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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:** |
| **DEPUTY DIRECTOR GENERAL (DDG)** |

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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** | | | | | | | | |
| **CRITERIA 1**  Minimum qualifications of a Master degree in Management / Development/Environment or related field OR a 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 15 years extensive high level experience in management/administration and development work with at least 10 years at senior management and leadership level, preferably in the Pacific region (experience at the highest level of environmental management would be an advantage) | | | | | | | | | |
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| **CRITERIA 3**  Extensive strategic leadership and management experience including management and supervision of medium to large teams of technical professionals preferably in a multicultural and multi-disciplinary environment | | | | | | | | | |
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| **CRITERIA 4**  Extensive high level experience and competency in high level negotiations and dealings with Governments, especially SPREP member countries and partners, as well as regional and extra-regional institutions including donors and development agencies | | | | | | | | | |
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| **CRITERIA 5**  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 6**  Proven project management experience including the development of funding proposals for major national or regional environmental/development programmes and the design and delivery of integrated work programme activities with a good understanding of synergies and interlinkages across multilateral environmental agreements as well as an excellent understanding of donor policies and processes | | | | | | | | | |
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| **CRITERIA 7**  Excellent written and verbal communication, good computer and related technical skills as well as demonstrated experience of operating in the unique Pacific way and in partnership building, including capacity and resource mobilisation | | | | | | | | | |
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| **CRITERIA 8**  Extensive knowledge of the Pacific Islands region and good understanding of the environmental management issues in the Pacific and challenges facing Pacific Island Countries and Territories | | | | | | | | | |
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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.