



SECRETARIAT OF THE PACIFIC REGIONAL ENVIRONMENT
PROGRAMME
RECRUITMENT & SELECTION
APPLICATION FORM

THIS APPLICATION IS FOR THE FOLLOWING POSITION:

Manager, Project Coordination Unit (MPCU)

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 WITH REMUNERATION (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 <ul style="list-style-type: none"> Minimum qualifications of a Master degree in a relevant field including environment, climate change, policy and governance, project management OR a Bachelor degree in lieu, with applied relevant work experience in excess of the minimum required relevant work experience. 		
CRITERIA 2 <ul style="list-style-type: none"> At least 10 years extensive and strategic high level experience in Project Development and Management with at least 7 of those at the senior leadership and management level, preferably within the Pacific islands region 		
CRITERIA 3 <ul style="list-style-type: none"> Extensive strategic leadership and management experience including strong strategic advisory and analytical skills, management and supervision of small to medium teams and consultants as well as coaching and nurturing teams of diverse technical backgrounds and expertise in multicultural and multi-disciplinary environments 		

CRITERIA 4

- Excellent project management and leadership experience including the development of funding proposals, design and delivery of integrated work programme activities, monitoring and evaluation of performance, resource management as well as a good understanding of synergies and inter-linkages across multilateral environmental agreements

CRITERIA 5

- Comprehensive knowledge of the Pacific Islands region as well as accepted and emerging environment issues and constraints and commitment to improving environmental and development outcomes in Pacific Island Countries. with sound understanding and appreciation of environmental ethics, values and priorities

CRITERIA 6

- Excellent relationship management and fundraising skills and experience that demonstrate a high level of professional and constructive engagement with a diverse range of stakeholders as well as an excellent understanding of key donor partners and funding institutions with proven fundraising experience

CRITERIA 7

- Excellent written and verbal communication skills including high level of negotiation work as well as excellent presentation and inter-personal skills with sound experiencing in capacity building 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)	
Details of any Medical History	
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 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.