

✓ Application Document Self-Checklist

♦ Minimum Qualifications

Please ensure you meet the following minimum requirements before submitting your application:

- **Master's degree or higher** in International Development, Public Administration, Peace & Conflict Studies, Refugee and Migration Studies, or a related field
- **A minimum of three (3) years of professional experience** in program/project management in international cooperation

Required Documents

Please check each item below to confirm that your application is complete:

Required Document	✓	Notes
Cover Letter	☐	State your motivation and relevant experience
Curriculum Vitae (CV)	☐	Include contact details and work history
One or more Letter(s) of Recommendation	☐	At least one required
Copy of Final Degree	☐	Official certificate or clear scanned copy

♦ Submission Guidelines

- If possible, please submit your documents in English (unless otherwise specified).
- Please submit files in PDF format and name each file with your full name.
Example: JaneDoe_CV.pdf

✓ Final Check Before Submission

- ☐ I meet all the minimum qualifications listed above.
- ☐ I have included all required documents.
- ☐ All files are in PDF format with clear, legible text.
- ☐ My contact information is included in my CV or cover letter.

 Please note: Applications that are incomplete or missing any of the required documents may not be considered for recruitment.