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Jobs+Careers

Why employers like to put faces on CVs

Depending on how you package yourself, you can secure that dream job

By PETER KAMURI

The reason why employers invite prospective employees for interviews is to see the face behind the curriculum vitae (CV) and therefore, supplement the information given.

The employer also wants to evaluate your personality in relation to the position offered. Recruiters also want to see whether you have the right attitude in terms of the de-

THE DON'T'S IN THE INTERVIEW ROOM

- Avoid holding things in your hands that can distract you. Limit natural body movement as much as you can.
- Use official language and

mands of the organisation and the job.

As such, the 'first impression' is critical if you are to succeed in the interview. Your success or failure can be determined by your looks and the interviewer's first impression of you.

The impression you create from

avoid slang. By being keen on the body language of the interviewer, you can get some cues that will tell you whether you are answering the questions well.

- Be conservative and avoid wearing heavy jewellery.

the onset is the lasting one. Therefore, wear decently and be well groomed. Shop for the best clothing for the type of organisation that is interviewing you.

However, this does not mean you wear ostentatiously. Avoid dressing in an exaggerated manner. Be conservative and avoid wearing heavy

jewellery and strong scents.

To ensure that you project a good image, arrive early for the interview. Familiarise yourself with the work environment.

Ensure that you turn off your phone before the interview or any other electronic device in your possession.

WEAR A SMILE

It is considered a good practice to greet people. However, do it with professionalism and in a respectable manner. Do not forget to maintain eye contact and wear a smile.

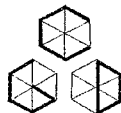
Know how to cope with anxiety. Although feeling a little nervous during the interview is normal, you should be able to bear with such sit-

uations. Be sure that you know yourself. The employer wants to know whether you really know what you can offer so you must be prepared and understand what is expected of you.

The way you answer questions matters as the employer wants to know how well composed you are. Having the right information of possible questions can help you to respond effectively.

Generally, be fervent and alert. Your body language should be able to communicate the passion and energy in you. The tone of your voice is equally important.

The way you sit during the interview is also important. Do so in a relaxed manner without stooping.



CENTRE FOR GOVERNANCE AND DEVELOPMENT (CGD)

CGD is a registered policy research and advocacy not-for-profit organization whose mission is to strengthen representative institutions and empower civic actors and economic groups for a just and equitable society. It is an active participant in influencing the direction of development and social transformation in Kenya.

CGD is seeking to fill several vacancies at its secretariat based in Nairobi. We are inviting applications from competent, professional, dynamic, creative and self-motivating project individuals to fill the following positions:

PROGRAMME OFFICERS (3)

Summary of Responsibilities: To manage the activities of one CGD national programme.

Required Qualifications:

- A Masters or Bachelor degree in development studies, governance, law, public sector administration or related field;
- A least three years working at a project or programme officer level in a national or international non-governmental organisation;
- Excellent communication skills;
- Excellent writing skills;
- Experience in qualitative and/or quantitative research will be an advantage;
- Knowledge of financial management/ budgeting will be an advantage; and,
- Knowledge of procurement, contracting and related skills will be an advantage.

INTERNS (6)

Summary of Responsibilities: To assist CGD staff in their ongoing programme and project work.

Required Qualifications:

- A Masters or Bachelor degree in development studies, Governance, Law, Public Sector Administration, or related field;
- Excellent communication skills;
- Excellent writing skills;
- Work experience will be an advantage; and,
- Willingness to work as a volunteer.

Interested applicants are requested to submit a cover letter and CV in Microsoft Word, or PDF, by email (two attachments) to: admin@cgd.or.ke, by Thursday, April 22nd 5pm.

CGD is an equal opportunity employer. Women are strongly encouraged to apply. Only short-listed candidates will be contacted for an interview.

National Taxpayers Association (NTA)



The NTA is a national, volunteer-based, independent, and non-partisan organisation established to improve the delivery of services and the management of devolved funds for the benefit of all Kenyans. The NTA invites applications for the following positions:

NTA NATIONAL COORDINATOR

Summary of Responsibilities: To coordinate the national activities of the NTA, in close collaboration with NTA Secretariat staff, NTA national and international partners and the eight NTA Regional offices.

Required Qualifications:

- A Masters degree in development studies, governance, law, political science, public sector administration or related field;
- A least five years experience in a senior management/ coordination role in a national or international non-governmental organisation in Kenya or the region;
- Excellent communication skills;
- Excellent writing skills;
- Experience in qualitative and/or quantitative research will be an advantage;
- Knowledge of procurement, contracting and related skills; and,
- Knowledge of financial management/ budgeting.

REGIONAL COORDINATORS (3) FOR NAIROBI, NYANZA (KISUMU) AND CENTRAL (NYERI) REGIONAL OFFICES

Summary of Responsibilities: To coordinate the regional activities of the NTA, in close collaboration with NTA Secretariat staff and national and regional partners.

Required Qualifications:

- A Masters or Bachelor degree in development studies, governance, law, political science, public sector administration or related field;
- A least three years working experience at a project or programme officer level in a regional, national or international non-governmental organisation;
- Excellent communication skills;
- Excellent writing skills;
- Experience in qualitative and/or quantitative research will be an advantage;
- Knowledge of financial management/ budgeting will be an advantage;
- Fluency in the main languages spoken in region applying to; and,
- Must be physically based in the regional capital town where applying.

NTA CALL CENTRE OPERATORS (2) BASED IN KAKAMEGA TOWN

Summary of Responsibilities: To man a call centre receiving calls and logging information onto a computer database.

Required Qualifications:

- Training course in computers and/or secretarial skills, and/or call-centre skills;
- A least two years relevant work experience;
- A formal qualification, like a degree or certificate, will be an advantage;
- Excellent communication skills;
- Excellent writing skills;
- Touch typing skills;
- Must be physically living in Kakamega town; and,
- Fluency in the main languages spoken in Western region.

Interested applicants are requested to submit a cover letter and CV in Microsoft Word, or PDF, by email (two attachments) to: admin@nta.or.ke, by Thursday, April 22nd 5pm.

The NTA is an equal opportunity employer. Women are strongly encouraged to apply. Only short-listed candidates will be contacted for an interview.