



Application Proforma for the Position of Executive Director

Personal Information:

1. Full Name: _____	Photo
2. Father's/Husband's Name: _____	
3. Date of Birth: _____	
4. CNIC Number: _____	
5. Contact Number: _____	
6. Email Address: _____	
7. Residential Address: _____	

Educational Qualifications:

(Please start with the most recent qualification.)

Degree	Field of Study	Institution Name	Year of Completion	Grade/ Division

Professional Experience:

(Please list your professional experience starting with the most recent position.)

Position Held	Organization Name	Duration (From - To)	Key Responsibilities

Total Years of Experience: _____

Key Skills and Competencies:

(Please tick the relevant skills and provide a brief description.)

- Leadership Skills:
- Analytical and Decision-Making Skills:
- Communication and Networking Skills:
- Innovative Technological Skills:
- Negotiation Skills:

Brief Description: _____

Collaboration and Working Experience:

(Provide details of collaboration and experience with INGOs, public-private departments, and donor agencies.)

References:

(Provide at least two references.)

Name	Designation	Organization	Contact Number	Email Address

Declaration:

I, _____, hereby declare that the information provided in this application is true and correct to the best of my knowledge. I understand that any false information may lead to the rejection of my application.

Signature: _____

Date: _____

Instructions for Submission:

- The completed proforma and CV must be sent to **hr@safwco.org** or submitted by hand at SAFWCO Head Office, Hyderabad.
- The deadline for submission is **January 30, 2025, by 05:00 PM**.
- Shortlisted candidates will be contacted for a written test/interview. No TA/DA will be provided.
- For Terms of Reference (ToRs) and Application Proforma, please visit SAFWCO's website: www.safwco.org.
- SAFWCO reserves the right to cancel one or all advertised posts.