



# YALI REGIONAL LEADERSHIP CENTER

SOUTHERN AFRICA • PRETORIA

## APPLICATION INSTRUCTIONS

We recommend printing these instructions to help you prepare your responses ahead of time and referring to them while completing the application.

### GENERAL APPLICATION INSTRUCTIONS AND TIPS

- Currently, the only method for applying to participate in the YALI RLC SA Program is via an online application. You will need access to a computer, a tablet or a smartphone and the Internet to apply. Only those applicants who fully complete the online application will be considered. **Applications and information submitted through email or other means will not be considered.**
- You do not have to finish your application in one session. You may save your work and return later to continuing working on your application as many times as necessary until completion. Please note the deadlines stipulated for your preferred cohort dates.
- Answer all questions on the application in English. Questions that require a response are marked with an asterisk (\*). Questions that are not marked with an asterisk are OPTIONAL and do not have to be completed.
- All answers in the application including written responses to personal statements must be your own, original work. Plagiarism will not be tolerated and applicants found to have plagiarized will be disqualified.
- You may wish to review the application and its questions before filling in the application. Some applicants find it helpful to create their responses offline (in a separate Word document for example) and then cut and paste their responses into the appropriate sections of the application.

### ONLINE APPLICATION SECTIONS

The application is comprised of seven (7) steps.

1. **General Information**
2. **Education and Languages**
3. **Employment**
4. **Program Track and Cohort Selection**
5. **Personal Statements**
6. **Supplemental Questions**
7. **Submit**

### STEP 1: GENERAL INFORMATION

1. Provide your legal **First/Given Name** as it appears on your birth certificate, passport or national identification card.

2. Provide your **Surname** or Family name as it appears on your birth certificate, passport or national identification card.
3. Provide any other given names.
4. Please indicate your **Gender**: Male, Female or LGBTQIA+. The YALI Regional Leadership Center Southern Africa does not discriminate on the basis of gender or gender identity.
5. Please provide your **Date of Birth** by selecting the year, month, and day on the pop up calendar or using the format (YYYY-MM-DD). *Only applicants between the age of 18 and 35 at the time of the deadline for applications will be eligible. If you are selected as a semi-finalist, you may be required to provide documentation verifying your date of birth at the interview stage.*
6. Please provide the name of the **City/Town/Village** where you were born.
7. Please provide the name of the **Country** where you were born. This could be different from your country of residence and/or country of citizenship.
8. Please provide your country of legal **Citizenship**. You will be required to provide documentation verifying citizenship, if you are shortlisted. And Only applicants from the stated participating countries will be eligible for participation.
9. If you are from any country other than South Africa, you will be asked if you have a Passport. This is to facilitate travel to the YALI Regional Leadership Center Southern Africa, which is based in Midrand, if you are selected. If you do have a Passport, please fill in the number, country of issue, and date of expiration. Optionally, you can upload a scan of your Passport. Please note that for all non-Southern Africans, with the, you are required to have a Passport in order to travel to South Africa. If you do not have a Passport, you will be required to obtain one at your own expense in time for you to participate in the YALI Regional Leadership Center Southern Africa program. If you do not have a passport on submission of application you may use information on your national ID. But note that you will require a passport 3 weeks prior to program arrival date.
10. If you are South African, you will be asked if you have a National ID. If you have a National ID, please fill in the number and date of expiration and Optionally, and upload a scan of your National ID. Please note that South Africans will be required to have a National ID in order to participate in the program. If you do not have a National ID, you will be required to obtain one at your own expense in time for you to participate in the YALI Regional Leadership Center Southern Africa program.
11. **Residence** - Please select the Country where you currently reside.
12. Please characterize the area where you currently live/work among the two provided categories: Urban or Rural. Urban refers to a major city or town; and Rural- refers to an upcountry or countryside area that is not urban.

### Contact Information

13. Please provide an email address which you check regularly as this will be the primary mode of contacting you. Depending on how you logged into the site, your email address may automatically appear. Please double check that it is correct.
14. Please fill in your primary phone number. It is important that we are able to reach you in the case that you are short-listed for an interview.
15. Please fill in another phone number (if you have one) where we can reach you in case we cannot reach you on your primary phone number. This could be a parent, spouse, other family member, or work phone number.

16. Please fill in another email address (if you have one) where we can reach you in case we cannot reach you via your primary email address. This could be a personal or work email address.
17. Please fill in your P.O. Box number, if you have one.
18. Please fill in your City where your P.O. Box is located, if you have one.
19. Please fill in the Post Code of your P.O. Box, if you have one.
20. If you use Whatsapp, please check yes and indicate the phone number to which your account is associated. We may use Whatsapp to reach you if all other methods fail. Note that this is optional.
21. If you have a Twitter account, please check yes and indicate your Twitter handle. Note that this is optional.
22. If you have a Skype account, please check yes and indicate your Skype ID. Note that this is optional.
23. If you have a Facebook, please check yes and indicate your Facebook ID. Note that this is optional.

## **STEP 2: EDUCATION AND LANGUAGES**

### **Education**

Please tell us about your educational background. Indicate your highest level of education completed, and your course of study. Please also indicate if you are currently enrolled in school/college/university. While the YALI program values a person's education, there is no minimum level of education or minimum grade required for participation in the program.

### **Languages**

English language proficiency is required for participation in the YALI RLC SA Program. All activities will be conducted in English, including academic sessions, discussions, meetings, cultural activities, and social interactions. Please fill in the chart evaluating your English language skills (Basic, Intermediate or Advanced) as accurately as possible and also tell us what other languages you speak.

## **STEP 3: PROFESSIONAL EXPERIENCE**

Please tell us about your professional experience. This can include formal or informal employment, self-employment, or other forms of engagement with organizations. It is not mandatory that you are or have ever been employed, but we want to know as much about you as possible.

List up to 3 positions you have held, starting with the most current.

1. Organization/Company Name: What is or was the name of the organization or company you worked for?
2. Was this self employment? Yes or No
3. Position/Job Title: What was your position or job title you held?
4. When were you in that position, from which month and year to when? If you are still in this position, select
5. "Current", otherwise, select the month and year when you terminated.
6. Key Responsibilities and Achievements: Lastly, tell us a little about what your responsibilities and achievements were in that position. Please be brief and note that the word limit is 100 words.

Repeat this process for up to two (2) additional positions you held.

## STEP 4: PROGRAM TRACK & COHORT SELECTION

### Program Track

There are three tracks to choose from: Business & Entrepreneurship, Civic Leadership, and Public Management. Participants may only participate in one of the tracks which aligns most closely with their current and/or future career or vocational achievements and/or aspirations. Read the descriptions of each track carefully before making your selection.

Please note that applicants from **Zimbabwe** can only join either the Business & Entrepreneurship Track or the Civil Leadership Track.

**Business & Entrepreneurship:** This track caters to the range of emerging or aspiring entrepreneurs who hope to take on leadership roles within the private sector or build their own business ventures on the continent. It will expose participants to business and entrepreneurial approaches, including those that are employed to address social issues. It will also build technical and leadership capacity in areas such as strategy, operations, supply chain management, business ethics, social entrepreneurship, microfinance, organizational development and management, marketing, innovation and technology, emerging markets and risk analysis, strategic business planning, and corporate social responsibility.

**Civic Leadership:** This track is oriented to those who are or aspire to be civically engaged and serving the public through non-governmental organizations, community based organizations, or volunteerism. It will expose participants to the meaning of civic leadership, while building technical and leadership capacity in areas such as citizenship, community building, economic development, grassroots activism, political organizing and leadership, and volunteerism. Sub-themes such as organizational management, strategic planning, fundraising, community relations and outreach, advocacy, monitoring and evaluation, media, and coalition-building may also be explored depending on the needs and desires of the participants.

**Public Management:** This track is tailored to those who work or aspire to work in any level of government (including elected positions), regional organizations such as the African Union or the Southern Africa Development Community, international organizations such as the United Nations, or other publicly-minded organizations or think tanks. It will expose participants to public management models and best practices, while building technical and leadership capacity in areas such as transparency, procurement, public financial management, government tender processes, legislative/executive collaboration, citizen engagement and outreach, human resource management, program implementation, and policy formulation.

### Cohort Selection

Applicants are asked to indicate two preferred Cohort dates for which they shall be considered. Please note that applications are due approximately three 3 weeks after the call for application opens. The deadline for applications for a particular cohort will be indicated next to the cohort dates.

## STEP 5: PERSONAL STATEMENTS

This section of the application is the most crucial. Your responses to these five questions will help the selection committee identify your current and potential leadership traits as well as understand your desire to participate in the program. Your responses are therefore critical in distinguishing yourself from other candidates. Please note that each response has a specified word limit. Use your own words. Do not plagiarize your answers. Plagiarism is a type of deception in which a person presents another person's writing, ideas or materials as their own without crediting the source. Plagiarism is strictly forbidden at the YALI Regional Leadership Center Southern Africa, and those who plagiarize their application materials will be disqualified. Please note that the staff and selection committee for the YALI Regional Leadership Center Southern Africa will be checking all applications for plagiarism. Applicants who are found to have submitted answers that are not their own will be automatically disqualified. For more information, visit [www.plagiarism.org](http://www.plagiarism.org).

## STEP 6: SUPPLEMENTAL QUESTIONS

*Responses to these questions are voluntary. You are NOT REQUIRED to respond to these questions. No selections will be made based on this information. There will be no impact on your application if you choose not to answer any of these questions. Your responses will not be shown to the panel rating the applications or to anyone else who can affect your admissions decision. This information is used to better understand the people we are reaching and will help us better aim for maximum diversity. The aggregate information collected through this form will be kept private and confidential.*

1. **Marital Status** – If you so choose to disclose this information, please indicate your marital status i.e. whether you are married or single. The YALI Regional Leadership Center Southern Africa does not discriminate on the basis of marital status.
2. **Religious Affiliation** – If you so choose to disclose this information, please indicate your religious affiliation, if any. You may choose from one of the major religions in the world on the list, or write in any other religion that you adhere to. The YALI Regional Leadership Center Southern Africa does not discriminate on the basis of religious affiliation.
3. **Disability** – If you have a disability, please indicate here. If you select “Yes”, you will be asked additional information that may be helpful for the YALI Regional Leadership Center Southern Africa to accommodate any special needs you may have. The YALI Regional Leadership Center Southern Africa does not discriminate on the basis of disability.
4. **Other Leadership Courses** – Please indicate if you previously participated in a leadership course or training.
5. **Mandela Washington Fellowship** – Have you previously applied to be a YALI Mandela Washington Fellow, and if so, did you participate in the program?
6. **YALI Network** – Are you a member of the YALI Network, and if so, have you taken online courses through the network? If not, would you be interested in joining the network?
7. **How did you learn about the YALI Regional Leadership Center Southern Africa?** – Please indicate all the channels of communication from which you learned about the YALI Regional Leadership Center Southern Africa.

## STEP 7: FINISH

This is the final step of your application. Before you can submit, you must read and accept the following two statements:

### Certification

In order to participate in the YALI Regional Leadership Center Southern Africa program, I understand that I must meet the minimum eligibility requirements for admission to the program, that I must meet the qualifications standards for the specific track that I have chosen, that I must be a citizen of one of the designated countries served by the YALI Southern Africa Regional Leadership Center, and that my admission to the program is subject to the determination by the admissions team. I have read, understand, and will comply with the terms and conditions of the program. I hereby certify that I have completed this application fully and accurately to the best of my knowledge. I understand that any falsification, omission, or concealment of material fact may subject me to disqualification.

### Commitment

I hereby acknowledge that if accepted as a participant in the YALI Regional Leadership Southern Africa program, I confirm that I will abide by the time commitment as outlined in the program.

Once you have read and checked both statements indicating your agreement, and have completed the other six (6) steps of the application, you can click the “Submit” button.

If you have not answered any required questions, those questions will be indicated and you will have the opportunity to complete those questions. An email reminder may be sent to applicants who have started but not yet completed an application before the deadline expires.

Please be sure to review your responses for comprehensiveness, accuracy, spelling, grammar and clarity, Once you have submitted your application, you will not be able to make any additional changes to it.

Please note that applications that have been started but not officially submitted by the deadline will not be considered. You may, however, choose to apply for a later cohort.

All applicants will receive an email acknowledging receipt of their application and information about when/how candidates will be notified.

***Good luck to you and thank you for your interest in the YALI Regional Leadership Center Southern Africa.***

