Warm-up Questions

1. What is your name?
2. What is your major?

Opening Questions (choose 3 questions)

1. Tell me about yourself.
2. What is the best character you have?
3. Describe your career goals
4. Describe your work style.
5. Do you prefer to work alone or on a team?
6. Do you take work home with you?
7. Give some examples of teamwork.
8. Have you ever had difficulty working with a manager?
9. Have you gotten angry at work? What happened?
10. How do you handle pressure?
11. How do you measure success?
12. How long do you expect to work for this company?
13. How much do you expect to get paid?
14. How would you describe the pace at which you work?
15. How would you describe yourself?
16. How would you handle it if your boss was wrong?
17. If the people who know you were asked why you should be hired, what would they say?
18. Is there a type of work environment you prefer?
19. Is there anything else I can tell you about the job and the company?
20. Tell me why you want to work here.

ROLE PLAY QUESTIONS
Let the students choose the job opportunities below, after that ask some questions which have been prepared for each job opportunity.

DANYA INTERNATIONAL, INC.
SHAPING HEALTHY FUTURES

Information Communication and Technology (ICT) Manager

Job Description

Danya International, Inc. (Danya) provides technology-enabled services to achieve social impact for the government, nonprofit, and commercial sectors. With its Africa regional office based in Nairobi, Kenya, Danya has over 200 staff supported by a large international cadre of experts and consultants. Thus we seek a qualified candidate for the following position based in Morogoro, Tanzania.

SUMMARY SCOPE of WORK
The ICT Manager will provide technical leadership and implementation oversight for all of Nafaka's evidenced-based ICT interventions. The position will be responsible for managing the development of the project knowledge management site, support the use and integration of multiple project hardware and software technologies, build the technology capacity of Nafaka project staff, and work with project teams to identify and implement high-impact ICT interventions to increase overall project outcomes.

RESPONSIBILITIES
Leadership
- Provide leadership and vision in the application and use of ICT to increase agricultural productivity, competitiveness, and general food security.
- Represent Danya before stakeholders and oversee the implementation of Nafaka ICT activities.
- Establish and maintain a productive relationship with key stakeholders, including government officials, NGOs, and community groups for smooth implementation.

Management
- Work collaboratively with Nafaka project staff and Danya regional staff to ensure proper financial projections, reporting, spending, and compliance with project terms and conditions.
- Ensure all ICT deliverables are met on time and of high quality.
- Promote and support the dissemination of best practices among the project teams.
- Ensure the quality of the technical deliverables of ICT consultants and programmers.
- Contribute to timely, accurate, and appropriate reporting of program activities and results to the donor, including progress reports and annual reports.

KNOWLEDGE, SKILLS, AND ABILITIES
- Computer Science degree with postgraduate-level training preferred
- A minimum of 6+ years of ICT-related activities
- Significant experience in design and development of technology solutions to increase international development project impact with a preference for food security activities
- Design and management experience with Web-based, database, and mobile applications
- Ability to lead the ICT technical approach across multiple activities
- Excellent interpersonal, writing, and oral presentation skills
- Strong change management, results-oriented, and decision-making skills
- Ability to work in a complex environment with multiple tasks, short deadlines, and intense pressure to perform
- Fluency in English
- Ability to travel nationally and internationally
- Work collaboratively with other project team members to ensure necessary program planning, development, resource availability, and management activities function smoothly and efficiently
- A team player accustomed to building team capacity, delegating working teams, and developing communities of learning among host country partners and counterparts

PREFERED QUALIFICATIONS
- Project work experience with open-source technology
- Experience developing successful, replicable, and sustainable projects
- Expertise in research to practice – identifying best practices and adapting them to program realities
- Understanding of USAID food security interventions, including FTF programming
- Fluency in English and Swahili

How to apply
Interested applicants please email CV together with a covering letter which explains how you meet the criteria in this job description to:
recruitmentafrica@DANYA.com

Important: Please entitle your email subject line with: Your name, position title and save letter together with CV in one attached file. **Deadline for applicants: 7th February 2014**

This position is only open to nationals of Tanzania

Source: The Guardian 31st Jan 2014

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The United Nations Population Fund (UNFPA)
is looking for qualified Nepalese candidate for the following positions for its Country Office in Nepal

Vacancy No. UNFPA/Nepal/2013/08 (GS-5): Programme Assistants - 2

Eligibility: The applicant should have Secondary level education; five years of relevant working experience in secretarial/ administrative functions and research assistance; good knowledge in usage of computers, MS office software and ERP packages; previous experience with UN system will add value; and fluency in Nepali and English is required.

Vacancy No. UNFPA/Nepal/2013/09 (SB-3): ICT Assistant - 1

Eligibility: The applicant should have Secondary level education; relevant certifications in hardware and software management and application required, including Microsoft Certified Professional (MCP); five years of relevant working experience, including network administration, support to management of hardware and software platforms, telecommunications facilities, knowledge of Windows-based packages/ applications; good knowledge of PC/LAN operating systems, corporate ICT security and viral protection systems; experience in client support such as a Help Desk or User Support Unit; working experience with UN system will add value; and fluency in Nepali and English is required.

Comprehensive information and detailed job description, competency profile and education/experience and requirements can be found at: http://countryoffice.unfpa.org/nepal/2013/07/30/7488/jobs/

UNFPA offers an attractive compensation package commensurate with the level of position. The package includes competitive net salary and health insurance.

How to apply: Candidates must complete a Personal History Form (P-11) and attach a resume. The P-11 form can be downloaded from http://countryoffice.unfpa.org/nepal/drive/p-11.doc. Please send your applications only by email to jobs.nepal@unfpa.org clearly marking Vacancy Number and Post in the Subject of your email.

Deadline for applications: Sunday, 22nd September 2013. Applications received after the deadline will not be accepted. UNFPA will only respond to applicants in whom we have further interest.

Women, Dalits, Janajatis, Madhesis, people with disabilities, and other minorities are especially encouraged to apply.

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. UNFPA is a non-smoking environment.

TELECOMMUNICATION ENGINEERS
REQUIRED FOR SAUDI ARABIA

Our Reputable Principal in **Riyadh, Saudi Arabia** urgently requires **TELECOMMUNICATION ENGINEERS** having BE (Civil) Degree with at least 5 Years Experience. Handsome Salary and Family Accommodation shall be offered to the Right Candidate. Email your detailed CV with Recent Photo at:

arfahimalaya@hotmail.com

TACO TAHIR & COMPANY
OVERSEAS EMPLOYMENT PROMOTERS
110-Uni Plaza, I.I. Chundrigar Road, Karachi
Tel: **3241-2444, 3241-2718** Cell: **0322-268-1897**
OEPL NO 0132/KAR   PES NO 7993 Dtd 10.06.2010

Danya ICT Manager
1. Why do you think you are qualified for the position we are offering?
2. Tell us the experiences in your previous jobs that can be beneficial for you in this job.
3. How do manage your team in a team work?
4. If there is an employee who disagrees with your opinion, how would you handle him/her?

The UNFPA ICT Assistant

1. Do you think you are overqualified for this position?
2. Explain your positive personality traits that can help you to success in this job.
3. Tell us your experience that you get from your education and previous workshops/certification
4. From the qualifications that we ask, in which field, are you best at?

Tahir & Company Telecommunication Engineers
1. Tell us your past experience in your job.
2. Why do you think you fit the position in this company?
5. Why do you want to work in this company, especially when it is in Saudi Arabia?
3. How will you handle the different cultures in work?