



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

THIS APPLICATION IS FOR THE FOLLOWING POSITION:

Monitoring and Evaluation Officer, PACRES (MEO PACRES)

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 Bachelor degree in Regional or Global Environment and Sustainable Development or Economics or Business Administration or other relevant technical fields 		
CRITERIA 2		
<ul style="list-style-type: none"> At least 7 years of extensive monitoring and evaluation experience with some technical capacity on projects related to climate change and disaster resilience, with at least 5 years experience in the environment sector or the climate change and resilience space, preferably within the Pacific islands region. 		
CRITERIA 3		
<ul style="list-style-type: none"> Strong strategic advisory and analytical skills, particularly in developing and implementing monitoring and evaluation frameworks 		

CRITERIA 4 <ul style="list-style-type: none"> • Demonstrated knowledge of current and emerging monitoring and evaluation concepts, principles and practices, and their application to regional and international organisations, preferably in the Pacific islands
CRITERIA 5 <ul style="list-style-type: none"> • Demonstrated experience in programme and project management with emphasis on monitoring and evaluation including financial management, proposal and report writing
CRITERIA 6 <ul style="list-style-type: none"> • Demonstrated experience in negotiations and working within a multi-disciplinary and multi-cultural team environment specifically in relation to monitoring and evaluation, organisational planning, problem-solving, motivating teams as well as facilitation and capacity building skills
CRITERIA 7 <ul style="list-style-type: none"> • Excellent written and verbal communications skills including high level of presentation and interpersonal skills with demonstrated experience in maintaining effective relationships with a diverse group of people and partner organisations

CRITERIA 8

- Demonstrates initiative and ability to think outside the box in dealing with multiple tasks, demanding deadlines and with little supervision and demonstrates excellent understanding and appreciation of environmental ethics, values and priorities within the workplace.

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.