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

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| **THIS APPLICATION IS FOR THE FOLLOWING POSITION:** |
| **INVASIVE SPECIES ADVISER** |

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| **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 |  |
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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 (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**  |
| **CRITERIA 1*** Masters degree in natural sciences or other relevant field OR Bachelor degree in lieu, with applied relevant work experience in excess of the minimum required relevant work experience.
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| **CRITERIA 2*** At least 7 years relevant experience in invasive species management, preferably on islands, with at least 5 of those years at a senior advisory level.
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| **CRITERIA 3*** Demonstrated experience in programme and project management, monitoring and evaluation including financial management, proposal and report writing
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| **CRITERIA 4*** Strong strategic advisory, coordination, analytical, communication and facilitation skills with a demonstrated ability to motivate teams and establish and implement workplan objectives
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| **CRITERIA 5*** Demonstrated experience in leading, managing and working within a multi-disciplinary and multi-cultural team environment, preferably in the Pacific Islands region.
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| **CRITERIA 6*** Broad knowledge and deep understanding of biodiversity and conservation issues in the Pacific, including understanding of donor and agency networks
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| **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
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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) |  |
| 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 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.