



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

THIS APPLICATION IS FOR THE FOLLOWING POSITION:

Project Development Coordinator - Kiwa Initiative

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

A Bachelor of Science in Environmental Management, Sustainable Development, or relevant discipline (a certified qualification in project management would be an advantage).

CRITERIA 2

At least 5 years of relevant experience in project development and environmental management relating to climate change adaptation and biodiversity issues, preferably in the Pacific region.

CRITERIA 3

Excellent experience/expertise in the following:

- a. programme or project funds management and development
- b. climate change resilience, biodiversity and nature-based solution issues
- c. command of Microsoft Office software

CRITERIA 4

Applicants should demonstrate the following:

- a. Excellent organisational, coordination and facilitation skills with ability to set and meet work-plan priorities, a commitment to professional self-presentation
- b. Excellent experience in report writing including strong analytical and policy work maintaining effective relationships with a diverse group of people within a multidisciplinary and multi-cultural environment

CRITERIA 5

Excellent knowledge of issues and challenges in project development relevant to the Pacific region as well as an appreciation of environmental ethics, values and priorities.

CRITERIA 6

The capacity to show initiative to think 'outside the box' particularly in capacity building, promoting leadership and partnerships.

CRITERIA 7

Excellent written and verbal communication skills in English and French including high level of negotiation work as well as excellent presentation and inter-personal skills, with sound experience in working with the donor community.

--

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.