

## **Vacancy: Female Project Counsellor and Advisor, Pakistan**

Thank you for your interest in the above post. I am pleased to send to you an application form, together with supporting information as listed hereunder. It should be noted that the deadline for submitting applications for this position will be strictly upheld and only completed official application forms (with current CV) and other requested documentation, if applicable, will be accepted.

In view of the nature of this post, the successful candidate will be required to undertake an Enhanced Disclosure Check in terms of Part V of the Police Act 1997. A Caring for Children declaration form is attached and should be completed and returned in a separate sealed envelope. Please put your name on the front of the envelope. If successful at interview this envelope will be opened and a disclosure check applied for. If unsuccessful at interview the sealed envelope will be shredded.

A basic outline of the Terms and Conditions of the proposed contract is enclosed.

Please note that the successful applicant is required to undertake a medical examination with the Council's Medical Officer and any job offer will be subject to a satisfactory medical report with psychological assessment. The same arrangements will also be organised for your accompanying spouse and family, if appropriate. Prior to departing overseas, the successful applicant will be required to undertake a period of training. The content and details of training are determined by the Council.

Please note:

- a) Application forms and all supporting documents, if appropriate, to be received by **Friday, 26 September 2008**.
- b) Interviews relating to the post will take place in the Church Offices, Edinburgh, on a date to be confirmed

I look forward to receiving your completed application form. If you have any questions about the enclosures or the application process, please do not hesitate to contact me.

Yours sincerely,

Sarah-Jayne McVeigh  
Human Resources Adviser

Encls: Application Form  
Caring for Children Declaration  
Job Description  
Person Specification  
Terms and Conditions – Basic Outline  
An introduction to Pakistan