



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

APPLICANT INFORMATION PACKAGE  
**CLIMATE CHANGE MONITORING AND EVALUATION OFFICER**  
**(CCMEO)**



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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 70 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 21 Pacific island member countries and territories (American Samoa, Cook Islands, Federated States of Micronesia, Fiji, French Polynesia, Guam, Kiribati, Marshall Islands, Nauru, New Caledonia, Niue, Northern Marianas, Palau, Papua New Guinea, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, Vanuatu and Wallis & Futuna) and five developed countries (Australia, France, New Zealand, United Kingdom and United States of America) with direct interests in the region.

### **Divisions**

The SPREP Strategic priorities are delivered through four divisions:

- **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 divisions work in an integrated way on project development and implementation.

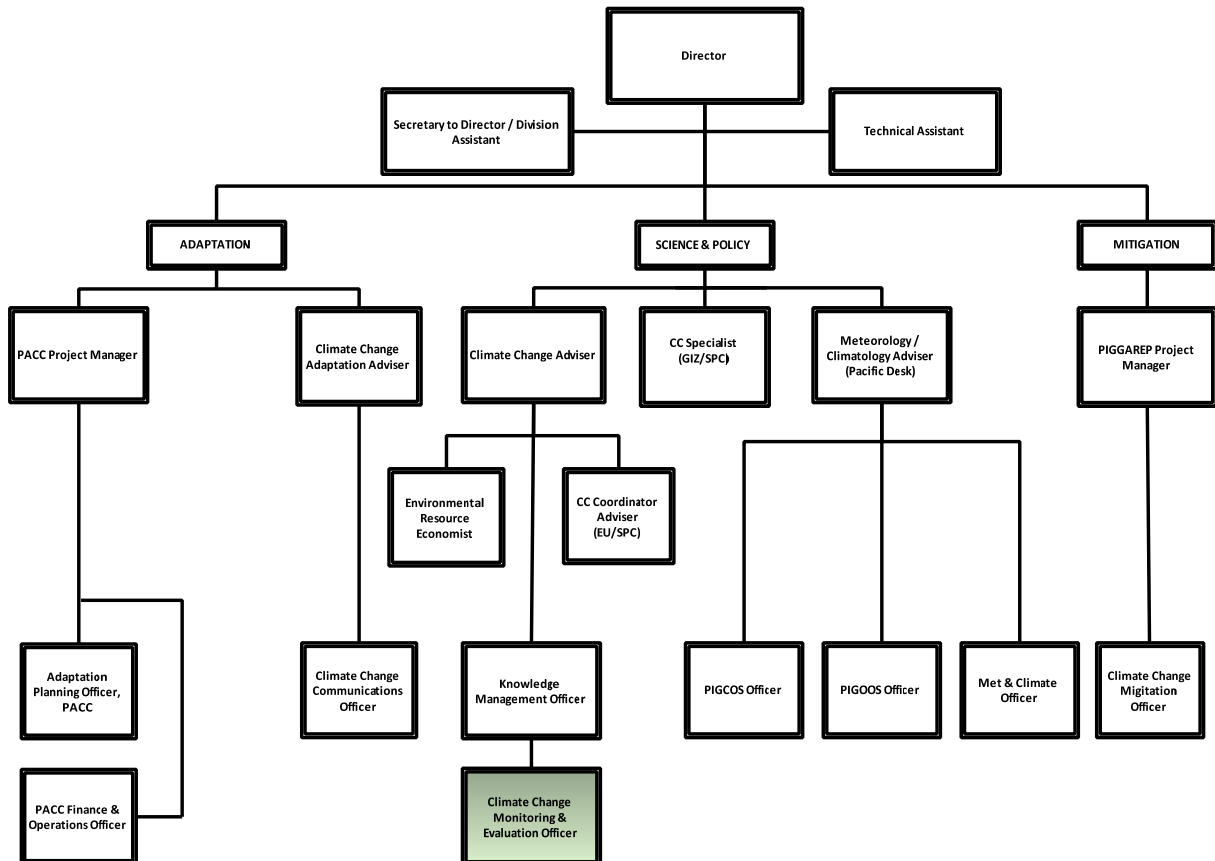
### **Corporate Services**

- 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

<b>Job Title:</b>	Climate Change Monitoring & Evaluation Officer (CCMEO)
<b>Division:</b>	Climate Change
<b>Programme:</b>	Science and Policy
<b>Responsible To:</b>	Knowledge Management Officer
<b>Responsible For: (Total number of staff)</b>	N/A
<b>Job Purpose:</b>	<p>The job exists to:</p> <ul style="list-style-type: none"> <li>• Implement the PIFACC monitoring and evaluation framework at a regional and national level through collation of relevant information .</li> <li>• Work with the Pacific Climate Change Portal team to ensure the PIFACC monitoring and evaluation module is developed and that data/information is represented on the portal.</li> </ul>
<b>Date:</b>	November 2012

### Organisation Context



## Key Result Areas

The position of **Climate Change Monitoring and Evaluation Officer** addresses the following Key Result Areas:

1. PIFACC Monitoring and Evaluation (M&E)
2. Database management
3. Generation of key outcomes and lessons learned reports
4. CCD monitoring and evaluation capacity building

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

Jobholder is accountable for	Jobholder is successful when
<p><b>1. PIFACC Monitoring &amp; Evaluation</b></p> <p>a) Work closely with the SPREP Climate Change Division, national and regional climate change units to implement PIFACC monitoring and evaluation through the PCCP. This will include but is not limited to:</p> <ul style="list-style-type: none"> <li>• Implementation of the M&amp;E Framework for PIFACC by systematically collecting and collating appropriate data sets and information for the PCCP and other reporting obligations (WACC, PCCR etc).</li> <li>• Identifying sources (both regional and national) and making necessary arrangements for obtaining baseline and progress information for reporting</li> <li>• Conducting and collating key outcomes and lessons learned from both national and regional climate change work.</li> <li>• Tracking progress of PIFACC activities from national and regional levels since 2006 following the indicators of M&amp;E.</li> <li>• Working with the Pacific Climate Change Portal development to utilise the climate change projects database in the M&amp;E of PIFACC and to create a web-based presence of results.</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring and evaluation of PIFACC is effectively carried out</li> <li>• PIFACC M&amp;E data sets are effectively established</li> <li>• A M&amp;E module of the Pacific Climate Change Projects Database is developed.</li> <li>• M&amp;E products for PIFACC are developed and communicated to stakeholders both at the regional and national levels.</li> <li>• Information relevant to project development is provided to CCD.</li> </ul>
<p><b>2. Data base management</b></p> <p>a) Populate and update the Pacific Climate Change Portal in particular the Pacific Climate Change Projects database on M &amp; E results.</p> <p>b) Create, coordinate and improve awareness of PIFACC.</p>	<ul style="list-style-type: none"> <li>• PIFACC data is systematically collected and distributed.</li> <li>• The data base for PIFACC M&amp;E is updated in the climate change portal.</li> <li>• Timely and quality M&amp;E input is made to CCD technical reporting.</li> <li>• Key stakeholders have a high level of awareness of outcomes from PIFACC M&amp;E.</li> </ul>

<p><b>3. Generation of key outcomes and lessons learned reports</b></p> <p>a) Adhere to all reporting requirements in an accurate and timely manner to facilitate the CCD accountability within SPREP and to donors.</p> <p>b) Generate reports from the monitoring information</p> <p>c) Provide training and support to PICTs and CROPs on PIFACC data and information collection ;</p> <p>d) Provide data analysis training to PICTs and CROPs on PIFACC M&amp;E data;</p>	<ul style="list-style-type: none"> <li>• PIFACC M&amp;E technical reports are prepared which summarize lessons learned and key outcomes</li> <li>• High quality advice is provided relevant to M&amp;E</li> <li>• Effective M&amp;E input is provided to the roadmap process on CC and DRM</li> </ul>
<p><b>4. CCD Monitoring and Evaluation Capacity Building</b></p> <p>a) Provide accurate and timely advice and support to the CCD Director to help enhance delivery of CCD core business.</p> <p>b) Conduct capacity building activities at the national and regional level on M&amp;E, linked to the PCCP requirements/databases.</p>	<ul style="list-style-type: none"> <li>• Capacity building activities for M&amp;E are conducted at national and regional levels linked to the PCCP requirements/databases.</li> <li>• PIFACC outcomes are widely communicated</li> </ul>

**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**

<p><b>Most challenging duties typically undertaken:</b></p>
<ul style="list-style-type: none"> <li>• Establishment of PIFACC Monitoring and Evaluation datasets and information</li> <li>• Research and database management</li> <li>• Reporting</li> <li>• Capacity Building</li> </ul>

**Functional Relationships & Related Skills**

Key internal and/or external contacts	Nature of the contact most typical
<p><i>External</i></p> <ul style="list-style-type: none"> <li>• SPREP member countries / focal points</li> </ul>	<ul style="list-style-type: none"> <li>• Technical assistance / advisory</li> </ul>

<ul style="list-style-type: none"> <li>Regional &amp; International Partners and Organisations</li> </ul>	<ul style="list-style-type: none"> <li>Capacity building</li> <li>Data collection and sharing</li> </ul>
<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>SPREP Management</li> <li>Other programmes</li> <li>Corporate Service</li> <li>Staff Committee</li> </ul>	<ul style="list-style-type: none"> <li>Presentation and reporting</li> <li>Communications / advisory</li> <li>Collaboration</li> </ul>

### Level of Delegation

<p><b>The position holder:</b></p>
<ul style="list-style-type: none"> <li>Administers an operational budget</li> </ul>

### 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

<p><b>Essential</b></p>
<ol style="list-style-type: none"> <li>A Bachelor degree in resource economics or in another field related to climate change (Environmental Science or Management)</li> </ol>

### Knowledge / Experience

<p><b>Essential</b></p>
<ol style="list-style-type: none"> <li>At least five years of work experience as a resources economist or in the environmental science/management or related fields with notable experience in monitoring and evaluation</li> <li>Demonstrated experience of monitoring and evaluation, data collection and management including: <ul style="list-style-type: none"> <li>Web-based analytical data management solutions that will assist the climate change portal team in developing a web-based presence for PIFACC M&amp;E results</li> <li>Data management, analysis and presentation skills</li> </ul> </li> <li>Sound understanding and awareness of key issues relating to data/information collection and</li> </ol>

use of information and knowledge in the Pacific with good understanding of the working environment in Pacific Island countries
5. Strong analytical and problem solving skills, innovative, persistent and resourceful with skills to develop baseline data and recommend solutions
6. Excellent oral and written communication skills in English with demonstrated knowledge and experience of team building concepts; excellent interpersonal skills and ability to work within a multicultural and multi-disciplinary environment
7. Demonstrated knowledge of computer applications databases and spreadsheets. Knowledge and familiarity with other analytical software and geographic information systems (GIS) would be an advantage

### 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"> <li>• Monitoring and evaluation</li> <li>• Data collection, analysis and management</li> <li>• Ability to organise and set priorities</li> <li>• Proactive, take initiative and detail-oriented</li> <li>• Problem solving in a flexible approach</li> <li>• Ability to manage multiple priorities, ensure goals and deadlines are met</li> <li>• Demonstrated professional ethics</li> <li>• Ability to work effectively in a cross cultural environment and awareness of the need for gender sensitivity</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• Essential issues related to working in the Pacific islands region</li> </ul>
Working Knowledge	<ul style="list-style-type: none"> <li>• Emerging environmental issues and challenges</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• SPREP Strategic Plan</li> <li>• SPREP Work Programmes</li> </ul>

### 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

**Duty Station:** Apia, Samoa.

**Duration:** Appointment is for a term of 1 year only. There is a possibility of extension subject to availability of funds, continuity of programme activities and performance during the initial term.

**Salary:** Salary is denominated in International Monetary Fund Special Drawing Rights (SDRs). Remuneration for this post falls within Band 8 of SPREP's salary scale and will be in the range of SDR21,946 to SDR32,918 per annum. Currently, the equivalent base salary in Samoan Tala is SAT\$82,438 (USD\$35,687) to SAT\$123,653 (USD\$53,529) per annum. **Starting salary will be based on the Secretariat's established remuneration guidelines.**

**Cost of living differential allowance (COLDA):** A Cost-of-Living Differential Allowance within the range of SDR4,011 – SDR5,040 per annum will also be paid to the successful candidate. The current equivalent in Samoan Tala is SAT\$15,067 (USD\$6,523) to SAT\$18,932 (USD\$8,196). Cost-of-living differential allowance reflects the comparative cost of living difference between Suva and Apia. This allowance is reviewed periodically based on data determined by an independent reviewer.

**Adjustments:** Salaries and allowances for internationally recruited staff are paid in Samoan Tala and adjusted every month based on the monthly average in the value of the SDR relative to the Samoan Tala (SAT) at the time the salary payment is processed. SDR movement however is limited to within 5% above or below a reference point set annually. Remuneration is paid monthly in SAT equivalent. The international currency exchange rate at the time of writing is approximately USD1.00 = SAT\$2.31

**Term:** For staff recruited from outside Samoa, the term begins from the day the appointee leaves his or her home to take up the appointment. Appointment is subject to a satisfactory medical examination, as well as a 6-month 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.

**For staff recruited from outside Samoa, the following applies:**

**Relocation Expenses:** SPREP will meet certain appointment and termination expenses for staff recruited from outside Samoa, including transport and accommodation en-route for the appointee and accompanying dependant(s) between home and Apia, and return, by the shortest and most economical route. This includes:

- economy class airfares;
- reasonable cost of packing, insuring, shipping and transporting furniture, household and personal effects on a 20ft container; and,
- up to 20 kilos of excess baggage each for the appointee and family.

**Establishment Grant:** A lump sum, of SDR1,100 is payable upon taking up appointment and arrival in Apia. This is currently equivalent to SAT\$4,132 (USD\$1,789).

**Temporary Accommodation and Assistance:** On arrival in Apia, the appointee and dependant(s) are entitled to temporary accommodation at a suitable hotel or other fully furnished accommodation for up to 6 working days. The appointee will be assisted to settle into Apia. This will include help in finding suitable rental accommodation.

**School Holiday Travel:** One return economy class flight each year between the place of education (taken to be recognised home) and Apia by (i) each dependent child being educated outside Samoa or (ii) the staff member or spouse to visit the child, providing the journey is not made within the final 6 months of the contract.

**Home Leave Travel:** Return economy class airfares between Apia and the recognised home for the staff member and dependants after completing 18 months of service for 3-year contracts providing no travel is undertaken within the final 12 months of the contract.

**Privileges and Immunities:** SPREP remuneration is tax-free for non-citizens or non-residents of Samoa.

**Repatriation allowance:** The appointee is entitled to a repatriation allowance equivalent to two week's salary, upon successful completion of contract, provided the contract is not extended or renewed.

**For ALL internationally recruited staff, the following applies:**

**Education Allowance:** Education expenses maybe reimbursed against actual receipts for dependent children, to cover up to 75% of the actual costs, as stipulated under SPREP's Education Allowance policy. Currently the allowance is up to a maximum of Samoan Tala \$15,600 (USD\$6,753) per annum per dependent child, with an overall maximum of Samoan Tala \$46,800 (USD\$20,260) per annum per family of 3 or more eligible children.

**Housing Assistance:** Professional staff shall receive housing assistance of 75% of the typical rent payable in Samoa for expatriate executive furnished housing. The current rate is SAT\$2,138 (USD\$926) per month. This assistance shall be reviewed annually and adjusted on relative movement in the local rental market.

**Security Assistance:** Security-related expenses maybe reimbursed against actual receipts up to SAT\$2,400 (USD\$1,039) per annum as stipulated under SPREP's Security Assistance policy.

**Annual Leave:** 25 working days a year (up to a maximum accumulation of 50 days).

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

**Other Leave:** Provisions also exist for 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.

**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, under the terms and conditions of the SPREP in-house Medical Treatment Scheme.

**Superannuation:** An expatriate contract staff member will receive a superannuation allowance of 7% of basic salary. For local contract staff, SPREP will pay 7% of basic salary to the Samoa National Provident Fund.

**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 spouse and financially dependent children 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.

'Expatriate' means an internationally recruited staff member, who is not a citizen or permanent resident of Samoa, and who resides in Samoa only by virtue of employment with SPREP.

**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.***

**Submitting applications:**

- a) By email: Subject matter to be clearly marked “**Application for Climate Change Monitoring & Evaluation Officer**” and send to [recruitment@sprep.org](mailto: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 Climate Change Monitoring & Evaluation Officer**”

For further enquiries, the Assistant HR Officer can be contacted on telephone (685) 21929 ext 328 or Email: [christinep@sprep.org](mailto:christinep@sprep.org)

**Closing date: Friday, 4th January 2013:** Late applications will not be considered.

SPREP is an Equal Opportunity Employer
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