

Guidance for drafting your CV / Q & A section.

Please complete each section clearly and completely.

How to complete the “General info section” of my CV?

- don't forget to mention your: family name, middle name (if applicable) and first name, Nationality(ies), Telephone Number, and e-mail.
- Indicate the number of staff supervised and the title of your supervisor (if applicable).

How to complete the “Experiences section” of my CV?

- Starting with your current position, list in reverse order all the positions you've held. Use a separate block for each position. Describe your relevant duties and achievements in each position held.
- Indicate the number of staff supervised and the title of your supervisor (if applicable).
- Indicate for each position of responsibility held the budget managed.
- indicate the number of staff at each institution where you held these positions.
- For positions held in international donor-funded projects, indicate the donors.

How to complete the “Education section” of my CV?

- Please give exact titles of degrees in the original language. Please do not translate or equate to other degrees.
- Indicate: University, country, and years from mm/YYYY to mm/YYYY
- Indicate the level of your degrees (e.g.: Bac+ 5)

How to complete the “Language section” of my CV?

- Please indicate the languages spoken, written and read, and the level of proficiency (beginner, intermediate, fluent).

In case of any questions, please send an e-mail to: togo@developmentaid.org