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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:** |
| **METEOROLOGY & CLIMATE OFFICER** |

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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**   * A Bachelor degree in the field of Science, including but not limited to meteorology or environmental physics | | | | | | | | |
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| **CRITERIA 2**   * At least 5 years’ experience in meteorology and climatology or relevant area, preferably within the Pacific islands region, with demonstrated knowledge of the importance and implementation of climate data management principles as they apply to climate observation. | | | | | | | | |
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| **CRITERIA 3**   * Demonstrated knowledge and understanding of accepted and emerging climate and disaster risks issues and challenges relevant to the Pacific islands region. | | | | | | | | |
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| **CRITERIA 4**   * Demonstrated experience in capacity building particularly on meteorology and climatology. | | | | | | | | |
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| **CRITERIA 5**   * Demonstrated experience in programme and project management and monitoring and evaluation including multi-project coordination and skills in project financial management, proposal and report writing, resource mobilisation preferably in climate related projects in Pacific island countries. | | | | | | | | |
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| **CRITERIA 6**   * Demonstrated experience in working within a multi-disciplinary and multi-cultural team environment with a demonstrated ability to motivate teams and establish and implement workplan objectives including strong coordination and facilitation skills amongst key international, regional and national partners | | | | | | | | |
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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

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