**APPLICATION FORM for**

**IFOAM - Organics International Executive Director position**

**We aim to fill the position as soon as possible and therefore encourage early application for this role**

**Please provide comprehensive replies.   
When completed, convert into pdf and send to** [recruitment@ifoam.bio](mailto:recruitment@ifoam.bio), addressed to   
Mrs. Karen Mapusua, the President of IFOAM – Organics International.

Thank you for your application!

**1. Personal information**

Name(s), Family name:

Date of birth:   
Nationality:

Address:

Email:

**Earliest starting date:**

**Salary Expectations**:

**2. Motivation: What interests you about this position?**   
What triggered your interest? Here is the space for your motivation letter/statement:

**3. School and academic background.**

**Please provide details of your second and third level education:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of degree (e.g. BA)** | **Name of the institution** | **Name of the course/programme** | **Year** |
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**4. Professional experience:   
Please provide information about your professional experience in the past 10 years.**

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| --- | --- | --- | --- |
| **Name of the employer** | **Job title (including main tasks, responsibilities)** | **From (month/year)** | **To**  **(month/year)** |
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**5. What experience do you have that is relevant to the position?** (In key bullet points)

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| --- | --- | --- | --- | --- |
| Experience with a demonstrated ability to oversee, motivate and collaborate well with staff. | Experience in change management in organizations. | Leadership in a very diverse, intercultural environment. | Relationship-building with donors and fundraising capabilities. | Experience in advocacy and/or public affairs. |
|  |  |  |  |  |

**6. Knowledge & Skills**

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| --- | --- | --- | --- |
| Familiarity with the organic agriculture and food sector and its challenges globally. | Organizational skills: planning, program development, coordinating, delegating and task facilitation. | Financial management skills and experience/ Budget preparation, analysis & reporting. | Social and intercultural communication skills/ public speaking ability in international settings. |
|  |  |  |  |

**7.** Please describe **two of the most relevant results** you achieved in your professional carrier and your contribution to it.

**8. Language skills:** Please provide information about your language skills with reference to the [Common European Framework of Reference for Languages (CEFR)](https://www.coe.int/en/web/common-european-framework-reference-languages/level-descriptions):  
A1-A2: Basic user, B1-B2: Independent user, C1-C2: Proficient user:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Language** | **Writing** | **Speaking** | **Understanding** | **Notes (e.g. reference to certificates, language courses)** |
| English |  |  |  |  |
| German |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**9.** **Further information**   
If you wish, you can provide further information that you consider relevant to your application or use this space for specifying special requests regarding working conditions

\*Data Protection Disclaimer:

By filling in this form and sending it back to our recruitment@ Team, you agree on submiting your data on the conditions below:

IFOAM – Organics International, cares a lot of protecting the personal privacy of all people whose data we compile. We treat and protect this data with the great care, in accordance with the applicable laws in Germany, where our International Office is located. We do everything to protect the data subject to us against loss, destruction, publication, unauthorised access or improper use. We will always comply with applicable with *German Federal Data Protection Act* ([Bundesdatenschutzgesetz](https://www.gesetze-im-internet.de/englisch_bdsg/englisch_bdsg.html)), including the [EU General Data Protection Regulation (GDPR](https://gdpr.eu/)) when dealing with your personal data. IFOAM – Organics International guarantees the confidentiality of all the data you provide during application process.

Your data is collected by our HR, solely for the application process needs and to communicate back with you; is not shared with third parties.  After the recruitment process is accomplished, we delete your data immediately from our Data Base. Unless, on your explicit consent, you will allow us to keep them for future calls (then we will store your data for max. 12 months).

If you have any questions or concern regarding the processing of your data or you want to report a misuse, please contact us at [privacy@ifoam.bio](mailto:privacy@ifoam.bio).