**APPLICATION FORM (**HR1**)**

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| **POSITION DETAILS** | | | | | | | | | |
| **POSITION:** | | **Deputy Director General** | | | | | | | |
| **SALARY LEVEL:** | | **Band 16** | | | | | | | |
| *Base Salary Range:* | | **Starting at SDR82,014 (approx. USD 106,964)** | | | | | | | |
| *Equivalent to:* | | **Starting at USD$144,000 including COLDA and Location Allowance** *(subject to changes in exchange rates)*  *In addition, superannuation, insurance, medical, education, rental and other allowances also apply.* | | | | | | | |
| **DIVISION:** | | **Executive Division** | | | | | | | |
| **Instructions –** *Please ensure to provide the following information. This application form in its entirety constitutes an essential part of your expression of interest for this position. Failure to fully complete this form can disqualify your application from further consideration.* | | | | | | | | | |
| 1. **PERSONAL DETAILS** | | | | | | | | | |
| **First Name:** | |  | | | | | | | |
| **Surname:** | |  | | | | | | | |
| **Date of Birth:** | |  | | | | | | | |
| **Citizenship(s):** | |  | | | | | | | |
| **2. CONTACT DETAILS** | | | | | | | | | |
| **Current Address:** | |  | | | | | | | |
| **Permanent Address:** | |  | | | | | | | |
| **Telephone; Home;**  **Work:**  **Mobile:** | |  | | | | | | | |
| **Email Address:** | |  | | | | | | | |
| **Skype Address:** | |  | | | | | | | |
| **3. OTHER INFORMATION** | | | | | | | | | |
| **Employment with FFA (please tick or highlight)** | | **** Current  **** Previous  **** Never | | | | | | | |
| **Highest Qualification**  **(please tick or highlight)** | | **** PhD **** Masters **** Bachelors ****Other | | | | | | | |
| **4. POSITION DETAILS CHECKLIST** | | | | | ***Please tick or mark your response with an x*** | | | | |
| **Yes** | | | **No** | |
| 1. Are you a citizen of an FFA member country or territory? | | | | |  | |  |  |  |
| 1. Do you have a written endorsement of your candidature from your government? | | | | |  | |  |  |  |
| 1. Do you have a tertiary qualification and demonstrated high level expertise and experience in fisheries-related area, i.e. fisheries management and/or development?   If yes, please specify ………………………………………. | | | | | Yes | |  | No |  |
| 1. Do you have at least ten (10) years’ experience in management with five (5) years in a senior management role? | | | | | Yes | |  | No |  |
| (e) Is your CV attached? (Please note: your CV is assessed together with your application) | | | | | Yes | |  | No |  |
| (f) Is your introductory covering letter addressed to the DG attached?  (Please note: your introductory covering letter is assessed together with your application.) | | | | | Yes | |  | No |  |
| **5. REFEREE CONTACT DETAILS** | | | | | | | | | |
| **Please note that part of the selection process includes Reference Checks. By applying for this post you have given the Forum Fisheries Agency permission to contact your past employers. Please provide names and contact details of three referees from recent employment who can give detailed comments regarding your background and experience**. **It may be useful to** ***contact your referees to make them aware of your application and alert them that they may be contacted regarding a reference check***.*(****You do not have to nominate your current manager if you feel it is not appropriate)*** | | | | | | | | | |
| **Referee 1** | | | | **Referee 2** | | **Referee 3** | | | |
| Name: |  | | |  | |  | | | |
| Title: *eg CEO* |  | | |  | |  | | | |
| Organisation: |  | | |  | |  | | | |
| Address: |  | | |  | |  | | | |
| Phone: |  | | |  | |  | | | |
| Email: | ` | | |  | |  | | | |
| **6. SELECTION CRITERIA** | | | **Please provide supporting information addressing the Selection Criteria below. Answers should be limited to half a page for each criteria. This should be completed for each criteria in the space below each box. It is important to demonstrate how you meet the criteria by providing necessary details.. To support experience/knowledge/abilities/skills claims please provide specific examples referencing position at the time and organisation.** | | | | | | |
| 1. **Qualifications (Essential Criteria)**   Tertiary qualification and demonstrated high level expertise and experience in fisheries-related areas i.e. fisheries management and/or development. (please provide institution name, country and dates) | | | | | | | | | |
| **Response to 1 -** | | | | | | | | | |
| 1. **Knowledge/Experience (Essential Criteria)**   Knowledge in management of an intergovernmental organisation or medium-sized national organisation or corporation. | | | | | | | | | |
| **Response to 2 -** | | | | | | | | | |
| 1. **Experience (Essential Criteria)**   Ten (10) years experience in management with five (5) years in a senior management position. | | | | | | | | | |
| **Response to 3 -** | | | | | | | | | |
| 1. **Experience (Essential Criteria)**   A proven ability to provide Leadership and motivation to a diverse workforce, to harness staff skills and capacities and generate sustained positive outcomes. | | | | | | | | | |
| **Response to 4 -** | | | | | | | | | |
| 1. **Experience (Essential Criteria)**   A proven ability to maintain effective policy oversight and coordination between various work units and programmes and to manage a complex agenda of issues, to ensure high-quality, integrated policy advice is delivered in a timely fashion. | | | | | | | | | |
| **Response to 5 -** | | | | | | | | | |
| 1. **Experience (Essential Criteria)**   Proven experience in fisheries operations and management (or a related field) demonstrating an ability to engage effectively in complex policy negotiations and decision-making. | | | | | | | | | |
| **Response to 6 -** | | | | | | | | | |
| 1. **Knowledge/Experience (Essential Criteria)**   Proven capacity to ensure a high level of corporate governance is maintained including through oversight and implementation of effective financial and human resources policies and management. | | | | | | | | | |
| **Response to 7 -** | | | | | | | | | |
| 1. **Knowledge/Skills (Essential Criteria)**   Demonstrated stakeholder, advocacy and communication skills, including through cooperation and collaboration with, for example, member governments, donors, other regional organisations and sub-regional bodies. | | | | | | | | | |
| **Response to 8 -** | | | | | | | | | |
| 1. **Knowledge/Ability (Essential Criteria)**   Ability to identify and implement continuous improvement and to plan for the future requirements of the agency and its membership. | | | | | | | | | |
| **Response to 9 -** | | | | | | | | | |
| 1. **Knowledge/Ability (Essential Criteria)**   Knowledge of Pacific fisheries issues and experience working in the Pacific region, ideally with FFA Member countries. | | | | | | | | | |
| **Response to 10 -** | | | | | | | | | |
| 1. **Qualifications (Desirable Criteria)**   Tertiary qualification in Management | | | | | | | | | |
| **Response to 11 -** | | | | | | | | | |
| 1. **Knowledge/Experience (Desirable Criteria)**   Formal budgetary or HR qualifications or equivalent experience. | | | | | | | | | |
| **Response to 12 -** | | | | | | | | | |

The above presents part of my bid for this position. In submitting this application I confirm that I have a genuine interest in this role and would be willing to participate in the selection process if successful for the interview.

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| **Signature:**  **(Type name if submitting electronically)** | **Date:** |