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|  | SECRETARIAT OF THE PACIFIC REGIONAL ENVIRONMENT PROGRAMME  **RECRUITMENT & SELECTION**  **APPLICATION FORM** |

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| **THIS APPLICATION IS FOR THE FOLLOWING POSITION:** |
| **DIRECTOR GENERAL** |

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| **1.** | **PERSONAL DETAILS** | | | | | | | | |
| NAME | | |  | | | | | | |
| DATE OF BIRTH | | |  | | | Please tick one | | Male Female | |
| NATIONALITY | | |  | | |
| FAMILY STATUS (DEPENDENTS) | | | | | |  | | | |
| POSTAL ADDRESS | | |  | | | E-MAIL ADDRESS | | |  |
| TELEPHONE WORK | | |  | | | MOBILE NUMBER | | |  |
| TELEPHONE HOME | | |  | | | FAX NUMBER | | |  |
| LANGUAGES | | |  | | | | | | |
| HOBBIES | | |  | | | | | | |
| COMMUNITY INVOLVEMENT | | |  | | | | | | |
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| **2.** | **ACADEMIC BACKGROUND (Most recent ones first)** | | | | | | | | |
| Dates | | Institution/Country | | | | Qualification Attained | | | |
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| **3.** | **OTHER PROFESSIONAL DEVELOPMENT/WORKSHOPS/CONFERENCES ATTENDED (State only those that are relevant to this position)** | | | | | | | | |
| Dates | | Institution/Country | | | | Programme Title/Theme | | | |
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| **4.** | WORK EXPERIENCE WITH REMUNERATION (Most recent employment first) | | | | | | | | |
| Dates | | Employer | | | Position (briefly list core functions) | | | | |
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| **5.** | **PROFESSIONAL AFFILIATIONS/AWARDS** | | | | | | | | |
| Dates | | Organisation | | | | Member/Award Status | | | |
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| **6.** | **PROFESSIONAL REFEREES (List at least 3)** | | | | | | | | |
| Name | | | Position | | | Organisation & Contact Details | | | |
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| **7.** | **STATE HOW YOU MEET EACH SELECTION CRITERIA** | | | | | | | | |
| **NATIONALITY REQUIREMENTS** | | | | | | | | | |
| 1. **Must be nominated by a SPREP member Government or Administration** | | | | | | | | | |
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| **2. Must be a national of the nominating SPREP member Government or Administration** | | | | | | | | | |
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| **CRITERIA 1**  A Masters degree or higher qualification in relevant Management/Development/Environment or related fields. | | | | | | | | | |
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| **CRITERIA 2**  At least 15 years of significant and relevant practical experience and educational background in strategic leadership and management, including working in senior management and leadership at senior executive level, preferably in a multicultural and multi-disciplinary work environment in the Pacific region | | | | | | | | | |
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| **CRITERIA 3**  Outstanding credentials in his or her individual field of expertise, demonstrated sound judgement and strong analytical and strategic planning skills | | | | | | | | | |
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| **CRITERIA 4**  Established track record of performance, and extensive high level experience and competency, in dealing with regional and extra-regional governments and institutions and in negotiations with donors and development agencies, with a very good understanding of donor policies and processes | | | | | | | | | |
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| **CRITERIA 5**  Demonstrated experience of operating in the unique Pacific way and in partnership building, including capacity and resource mobilisation | | | | | | | | | |
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| **CRITERIA 6**  A vision for, commitment to, and empathy with, the sustainable social, economic and environment development aspirations of the Pacific island countries and territories | | | | | | | | | |
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| **CRITERIA 7**  Confidence and ability to advocate for, and promote, the environmental concerns, the protection and development of the environmental resources of the region and proven experience of high level negotiation work with Governments, especially SPREP Member countries and partners | | | | | | | | | |
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| **CRITERIA 8**  Exposure to development issues and opportunities, and to living conditions in developing countries, and an ability to engage and build rapport and trust with stakeholders around various and complex issues | | | | | | | | | |
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| **CRITERIA 9**  Hands on experience working in multicultural and multidisciplinary teams, as both a team leader and member, with flexibility to adapt to a shifting and demanding work load | | | | | | | | | |
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| **CRITERIA 10**  Excellent capability to write and communicate verbally in English, and good computer and related technical skills, including an ability to communicate and interact effectively with Governments, development partners, the private sector and civil society | | | | | | | | | |
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| **CRITERIA 11**  Deep interest in, and an extensive knowledge of, the Pacific Islands region, including a good understanding of the environmental management issues in the Pacific and challenges facing Pacific Island countries and territories, and the region as a whole. | | | | | | | | | |
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| **DESIRABLE**  Excellent ability to communicate verbally and to write in SPREP's two working languages | | | | | | | | | |
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| **8.** | **GENERAL INFORMATION** | | | | | | | | |
| Computer Literacy (list programmes and level of competency) | | | |  | | | | | |
| Declaration of close relations to any individual who is currently employed at SPREP. Please list name/s and nature of relationship. | | | |  | | | | | |
| Discipline Record (list past employment disciplinary cases or criminal convictions, if any) | | | |  | | | | | |
| Details of any Medical History | | | |  | | | | | |
| Possible start date if successful | | | |  | | | | | |
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| **9.** | **ANY OTHER ADDITIONAL INFORMATION APPLICANT WISHES TO SUBMIT** | | | | | | | | |
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| **10.** | **HOW DID YOU LEARN ABOUT THIS POSITION?** | | | | | | | | |
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| **11.** | **CERTIFICATION & AUTHORISATION:**  **All information submitted herewith is true and correct. SPREP has the authority to seek verification of any information provided.** | | | | | | | | |
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| **Signature** | | | | | | | **Date** | | |

The following documents must be attached to this Application Form:

* Curriculum Vitae

Applicants may attach copies of available Referee reports and other information they wish to provide to support their application.