



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

**APPLICANT INFORMATION PACKAGE
INVASIVE SPECIES ADVISER (ISA)**



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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.

Invasive Species

The Invasive Species Adviser is a key position within the Biodiversity and Ecosystem Management Division designed to contribute to implementation of SPREP's Strategic Plan, specifically Strategic Priority BEM3, Invasive Species, and to provide a high quality service to Members, in developing and fostering more comprehensive and effective management of invasive species in the Pacific.

The scale of the invasive species threat is comparable to that of climate change, and of immediate urgency in its impacts on ecosystems, native species and communities. The wide-ranging importance of the invasive species threat to the region is reflected in several regional policy documents, including the Pacific Islands Regional Oceans Policy and the Pacific Plan. The concerns of SPREP Members regarding this growing threat have been expressed at successive SPREP meetings, with strong recommendations to the Secretariat to place emphasis on the issue. As part of its response, SPREP produced the *Guidelines for Invasive Species Management in the Pacific* in 2009 - a planning framework to assist countries and agencies to design and prioritise their invasive species management programmes.

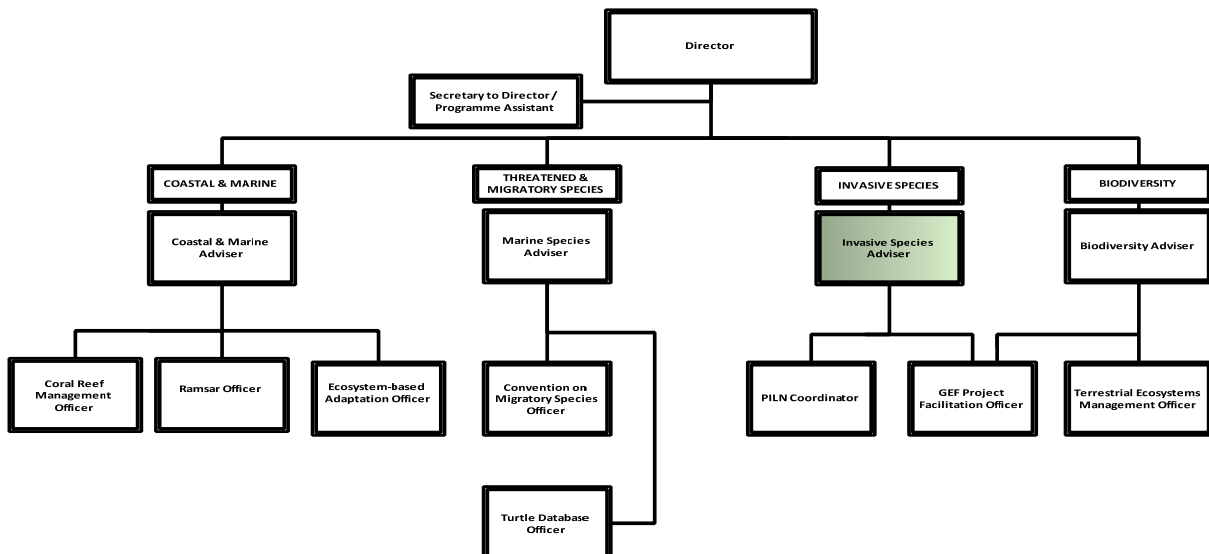
In order to achieve the objectives of the *Guidelines for Invasive Species Management in the Pacific*, the ISA will provide leadership, sound technical knowledge, strategic planning and guidance, programme and project management and sound judgment, to an invasive species team at SPREP, comprising the PILN Coordinator, the GEF-PAS Invasives Project Facilitator and others. The ISA will ensure coordination among other SPREP staff whose responsibilities include aspects bearing on invasive species issues, such as the Marine Pollution Adviser and the Biodiversity Adviser. The position will also provide technical guidance and coordination to SPREP Members, via supervision of the Pacific Invasives Learning Network (PILN) and assist with the development and implementation of national invasive species strategies, plans and programmes. The ISA will also promote coordination and collaboration among intergovernmental organisations, NGOs and other agencies working on invasive species issues in the Pacific, by coordinating and providing Secretariat support to the Pacific Invasives Partnership (PIP: the Invasive Species Working Group of the Roundtable for Nature Conservation in the Pacific), and by otherwise encouraging the engagement of partners and donors. The ISA will lead the development and implementation of mechanisms to address capacity, planning and management needs of Members, and to help mainstream the invasive species issue into national and regional decision-making processes. The ISA will also develop and implement projects to address regional and national priorities identified by strategic planning processes, with reference to the *Guidelines*.

The ISA will also be responsible for identifying and securing funds, leading strategic programme development, integrating it with other aspects of SPREP's work, and coordinating and managing the full range of activities expected by SPREP members and partners in accordance with SPREP's regional coordination, support and service provision mandates.

B. JOB DESCRIPTION

Job Title:	Invasive Species Adviser
Division:	Biodiversity & Ecosystem Management (BEM)
Programme:	Invasive Species
Responsible To:	Director, Biodiversity & Ecosystem Management
Responsible For: (Total number of staff)	2 staff – (directs)
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> Contribute to achieving the implementation of SPREP's Strategic Plan, specifically Strategic Priority BEM3, Invasive species, and provide high quality service to members, in particular by developing and fostering more comprehensive and effective management of invasive species in the Pacific.
Date:	April 2012

Organisation Context



Key Result Areas

The position of **Invasive Species Adviser** addresses the following Key Result Areas:

1. Programme development, implementation and management
2. Coordination, supervision and facilitation of regional networks, programmes, projects and activities
3. Capacity building
4. Advisory and technical
5. Resourcing and reporting
6. Management and leadership

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

Jobholder is accountable for	Jobholder is successful when
<p>1. Programme development, implementation and management</p> <p>a) Lead the invasive species team at SPREP, ensuring coordination of programme activities among relevant staff and the integration of invasive species work with other aspects of SPREP's programmes.</p> <p>b) Promote Pacific island interests and maximise their environmental benefits from agencies working on invasive species issues in the Pacific, especially SPC, the Pacific Invasives Initiative, PILN and the other member agencies of PIP.</p> <p>c) Ensure the periodic review and revision of PIP Action Plans including monitoring and evaluation of progress towards their implementation.</p> <p>d) Develop and promote policies related to invasive species management, for SPREP Members, PIP members and other agencies as required.</p> <p>e) Develop and implement relevant projects to address priorities identified by reference to the <i>Guidelines</i>, and ensure the coordinated delivery of SPREP responsibilities within multi-agency projects, such as the GEF-PAS Invasive Species Project and invasive species projects financed by the Critical Ecosystems Partnership Fund.</p> <p>f) Develop an annual work plan for SPREP's invasive species programme and, as required, provide input to SPREP</p>	<ul style="list-style-type: none"> • A vigorous programme of work on invasive species is in place and functioning, addressing regional and national priorities determined with reference to the <i>Guidelines</i>. • The Invasives team at SPREP functions as an integrated unit. • Invasives species programmes of SPREP and other regional agencies address regional, national and territorial priorities. • Regional policies, PIP Action Plans and SPREP's annual work plans address objectively determined regional, national and territorial priorities. • A range of projects is in place and operating to address regional, national and territorial priorities. • Invasive species issues are maintained high on the political and public agendas. • Positions and consultancies work towards achieving regional, national and territorial priorities.

<p>Meetings.</p> <p>g) Promote public and SPREP awareness of invasive species impacts, management, needs and priorities.</p> <p>h) Assist with the preparation of terms of reference for, and supervision of the work and products of any positions or consultancies established under the invasive species programme.</p>	
<p>2. Coordination, supervision and facilitation of regional networks, programmes, projects and activities</p> <p>a) Supervise the Pacific Invasives Learning Network (PILN), promote and foster island member participation in PILN, and lead the PILN Support Group within the Pacific Invasives Partnership (PIP: the Invasive Species Working Group of the Roundtable for Nature Conservation in the Pacific).</p> <p>b) Promote and facilitate collaboration and coordination of activities across intergovernmental organisations, NGOs and other agencies working on invasive species issues in the Pacific, while working towards achievement of the objectives of the <i>Guidelines for Invasive Species Management in the Pacific</i>, including coordination of and provision of secretariat support to PIP, and encouraging the engagement of partners and donors.</p>	<ul style="list-style-type: none"> • Island members, regional organizations and other agencies working on invasive species in the Pacific regularly and effectively exchange information, coordinate their work and collaborate to maximise efficiency and effectiveness. • PILN and PIP membership is comprehensive and invasives networks function effectively, leading to measurable coordinated actions.
<p>3. Capacity building</p> <p>a) Assist island members, PIP members and other agencies to identify, document and address national, territorial or regional invasive species priorities through strategic planning processes informed by the <i>Guidelines</i>.</p> <p>b) Develop, oversee and promote the implementation of conceptual frameworks, methods, tools and programmes for invasive species capacity-building, planning and management, appropriate to the Pacific islands region.</p> <p>c) Foster and contribute to the development of information resources, including regional overviews, databases and maps.</p>	<ul style="list-style-type: none"> • Strategic planning processes based on the <i>Guidelines</i> are employed by Pacific island Members, regional organizations and other agencies to design their invasive species programmes. • Priority needs and actions identified in strategic planning processes are addressed by appropriate capacity-building and management activities, by appropriate actors. • Information required for invasive species management is adequate and freely available.

<p>4. Advisory and technical</p> <p>a) Serve as an expert resource on invasive species for SPREP Senior Management Team, island members, PIP members, relevant regional committees, working groups and other agencies, providing technical and policy advice and support, including on relevant aspects of the Convention on Biological Diversity (CBD) and other international agreements.</p> <p>b) Assist with the preparation of technical and feasibility studies, and advise on invasive species management to island members, PIP members and other agencies.</p>	<ul style="list-style-type: none"> Regional and national requirements for invasive species advice and support are satisfied in a timely manner.
<p>5. Resourcing and reporting</p> <p>a) Develop and maintain relationships with key donors, manage project finances.</p> <p>b) Maintain and expand the programme, by identifying and securing funding</p> <p>c) Prepare project reviews and reports to donors and other agencies as required.</p>	<ul style="list-style-type: none"> The invasive species programme receives adequate core funding and its project profile increases in size and scope. All relevant reports are informative and prepared on time.
<p>6. Management and leadership</p> <p>a) Provide oversight and coordinate the day to day management of the Invasive Species Team, including provision of technical guidance and assistance to staff.</p> <p>b) Lead and manage the staff of the Invasive Species Team to achieve its objectives and establish and supervise individual Performance Development Plans, overall output delivery and identification of staff development needs.</p>	<ul style="list-style-type: none"> Team delivers highest standard of services and fully supports and is well integrated within all SPREP programmes and approved work plans. Team operates effectively, achieves its Annual Work Plan and Budget (AWP&B) objectives and meets strategic priority targets

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:

- Coordination of regional networks of implementing agencies to maximise efficiency, minimise duplication, foster collaboration and ensure maximum benefit to island countries and territories.
- Coordination of large, multi-country, multi-agency projects including management of budgets, staff and consultants.
- Mainstreaming invasive species issues at the political level and ensuring their inclusion within programmes that impinge on their management, such as those for climate change and rapid response.

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 members • PIP members and other agencies • PILN members • Global invasives and conservation agencies • Donors <p>Internal</p> <ul style="list-style-type: none"> ▪ Management ▪ Other programmes (within EBM, WMP, EMG & CC) ▪ Corporate Services 	<ul style="list-style-type: none"> ▪ Service and advice provision ▪ Coordination and advice ▪ Service and advice provision ▪ Collaboration and advice ▪ Negotiation ▪ Reporting and technical support ▪ Collaboration and technical support ▪ Collaboration

Level of Delegation

The position holder:

- Manages operational and project budgets
- Authorises costs in own budgets
- Can make deals and negotiate on behalf of SPREP
- Seeks funding opportunities and negotiates with donors

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. Masters degree in natural sciences or other relevant field OR 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 relevant experience in invasive species management, preferably on islands, with at least 5 of those years at a senior advisory level.
3. Demonstrated experience in programme and project management, monitoring and evaluation including financial management, proposal and report writing
4. Strong strategic advisory, coordination, analytical, communication and facilitation skills with a demonstrated ability to motivate teams and establish and implement workplan objectives
5. Demonstrated experience in leading, managing and working within a multi-disciplinary and multi-cultural team environment, preferably in the Pacific Islands region.
6. Broad knowledge and deep understanding of biodiversity and conservation issues in the Pacific, including understanding of donor and agency networks
7. Excellent written and verbal communication skills including high level of presentation and interpersonal skills 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"> • Invasive species management, at practical and planning levels • Facilitation, coordination and communications skills • Proposal & Report Writing • Problem Solving • Strategic planning skills • Fundraising and budget management skills • Ability to set priorities • Team Building
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Advanced level	<ul style="list-style-type: none"> • Environmental issues in the Pacific islands region • Emerging environmental issues and challenges
Working Knowledge	<ul style="list-style-type: none"> • General management principles
Awareness	<ul style="list-style-type: none"> • SPREP Strategic Plan • SPREP Work Programmes

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

All Directors and supervisors are expected to uphold SPREP’s established Leadership and Management Behaviours forming part of the Performance Development Plan.

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 extension subject to availability of funds, continuity of related 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 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\$125,310 (USD\$54,013) to SAT\$187,966 (USD\$81,020) 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 SDR5,050 – 6,599 will also be paid to the successful candidate. The current equivalent in Samoan Tala is SAT\$18,970 (USD\$8,177) to SAT\$24,788 (USD\$10,684). 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\$4,132 (USD\$1,781).

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: 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\$921) 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, 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, as determined by the Director, 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 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.

'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 Invasive Species Adviser**” 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 Invasive Species Adviser**”

For further enquiries, the HR Officer can be contacted on telephone (685) 21929 ext 230 or Email: luanac@sprep.org

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

SPREP is an Equal Opportunity Employer
