



FREQUENTLY ASKED QUESTIONS

ABOUT CIVICUS'S RECRUITMENT PROCESS

HOW DO I APPLY FOR A JOB WITH CIVICUS?

The best way to apply for a job with CIVICUS is to apply to a specific position through the CIVICUS website.

The [Work with Us](#) page will show current vacancies with CIVICUS. Each vacancy will have an advert and a Job Description outlining the key skills and experience CIVICUS is looking for in each role.

All applications should comprise of the following information unless otherwise stipulated on the Job Advert:

- A full CV, including educational and professional qualifications, a full employment history showing the more significant positions, responsibilities held, and relevant achievements
- A covering note of not more than 1 page outlining your motivation and relevant experience for applying for the role.
- The position title or the job reference of the role that you are applying for should be clearly indicated in the subject line of your email.

DOES CIVICUS ACCEPT SPECULATIVE CVS?

Due to the volume of interest and applicants we receive, CIVICUS does not accept speculative CV's or an application that is not referencing a specific vacancy. To ensure a fair recruitment process for all our applicants, we encourage all candidates to apply for current vacancies using the requirements stipulated on the advert.

ONCE I HAVE APPLIED, WHEN WILL I HEAR ABOUT MY APPLICATION?

We will aim to get back to candidates within three weeks of the closing date.

Due to high volumes of applications received, should you not have received feedback on your application within three weeks of the closing date, please consider your application unsuccessful.

DO I NEED TO HAVE A WORK PERMIT TO APPLY FOR A ROLE?

CIVICUS is required by law to ensure that all staff members have the right to work

in the country that they are employed in. Most of our roles are based in Johannesburg, New York or Geneva and therefore you would need to have the right to work there, even if you travel as part of your role.

Our ability to gain work permits for potential staff members depends upon several factors - the type of visa required, the applicant's nationality and the skill level of the job advertised. In certain circumstances CIVICUS will support a candidate in obtaining a work permit if we can demonstrate that we could not recruit for a position from within a specific country.