



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

APPLICANT INFORMATION PACKAGE  
**INTERNSHIP OPPORTUNITY: Environmental Planning and  
Monitoring Intern(EPMI)**



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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.

### **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.

### **Internship Programme**

Each year, subject to funding availability, SPREP through its Internship Programme offers short-term opportunities to a limited number of young professionals and recent graduates from the Pacific Island Countries and Territories. The main objectives of the programme include:

- To promote SPREP's work and especially environmental issues

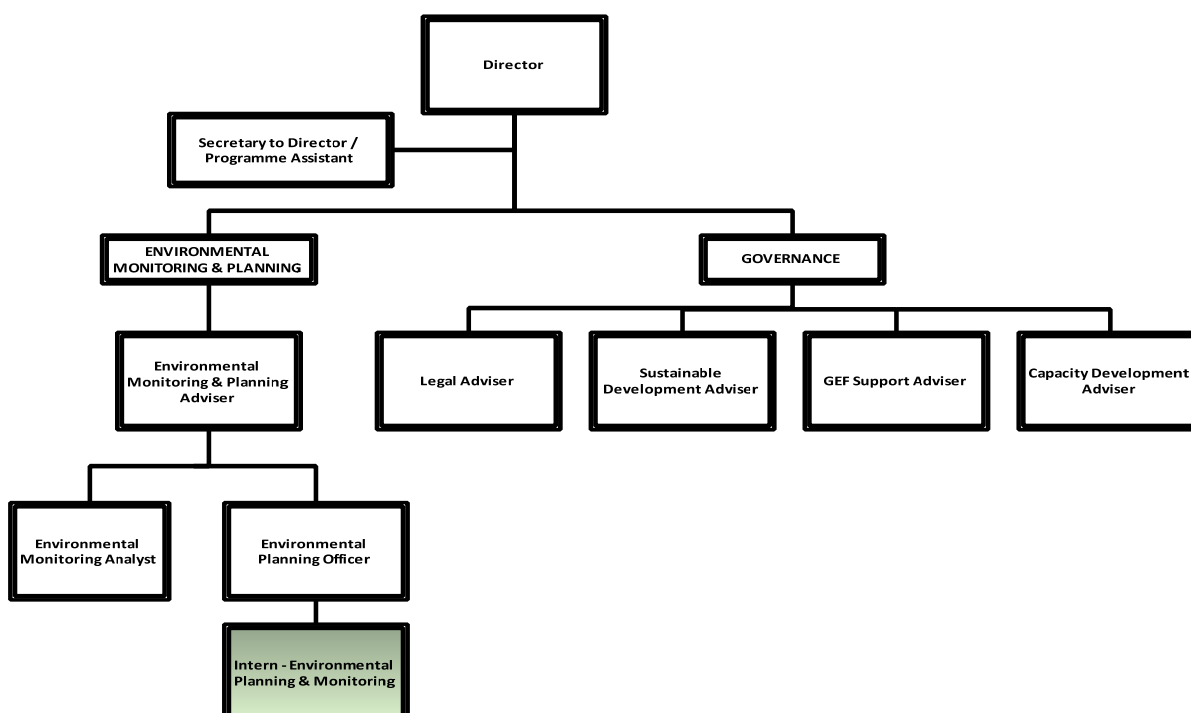
- To give the opportunity for young Pacific Islanders to gain professional exposure;
- To engage and increase awareness of young Pacific islanders on regional environmental priorities and challenges
- To strengthen capacity building of young professionals in the island member countries and territories.

This internship opportunity is specifically for a young professional from the Micronesian region to work at SPREP for one year with a focus on furthering SPREP's Strategic Plan and Work Plan in the Micronesian region.

## B. JOB DESCRIPTION

<b>Job Title:</b>	Environmental Planning and Monitoring Intern (EPMI)
<b>Division:</b>	Environmental Monitoring and Governance
<b>Programme:</b>	Environmental Monitoring and Planning
<b>Responsible To:</b>	Environmental Planning Officer (EPO)
<b>Responsible For: (Total number of staff)</b>	N/A
<b>Job Purpose:</b>	<p>This Internship job exists to:</p> <ul style="list-style-type: none"> <li>Assist with environmental planning and monitoring frameworks at both regional and national level</li> </ul>
<b>Date:</b>	April 2012

### Organisation Context



## Key Result Areas

The **Environmental Planning and Monitoring Intern (EPMI)** addresses the following Key Result Areas:

1. Environmental Planning
2. Environmental Monitoring
3. Administrative Support

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

Jobholder is accountable for	Jobholder is successful when
<p><b>1. Environmental Planning</b></p> <p>a) Assist the Environmental Planning Officer to finalise regional guidelines for EIA by:</p> <ol style="list-style-type: none"> <li>i) Carrying out literature review;</li> <li>ii) Reviewing current SPREP EIA Manual;</li> <li>iii) Facilitating any discussions/working groups;</li> <li>iv) Drafting the regional guidelines</li> </ol> <p>b) Be part of EMG team that provides in-country assistance for NEMS, SOE, EIA and other related initiatives</p>	<ul style="list-style-type: none"> <li>• Regional Guidelines for EIA submitted to SM for approval.</li> <li>• In country assistance successfully implemented</li> </ul>
<p><b>2. Environmental Monitoring</b></p> <p>a) Assist the Environmental Monitoring team to:</p> <ol style="list-style-type: none"> <li>i) Finalise regional framework of environmental indicators;</li> <li>ii) Finalise framework and procedure for monitoring implementation of the SPREP Strategic Plan</li> </ol>	<ul style="list-style-type: none"> <li>• Regional framework of environmental indicators and Strategic Plan monitoring submitted to SM for approval</li> </ul>
<p><b>3. Administrative Support</b></p> <p>a) Provide administrative support to the EMG division:</p> <ol style="list-style-type: none"> <li>i) Assist in procurement of goods and services according to SPREP procedures</li> <li>ii) Assist in maintaining the EMG web pages.</li> </ol>	<ul style="list-style-type: none"> <li>• Goods and services are procured in a timely manner using the proper procedures</li> <li>• The web pages of the EMG are kept up-to-date</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.

## Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
<b>External</b> <ul style="list-style-type: none"> <li>National focal points comprising</li> <li>Regional institutions and organizations in the Pacific</li> <li>Media</li> </ul>	<ul style="list-style-type: none"> <li>Communication/discussions</li> </ul>
<b>Internal</b> <ul style="list-style-type: none"> <li>All SPREP Staff</li> </ul>	<ul style="list-style-type: none"> <li>Coordination/communications/discussions/reporting</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.*

### Age & Nationality Requirement

Essential
<ul style="list-style-type: none"> <li>Must be under 32 years of age</li> <li>Micronesia region ONLY: Must be a national of one of the island countries or long term resident of one of the territories</li> </ul>

### Qualifications

Essential
<ol style="list-style-type: none"> <li>Minimum qualifications of a Bachelor Degree in Environmental Management, Environmental Science or related fields</li> </ol>

### Knowledge / Experience

Essential
<ol style="list-style-type: none"> <li>At least two years of work experience in environmental science/management or related fields</li> <li>Demonstrated knowledge of computer applications including Microsoft Office</li> <li>Excellent written and verbal communication skills in English including high level of presentation and inter-personal skills</li> </ol>

5. Demonstrated ability to complete tasks with limited supervision
6. Excellent organisational skills with ability to prioritise own work
<b>Highly Desirable</b>
<ul style="list-style-type: none"> <li>• Previous experience in environmental impact assessment, monitoring or related fields</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

### Terms and Conditions

**Duty Station:** Apia, Samoa.

**Duration:** The internship position will be for 12 months starting as soon as possible.

**Grade & Salary:** The salary is SAT\$47,142 (USD\$20,320) per annum. Salary will be tax free for non-citizens and non-residents of Samoa.

**Term:** For those recruited from outside Samoa, the term begins from the day the intern leaves his or her home to take up the internship programme. The internship is subject to a satisfactory medical examination.

The internship will be 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.

### **For an intern recruited from outside Samoa, the following applies:**

**Relocation Expenses:** SPREP will meet certain relocation and repatriation expenses as follows for the successful candidate only:

- Return economy class airfares between Apia and the recognised home by the most direct and most economical route;
- Necessary reasonable accommodation during transit;
- Establishment and repatriation allowances;  
**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\$1,781).  
**Repatriation allowance:** Two week's salary, upon successful completion of the internship.
- Up to 20kgs of excess baggage each way.
- **Temporary Accommodation and Assistance:** On arrival in Apia, the intern is entitled to temporary accommodation at a suitable hotel or other fully furnished accommodation for up to 6 working days. The intern will be assisted to settle into Apia. This will include help in finding suitable rental accommodation.

**Annual Leave:** 15 working days per annum

**Sick Leave:** 30 working days per annum

**Duty Travel:** SPREP meets travelling expenses at prescribed rates necessarily incurred by the intern if required to travel away from Apia as part of the internship programme

**Life & Personal Accident Insurance:** The intern is covered by SPREP's 24 hour Life and Personal Accident Insurance Policy.

**Medical Benefits:** The intern is entitled to have all reasonable medical, dental and optical expenses

met, as determined by the Director, under the terms and conditions of the SPREP in-house Medical Treatment Scheme.

**Superannuation:** An intern recruited from outside Samoa will receive a superannuation allowance of 7% of basic salary. For an intern recruited locally, SPREP will pay 7% of basic salary to the Samoa National Provident Fund.

**Overtime:** The intern 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:** For a locally recruited intern, a gratuity payment equivalent to two week's salary will be paid upon successful completion of the internship.

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

## 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 Internship: Environmental Planning and Monitoring Intern**” 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 Internship: Environmental Planning and Monitoring Intern**”

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

**Closing date: Friday, 11<sup>th</sup> May 2012:** Late applications will not be considered.

<b>SPREP is an Equal Opportunity Employer</b>
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