



Deciding to apply – the next steps

Making your application

Having checked out our current vacancy list, please complete and return the application form, either by e-mail, post, or submitting online. Please give as much information about yourself as you can, as this will make it easier for us to decide on your suitability for placement. We will acknowledge receipt of your application.

Please do not send us a copy of your Curriculum Vitae/Résumé as only fully completed Skillshare International Ireland Application Forms will be accepted.

The selection process

Your application will be considered against either a specific post or under general recruitment. Whatever the result, you'll be notified in writing once shortlisting has taken place. Successfully shortlisted applicants will then be invited to a selection day, comprising interviews and group activities. Selection days give us an opportunity to assess your qualifications and work experience as well as to see if you have the right personal qualities to complement your professional skills needed for the job.

The decision to place you

If you are successful on Selection day, Skillshare International Ireland will inform the partner organisation, recommending you for the placement. The partner organisation will then decide on whether to accept you or not, based on the information we provide emanating from the selection day and other information such as your references, and any new circumstances that may have arisen since the need for that placement was initially identified. The partner organisation has the final decision as to whether you should be appointed or not.

The selection centres

Depending on where you are based and the cost of you attending a selection day, Selection days can be held at Skillshare International Ireland's Leicester office in the United Kingdom, Ireland, or in Regional Offices in India, East Africa (Kenya) or Southern Africa (South Africa). Selection days may also be held in one of the countries where Skillshare International Ireland works. Where we have no presence and it is too costly for us to transport you to one of our Selection centres, we can facilitate for other organisations near you to carry out the selection process on our behalf.

Pre-departure preparation

If selected, you - and any accompanying partner or dependents - will be asked to undergo a medical examination. If you are selected through the UK office, you will also be required to attend a week-long residential pre-departure training course. Again, this also applies to partners. The course will give you the chance to learn more about

- your role as a development worker
- as well as about Skillshare International Ireland as an organisation.

It is also an opportunity to increase your awareness and understanding of the many issues that development workers face living and working in a new environment and adapting to different cultures and customs.

If you are selected from the other non UK selection centres, you will not be required to attend the pre-placement preparation. Instead, the necessary information will be provided to you during the in-country or regional induction when you take up your placement.

Throughout the pre-placement process, you'll be supported by Skillshare International Ireland. Help will be given, for example, in obtaining visas and getting the right vaccinations. For most applicants, the time it takes between being selected and ultimately starting work in Africa or Asia can vary from two to six months. This can depend on your particular placement, your circumstances or the time of the year when you are selected.

Taking up your placement

Before commencing work at your new placement, Skillshare International Ireland will arrange an in-country or regional induction where you will be able to, amongst other issues, meet in-country and or regional staff of Skillshare International Ireland and the partner organisation in the country of placement; obtain general information on living and working in your particular country of placement, discuss issues relating to your placement including your role in the placement; have the opportunity to move into your house and set yourself up; and undergo language training if applicable.