

OFFICE BURUNDAIS DES RECETTES

APPLICATION FORM / FORMULAIRE DE CANDIDATURE

Post/ Poste:...*Technicien*.....

Code*OBR 10*.....

First name(s) / Prénom(s): <i>Claudine</i>	Family name /Nom de famille: <i>WIBARE</i>
Address/Adresse: <i>Ngagara, 86, Chaussée KIGOBE</i>	Tel no/Tel: <i>+257 2223 4536</i> Mobile: <i>+257 7999 1000</i> e-mail: <i>wyoyoblove2@yahoo.fr</i>
Date of birth / Date de naissance: <i>20/10/1986</i>	Nationality / Nationalité: <i>Burundaise</i>
Do you have a close relative who currently works for the Ministry of Finance or OBR? If yes, please state their name, their position and their relationship to you. <i>Avez-vous un proche parent travaillant au Ministère des Finances ou à l'OBR ? Si oui quel est son nom, sa fonction et sa relation avec vous ?</i> <i>NON</i>	Where did you learn about this vacancy? <i>Comment avez-vous été informé du poste?</i> <i>J'ai été informé par des amis et par internet</i>

REFEREES

Please give the names and details of two most recent employers who can comment on your professional and work ability. If you do not wish us to contact your referee prior to the interview please indicate by ticking the box.

Prière de donner les noms et autres détails de deux de vos récents employeurs qui peuvent témoigner sur vos compétences professionnelles. Au cas où vous ne souhaitez pas que l'on les contacte, mentionnez -le dans la case .

Name / Nom: <i>NAHISHUBIJE Marie Chantal</i>	Name /Nom: <i>Dimitri Duplat</i>
Address / Adresse: <i>10, Chaussée du Prince Louis RWAGASORE</i>	Address /Adresse: <i>Quartier Industriel, Rue du Poisson</i>
Position / Fonction: <i>Présidente du Syndicat Libre des Enseignants du Burundi</i>	Position / Fonction: <i>Directeur Général, PROCOBU- BURUNDIMOTOR</i>
Tel:	Tel: <i>+257 2222 2243</i>
Mobile: <i>+257 7776 7768</i>	Mobile:
Email: <i>nahishubijechantal@yahoo.fr</i>	Email: <i>gkprocobu@yahoo.fr</i>
Please do not contact this referee <input type="checkbox"/>	Please do not contact this referee <input type="checkbox"/>
Ne le/la contactez pas	Ne le/la contactez pas

DECLARATION

I confirm that the information provided in this application form is accurate. I understand that failure to provide accurate information may lead to disqualification or dismissal if subsequently employed.

Je certifie sur l'honneur que les renseignements fournis sont corrects et vérifiables. Je certifie également que toute information fautive contenue dans la présente peut conduire à une disqualification ou une rupture de contrat pour ce poste.

Signature:.....

Date...15/09/2010...

EMPLOYMENT HISTORY/ HISTORIQUE DES EMPLOIS

Please give details of all positions held since completing your full time education. Start with your present or most recent job and work back.

Prière donner le détail dès la fin de vos études. Commencez par l'emploi le plus récent.

Dates (from – to) (de – à)	Name and address of employer Nom et adresse de l'employeur	Position and brief description of duties Fonction occupée et tâches	Salary Salaire	Reason for leaving Raison de départ
01/10/2009	<p><i>Syndicat Libre des Enseignants du Burundi (SLEB)</i> <i>10, Chaussée du Prince Louis RWAGASORE</i></p>	<p><i>As Administrative, Finance, Accountancy and Logistics Assistant I bring an administrative assistance to the service's chief as well as the other members of the service, a logistical support in the preparation of the meetings within the service, answer on the phone and deal the demands of the customers with courtesy and respect, welcome visitors, receive and treat the demands of service and assistance according to the instructions of the Service's Chief, hold up to date the system of filling of the section fill all documents regularly, hold the register of presence of the civil servants and individual contractors of the service, undertake the steps administrative necessary delegates concerning budget, personal, journey, finances, provision and of link with other sections and units, undertake special</i></p>	<p>200 000 BIF</p>	<p><i>Still employed</i></p>

		<i>administrative tasks for the Section, hold up to date the documents and relative archives to goods and facilities of the Section, contribute to the development of the documents of work of the Section, execute all other tasks as requested.</i>		
--	--	---	--	--

EDUCATION AND TRAINING /ETUDES FAITES

Secondary education / Secondaire

Dates (from – to) (de- à)	Name and address of school Nom et adresse de l'établissement	Give details of main subjects studied Cours principaux	Diploma or certificates and year obtained Diplôme ou certificat obtenu
- 2007-2009	<i>Centre de Formation et Appui Technique au Développement</i>	<i>Gestion et Commerce</i>	<i>Diplôme Professionnel niveau A2 en Gestion et Commerce</i>
-2004-2006	<i>Ecole Technique Commerciale et Administrative</i>	<i>Comptabilité</i>	<i>Diplôme niveau A3 en Comptabilité.</i>
-1999-2003	<i>Collège Communal Mutanga Sud</i>	<i>Enseignement Générale</i>	<i>Certificat du Tronc Commun</i>

Education beyond secondary level / Etudes supérieures

Dates (from – to) (de-à)	Name and address of college/university or other institution Nom et adresse de l'institution	Major subjects studied Cours principaux	Details of diploma or degree obtained and dates Diplôme obtenu et date

Please state other academic or professional qualifications you hold. D'autres formations.

Dates	Qualification
05- 06 Aout 2009	<i>Certificate of Attendance in Administration and United Nations correspondence Protocol Workshop</i>
Avril 2010	<i>Permis de conduire après passage ayant d'abord reçu le permis de conduire provisoire en 2008</i> <i>Connaissance en Informatique (Word, Excell, Powerpoint et Access)</i> <i>Langues parlées : Kirundi (Langue maternel, Français, Anglais et Swahili)</i>

Please state membership of professional organisations and status. Organisations professionnelles dont on est membre.

Dates	Professional organisation /Nom de l'organisation	Membership (eg Fellow, Member) / Fonction et qualité

Please provide details of training received and courses attended relevant to the post you are applying for. Autres informations / formations liées au poste.

Dates	Training courses / Cours suivis

COMPETENCIES FOR THIS POST / COMPETENCES POUR LE POSTE

Please state which competencies you have that would make you a suitable candidate for this post. Prière indiquer les compétences acquises qui ont un lien direct avec ce poste.

I would like to take this opportunity to apply for the mentioned position, particularly as it encompasses with my current skills and qualifications. I believe that I have the skills and competencies to make a significant contribution within logistics.

I am hard worker and, as a result of my work experience since graduation, I have well developed communication and interpersonal skills.

I have a wealth of experience working and dealing with people of diverse background and cultures. I am an effective communicator at all levels which has broadened both my perspective and abilities.

I am able to put my knowledge into the context of working environment.

Having worked with SLEB since October 2009 in Administration, Finance, Budget accountancy and logistics fields, my responsibilities included searching for all the sites in Bujumbura and in the regions, dealing with local contractors and handling reports to the supervisor.

My aim is to now build on these experiences in support of SLEB, my team work and client service skills allow me to easily integrate with peers, managers and staff, and I easily adapt to changes.

I am looking forward to meeting the challenges ahead.

ADDITIONAL INFORMATION /AUTRES INFORMATIONS

Do you have a permanent or persistent health problem? If so, please describe. Avez-vous un problème chronique de santé? Si oui, décrivez-le?

NON

Have you ever worked for the Ministry of Finance? If yes, please state the dates and the post(s) you held.

Avez-vous déjà travaillé au Ministère des Finances? Si oui, donnez les dates et les fonctions occupées.

NON

Have you ever been convicted of a criminal offence? If yes, please state date and nature of offence.

Avez-vous été déjà condamné(e) en justice? Si oui, pour quel délit ?

JAMAIS

Have you ever been subject to disciplinary action in the last 3 years? If yes, please state dates, type of offence committed and the disciplinary action taken?

Avez-vous encouru une sanction disciplinaire au cours de ces trois dernières années? Si oui, quelle faute, à quelle date et quel type de sanction.

NON