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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. | | |  | | | | | |
| **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. | | |  | | | | | |
| **CRITERIA 3**   * Demonstrated experience in programme and project management, monitoring and evaluation including financial management, proposal and report writing | | |  | | | | | |
| **CRITERIA 4**   * Strong strategic advisory, coordination, analytical, communication and facilitation skills with a demonstrated ability to motivate teams and establish and implement workplan objectives | | |  | | | | | |
| **CRITERIA 5**   * Demonstrated experience in leading, managing and working within a multi-disciplinary and multi-cultural team environment, preferably in the Pacific Islands region. | | |  | | | | | |
| **CRITERIA 6**   * Broad knowledge and deep understanding of biodiversity and conservation issues in the Pacific, including understanding of donor and agency networks | | |  | | | | | |
| **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.