***RTS PROJECT***

**RTS INTERNATIONAL JOBS**

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The Christian church community in particular is hereby informed that the following positions in the RTS international office are advertised. All interested candidates should remain on the alert for submission of their credentials to the sub-directorate of research; Permanent secretariat of the RTS. For more information contact by email the RTS project through info@perfectionministry.org.

All jobs are in form of renewable contracts of two years each.

1. **GENERAL ADMINISTRATION**

The administrative departments are responsible for putting in place the ground work required by the technical and field departments. They run the resources available for use at all the levels.

**The director of General Administration**

He/she is an experienced resource manager or other experienced leader in management.

-Is responsible for all RTS international and regional staff. Coordinates their wages and regulates their benefits and travel arrangements. Manager of all RTS resources, human, material and financial.

-Assisted by a reports and funding sub-directorate.

-Links with the ICB to promote awareness and bring in more tithers into the scheme

-Hires and fires support staff for all the other directions according to need.

**Sub-director communication**

-This office makes information available to all departments following meetings and deliberations.

-Causes liaison between all units both horizontal and vertically.

-This service is represented in all directorates by communication staff.

**Chief of service personnel**

-Responsible for security

-Decorations

-Organizing personnel and orienting them on general and specific issues

**Chief of service Budgeting**

Carries out estimates and feasibility studies

Makes projections based on given provisions of the church boards

**Chief of service Projects**

Writes out projects to reflect RTS demands everywhere.

Makes proposals of such to teams.

1. **TECHNICAL DEPARTMENTS**

Technical departments master everything about the functionality of the RTS project at the different levels. They engage in useful interactions with all other offices to provide support and also towards delivering all the anticipated results. They are supported to do so by the administrative departments.

**The director for collection**

-Is an expert appointed by competence from an economic or other relevant managerial position (Preferably Christian)

-Follows the collection chain and corrects all problems. Could convene regional/sub-regional trainings for this purpose.

-Manages regional changes and validates verified currency movement from churches.

-Has two sub-directions; enquiries and supervision;

**Chief of service Enquiries**

Responsible for getting information about how things are going in the field. Also performs all other tasks related with the contribution.

**Chief of services Supervision**

Uses information from enquiries to seek solutions to problems both on the spot and after going to the field. Also performs all other tasks related with the contribution.

**The director of distribution.**

Is an expert appointed by competence from an economic or other relevant managerial position. (Preferably Christian)

-Follows the distribution chain and corrects all problems. Could convene regional/sub-regional trainings for this purpose

-Manages currencies and validates money transfers towards the churches

**Chief of service distribution reports**

Give exact information about what is going on in the distribution of the 90%. Also performs all other tasks related with the distribution.

1. FIELD DEPARTMENTS

These are they that relay from a background of biblical strength knowledge required to cause all actors of the churches to adhere to the RTS project and produce results. They are the ones that reach out to Christians and church leaders with the teaching on the giving perfection. They are therefore expected to have learnt enough through the different available structures such as the PMTI and RTS trainers program. They are hired and used all over the world to foster the RTS goals. However, the technical and administrative departments still require people with adequate and sound understanding of Christianity.

By filling the online application forms, the RTS international office retains your information for use at any level of its network. No matter the chosen level of application, the applicant will still require to carry out field activity from his/her area of enrolment. The competitiveness of your application depends on the type of job you are applying to do. Field assignments will favour applicants with prior experiences to a large extend on trainers’ program activities. Participation in the PMTI will also become an important consideration.

All online applications should be sent through pmi@perfectionministry.org.

**RTS INTERNATIONAL OFFICE**

**RTS JOB APPLICATION**

**Please review the instructions before completing your RTS application and CV to ensure your application is complete. Incomplete or incorrect applications will not be considered.**

**BACKGROUND INFORMATION**

1. Family (Surname) Name: \_\_\_

2. First Given Name: \_\_\_\_ 3. Other Names: \_\_\_

**(All names should be entered as they appear on your passport)**

4. Gender: \_\_ 5. Date of Birth (Day/Month/Year): /\_\_/\_\_\_

6. Country of Origin: \_\_\_

7. Present Nationality: \_\_\_

8. Degrees earned: [ ]  PhD

 [ ]  MBA

[ ]  MSc / [ ]  MSN

 [ ]  Bachelor degree: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other

**CONTACT INFORMATION**

**9. Primary physical address for Package Delivery:**

 Physical Street Address \_\_

 Address Line 2 \_\_

 City \_\_\_

 State      Zip (USA)

 Country \_\_\_

 Province/Region \_\_\_ Postal Code (Canada)

 Phone 1       Phone 2

 Mobile/Cellular \_\_ Fax

 Primary Email \_\_

 Alt. Email \_\_

 2nd Alt Email

**PROFESSIONAL BACKGROUND**

**10. Experience with:**

 [ ]  Christian organizations\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(start Date       End Date       )

 [ ]  NGOs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(start Date       End Date       )

 [ ]  Other Professional Organizations\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Start Date       End Date       )

[ ]  NGO \_

 [ ]  Previous work with RTS (If more than 3 teams, list most recent 3)

 1st Term       or Month/Year

 2nd Term       or Month/Year

 3rd Term       or Month/Year

**PMTI Fellowships:**

 Fellowship Start Date (Month/Year):      /      End Date:       /

**11. WORK HISTORY**

**Current Employer**:

 Position/ Title:

 Company Name

**Date Started**

**Date Ended**

 Address

 City/State/Country

 Telephone 1

 Telephone 2

 Cell

 **Supervisor’s name**: Last       First

 Middle/Other

 **Supervisor contact**: Telephone 1       Telephone 2

 Mobile/Cellular

 Email 1       Email 2

**Specific duties, accomplishments and related skills you performed in this position:**

**Previous Employer**:

 Position/ Title:

 Company Name

**Date Started**

**Date Ended**

 Address

 City/State/Country

 Telephone 1

 Telephone 2

 Cell

 **Supervisor’s name**: Last       First

 Middle/Other

 **Supervisor contact**: Telephone 1       Telephone 2

 Mobile/Cellular

 Email 1       Email 2

**Specific duties, accomplishments and related skills you performed in this position:**

**12. Previous international work experience (list countries)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Country** | **Assignment start/end dates**  | **Reason/Purpose of work** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |

**13. Languages**

Please list below the languages you speak fluently. For the purposes of this program, fluency indicates the ability to speak the language exclusively in a professional setting, to include technical meetings and presentations.

**14. Why are you interested in being an RTS volunteer/affiliate/staff?**

**15. RTS Team**

Teams function at international, regional and sub-regional assignments (sub-region, zones and churches). Which type of assignment will you preferentially adopt during your deployments?

 First choice:      Second choice:

 Third choice:      Fourth choice:

 Fifth choice:

**16. Are you applying for an RTS administrative, technical or field/Consultancy position?**

[ ]  Field/Consultancy (Complete all questions in pages 5 and 6 for the Field assignment)

[ ]  Technical (Complete all questions in pages 7 and 8 for the Data manager assignment)

[ ]  Administration (Complete all questions in pages 9 and 10 for the Communication assignment)

**17. How did you hear about the RTS Project?**

[ ]  RTS website [ ]  RTS trainer [ ]  Colleague/ Friend

[ ]  Professional Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Conference event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  RTS church

[ ]  Social marketing network (i.e. Facebook, LinkedIn, etc.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **RELEVANT WORK EXPERIENCE**

**– Complete this section if desired position is FIELD/CONSULTANCY.**

\* Text Fields have unlimited lengths

**FIELD - 1**. Mark the box that best indicates your level of experience in field work including evangelical work (e.g. working in a team to cover Christian social work and other related activity):

[ ]  I do not have experience in this area

[ ]  Less than 1 year

[ ]  1 to 3 years

[ ]  3 to 5 years

[ ]  More than 5 years

Please describe your field experience:

**FIELD - 2**. Mark the box that best indicates your level of experience in RTS Trainers’ program:

[ ]  I do not have experience in this area

[ ]  Less than 1 year

[ ]  1 to 3 years

[ ]  3 to 5 years

[ ]  More than 5 years

Please describe your RTS trainers’ experience:

**FIELD - 3**. Mark the box that best indicates your level of experience in RTS project implementation:

[ ]  I do not have experience in this area

[ ]  Less than 1 year

[ ]  1 to 3 years

[ ]  3 to 5 years

[ ]  More than 5 years

Please describe your RTS project implementation experience. Please pay special attention to challenges encountered and how you were able to solve them and expand your network.

**FIELD - 4**. Mark the box that best indicates your level of experience with planning, supervising, monitoring and/or evaluating RTS project activities in your area):

[ ]  I do not have experience in this area

[ ]  Less than 1 year

[ ]  1 to 3 years

[ ]  3 to 5 years

[ ]  More than 5 years

Please describe your experience working in church teams to improve their activities (Hint: see evaluation tools).:

***Go to the Reference section (Page 9) and complete***

* **Complete this section if desired position is TECHNICAL MANAGEMENT.**

**DATA - 1**. Mark the box that best indicates your level of experience in data management (e.g. collecting, cleaning, analyzing, ):

[ ]  I do not have experience in this area

[ ]  Less than 1 year

[ ]  1 to 3 years

[ ]  3 to 5 years

[ ]  More than 5 years

Please describe your data management experience, including which software you have used: Please specify if these experiences include working in Church organizations and evangelical congregations.

**DATA - 2**. Mark the box that best indicates your level of experience in technical and administrative functions:

[ ]  I do not have experience in this area

[ ]  Less than 1 year

[ ]  1 to 3 years

[ ]  3 to 5 years

[ ]  More than 5 years

Please describe your interventions in solving problems encountered:

**DATA - 3**. Mark the box that best indicates your level of work experience in developing countries:

[ ]  I do not have experience in this area

[ ]  Less than 1 year

[ ]  1 to 3 years

[ ]  3 to 5 years

[ ]  More than 5 years

Please describe your work experience in developing countries. Please pay special attention to experience in monitoring and evaluation programs:

**DATA - 4**. Mark the box that best indicates your level of experience with programming as related to data management, for example excel, SPSS, Power point, word, , etc.:

[ ]  I do not have experience in this area

[ ]  Less than 1 year

[ ]  1 to 3 years

[ ]  3 to 5 years

[ ]  More than 5 years

Please describe your programming experience:

***Go to the Reference section (Page 9) and complete.***

**Complete this section if desired position is ADMINISTRATIVE.**

**COMM - 1**. Mark the box that best indicates your level of experience with planning and/or implementing communications ACTIVITIES

[ ]  I do not have experience in this area

[ ]  Less than 1 year

[ ]  1 to 3 years

[ ]  3 to 5 years

[ ]  More than 5 years

Please describe your work experience in planning/implementing communications campaigns. Please specify if these experiences include working in Church organizations and evangelical congregations.

**COMM – 2.** Mark the box that best indicates your level of experience working in a developing country.

[ ]  I do not have experience in this area

[ ]  Less than 1 year

[ ]  1 to 3 years

[ ]  3 to 5 years

[ ]  More than 5 years

Please describe your work experience in developing countries, including volunteer experience. Please specify if any of these experiences are in Christian church associations.

**COMM - 3**. Mark the box that best indicates your level of experience in social work.

[ ]  I do not have experience in this area

[ ]  Less than 1 year

[ ]  1 to 3 years

[ ]  3 to 5 years

[ ]  More than 5 years

Please describe your work experience in planning/implementing social mobilization. Please specify if these experiences include working in Christian groups.

**COMM - 4**. Mark the box that best indicates your level of experience in partnership building.

[ ]  I do not have experience in this area

[ ]  Less than 1 year

[ ]  1 to 3 years

[ ]  3 to 5 years

[ ]  More than 5 years

Please describe your work experience in partnership building. Please specify if these experiences include working with Christian organizations.

**REFERENCES (to be completed for all positions – Field/Technical/Administration)**

**List 5 people not related to you who are familiar with your character and qualifications, at least two of them should be current or previous work supervisors.**

\* Text Fields have unlimited lengths

**1**. Last Name       First       Middle/Other Names

 Telephone number - 1:       Telephone number - 2:

 Mobile phone:       Email address - 1:

 Email address - 2:

 Organization:       Title:

 Your professional relationship to this person:

**2**. Last Name       First       Middle/Other Names

 Telephone number - 1:       Telephone number - 2:

 Mobile phone:       Email address - 1:

 Email address - 2:

 Organization:       Title:

 Your professional relationship to this person:

**3**. Last Name       First       Middle/Other Names

 Telephone number - 1:       Telephone number - 2:

 Mobile phone:       Email address - 1:

 Email address - 2:

 Organization:       Title:

 Your professional relationship to this person:

4. Last Name       First       Middle/Other Names

 Telephone number - 1:       Telephone number - 2:

 Mobile phone:       Email address - 1:

 Email address - 2:

 Organization:       Title:

 Your professional relationship to this person:

**5.** Last Name       First       Middle/Other Names

 Telephone number - 1:       Telephone number - 2:

 Mobile phone:       Email address - 1:

 Email address - 2:

 Organization:       Title:

 Your professional relationship to this person: