



August 2020

Dear applicant,

Thank you for your interest in AFRUCA and in the advertised position.

This information pack is to help you apply for this position. You will find the following:

1. Job Advertisement
2. Job Description and Person Specification
3. Employment Application form
4. Guidance Notes for Completing Application Form
5. Copy of AFRUCA's Equality and Diversity Policy

Please read the following documents carefully and return the completed employment application to us. **Due to COVID 19 office closure, please email your application to us by email: info@afruca.org**

The deadline to receive applications is 5pm, 7 September 2020. Interviews will take place week beginning 21st September 2020. We regret that it will not be possible to respond to candidates who have not been short-listed.

At AFRUCA we are committed to maintaining a fair and open recruitment and selection system. We welcome applications from all and we are interested to examine different ways of removing barriers to applicants who wish to work for AFRUCA.

All vacancies are advertised on AFRUCA website and via any other external channels as appropriate. AFRUCA is committed to ensuring equality throughout the organisation and its activities, to ensure that no-one receives less favourable treatment on the grounds of nationality or ethnic origin, religious practice or beliefs, gender, age, disability, HIV status, marital status, sexual orientation or any similar factors.

AFRUCA has a strict Child Safeguarding Policy and Safer Recruitment Policy. All prospective staff are required to submit to an Enhanced Disclosure and Barring Enhanced check, two references. Online checks are conducted prior to taking up employment with us to ensure suitability working with children, Please do not hesitate to contact me if you require further information about the post.

Yours sincerely,

James Titi-Lartey, Head of Finance and Administration