**ACB SECONDMENT PROGRAMME FOR ASEAN MEMBER STATES**

**Application Form**

The ACB Secondment Programme is a capacity development programme aimed at promoting and facilitating the direct participation of government and non-government officers and staff from the ASEAN Member States (AMS), occupying professional, technical, and/or scientific positions, in carrying out selected regular functions of the ACB, through short-term and long-term assignments.

The direct and active involvement of the AMS in ACB’s initiatives, through the participation of AMS officials, has been identified as one of the effective approaches to capacity development. This approach, which started in 2010, is considered effective because learning experiences and cultural exchanges are maximised by in-person interactions and hands-on applications. The opportunities for the AMS to take on some aspects of the ACB’s works also support the ACB’s efforts to professionalise, diversify, and to “ASEANise” the Centre, by enhancing the representation of the AMS in its operations and outputs.

The ACB Secondment Programme is being offered in two categories: Short-term Secondment Programme and the Long-term Secondment Programme. Both programmes provide an opportunity to work with the ACB on a temporary assignment.

1. Programme being applied for:

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| --- | --- |
| ACB Secondment Programme Categories | Preferred Duration: |
| ☐ ACB Short-term Secondment Programme (two weeks to five months) |  |
| ☐ ACB Long-term Secondment Programme (six months to one year) |  |

1. Personal Information:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name  Family Name | First Name | Middle Name | | Maiden Name, if any |
| Date of Birth | Country of Birth | Country of Nationality | | Passport Number and Validity |
| Sex | Marital Status:  Single ☐ Married ☐ Separated ☐ Widow(er) ☐ Divorced ☐ | | | |
| Address:  Residence:    Office: | | | | |
| Telephone/Cellphone Number: | | | Email address: | |

1. Employment:

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title | Nature of Organisation  ☐ Academia  ☐ Government Organisation  ☐ Non-government organisation  ☐ Others, please specify:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | From (Month/Year) | To (Month/Year) |
| Name of Employer | Name of Supervisor | Annual Salary (USD)  ☐ ≤ 1,000  ☐ 1,000 to 5,000  ☐ ≥ 5,000 | Benefits |
| Number of employees supervised by you: | Phone Number:  Fax Number:  Email: | Address of Employer: | |
| Briefly describe your specific functions and responsibilities in your organization**:** | | | |
| Other relevant work experience: | | | |

1. Education

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| List all university degree, professional or other equivalent qualifications obtained | | | | |
| Name, Place and Country | Years Attended | | Degree and Academic Distinction Obtained | Main Course of Study |
| From  Month/Year | To  Month/Year |
|  |  |  |  |  |
|  |  |  |  |  |

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| --- | --- | --- |
| List any significant publications you have written | | |
| Journal/Publisher | Title of Publication | Date of Publication (Month/Year) |
|  |  |  |
|  |  |  |

1. Language Proficiency

|  |  |  |  |
| --- | --- | --- | --- |
| Language | Read | Write | Speak |
|  | High ☐  Average ☐  Limited ☐ | High ☐  Average ☐  Limited ☐ | High ☐  Average ☐  Limited ☐ |
|  | High ☐  Average ☐  Limited ☐ | High ☐  Average ☐  Limited ☐ | High ☐  Average ☐  Limited ☐ |

1. Other skills and interest

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| --- |
| Additional skills |
| Interests |

1. Priority Thematic Areas

The ACB’s thematic areas are of global and regional importance. These areas have been identified in various multilateral environmental agreements, such as the Convention on Biological Diversity; Convention on International Trade in Endangered Species of Wild Fauna and Flora; Convention on Wetlands of International Importance, especially as Waterfowl Habitat; and the Nagoya Protocol on Access and Benefits Sharing (ABS), to which majority of ASEAN Member States are parties:

Kindly select thematic areas of your expertise and areas you may want to be engaged in as seconded officers:

|  |  |  |
| --- | --- | --- |
| Thematic Areas | Area of Expertise | Area of Interest |
| 1. Biodiversity Conservation |  |  |
| * 1. Protected Areas and Other Effective Area-based Conservation Measures | ☐ | ☐ |
| * 1. Species conservation | ☐ | ☐ |
| * 1. Invasive Alien Species Prevention and Management | ☐ | ☐ |
| * 1. Ecosystems Restoration | ☐ | ☐ |
| 1. Mainstreaming Biodiversity |  |  |
| * 1. Agriculture | ☐ | ☐ |
| * 1. Tourism | ☐ | ☐ |
| * 1. Cities and Urban Development | ☐ | ☐ |
| * 1. Manufacturing and Processing, Infrastructure | ☐ | ☐ |
| * 1. Coastal and Marine Environment, including Fisheries | ☐ | ☐ |
| * 1. Health | ☐ | ☐ |
| * 1. Education | ☐ | ☐ |
| 1. Knowledge Management |  |  |
| * 1. Data and Information | ☐ | ☐ |
| * 1. Knowledge Generation | ☐ | ☐ |
| 1. Communications, Education, and Public Awareness |  |  |
| * 1. Development of CEPA Materials to communicate biodiversity | ☐ | ☐ |
| * 1. Public awareness activities | ☐ | ☐ |
| * 1. Public engagement/Media relations | ☐ | ☐ |
| 1. Resource Mobilisation and Partnership |  |  |
| 5.1 Resource Mobilisation and Generation | ☐ | ☐ |
| 5.2 Partnership and Networking | ☐ | ☐ |
| Other areas: |  |  |

1. Participation to the Secondment Programme

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| --- |
| Enumerate the reasons why you wish to participate in the ACB Secondment Programme: |

|  |
| --- |
| What are your expectations in the ACB Secondment Programme? |

Thank you very much for completing this Application Form.

Please submit this form to [acb.oed@aseanbiodiversity.org](mailto:acb.oed@aseanbiodiversity.org) copied to [pdi@aseanbiodiversity.org](mailto:pdi@aseanbiodiversity.org), together with the following documentary requirements:

* Letter or email of endorsement from a member of the ACB National Focal Point;
* Letter of guarantee of continued employment and payment of salary from the agency/organisation where the applicant is employed;
* Most recent curriculum vitae; and
* Copy of valid International Passport
* Other supporting documents as needs arise such as proof of COVID-19 vaccination