

## CIRCULAR

**FILE:** HR 5/1/2/1

**TO:** SPREP National Focal Points

**DATE:** 23 March 2021

**CIRCULAR:** 21/19

**SUBJECT: DIRECTOR GENERAL POSITION – INVITATION FOR NOMINATIONS AND APPLICATIONS**

Nominations and applications are invited for the top position in the Pacific's leading regional environmental organisation based in Apia, Samoa. The complete Job Description including terms and conditions and essential information on lodging an application is attached as Annex 1.

The current Director General (DG) will reach the end of his compulsory two term limit (6 years) in December 2021 and it is anticipated the new DG will commence at SPREP from January, 2022.

Essential Requirements for consideration of nominations and applications for the DG position include:

1. *A nomination letter from a SPREP member Government or Administration;*
  - *Applicant must be a national of the nominating SPREP member Government or Administration*
2. *A Statement of Interest in the position*
3. *Completed Application Form – attached as Annex 2 (all sections of the Form must be completed in full);*
4. *An updated and detailed Curriculum Vitae.*

The closing date for nominations and applications is:

- **Wednesday, 19<sup>th</sup> May 2021 (close of business, Apia, Samoa time)**

It would be appreciated if Member Governments and Administrations could circulate this advertisement as widely as possible for all qualified and interested parties.

For any information relating to this recruitment, please contact Ms Simeamativa Vaai, the Secretariat's Director HR, either on [simeamativav@sprep.org](mailto:simeamativav@sprep.org) or through telephones +685 66236 / +685 7708228.

Yours sincerely,



Dr Melchior Mataki  
**CHAIRPERSON  
SPREP EXECUTIVE BOARD**