



Please find below the questions for the TackleAfrica Marketing & Communications Officer - Zambia application form. Applications must be made using the online form only; these questions are to assist in your preparation.

Email address

SECTION 1: Personal Details This section will not be seen by the reviewing team.

1.1 What is your full name?

1.2 What is your home address?

1.3 What is your primary telephone number including the country code?

1.4 What is your alternative number, if you have one, including the country code?

SECTION 2: ELIGIBILITY FOR EMPLOYMENT

Please note we are unable to provide work permits for this role.

2.1 Please tell us if you can legally work in Zambia: NB: if you cannot currently legally work in Zambia you are not eligible to apply for this position. If you are unsure, please stop here, find out and be sure of eligibility before continuing.

- I am Zambian and can legally work in Zambia
- I am not Zambian but I already hold all the necessary permits and documentation and can legally work in Zambia
- I do not currently hold the necessary permits and documentation to legally work in Zambia
- I don't know if I am eligible to work in Zambia and will continue my application once I know I am

2.2 Please state your NRC Number, or your work permit number, or other status details below to show you can legally work in Zambia:

SECTION 3: DISABILITY OR MEDICAL CONDITIONS

We would like to know whether you have needs which should be met to help you participate in the recruitment process, or any conditions which may impede your ability to carry out any duties of this post.

3.1 Are there any needs in terms of access to equipment or facilities that you require to enable you to fully participate in the recruitment process or undertake the duties of this post? If yes, please give details.

3.2 Do you have any medical condition/s which may impede your ability to participate fully in the recruitment process or carry out the duties of this post? If yes, please give details.

SECTION 4: CRIMINAL CONVICTIONS AND CAUTIONS If you have any criminal convictions, cautions or unspent criminal proceedings pending against you, please give full details on a separate file, attach it to an email and send to recruitment@tackleafrica.org. Mark the email



"CONFIDENTIAL". This email and file will only be opened if your application is short-listed, otherwise it will be destroyed unopened.

4.1 Do you hold a clean criminal records check, a police Record of Good Conduct or other similar background check on your suitability to work, particularly with children?

SECTION 5: REFERENCES

Two references will be sought prior to appointment. Please specify two people willing to provide an assessment of your suitability for this post, one of whom should be a manager from your present or most recent employment. The second reference should be someone who is able to comment on your work abilities. We reserve the right to request additional references if we consider it necessary.

Referee 1 - current or most recent manager: Full Name

Referee 1 - current or most recent manager: Job Title and Company

Referee 1 - current or most recent manager: Telephone Number

Referee 1 - current or most recent manager: Email Address

Referee 1 - current or most recent manager: Relationship to you

Referee 1 - current or most recent manager: May we contact this person PRIOR to interview?

Referee 2: Full Name

Referee 2: Job Title and Company

Referee 2: Telephone Number

Referee 2: Email Address

Referee 2: Relationship to you

Referee 2: May we contact this person PRIOR to interview?

SECTION 6: RELEVANT EXPERIENCE AND SKILLS

In this section, please tell us about your marketing & communications experience, social media experience and any relevant qualifications you hold.

6.1 MARKETING & COMMUNICATIONS EXPERIENCE: Do you have relevant experience that would make you suitable for this role? Please give details of your experience in this area.

6.2 SOCIAL MEDIA CONTENT CREATION EXPERIENCE: Do you have any experience creating content for social media? Please give details of the content and social media platforms used. 1,000 characters max

6.3 COMMUNICATIONS WITH DIFFERENT STAKEHOLDERS: Give details of different types of communication you have created for different stakeholders? How did you tailor your strategy for the different audiences? 1,000 characters max

6.4 COMPUTER SKILLS: What computer software do you have experience of using? What level of skill can you demonstrate on which Microsoft Office and/or Google Suite products? Do you hold any IT qualifications? 1,000 characters max

SECTION 7: CURRENT OR RECENT EMPLOYMENT

7.1 What is your current or most recent salary per month, in Zambian Kwacha

7.2 Who is your current or most recent employer (organisation name)?

7.3 Current or most recent employer's contact name:

7.4 Current or most recent employer's contact email:



7.5 Current or most recent employer's telephone number:

7.6 Give brief details of your role and responsibilities with this employer:

SECTION 8: PERSONAL STATEMENT

8.1 Having read the job description and key skills required, please tell us here why you want this role and why you are a suitable candidate. 5,000 characters maximum

SECTION 9: DECLARATION

It is important that this application form is true and you declare all material relevant to the application. If these requirements are not followed and this is discovered following appointment, this would constitute grounds for dismissal. TackleAfrica reserves the right to check any of the details which you have provided in your application.

Please tick below to confirm the following statements:

- I have read the above declaration and confirm that the details I have provided here in all sections of this application form are true.
- I agree to the information (which may include sensitive personal data) being used for legitimate purposes connected with recruitment and selection monitoring.
- I understand that all identifying personal details are removed from my application before review to remove biases and to promote Diversity, Equity and Inclusion for all