referee **should not** be from the same organisation and may be a character reference from someone who knows you in your personal life.

Referee 1.

Referee 2.

Title : MP

Title: Suldan

Name: Amb. Ali Sa'id Fiqi

Name: Suldan Fiqi Sayid Fiqi

Occupation: Speaker of The Southwest parliament .

Occupation: Member of Elder Committee

Address: Baidoa

Address:
Baidoa

Postcode: N/A

Postcode: N/A

Email: @gmail.com

Email:

Telephone No: +252612487788

Telephone No: +252617988509

Email:

Email:

Capacity in which known:

Capacity in which known:

EMPLOYMENT EXPERIENCE

Current or last occupation / position /
Special secretary of the Office of the Speaker

Date Started: Full Time / Part Time
full time
01, March, 2020, .
Date left (if applicable): 21st Sep, 2020)

Physical Address:
Complete physical address

Briefly describe your duties:
A result oriented of Committee based duties and development practitioner experienced in providing administrative financial support to committees. I am knowledgeable in: disseminating project information to project stakeholders, monitoring the progress of projects, developing and maintaining project.

Previous jobs or work experience (Most recent first please account for any period between leaving full time education and commencing employment, and also any periods of unemployment which may have occurred between previous appointments) please attach sheet with extra information if required

Name of Employer	Date from Month Year	Date to Month Year	Position held and main duties	Reason for Leaving
zamzam foundation	1/1/2017	17/Oct/2017	Producer	End of Contract
Istanbul Hotel Mogadishu	09/07/2017	08/7/2019	Cashier	End of Contract
somcare general trading company	2/8 /2018	05/04/2019	Marking	End of Contract

Education, Training and Qualifications (attach sheet with extra information if required). Please show education, training and qualifications, including Apprenticeships and Membership of Professional or Technical Bodies - (ATTACH COPY OF CERTIFICATE/DOCUMENTRY EVIDENCE FOR EACH QUALIFICATION LISTED)

Month & Year From To		Education Establishment	Examinations taken or being studied Training courses attended	Month & Year Awarded
2017	currently	studding Geology	Frontier University Mogadishu graduated from Secondary school	07, 18, 2017
2016	2017	Cilmi college Mogadishu	Certificate Presentation Skills at Sky University Certificate Stock Market and Risk at One Academy Certificate Introduction to Finance At One Academy Certificate Entrepreneurship and Business Plan Skills	07/10/2016 31/10/2018 29/10/2018 09/05/2019

Kindly list your key skills:

- ✓ Ability to work in a high Risk security Area.
- ✓ Good Report-Written Skills
- ✓ Good interpersonal Skills or relations with other people.
- ✓ Planning Skills.
- ✓ Excellent Teamwork and Communication Skills.
- ✓ Experience with one (1)years Working in (parliamentary system) or Knowledge
- ✓ Interactive Skills.
- ✓ Analytical and information Skills.
- ✓ Computer skills: proficient and office units
- ✓ Language fluency: proficiency in Somali, Arabic and English.
- ✓ Vision: peace for all Somali people especially on the south-central or South-west Somalia peace is prevailing.
- ✓ Flexibility in working diverse situations and willingness to work with overtime
- ✓ Work competence.
- ✓ Strive to achieve goals
- ✓ Strong knowledge for Community awareness.
- ✓ Excellent team working skills, good organizational and social skills.
- ✓ Good editing Skills both written, audio and video materials
- ✓ Possess good communication skills both spoken and written.
- ✓ Supervision and Monitoring skills.

Please show how you meet the requirements on the Job Specification and use this section if there is any other information you wish to add in support of your application. (You must not exceed this one A4 paper, please do not attach additional pages. CV's are NOT allowed. A minimum of Ariel 12pt font can be used.)

My experience and academic background directly relate to this job. I have the appropriate leadership and teamwork skills. I'm enthusiastic individual with sound of judgment and the ability to work simultaneously on multiple tasks with minimum supervision. I am committed and can work in dynamic environment with precision I have the creativity expertise experience and analytic ability to work, solve problems and to train and motivated people. I am seeking a challenging opportunity to demonstrate my skills and expertise and offer my service. I have Open-minded and adaptable, empathic and diplomatic, and strong Ability to work under pressure, in a dangerous environment Throughout and Ability to take relevant decisions within a given framework.

I understand that public funds must be protected and so the information I have provided on this form may be used to prevent and detect fraud. The information may also be shared, for the same purposes, with other organisations, which handle public funds. I can confirm that, to the best of my knowledge, the information provided on this form is correct and gives a fair representation of my qualifications and employment history and that if it is subsequently discovered that I have wilfully or negligently given false information or withheld information. I will be liable to immediate dismissal and may be prosecuted. I understand that canvassing directly or indirectly will be a disqualification.

Signature:



Date: 26 - 10 - 2020