**APPLICATION FOR EMPLOYMENT**

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| **Researcher and Project Manager – July – 2018**  **PERSONAL DETAILS** | | | | | |
| **Title** |  | | **Surname:** | | |
| **First Name(s):** | | |
| Address (For correspondence)  Postcode | | | | | National Insurance No:  Nationality:  Telephone Number(s):  Mobile:  Home:  Work:  e-mail:  May we contact you at work? Yes/No |
| **The following details on this page will be used to sift your application using essential and desirable criteria.** | | | | | |
| **QUALIFICATIONS/EDUCATION / DATES** | | | | | |
| Undergraduate Degree | |  | | | |
| Post-graduate Degree | |  | | | |
| Doctorate | |  | | | |
| **COMPETENCIES/SKILLS/KNOWLEDGE**  (Please provide a summary of how you meet these criteria) | | | | | |
| **Essential:** | | | | | |
| Master’s Degree in a field relevant to Levin Sources work (e.g. Economics, Law, Engineering, Mining Engineering or Mineral Processing, International Trade and Development, Human Rights, Geography, Anthropology, Political Science, Conservation, Business Studies, Supply Chain Management, etc.) | | | |  | |
| **OR** | | | |  | |
| Relevant Undergraduate degree with ability to demonstrate an equivalent level of knowledge and 3-5 years’ experience working in a professional, results-orientated work environment.  Including professional experience in:  Artisanal and Small-Scale Mining, Auditing, Compliance, Mining, Exploration, Stakeholder engagement, Jewellery, SME Start-Ups, Corporate sustainability, International development or Management consulting would be an advantage.  Excellent research, analysis and writing skills  Proven experience in managing projects. | | | |  | |
| Strong interest in social and environmental issues associated with emerging markets and supply chain management | | | |  | |
| Experience working in African, Latin American, Asian, European, Middle Eastern country contexts | | | |  | |
| Professional experience in:  Artisanal and Small-Scale Mining, Auditing, Compliance, Mining, Exploration, Stakeholder engagement, Jewellery, SME Start-Ups, Corporate sustainability, International development or Management consulting would be an advantage.) | | | |  | |
| Experience working in mineral sectors (mining, processing, trading, recycling, logistics) and/or mineral markets (luxury jewellery, fashion, automotive, construction and green economy | | | |  | |
| Detailed understanding of programme/project planning including: Monitoring & evaluation, coordinating bids, planning budgets, and coordinating teams | | | |  | |
| Excellent research, analysis and writing skills  Including:  Producing high quality outputs such as reports and reviews  Presenting research findings in a suitable format | | | |  | |
| Excellent Computer Skills particularly MS word and excel | | | |  | |
| Fluency or good professional competency in French | | | |  | |
| Working under pressure and on own initiative | | | |  | |
| **Desirable:** | | | | | |
| Fluency or good professional competency in other language esp. Portuguese, Spanish, Arabic, Mandarin, Kiswahili. | | | |  | |
| Professional experience in corporate sustainability, international development or management consulting  Understanding of research ethics. | | | |  | |
| Editorial and quality review experience | | | |  | |
| GIS and SQL Skills | | | |  | |
| Please add in up to a max of two additional lines for other skills | | | | | |
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| **HOW DID YOU FIND OUT ABOUT THIS VACANCY? (Please tick)** | | | | | | | |
| Advertisement (please state publication): | | |  | | Direct Email: | |  |
| Levin Sources Web Page: | | |  | | Social Media (please state source): | |  |
| Other (Please state): | | | | | | | |
| THE IMMIGRATION AND ASYLUM ACT 1996 | | | | | | | |
| Do you need a work permit to work in the UK? Yes / No    **We cannot support working visa applications so you must have permission to work in the UK when you apply.**  **ALL CANDIDATES WILL BE REQUIRED TO BRING THEIR PASSPORT OR BIRTH CERTIFICATE TO THE INTERVIEW.** | | | | | | | |
| **MEMBERSHIP OF PROFESSIONAL BODIES** | | | | | | | |
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| **EMPLOYMENT HISTORY** | | | | | | | |
| **CURRENT/MOST RECENT EMPLOYER** | | | | | | | |
| **Employer name & address:** | | | | **Please summarise duties/responsibilities and state the reasons for leaving this employment:** | | | |
| **Position held:**  (Please indicate if this is Full time or Part time) | | | |
| **Start date:** | | | |
| **Leaving date** (If applicable): | | | |
| **Notice period:** | | | |
| **Current/last salary:** (Indicate Overtime and Bonus  Payments Separately)  **Current benefits:** | | | |
| **PREVIOUS EMPLOYERS (Most recent first)** | | | | | | | |
| **From**  (MM/YY) | **To**  (MM/YY) | **Position held, full or part time, employer name & address** | | | | **Summary of duties & reason for leaving** | |
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| **EDUCATION / TRAINING** | | | | |
| You will be required to produce documentary evidence of qualifications obtained. If still undertaking any studies, please indicate the date when the result is likely to be known | | | | |
| **Dates**  **From** | **To** | **Universities, Colleges & Schools** | **Details of Subjects & Levels Studied** | **Results** | |
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| **Please provide a detailed account of why you think you would be suitable and have the right skills for the position applied for.** |

| REFERENCES | |
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| Please give names, addresses of two referees, and indicate whether we can take up references prior to interview. One must be your current, or most recent, employer. | |
| Name:  Address:  Telephone:  e-mail:  Fax:  Job Title:  In what capacity do you know the referee: | Name:  Address:  Telephone:  e-mail:  Fax:  Job Title:  In what capacity do you know the referee: | |

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| **AVAILABILITY** It is not normally possible to alter interview dates to suit individual requirements. |

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| **DECLARATION**  I declare that the information given in this document is correct to the best of my knowledge and belief. I understand that any wilful mis-statements render me liable to disqualification or to dismissal, if engaged.  I consent to the information I provide being kept on file and processed for recruitment purposes in accordance with Data Protection Act 2018 (DPA 2018). You can find our privacy policy on the website http://www.levinsources.com/cookies-privacy  Signature: . . . . . . . . . . . . . . . . . . . . . . . Date:. . . . . . . . . . . . . . . . . . .  (if sent by email we will accept your email account name as a substitute signature) |

**Forms can be emailed to** jane.barnett@levinsources.com

**Please attach your Curriculum Vitae and writing sample**