

Recruitment process

Before applying for a vacancy, please make sure you:

- meet the eligibility criteria set out in the vacancy advert
- have any essential qualifications/experience specified in the advert

Preparing your application form

- DFID will be looking to see whether you have the experience and competencies needed to do the job in question. Ask yourself the following questions:
- what work have I done that is relevant?
- what relevant competencies have I demonstrated in my current or previous jobs, at the appropriate level?
- where I don't currently have a competence, do I have any experience or qualifications that demonstrate my potential to acquire it?

Completing the application form

Space is limited, so try to be concise and to the point. Make sure everything you write relates directly to the competencies and skills specified in the advert and/or shows how your experience is relevant.

Remember to read through your application and check your spelling and grammar before submitting it to DFID.

Core competencies

Most jobs require candidates to demonstrate five of DFID's nine core competencies. The list of core competencies, the competency framework and the [core competency framework for advisers](#) set out the skills and attributes that make up each competence.

Assessment centres

Final short-listed candidates for these vacancies will be required to attend a half day assessment centre. The assessment centre is a process which complements the technical panel interview system whereby we try to identify if you have the personal traits and characteristics most suited to carrying out a DFID appointment.

The assessment centre process will include the following elements:

- a technical panel interview with a minimum of 2 and maximum of 3 members, including a short presentation by the candidate (topic will be advised in advance)
- a stakeholder exercise

Prior diagnostics may also be used.