



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

APPLICANT INFORMATION PACKAGE
CLIMATE CHANGE TECHNICAL OFFICER (CCTO)



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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 75 staff and an annual budget of USD \$19 million in 2013.

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.

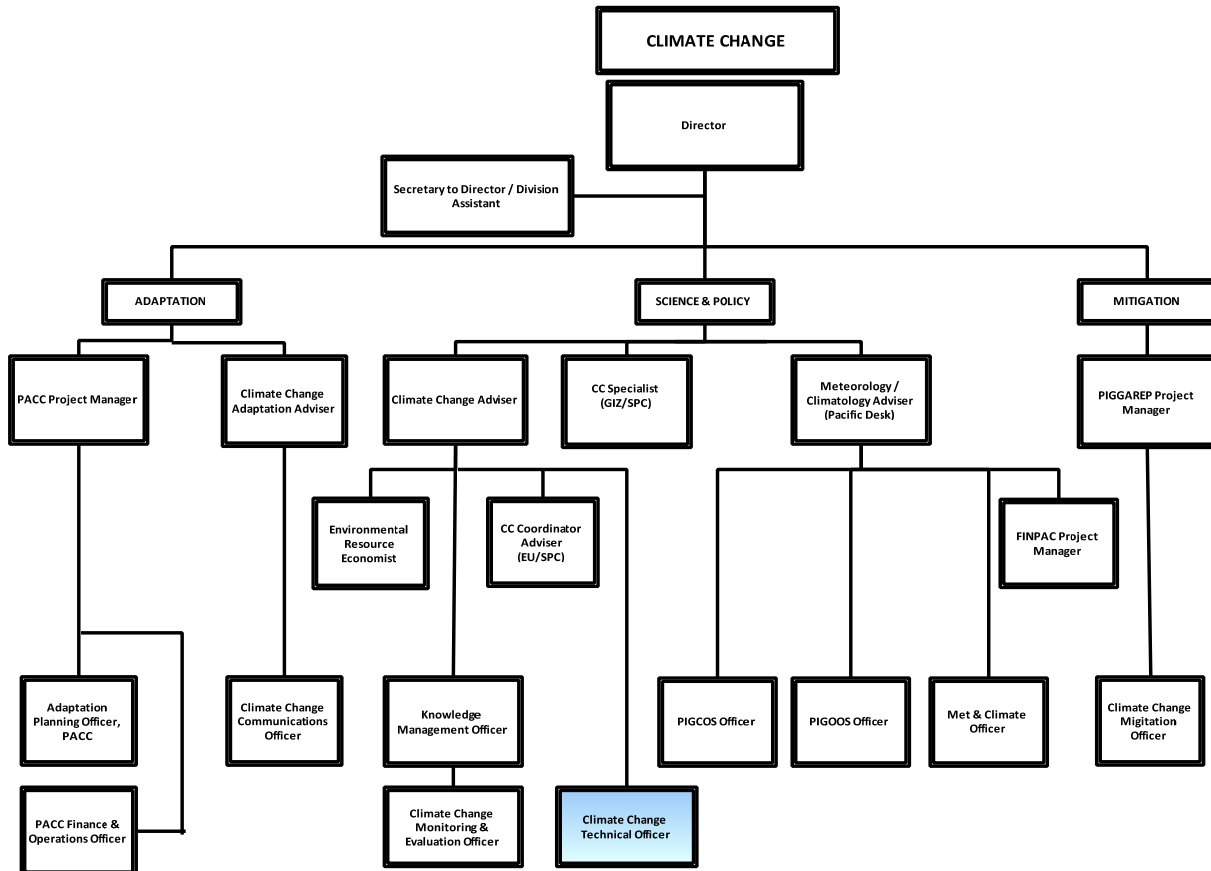
Corporate Services

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

Job Title:	Climate Change Technical Officer (CCTO)
Division:	Climate Change
Group / Team:	Science & Policy
Responsible To:	Climate Change Adviser
Responsible For: (Total number of staff)	N/A
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> Assist with technical advice and implementation of SPREP's Climate Change Science & Policy work programme consistent with the priorities of the SPREP Strategic Plan
Date:	August 2013

Organisation Context



Key Result Areas

The position of Climate Change Technical Officer (CCTO) addresses the following Key Result Areas:

1. Technical advice and programmes
2. Financial management and reporting
3. Division functional support

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

Jobholder is accountable for	Jobholder is successful when
<p>1. Technical advice and programmes</p> <ol style="list-style-type: none"> a) Assist with on-the-ground implementation of the FINPAC project b) Assist with the implementation of the Division's adaptation programmes including PACC and USAID support to Kiribati 	<ul style="list-style-type: none"> • There is timely advice given to donors and beneficiaries of the FINPAC and adaptation initiatives implemented by the Climate Change Division (CCD) through regular communications and reporting. • There is timely and sound advice and on the ground completion of activities of CCD Science & Policy programmes. • The CCTO is resourceful in addressing member's needs and additional resources for policy, science and adaptations.
<p>2. Financial management & Reporting</p> <ol style="list-style-type: none"> a) Assist with the development of funding proposals for priority national and regional Science & Policy, and adaptation projects. b) Assist with SPREP's reporting obligations on its Climate Change Science & Policy, and adaptation projects, in particular the FINPAC, PACC and Kiribati Adaptation initiatives c) Support CCD project quarterly progress and financial reports, the Annual Project Report and Project Implementation Report, annual project audit reports and all other reporting requirements as per donor's procedures. 	<ul style="list-style-type: none"> • Funding proposals are approved for funding. • Reports provide timely, accurate and practical advice
<p>3. Division functional support</p> <ol style="list-style-type: none"> a) Assist with the tracking of the impacts of CCD's efforts especially monitoring of AWPID. b) Assist with the documentation and sharing of best practices and lessons learnt on Climate Change Science & Policy and adaptations in the PICTs. c) Assist with SPREP's CCD's communication, 	<ul style="list-style-type: none"> • Timely reports and updates on CCD activities and outcomes • Data and information is readily available and accurate for reporting purposes

advocacy activities and input to the climate change portal and CCM.	
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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

Most challenging duties typically undertaken:
<ul style="list-style-type: none"> • Implementing project activities in remote locations such as Kiribati outer islands • Creating synergies and joint implementation between own activities and related national and regional activities of other agencies and donors • Assisting countries in preparing funding proposals

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
<p>External</p> <ul style="list-style-type: none"> • SPREP focal points • Workshop participants • Within country partners/ SPREP national focal points/ Key partners (NGO's and agencies) • Donors 	<ul style="list-style-type: none"> • Guidance and technical support • Engagement and collaboration • Communications and information sharing
<p>Internal</p> <ul style="list-style-type: none"> ▪ Consultants and visitors ▪ Climate Change Division Staff ▪ Management • All Staff 	<ul style="list-style-type: none"> • Answer Queries / Attend to Requests / Explain issues / Respond to correspondences / Answer the telephone / Liaise / Explain / Disseminate information

Level of Delegation

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

Essential
1. A Bachelor degree in Science, Resource Management or relevant field. (A post graduate qualification would be an advantage).

Knowledge / Experience

Essential
2. At least 5 years of relevant work experience particularly in providing research and technical advice in a medium to large regional organisation
3. Demonstrated experience in programme and project management (national and regional) support services including monitoring and evaluation, financial management, proposal and report writing
4. Excellent organisational and public relations skills with demonstrated ability to meet work-plan deadlines with minimal supervision;
5. Sound experience in capacity building and maintaining effective relationships with a diverse group of people A within a multi-disciplinary and multi-cultural team environment
6. Demonstrated knowledge of accepted and emerging climate change issues and challenges in the Pacific islands region
7. Excellent written and verbal communication skills including high level of presentation and interpersonal skills, collaboration with donors and partners with excellent word processing, computer and administrative skills

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">• Diplomacy and tact• Technical knowledge• Problem Solving
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	<ul style="list-style-type: none"> • Ability to set priorities and be adaptable to any situation • Flexible & courteous approach • Interpersonal skills and cultural sensitivity • Commitment to continuous improvement
Advanced level	<ul style="list-style-type: none"> • Programme functions • Project backgrounds • Climate change
Working Knowledge	<ul style="list-style-type: none"> • Understanding of office protocols, policies and procedures
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 3 years only. Renewal will be 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 9 of SPREP's salary scale and will be in the range of SDR24, 542 to SDR36, 812 per annum. Currently, the equivalent base salary in Samoan Tala is SAT\$93,807 (USD\$39,086) to SAT\$140,707 (USD\$58,628) 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 SDR3, 499 – SDR4,450 per annum will also be paid to the successful candidate. The current equivalent in Samoan Tala is SAT\$13,374 (USD\$5,573) to SAT\$17,009(USD\$7,087). 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\$2.40

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\$4,205 (USD\$1,752).

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\$6,500) per annum per dependent child, with an overall maximum of Samoan Tala \$46,800 (USD\$19,500) per annum per family of 3 or more eligible children.

Housing Assistance: Internationally recruited staff shall receive housing assistance of 75% of the typical rent payable in Samoa for expatriate executive furnished housing. The current rate is SAT\$2,328 (USD\$970) 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\$1,000) 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, compassionate, paternity, examination and special leave (without pay).

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

Life and Accidental Death and Disability Insurance: All employees are covered by SPREP's 24 hour Life and Accidental Death and Disability 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 nationals of Samoa, 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 Technical 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 General, SPREP, P O Box 240, Apia or fax number (685)20231 and clearly marked “**Application for Climate Change Technical Officer**”

All enquiries to be directed to the Assistant HR Officer on telephone (685) 21929 ext 328 or Email: christinep@sprep.org

Closing date: Friday, 20th September 2013: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
