



May 2022

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 attached:

1. Job Advertisement
2. Job Description and Person Specification
3. Employment Application form
4. Guidance Notes for Completing Application Form

Please read the following documents carefully and return the completed employment application.  
**Please email your application to: [info@afruca.org](mailto:info@afruca.org)**

Please return the completed application form AS SOON AS POSSIBLE. There is no deadline but we will end the advertisement once we receive enough applications.

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