



**PACIFIC CLIMATE CHANGE PORTAL (PCCP)
RESEARCH ASSISTANT (TEMPORARY)
JOB DESCRIPTION**

1. Research Assistant (Temporary)

The purpose of the temporary research assistant position for the climate change portal is to work closely with the SPREP Knowledge Management Officer and GIZ Climate Change Advisor for a period of 8 weeks to assist in the compiling and uploading of climate change related information to the climate change portal.

2. Tasks

- a. Assess and compile relevant climate change resources, information and knowledge from CROP agencies and national climate change departments;
- b. Locate documents from CROP agencies and partners, place in the appropriate prepared categories, tag with the relevant prepared keywords and upload to the climate change portal, and proof presentation on the portal;
- c. Assist in the compilation of climate change activities from CROP organizations for the climate change project database;
- d. Assist in the compilation of entries for a calendar of events for the climate change portal;
- e. Assist in ensuring that the information presented on the climate change portal is accurate and continuously updated with new information and up-to-date information;
- f.
- g. Categorise new Climate Change Division images, assign keywords and upload to climate change portal image library subject to approval and verification from the portal team;
- h. Other duties as required by the Climate Change Division.

3. ADMINISTRATIVE INFORMATION

ESSENTIAL REQUIREMENTS:

1. Diploma/Degree in Information Management or relevant qualifications
2. Be able to start as soon as possible

NB: This opportunity is for Samoan Residents Only who have legal employment status to work in Samoa.

Submitting applications: Interested applicants are invited to submit a detailed Curriculum Vitae as follows:

- a) By email: Subject matter to be clearly marked “**Application for PCCP Research Assistant (Temporary)**” 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 PCCP Research Assistant (Temporary)**”

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

Closing date: Friday, 8th June 2012. Late applications will not be considered.

SPREP is an Equal Opportunity Employer
