



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

**APPLICANT INFORMATION PACKAGE**  
**SPREP-FINLAND PROJECT, PROJECT MANAGER, (FINPAC-  
PM)**



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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 \$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 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.

### **The FINPAC Project**

The FINPAC Project is a regionally coordinated project targeting the most pressing need of Pacific Islands' communities in the coming years: adapting to the effects of Climate Change. The overall objective of the Project is:

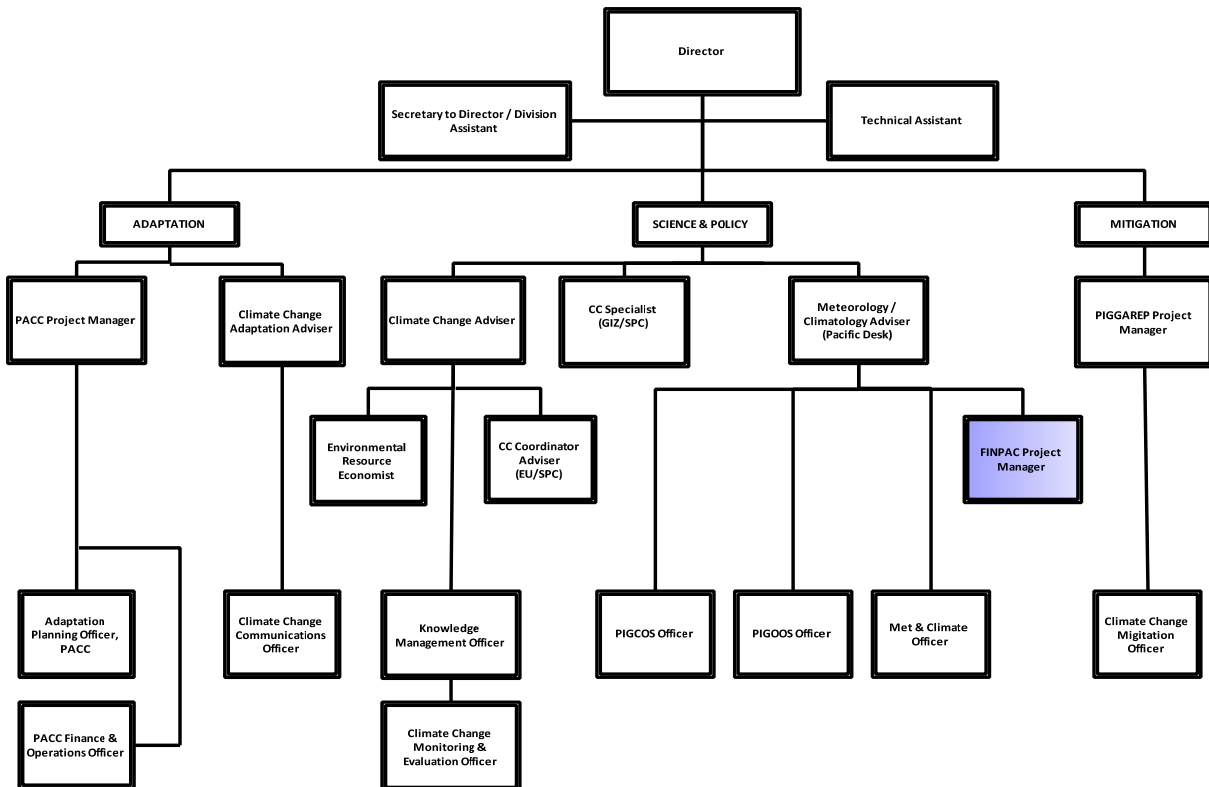
*Reduced vulnerability of the Pacific Island Country villagers' livelihoods to the effects of Climate Change*

The adaptation approach developed in the Project is based on the development of capacity of the National Meteorological Services (NMSs) in the region to respond to the growing needs of communities to prepare and respond to the changing weather patterns and climate trends by using improved services. The FINPAC Project will partner NMSs with Non-Governmental Organisations (NGOs) to work with communities and villages from participating Pacific Island Countries (PICs) and their NMSs to develop early warning systems and improved dialogue between disaster managers and NMSs and with end users of weather and climate information for the benefit of the life of all people living in PICs. A particular focus will be on those living in rural communities and villages.

## B. JOB DESCRIPTION

<b>Job Title:</b>	SPREP – Finland Project, Project Manager (FINPAC-PM)
<b>Division:</b>	Climate Change
<b>Programme:</b>	Science & Policy
<b>Responsible To:</b>	Meteorology & Climate Adviser and Finish Meteorological Institute (FMI) Head of Group, International Projects
<b>Responsible For: (Total number of staff)</b>	N/A
<b>Job Purpose:</b>	<b>This job exists to:</b> Manage the FINPAC project, funded by the Government of Finland, including financial administration, reporting and the implementation of the various project activities as outlined in the project document
<b>Date:</b>	March 2013

### Organisation Context



## Key Result Areas

The position of **FINPAC, Project Manager (FINPAC, PM)** addresses the following Key Result Areas:

1. Project Management, implementation, monitoring and coordination
2. Financial and resource management
3. Networking and capacity building
4. Communications and reporting

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

Jobholder is accountable for:	Jobholder is successful when:
<p><b>1. Project Management, implementation, monitoring and coordination</b></p> <ol style="list-style-type: none"> <li>a) Assume overall responsibility for the day-to-day management and implementation of all project activities and ensure the realisation of project objectives in accordance with the FINPAC project document and Finish Guidelines</li> <li>b) Ensure effective coordination of all FINPAC activities and reporting on the FINPAC project progress, monitoring, and evaluation (M&amp;E) as required by the project</li> <li>c) Prepare annual work programmes and quarterly schedules of activities to be implemented in close consultation with the other members of the Pacific Meteorological Desk Partnership (PMDP) and NMSs</li> <li>d) Coordinate and monitor the implementation of activities described in the work plan;</li> <li>e) Develop consultants Term of References (TORs) in consultations with PMDP, NMS and target communities</li> <li>f) Organise workshops, expert missions, meetings and other relevant logistics;</li> <li>g) Represent the Project as appropriate in regional and international fora.</li> </ol>	<ul style="list-style-type: none"> <li>• A functional and systematic planning and project management process for FINPAC is in place</li> <li>• A practical Annual Work Plan and Budget for the Project is developed, in consultation with PMDP members and the NMSs.</li> <li>• Financial, technical, and project reports are prepared at a high professional level and on a timely basis</li> <li>• Project implementation targets are met</li> <li>• Relevant meetings and workshops at the national and community level are successfully planned and implemented</li> <li>• High quality monitoring and evaluation and progress reports completed and delivered to donor and key partners on time</li> </ul>
<p><b>2. Financial and resource management</b></p> <ol style="list-style-type: none"> <li>a) Complete budgets and preparing requests for replenishment of activity funds;</li> <li>b) Coordinate and manage all procurement requirements (e.g. contracts and consultancies in the project, including reviewing of consultancy reports);</li> <li>c) Provide guidance to contractors and consultants engaged by the project;</li> </ol>	<ul style="list-style-type: none"> <li>• Financial reports are submitted on a timely basis</li> <li>• Resources are transferred to the appropriate agencies within agreed deadlines</li> <li>• Bi-annual financial summary reports are provided on time and as outlined in the project document</li> <li>• Audited financial and procurement reports are submitted to donors and SPREP</li> <li>• MOU's are developed and monitored</li> <li>• Outputs from consultants are reviewed to ensure adequate quality and incorporated into the</li> </ul>

	project plan and implementation
<p><b>3. Networking and capacity building</b></p> <p>a) Liaise with FINPAC project Steering Committee, Climate Change Division's other climate change projects, the PMDP and project partners including WMO</p> <p>b) Liaise with other related projects implemented by other agencies such as Australian Bureau of Meteorology (BoM), National Institute on Water and Atmospheric Research (NIWA), Secretariat of the Pacific Community (SPC), National Oceanic and Atmospheric Administration (NOAA) in the NMSs</p>	<ul style="list-style-type: none"> <li>Managing and coordinating capacity building training on Quality Management System (QMS), data provision for severe weather forecasting and other capacity development as required in the project document</li> <li>Collaboration between FINPAC and other related projects properly managed</li> <li>Assistance provided to the NMSs, communities and other partners</li> <li>Coordinated efforts with other agencies working with NMSs</li> </ul>
<p><b>4. Communications and reporting</b></p> <p>a) Develop and implement a communication strategy to raise the profile of the project as well as sharing of lessons learned</p> <p>b) Report on the FINPAC project progress, monitoring and evaluation as required by the approved project document and against relevant regional frameworks such as the Pacific Plan, the Pacific Framework for Action on Climate Change, the Pacific Islands Meteorological Strategy (PIMS) and the Regional Framework for Action on Disaster Risk Management.</p>	<ul style="list-style-type: none"> <li>Reports to the Steering Committee meetings delivered on a quarterly basis</li> <li>Reports provided annually to the SPREP meeting and bi-annually to the PMC on the progress of the project implementation</li> <li>Mission and workshop reports provided to stakeholders as required in the project document</li> <li>Summary reports sent to other partners when required to promote the visibility of the project in the region</li> <li>Provide an annual report to the PMDP on progress of implementing the Regional Priority Actions of the PIMS through the FINPAC</li> <li>Provide an annual assessment report of the FINPAC and its progress towards achieving the Pacific Key Outcomes (PKO) of the PIMS</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 Plans.

**Work Complexity**

<p><b><u>Most challenging duties typically undertaken:</u></b></p> <ul style="list-style-type: none"> <li>Undertake reporting requirements</li> <li>Manage and implement the project work programme under the Pacific Desk in collaboration with the National Meteorological Services</li> <li>Create, facilitate and nurture a strong partnerships between national stakeholders, NMSs, other related projects, the Pacific Meteorological Council (PMC) and the SPREP meeting</li> <li>Be sensitive to issues politically and show foresight and fortitude where potential conflicts may arise and to deal with any effectively without detriment to SPREP</li> </ul>
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**Functional Relationships & Related Skills**

Key internal and/or external contacts	Nature of the contact most typical
<p><b>External</b></p> <ul style="list-style-type: none"> <li>• SPREP member countries/focal points and NMHSs</li> <li>• Red Cross International</li> <li>• FMI partners and Experts to the project</li> <li>• Pacific Meteorological Council</li> <li>• Project Steering Committee</li> <li>• WMO Sub-regional office for South-West Pacific</li> <li>• Other regional projects working with NMSs</li> </ul>	<ul style="list-style-type: none"> <li>• Negotiations , Facilitation and implementation</li> <li>• Meetings and discussions, facilitation</li> <li>• Presentation, reporting and training</li> <li>• Management and development</li> <li>• Discussions and collaboration</li> </ul>
<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• SPREP Management</li> <li>• The Pacific Meteorological Desk Partnership</li> <li>• Other SPREP Climate Change Projects</li> <li>• Other Programs</li> <li>• Corporate Services</li> <li>• Staff Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Meetings and discussions</li> <li>• Coordination, collaboration and reporting</li> <li>• Joint planning,</li> <li>• Presentation, reporting and training</li> </ul>

**Level of Delegation**

<p><b>The position holder:</b></p> <ul style="list-style-type: none"> <li>• Manages an operational budget and has oversight of the project budget</li> <li>• Can authorise cost in own budget up to a certain limit</li> <li>• Can seek additional funding opportunities for project activities</li> <li>• Manages programmes and activities at the national and community level</li> </ul>
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**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. Minimum qualifications of a Masters degree in Accounting / Finance Administration / Project Management or relevant field OR a Bachelor degree in lieu, with applied relevant work experience in excess of the minimum required relevant work experience.

**Knowledge / Experience****Essential**

2. At least 7 years experience in project management and administration at a national or regional level. Experience in community participatory or gender work would be highly regarded.
3. Demonstrated knowledge and understanding of accepted and emerging project management issues in the Pacific Island region, and a sound understanding of the functions, tasks and responsibilities of the NMS is considered an advantage
4. Demonstrated experience in programme and project management including monitoring and evaluation, financial management, proposal and report writing with a high level of strategic advisory, organisational, analytical, problem-solving and facilitation skills.
5. Demonstrated experience in working within a multi-disciplinary and multi-cultural team environment with a demonstrated ability to motivate teams and establish and implement work plans objectives, including strong coordination and facilitation skills amongst key partners and recipient countries
6. Excellent written and verbal communication skills including high level of presentation and inter-personal skills with sound experiencing in capacity building and maintaining effective relationships with a diverse group of people. A good knowledge of basic software used for project management and at the NMSs would be an advantage.
7. Excellent ability to independently work and cope under situations of work-related stress and deadlines and the ability for teamwork in an international organisation with sound experience in establishing and maintaining effective relationships with a diverse group of people

**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>• Project management skills</li> <li>• Management and leadership skills</li> <li>• Advisory and analytical skills</li> <li>• Programme monitoring and evaluation</li> <li>• Work programme planning, budgeting and implementation</li> <li>• Proposal development</li> <li>• Communications and public relations</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• Management Principles</li> <li>• Planning and Report writing</li> </ul>

Working Knowledge	<ul style="list-style-type: none"> <li>• Financial tools</li> <li>• Computer knowledge (MS word, excel, powerpoint, etc)</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• Meteorological, climate, extreme events, climate change and DRM issues in the Pacific islands region</li> <li>• SPREP Strategic Plan</li> <li>• SPREP Work Programmes</li> <li>• Pacific Islands Meteorological Strategy (PIMS)</li> <li>• Pacific Plan,</li> <li>• Pacific Framework for Action on Climate Change</li> <li>• Regional Framework for Action on Disaster Risk Management.</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 & CONDITIONS

**Duty Station:** Apia, Samoa.

**Duration:** Appointment is for a term of 3 years initially, with possible renewal up to a maximum of 6 years subject to performance during the initial term, continuity of related programme activities and availability of funds.

**Salary:** Salary is denominated in International Monetary Fund Special Drawing Rights (SDRs). Remuneration for this post falls within Band 11 of SPREP's salary scale and will be in the range of SDR33,359 to SDR50,039. Currently, the equivalent base salary in Samoan Tala is SAT\$127,508 (USD\$54,960) to SAT\$191,264 (USD\$82,441) 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 SDR4,182 – 5,475 will also be paid to the successful candidate. The current equivalent in Samoan Tala is SAT\$15,985 (USD\$6,890) to SAT\$20,927 (USD\$9,020). 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\$2.32

**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\$1,813).

**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, including duty-free importation of household and personal effects which have been owned and used by them for no less than six months, within 6 months of taking up appointment.

**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\$6,724) per annum per dependent child, with an overall maximum of Samoan Tala \$46,800 (USD\$20,172) 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\$1,003) 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\$1,034) 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.

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

**Superannuation:** An expatriate internationally recruited 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 FINPAC - PROJECT MANAGER (FINPACPM)**” 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 FINPAC - PROJECT MANAGER (FINPACPM)**”

All enquiries to be directed to the Assistant HR Officer on telephone (685) 21929 ext328 or Email: [christinep@sprep.org](mailto:christinep@sprep.org)

**Closing date: Friday, 19th April 2013:** Late applications will not be considered.

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