



*Secretariat of the Pacific Regional Environment Programme
(SPREP)*

APPLICANT INFORMATION PACKAGE
ASSISTANT HUMAN RESOURCES OFFICER (AHRO)
READVERTISED



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A. Background Information on SPREP

SPREP is the regional organisation established by the Governments and Administrations of the Pacific charged with protecting and managing the environment and natural resources of the Pacific. It is based in Apia, Samoa, with about 65 staff and an annual budget of USD \$14 million in 2012.

The establishment of SPREP sends a clear signal to the global community of the deep commitment of Pacific island Governments and Administrations to better management of the environment as a key element of sustainable development.,

The future directions for SPREP are clearly set out in the 2011-2015 SPREP Strategic Plan. This Plan outlines the mandate, vision and programmes for the organisation. The Strategic Plan places strong emphasis on effective delivery of services to SPREP Member countries and territories.

Mandate

SPREP's **mandate** is to promote cooperation in the Pacific region and provide assistance in order to protect and improve its environment and to ensure sustainable development for present and future generations.

Vision

SPREP is guided by its **vision for the future**: "The Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures".

Members

SPREP has 20 Pacific island member countries and territories (American Samoa, Cook Islands, Federated States of Micronesia, Fiji, French Polynesia, Kiribati, Marshall Islands, Nauru, New Caledonia, Niue, Northern Marianas, Palau, Papua New Guinea, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, Vanuatu and Wallis & Futuna) and four developed countries (Australia, France, New Zealand and United States of America) with direct interests in the region.

Programmes

The SPREP Strategic priorities are delivered through four programmes:

- **Climate Change:** has lead responsibility for Adaptation, Science & Policy and Mitigation.
- **Biodiversity & Ecosystem Management:** has lead responsibility for Coastal & Marine, Threatened & Migratory Species, Invasive Species and Biodiversity.
- **Waste Management & Pollution Control:** has lead responsibility for Hazardous Waste Management, Pollution and Solid Waste Management.
- **Environmental Monitoring & Governance:** has lead responsibility for Environmental Monitoring & Planning and Governance.

The programmes work in an integrated way on project development and implementation.

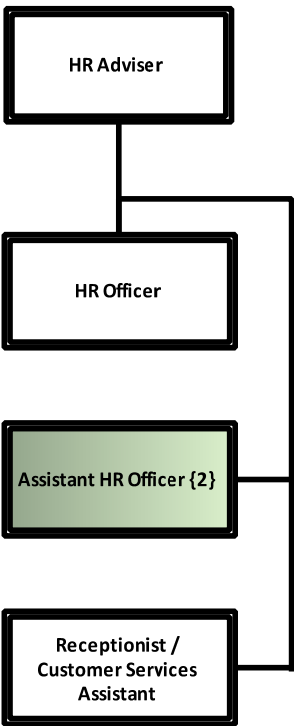
CORPORATE SERVICES

Corporate Services provide the necessary support to the delivery of the Secretariat's strategic priorities and include Finance & Administration, Human Resources Management, Information Technology, Information Resources & Archives and Communications & Outreach.

B. JOB DESCRIPTION

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| Job Title: | Assistant Human Resources Officer (AHRO) |
| Division: | Corporate Services |
| Programme: | Human Resources Management |
| Responsible To: | Human Resources Adviser |
| Responsible For: (Total number of staff) | N/A |
| Job Purpose: | This job exists to: <ul style="list-style-type: none">• Provide assistance and support in the implementation and administration of human resources policies and procedures |
| Date: | April 2012 |

Organisation Context



Key Result Areas

The position of Assistant Human Resources Officer (AHRO) addresses the following Key Result Areas:

1. Human Resources policies and procedures
2. Staff entitlements
3. Human Resources Information System
4. HR Newsletter
5. General administration

The requirements in the above Key Result Areas are broadly identified below.

| Jobholder is accountable for | Jobholder is successful when |
|---|--|
| <p>1. Human Resources policies and procedures;</p> <p>a) Assist in the implementation of HR policies and procedures.</p> <p>b) Provide guidance and support to staff on policies and procedures and all other staffing issues</p> | <ul style="list-style-type: none"> • HR policies and procedures are followed • Processes are completed on time and within minimum time possible • Staff queries are responded to in a timely manner • Positive feedback from staff on services provided • Staff are aware of HR policies and procedures |
| <p>2. Staff entitlements;</p> <p>a) Review and process all staff claims and entitlements in accordance with the Staff Regulations including:</p> <ul style="list-style-type: none"> • Medical • Education • Expatriate entitlements • Leave entitlements <p>b) Attend to all relocation and repatriation procedures for all other employment requirements for all staff;</p> <p>c) Ensure the HR database is maintained and up-to-date</p> | <ul style="list-style-type: none"> • Staff claims are processed according to established policies and procedures • Relocation and repatriation processes are implemented on time • HR database is maintained and updated |
| <p>3. Human Resources Information System</p> <p>a) Ensure the staff and payroll data are up-to-date and entered in the system</p> <p>b) Check that data is correct</p> <p>c) Report any irregularities relating to the data and system</p> <p>d) Attend to queries from staff</p> | <ul style="list-style-type: none"> • Data is up-to-date and has no errors • Irregularity reports and problems are identified and addressed at the earliest possible • Staff queries are addressed and resolved at the earliest possible |
| <p>4. HR Newsletter</p> | |

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| <p>a) Develop and circulate the HR Newsletter b) Ensure the HR newsletter includes up-to-date information and advice to staff</p> | <ul style="list-style-type: none"> • Newsletter is prepared and circulated monthly • Positive feedback from staff • Newsletter is informative and accurate |
| <p>5. General administration ; a) Ensure all staff processes and information are up-to-date b) Provide timely advice to Finance on staffing remuneration issues; c) Ensure all relevant records are updated and maintained and all Personal Files safeguarded and kept confidential at all times; d) Monitor and update Leave records and all other staffing processes; e) Attend to all administration requirements for the HR section including advertisement procedures, purchasing of necessary office stationery and equipment and responding to staffing enquiries; f) Provide a monthly report to HRA on HR issues.</p> | <ul style="list-style-type: none"> • Processes and staff information are up-to-date • Timely advice on remuneration issues provided • Records are maintained and safeguarded • Leave and other staff records are accurate • Administration requirements implemented in line with established policies and procedures • Monthly report submitted to HRA |

Note

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and Director/supervisor as part of the performance development process.

This section may be copied directly into the Performance Development forms.

Work Complexity

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| <p>Most challenging duties typically undertaken:</p> <ul style="list-style-type: none"> • Ensuring HR policies and procedures are observed and that staff are aware of HR's established procedures and policies • Ensuring staff entitlements and claims comply with HR policies and procedures and in accordance with SPREP's staff regulations and are processed on a timely basis • Addressing staff needs and requirements within a multi-disciplinary and multi-cultural environment • Ensuring staff issues and official HR correspondences are kept confidential at all times |
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Functional Relationships & Related Skills

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| <p>Key internal and/or external contacts</p> | <p>Nature of the contact most typical</p> |
|---|--|

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| External <ul style="list-style-type: none"> • Media outlets • Public and Businesses • Private and Public organisations • Insurance providers | <ul style="list-style-type: none"> • Advertisement and payments • Discussions and information sharing • Business transactions • Communications |
| Internal <ul style="list-style-type: none"> • Executive Management • Programme staff • Support staff | <ul style="list-style-type: none"> • Assistance and support • Processing claims • Reporting |

Level of Delegation

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| The position holder: |
| <ul style="list-style-type: none"> • Has no delegation of authority |

Person Specification

This section is designed to capture the expertise required for the role at the 100% fully effective level (this does not necessarily reflect what the current jobholder has). This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Qualifications

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| Essential |
| 1. A Diploma in HR/Management/Administration or relevant discipline (A Bachelor degree in a relevant discipline will be an advantage) |

Knowledge / Experience

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| Essential |
| 2. At least 2 years experience in Human Resource / Personnel Management operations |
| 3. Sound knowledge and understanding of Human Resource Management – including general knowledge and appreciation of employment and HR policies, systems, processes and databases |
| 4. Excellent organisational and public relations skills with demonstrated ability to set priorities and meet work-plan deadlines with minimal supervision |
| 5. Has the initiative to be creative, demonstrates a commitment for continuous development and is able to demonstrate a high level of confidentiality |

6. Excellent communication and interpersonal skills with a high command of spoken and written English and demonstrates ability to work well within a multi-disciplinary and multi-cultural environment;

Key Skills / Attributes / Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

| | |
|-------------------|---|
| Expert level | <ul style="list-style-type: none"> • Administration • People skills • Communications and Public Relations |
| Advanced level | <ul style="list-style-type: none"> • Reporting • Analytical skills |
| Working Knowledge | <ul style="list-style-type: none"> • Recent developments and initiatives in HR • HR best practices • Occupational Health and Safety issues • Learning & Development |
| Awareness | <ul style="list-style-type: none"> • SPREP Strategic Plan • SPREP Work Programmes • Environmental issues in the Pacific islands region • Emerging environmental issues and challenges |

Key Behaviours

All staff are expected to uphold SPREP's Organisational Values and Code of Conduct which are Key Behaviours forming part of the Performance Development:

- Environmental Leadership
- Service Delivery
- Valuing our People
- Integrity

Change to job description

From time to time it may be necessary to consider changes in the Job Description in response to the changing nature of our work environment– including technological requirements or statutory changes. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.

C. REMUNERATION PACKAGE – TERMS & CONDITIONS

Duty Station: Apia, Samoa.

Duration: Appointment is for a term of three years and may be renewable for a further term(s) based on the needs of SPREP at the time, its funding situation and proven merit and work performance.

Grade: Appointment will be at Band 7 of SPREP's authorised salary scale for locally recruited staff.

Salary: The salary range for this position is from SAT\$31,428 to SAT\$47,142 per annum. Starting salary will be based on the Secretariat's established remuneration guidelines.

Term: Appointment is subject to a satisfactory medical examination, as well as a 6 months' probationary period.

An appointment is terminated by (i) completion of term of contract (ii) one month's notice by either party (iii) without notice by either party paying one month salary in lieu of notice or (iv) dismissed with or without notice as a disciplinary measure.

Performance Reviews: Annual performance assessments and performance rewards will be based on the Secretariat's Performance Development System.

Annual Leave: 15 working days a year (up to a maximum accumulation of 50 days). Annual leave entitlement progression based on annual leave schedule for locally recruited staff.

Sick Leave: 30 working days a year (up to a maximum accumulation of 90 days).

Other Leave: Provisions also exist for examination, maternity, family (compassionate and paternity) and special (without pay) leave.

Duty Travel: SPREP meets travelling expenses at prescribed rates necessarily incurred by staff required to travel away from Apia on official business.

Life and Personal Accident Insurance: All employees are covered by SPREP's 24 hour Life and Personal Accident Insurance Policy.

Medical Benefits: All employees and their dependants are entitled to have all reasonable medical, dental and optical expenses met, as determined by the Director General, under the terms and conditions of the SPREP in-house Medical Treatment Scheme.

Superannuation: SPREP will pay 7% of basic salary to the Samoa National Provident Fund.

Overtime: Locally recruited staff at Band 7 and below may claim overtime or time off in lieu of overtime for the hours they are required to work in excess of their normal working hours. A meal allowance and transport assistance are also available subject to terms and conditions set out by the Staff Regulations.

Gratuity Payment: The appointee is entitled to a gratuity payment equivalent to two week's salary, upon successful completion of 2 consecutive 3-year contracts, provided the contract is not extended or renewed.

Learning and Development

Learning and development opportunities will be based on the approved SPREP performance development system and individual Performance Development Plans.

Definitions:

'Dependant' means the financially dependent spouse or dependent child of an employee.

'Dependent child' means an employee's unmarried, financially dependent, natural or legally adopted child who is:

- under the age of 16 years; or
- under the age of 19 years if undertaking full-time study at a secondary school; or
- under the age of 25 years if enrolled and undertaking full-time study at a university or other tertiary institution; or
- mentally or physically incapacitated.

Equal Opportunities: SPREP is an Equal Opportunity Employer. Men and women are equally eligible for all posts in SPREP.

General: Appointment will be under the terms and conditions of SPREP's Staff Regulations, a copy of which will be made available to the successful applicant.

4. ADMINISTRATIVE INFORMATION

ESSENTIAL: Applications should include:

1. Completed Application Form – can be downloaded from the Employment Section of our website;
2. A detailed Curriculum Vitae.

Applications that do not complete the SPREP Application Form and submit all the requirements stated above will not be considered.

NB: Previous applicants need not reapply.

Submitting applications:

- a) By email: Subject matter to be clearly marked “**Application for Assistant Human Resources Officer**” and send to recruitment@sprep.org (*Most preferred option*) OR
- b) By post or fax: Application to be addressed and sent to: The Director, SPREP, P O Box 240, Apia or fax number (685)20231 and clearly marked “**Application for Assistant Human Resources Officer**”

All enquiries to be directed to the HR Officer on telephone (685) 21929 ext 230 or Email: luanac@sprep.org.

Closing date: Friday, 11th May 2012: Late applications will not be considered.

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| SPREP is an Equal Opportunity Employer |
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