**AFI ENGAGE PROGRAM 2024-2025**

**Application Form**

We are delighted that you are interested in applying for the AFI Engage program!

Please note that entry into the program is competitive. AFI is accepting applications from all member institutions to nominate one staff member each for the program. However, a maximum of 15 persons will be accepted for the 2024-2025 cohort after a rigorous application review and interview process. You will be contacted within 4 weeks of submitting your application form to arrange an interview. All applications are then assessed by a selection panel, and you will be advised of the outcome of your application once the selection process has been completed.

During the selection process, we aim to make the AFI Engage cohort a diverse mix of gender and regional representation. This is to ensure the cohort has a wide diversity of thought, which makes for a more rewarding experience for all participants.

**Before applying,** please ensure you meet the eligibility criteria and fully understand the level of commitment required from participants in the program. This information and other terms and conditions of the AFI Engage program can be viewed on the AFI website here: [AFI Engage 2024-2025](https://www.afi-global.org/newsroom/news/afi-engage-program-for-aspiring-policymakers/) and are also provided in Annex 1 of this form.

**While applying, please note:**

* All questions must be completed in full, and the declaration must be signed.
* Applicants must have the full support of their employer to participate. The application form must be signed by the head or deputy head of the AFI member institution.
* You are requested to attach the following with your application form:
	+ Updated photo for use on AFI social media and AFI Engage publicity (as .jpeg or .gif file)
	+ Professional profile/bio no more than two pages (as Word DOC/DOCX or PDF file)
	+ Proof of date of birth (copy of passport/national ID).

**Deadline:** Application forms must be submitted online before **23:59** **Malaysia time (UTC +8 hours) on Friday, 21 June 2024 via email to** **afiengage@afi-global.org****.**

Should you have any queries regarding the AFI Engage program or submitting your application form, please email afiengage@afi-global.org or reach out to your respective AFI Regional Manager.

**SECTION 1. PERSONAL INFORMATION**

1. Salutation:
2. Full Name:
3. Current designation/position:
4. Name of AFI member institution:
5. Date of Birth: (please attach copy of ID document as proof)
6. Gender:
7. Nationality:
8. Phone Number:
9. Email Address:
10. LinkedIn Profile (if available):

**SECTION 2. EDUCATIONAL BACKGROUND**

*(Please list your most recent degree first. Only include three (3) of the most important educational qualifications. The full education background can be included in the bio/CV attached to the application form).*

|  |  |
| --- | --- |
| Institution (name, country) |  |
| Major field(s) of study |  |
| Degree awarded |  |
| Date degree awarded |  |

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| --- | --- |
| Institution (name, country) |  |
| Major field(s) of study |  |
| Degree awarded |  |
| Date degree awarded |  |

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| Institution (name, country) |  |
| Major field(s) of study |  |
| Degree awarded |  |
| Date degree awarded |  |

List any professional certifications/trainings below. Only list three most important ones.

1. ­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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**SECTION 3. EMPLOYMENT HISTORY**

*(In this section, only provide information on your most recent professional experience. The full history can be included in the bio/CV attached to the application form).*

1. **Present Position** (Description of responsibilities, including activities, operations, or functions for which you are directly responsible).

|  |  |
| --- | --- |
| Position |  |
| Brief description of key responsibilities (in no more than 250 words) |  |
| No. of years in current position |  |
| Key achievements (in no more than 250 words) |  |

1. **Previously Held Positions** (Please list your most recent position first; only include last three positions held).

|  |  |
| --- | --- |
| Name of employer and location |  |
| Position |  |
| Brief description of key responsibilities (in no more than 250 words) |  |
| Dates position held |  |
| Key achievements (in no more than 250 words) |  |

|  |  |
| --- | --- |
| Name of employer and location |  |
| Position |  |
| Brief description of key responsibilities (in no more than 250 words) |  |
| Dates position held |  |
| Key achievements (in no more than 150 words) |  |

|  |  |
| --- | --- |
| Name of employer and location |  |
| Position |  |
| Brief description of key responsibilities (in no more than 250 words) |  |
| Dates position held |  |
| Key achievements (in no more than 150 words) |  |

1. **How long have you worked with the AFI member institution?** Please mention number of years and positions held \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Other Relevant Employment or Experience:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION 4. BIOGRAPHICAL SKETCH**

1. Language skills (include only those with at least intermediate level proficiency):

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1. Awards and Honors:

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1. Publications (selected publications, last three years):

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1. Leadership programs attended (if applicable):

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1. Tell us about yourself (hobbies and interests, community engagements, affiliations):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Anything else you would like to share about yourself:

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**SECTION 5. PERSONAL STATEMENT**

*Please make sure you provide original answers based on your views and experiences. Kindly adhere to the word limits as answers exceeding the prescribed limit may be omitted from the review.*

1. **We want to know about something you are proud of. What do you consider your most significant leadership achievement to date?** **(Max. 500 words)**

*(Please explain what the achievement is, why it is important and why you consider it your most significant achievement)*

1. **We believe that financial inclusion plays a crucial role in building strong economies. Share your thoughts on how financial inclusion can contribute to economic growth and stability? (Max. 500 words)**

*(You can include specific examples from your home country and institution to support your answer)*

**SECTION 6. EXPECTATIONS FROM THE AFI ENGAGE PROGRAM**

**What’s motivating you to participate in the AFI Engage program? Please share how the program will benefit you and your organization, and also what value your participation would bring *to the program*? (Max. 350 words)**

**Is there any specific area of knowledge or skill you would like to develop through the AFI Engage program?** *(Include any specific topics or areas of professional development you are interested in. This input is important for us in designing a program that is relevant to your needs and delivers value.)* **(Max. 350 words)**

**SECTION 7. ANY OTHER INFORMATION YOU WANT TO SHARE?**

**SECTION 8. DECLARATION**

*I certify that all the information provided in this application is true and accurate to the best of my knowledge. I understand that any misrepresentation may result in disqualification from the program.*

*I have read and understood the terms and conditions of applying for and participating in the AFI Engage Program. By signing the application form I agree to the terms and conditions of the program.*

|  |
| --- |
| **APPLICANT SIGN OFF** |
| **Signature of Applicant** |  |
| **Print Name** |  |
| **Position**  |  |
| **Date:**  |  |

|  |
| --- |
| **GOVERNING OFFICIAL SIGN OFF** |
| **Signature of Governing Official**  |  |
| **Print Name** |  |
| **Position** |  |
| **Date** |  |

**Institution’s Stamp**

***PLEASE BE SURE TO:***

*Check that you have completed all sections of the application form. The completed form along with supporting documents should be emailed to the* **afiengage@afi-global.org** **by** **23:59** **Malaysia time (UTC +8 hours) on Friday,21 June 2024***. Late or incomplete submissions will not be accepted.*

*Thank you for applying to the AFI Engage Program for the year 2024-2025.*

**ANNEXURE 1: TERMS AND CONDITIONS**

**Eligibility criteria: Participants must meet all the below criteria to be eligible for the program.**

* **Age:** Applicants must be 38 years or below (at the time of application submission deadline).
* **Experience:** Minimum of four (4) years of professional experience AND
must be a full-time employee of a paying AFI member institution.
* **Previous engagement with AFI:** The program is open to staff working in any department of AFI member institutions. Previous engagement with AFI may be an advantage but is not necessary.
* **Language skills:** Proficiency in English is required. Program activities will be in the English language and interpretation will not be provided.
* **Other criteria:** Participants should demonstrate leadership potential.

*Women policymakers who meet the criteria are especially encouraged to apply. The program target is 50 percent women participants.*

**Commitment from Participants and Member Institutions:**

* Member institution: Members that nominate staff to participate in the program would need to commit to permitting staff to participate in program activities, making allowance for time required and any travel requirements.
* Costs of participation: AFI shall cover the financial costs of staff participation in the program as per AFI’s travel and sponsorship policy. However, staff will be responsible for securing necessary approvals from their employer and covering additional costs (such as visa, vaccination, ground transportation).
* Participants shall proactively participate in program activities (estimated commitment of minimum of 25 days over 12 months)
* Graduation from the program shall require completion of at least 70 percent of program activities (to be specified based on calendar of activities for the cohort) AND completion of an attachment with AFI Management Unit (MU) or an in-country project as specified.
* If a nominated participant drops out of the program before completion of the program, the member institution cannot nominate a replacement or substitute staff.
* Only those who graduate from the program shall receive a program graduation certificate as well as be given the opportunity to be included in AFI’s experts list. This would enable them to continue contributing to AFI services beyond the life of the program.
* Participants agree to act as AFI ambassadors who add financial inclusion perspective to their work in whichever department they work and share information about AFI in their organization.
* Participants agree that AFI MU may provide written updates to respective member institutions of participants on progress and completion of the program.

**Other terms and conditions:** By submitting a nomination for the AFI Engage program, you (“applicant” and “applicant’s employer”) agree and accept the following terms and conditions.

1. Only one application form may be submitted for the AFI Engage program per year from one member institution.
2. By submitting an application for the AFI Engage program, the applicant and applicant’s employer warrant that it is not violating any third party or applicable laws.
3. Submission of an application does not guarantee selection for the program. Selection shall be at the sole discretion of AFI Management Unit.
4. AFI reserves the right to extend the deadline of application submission as it deems necessary.
5. Submissions must be made in English.
6. By submitting an application form, the applicant agrees that AFI may share the application form and any associated information submitted by the applicant with the Selection Panel. Composition of the Selection Panel will be determined by AFI MU.
7. The decisions of the Selection Panel and AFI MU are final. The applicant and applicant’s employer agrees that, regardless of the outcome, the applicant or his/her organization will not challenge the results or file any claims or suits against AFI, their affiliates, directors, officers, or employees, arising from the conduct of the AFI Engage program.
8. AFI may, in its sole discretion, terminate the AFI Engage program without any liability to the applicant or the member institution.
9. AFI will not be liable for any loss, cost or expense sustained during the course of the AFI Engage program, other than those specified under these Terms and Conditions.
10. By submitting the application, the applicant agrees that AFI may verify the information submitted. The applicant also agrees to AFI’s right to request additional information and data related to the submission in order to verify, clarify and elaborate the submitted application form.
11. Applicants, if selected for the AFI Engage program, agree to participate in communications and outreach activities organized by AFI related to the program. This could include providing quotes for a press release, appearing in videos, presenting at an AFI event, amongst others.
12. Each applicant grants AFI MU permission, without compensation or prior approval, to use its name, detailed description, website and photograph/likeness in promoting this or similar programs in the future.
13. If after announcing the selected participants, AFI determines that a participant has misrepresented, misstated, or mischaracterized the submission in any way, or is not the rightful owner of the submission, the participant may be disqualified from the AFI Engage program, and any privileges received by the participant may be rescinded. Any determinations made by AFI in withdrawing and disqualifying any applicant will be final.
14. We are committed to ensuring that your personal data is stored securely. Please note that we may keep your data for a reasonable period per the administrative requirements, and we will not disclose any of your personal data to any third party without your consent except for the AFI Engage program.