



Mentoring application form – Mentors

Thank you for applying to be a mentor. Please see the mentoring guidelines for further information.

<https://katuka.online/transfer-of-skills-for-greater-success/>. This form is confidential to Katuka Mentorship Programme for learning and organisational development and the mentoring matching panel as designated in the mentoring programme.

Please complete this form as fully as possible. The information you provide will help us to match you with a mentee that has development/learning needs that most closely meet your experience and skills.

We charge a Registration Fee of N\$ 150 to cover administrative costs and secure your spot.

1. Personal Information:

Name and Surname:			
ID:			
Street Address:			City:
Employer:			
Street Address:			City:
Job Title:			
Occupation: department:		How long in current position:	
Cellphone:		Work Telephone:	
Personal email:		Work Email:	
Education and qualifications: Start with most recent			
Institution		Qualification	



2. Mentor Information:

Please give a brief overview of your current job, main responsibilities, and career to date.

Please briefly state why you want to be a mentor. Please refer to strengths and skills and include any personal qualities/experience for development of others.

What do you hope to gain from this leadership position?

Please identify your areas of expertise and knowledge.

Areas of Expertise and Knowledge	Tick
Knowledge of Katuka and its culture	
Knowledge of/or previous experience as a mentor	
Communicating effectively	
Confidence and assertiveness	
Dealing positively with change	
Improving resilience, work life balance and well being	



Management or moving into a management role	
Leadership or moving into a leadership role	
Negotiating and influencing skills	
Networking opportunities	
Personal organisational skills and workload management (prioritising, planning and time management)	
Project management	
Managing external suppliers	
Problem solving	
Strategic thinking and implementation	
Career development and planning e.g. any particular professional specialism- (Medical doctor) Specific areas:	

Please list other specific areas of knowledge and experience relevant to professional and support roles not listed above, e.g. managing planning, supporting research.

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Do you have any specific preferences in terms of the participant you would like to mentor? E.g., Manager, non-manager, or entrepreneurs only? We will take your preferences into consideration when matching, though it may not be possible to meet your preference.

Choose a category: <input type="checkbox"/> Corporate or NGO	<input type="checkbox"/> Professional	<input type="checkbox"/> Entrepreneur/Business owner
Indicate career level: <input type="checkbox"/> Low to mid-level	<input type="checkbox"/> Mid-level to senior level	<input type="checkbox"/> Senior to Executive level
Any other:		

5. References: General reference (e.g., immediate head)

i) Name:	
Address:	Tel:
i) Name:	
Address:	Tel:



3. Applicant Declaration:

The information on this form will be used by the mentoring matching group.

By signing this agreement, you will have your manager's approval to be a mentor. It is expected that you will attend a training event, adhere to the mentoring programme, actively participate in the mentoring process, and contribute to the evaluation of the programme.

1. Orientating training – scheduled for beginning of February, in-person event (Thurs & Fri am 5 hours each)
2. April and August training take place in-person (3 hours training each). Dates tba

4. Rules and regulations:

1. Application forms should be completed by the applicant personally.
2. All application forms should be accompanied by certified copies of the following documents (note that the company shall accept no responsibility for original documents):

a. Certified copy of proof of nationality; b. Certified copies of qualifications

3. Proof of registration fee payment. (N\$ 150) (see banking details below)
4. Completed application forms must be e-mailed or delivered to the following address:
desere@katuka.online or desere@economist.com.na or Namibia Economist, 7 Schuster St, Windhoek.
5. Applicants will be advised in writing of the decision of the KMP.
6. The granting of participation lies within the sole discretion of KMP and their decision is final - no correspondence will be entered into this regard.
7. All applications will be confidential and all information exchanged during the formal mentorship relationship is confidential.
8. Successful candidates will be expected to comply with the procedures and code of ethics of this programme. Failure to comply herewith, may result in the immediate and without prejudice withdrawal of participation.
9. Any decision in this regard will lie within the sole discretion of the KMP.

Initial the two statements below:

_____ I understand that the mentor programme involves spending a minimum of one hour every month, via face-to-face contact, email, skype, text or phone, for the year with an assigned mentee.

_____ I understand that I will be required to complete a mentor programme orientation as scheduled by February 2025 and I commit to participate and attend all scheduled activities for the programme during the year 2025.

I, the undersigned, declare that the information contained in this form is true and correct and I also acknowledge that false information invalidates this application.

Signed _____ on this _____ day of _____ 2024.
Signature of applicant.

Thank you for completing this form.

Please return to: Desèré Muller, Programme Director:

Email: desere@katuka.online or desere@economist.com.na or

Deliver to: Namibia Economist, 7 Schuster Street, Windhoek

*Banking details: Namibian Businesswomen, Standard Bank Branch Ausspannplatz: 08267200 Account: 241666007 Reference: Full name