#

**Standard Application Form**

**Personal details**

Name:

Address:

Phone number(s):

Email address:

Citizenship:

**University and Advanced Degrees**

List degrees and years awarded. Note that Shortlisted applicants will be required to bring copies of academic certificates or other qualifications, as applicable, to interview.

**Language proficiency in English, French, Russian, Spanish**

Note level of proficiency by using the appropriate number: 0 = none; 1 = fair; 2 = intermediate; 3 = advanced; 4 = superior; 5 = native

|  |  |  |  |
| --- | --- | --- | --- |
|  | Reading | Writing | Speaking |
| English |  |  |  |
| French |  |  |  |
| Russian |  |  |  |
| Spanish |  |  |  |

**Professional and management experience (250-word limit for each of the following 8 questions)**

1. Experience or detailed knowledge of the operations of international, regional and/or intergovernmental organisations (max 250 words).
2. Demonstration of a high level of managerial and leadership experience and proven competence, (max 250 words) in such areas as:
	1. the selection and management of administrative, technical and scientific staff
	2. the preparation of financial budgets and the management of expenditures
	3. the organisation of meetings and provision of Secretariat support for high-level committees.
3. Demonstrated ability to direct processes of change at the substantive and management levels within large institutions of national or international scope (max 250 words).
4. Familiarity with Antarctic affairs (max 250 words).
5. Familiarity with fisheries and/or ecosystem management (max 250 words).

**Competencies**

1. Ability to lead and motivate a team of senior and mid-level managers in a multicultural setting (max 250 words).
2. Ability to determine and communicate a clear strategic direction, including interdisciplinary dimensions, and set clear program priorities (max 250 words).
3. Ability to translate strategy into sustainable action and effectively plan, mobilise and manage resources to deliver expected results (max 250 words).

**Referees and testimonials**

Provide the name and full contact details for three (3) referees with professional knowledge of the applicant’s competencies. Only the referees for shortlisted candidates will be contacted.

Referee 1:

Referee 2:

Referee 3:

**Checklist**:

To submit your application online, you must include the following:

* **This Standard Application Form (**adhere strictly to the word limit**)**
* **A Cover letter** (a maximum 500 words, which will be translated)
* **Your Curriculum vitae(**a maximum 1000 words of narrative, which will be translated. All other material should be in annexes and will not be translated)