|  |  |
| --- | --- |
| SPREP-PROE-tall-colour_sml copy.gif | SECRETARIAT OF THE PACIFIC REGIONAL ENVIRONMENT PROGRAMME  **RECRUITMENT & SELECTION**  **APPLICATION FORM** |

|  |
| --- |
| **THIS APPLICATION IS FOR THE FOLLOWING POSITION:** |
| **ENVIRONMENTAL MONITORING & PLANNING ADVISER** |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1.** | **PERSONAL DETAILS** | | | | | | | |
| NAME | | |  | | | | | |
| DATE OF BIRTH | | |  | | | SEX | |  |
| NATIONALITY | | |  | | | | | |
| FAMILY STATUS (DEPENDENTS) | | | | | |  | | |
| POSTAL ADDRESS | | |  | | | E-MAIL ADDRESS | |  |
| TELEPHONE WORK | | |  | | | MOBILE NUMBER | |  |
| TELEPHONE HOME | | |  | | | FAX NUMBER | |  |
| LANGUAGES | | |  | | | | | |
| HOBBIES | | |  | | | | | |
| COMMUNITY INVOLVEMENT | | |  | | | | | |
|  | | | | | | | | |
| **2.** | **ACADEMIC BACKGROUND (Most recent ones first)** | | | | | | | |
| Dates | | Institution/Country | | | | Qualification Attained | | |
|  | |  | | | |  | | |
|  | |  | | | |  | | |
|  | |  | | | |  | | |
|  | |  | | | |  | | |
|  | |  | | | |  | | |
|  | |  | | | |  | | |
|  | |  | | | |  | | |
|  | | | | | | | | |
| **3.** | **OTHER PROFESSIONAL DEVELOPMENT/WORKSHOPS/CONFERENCES ATTENDED (State only those that are relevant to this position)** | | | | | | | |
| Dates | | Institution/Country | | | | Programme Title/Theme | | |
|  | |  | | | |  | | |
|  | |  | | | |  | | |
|  | |  | | | |  | | |
|  | |  | | | |  | | |
|  | |  | | | |  | | |
|  | |  | | | |  | | |
|  | |  | | | |  | | |
|  | |  | | | |  | | |
|  | |  | | | |  | | |
|  | |  | | | |  | | |
|  | | | | | | | | |
| **4.** | WORK EXPERIENCE (Most recent employment first) | | | | | | | |
| Dates | | Employer | | | Position (briefly list core functions) | | | |
|  | |  | | |  | | | |
|  | |  | | |  | | | |
|  | |  | | |  | | | |
|  | |  | | |  | | | |
|  | |  | | |  | | | |
|  | |  | | |  | | | |
|  | |  | | |  | | | |
|  | |  | | |  | | | |
|  | | | | | | | | |
| **5.** | **PROFESSIONAL AFFILIATIONS/AWARDS** | | | | | | | |
| Dates | | Organisation | | | | Member/Award Status | | |
|  | |  | | | |  | | |
|  | |  | | | |  | | |
|  | |  | | | |  | | |
|  | |  | | | |  | | |
|  | |  | | | |  | | |
|  | |  | | | |  | | |
|  | | | | | | | | |
| **6.** | **PROFESSIONAL REFEREES (List at least 3)** | | | | | | | |
| Name | | | Position | | | Organisation & Contact Details | | |
|  | | |  | | |  | | |
|  | | |  | | |  | | |
|  | | |  | | |  | | |
|  | | |  | | |  | | |
|  | | | | | | | | |
| **7.** | **STATE HOW YOU MEET EACH SELECTION CRITERIA** | | | | | | | |
| **CRITERIA 1**   * + - * Minimum qualifications of a Masters degree in Environmental Science or Natural Resource Management with an emphasis on environmental monitoring and planning OR Bachelor degree in lieu, with applied relevant work experience in excess of the minimum required relevant work experience. | | |  | | | | | |
| **CRITERIA 2**   * At least 7 years work experience in the development and implementation of environmental planning and monitoring, including management of spatial natural resources management information and databases or related field, with at least 5 years work experience at a senior advisory level, preferably in the Pacific Islands region. | | |  | | | | | |
| **CRITERIA 3**   * Demonstrated experience in applying environmental data to the production of environmental planning and monitoring reports, preferably at national State of Environment reporting scale. | | |  | | | | | |
| **CRITERIA 4**   * Demonstrated experience in programme and project management and monitoring and evaluation including financial management, proposal and report writing | | |  | | | | | |
| **CRITERIA 5**   * Demonstrated experience in leading, managing and working within a multi-disciplinary and multi-cultural team environment | | |  | | | | | |
| **CRITERIA 6**   * Strong strategic advisory, coordination, analytical, communication and facilitation skills with a demonstrated ability to motivate teams and establish and implement workplan objectives | | |  | | | | | |
| **CRITERIA 7**   * Excellent written and verbal communication skills including high level of presentation and inter-personal skills with sound experience in establishing and maintaining effective relationships with a diverse group of people | | |  | | | | | |
|  | | | | | | | | |
| **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) | | | |  | | | | |
| Possible start date if successful | | | |  | | | | |
|  | | | | | | | | |
| **9.** | **ANY OTHER ADDITIONAL INFORMATION APPLICANT WISHES TO SUBMIT** | | | | | | | |
|  | | | | | | | | |
|  | | | | | | | | |
| **10.** | **HOW DID YOU LEARN ABOUT THIS POSITION?** | | | | | | | |
|  | | | | | | | | |
|  | | | | | | | | |
| **11.** | **CERTIFICATION & AUTHORISATION:**  **All information submitted herewith is true and correct. SPREP has the authority to seek verification of any information provided.** | | | | | | | |
|  | | | | | | | | |
|  | | | | | | |  | |
| **Signature** | | | | | | | **Date** | |

The following document must be attached to this Application Form:

* An updated Curriculum Vitae must be attached

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