



Dear Applicant,

Re: Refugee General Advisor

We appreciate your keen interest in this position, and we have included the following documents for your reference:

- Instructions and Guidelines
- Job Description and Qualifications
- Statement on Equal Opportunities
- Monitoring Form for Equal Opportunities
- Application Form

Kindly review the Guidance Notes as they hold pertinent information necessary for the application form. In alignment with our commitment to equal opportunities, we assess candidates based on their alignment with the criteria outlined in the person specification. It is essential that you address these criteria while completing your application and provide substantiating evidence that showcases your possession of the requisite skills, knowledge, and experience.

We kindly request that you send back the completed application form (please note that CVs will not be accepted) to the designated recipient at New Citizens' Gateway. You can either mail it to the Chief Executive Officer, New Citizens' Gateway, 8th Floor, Hyde House, The Hyde London NW9 6LH or email it to admin@ncgateway.org.uk.

Please be aware that the application **deadline** is **29th September 2024**. **Interviews** are scheduled at NCG's offices on **3rd October 2024**, so kindly keep this date unoccupied on your calendar.

Additionally, candidates are encouraged to complete the attached Monitoring Form along with the application. This form will be separated from the application prior to shortlisting and will solely serve the purpose of overseeing the recruitment process. Given our status as a registered charity with limited resources, we will only be able to respond to those candidates who are shortlisted. We genuinely value the time and effort you invest in completing your applications and extend our gratitude for the interest you've demonstrated.

Yours faithfully,

Dr. Nazee Akbari
Chief Executive Officer