



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

APPLICANT INFORMATION PACKAGE  
**PACIFIC CLIMATE CHANGE PORTAL, TECHNICAL  
ASSISTANT (PCCPTA)**



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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 90 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 5 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, Communications & Outreach and Monitoring & Evaluation.

### Background

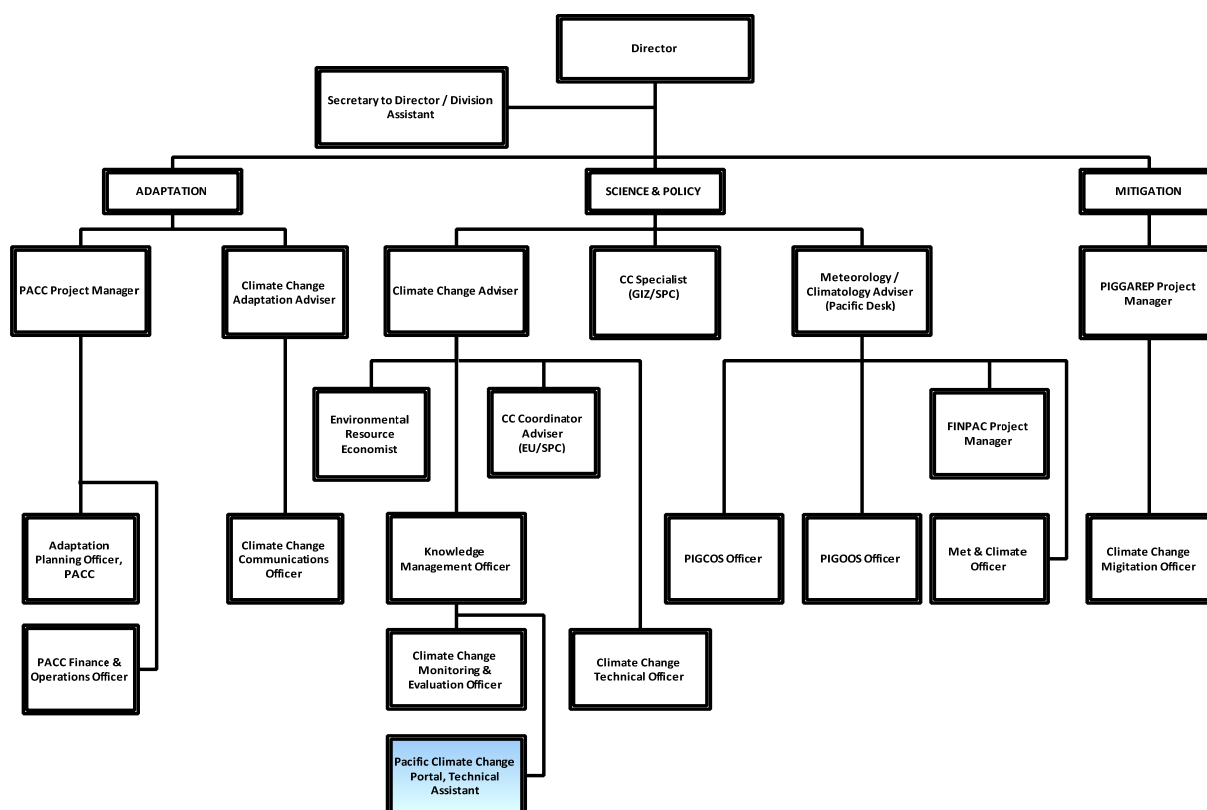
The purpose of the Technical Assistant position for the Pacific Climate Change Portal is to work closely with the Knowledge Management Officer, Climate Change Division Portal team, Communications team and the Climate Change Division to support the compilation and upload of climate change related data and information to the Pacific Climate Change Portal ([www.pacificclimatechange.net](http://www.pacificclimatechange.net)),

SPREP website ([www.sprep.org](http://www.sprep.org)) and other relevant information repositories. The incumbent will work specifically on updating the following content types: the climate science component, document library, events calendar, news items, image library, video library, web links, country profiles, PIFACC monitoring and evaluation reporting tool, education resources, projects database, etc. The incumbent will also assist in the delivery of the portal in national and regional training workshops in Pacific Island Countries and Territories.

## B. JOB DESCRIPTION

<b>Job Title:</b>	Pacific Climate Change Portal, Technical Assistant (PCCPTA)
<b>Division:</b>	Climate Change
<b>Programme:</b>	Science & Policy
<b>Responsible To:</b>	Knowledge Management Officer (KMO)
<b>Responsible For: (Total number of staff)</b>	N/A
<b>Job Purpose:</b>	<p>This job exists to:</p> <ul style="list-style-type: none"> <li>Strengthen the Pacific Climate Change Portal by undertaking the necessary research and data and information population.</li> </ul>
<b>Date:</b>	November 2013

### Organisation Context



## Key Result Areas

The position of **Pacific Climate Change Portal Technical Assistant (PCCPTA)** addresses the following Key Result Areas:

1. Research and Support
2. Technical Assistance
3. Reporting & Compliance

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

Jobholder is accountable for	Jobholder is successful when
<b>1. Research and Support</b> <ol style="list-style-type: none"> <li>a) Assess and compile relevant climate change resources, information and knowledge from CROP agencies and national climate change departments;</li> <li>b) Assist in the location, compilation, categorisation and tagging of climate change data/information from CROP organisations for the climate change project database, calendar of events, documents library (in particular education resources), news, experts directory, image gallery, links, video gallery and country profiles;</li> <li>c) Assist in ensuring that the information presented on the climate change portal is accurate and current;</li> <li>d) Liaise regularly with national climate change portal editors as directed by the KMO;</li> <li>e) Assist in national, regional and internal training workshops and uploading training materials to the training module;</li> </ol>	<ul style="list-style-type: none"> <li>▪ Relevant climate change data and information is collected and uploaded to the PCCP in a timely manner;</li> <li>▪ Content on PCCP is categorised and easily accessible by users and the portal editors;</li> <li>▪ Portal editors are uploading their relevant country content to the PCCP in a timely manner;</li> <li>▪ National and subregional training workshops are delivered;</li> </ul>
<b>2. Technical Assistance</b> <ol style="list-style-type: none"> <li>a) Ensure that CCD content is uploaded to the SPREP website in a timely manner;</li> </ol>	<ul style="list-style-type: none"> <li>▪ CCD content on the SPREP website is current and accurate;</li> </ul>
<b>3. Reporting &amp; Compliance</b> <ol style="list-style-type: none"> <li>a) Ensure all reports adhere to established reporting requirements in an accurate and timely manner to facilitate the CCD accountability within SPREP and to donors.</li> <li>b) Ensure that climate change portal activities comply with all relevant policies, regulations and administrative directions to contribute to the good</li> </ol>	<ul style="list-style-type: none"> <li>▪ Internal reports within SPREP are in accordance with requirements;</li> <li>▪ All financial and administrative regulations, rules and procedures are complied with</li> </ul>

governance of SPREP.	
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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:**

- To categorise and upload data and information into the PCCP in a meticulous and timely manner.

### **Functional Relationships & Related Skills**

<b>Key internal and/or external contacts</b>	<b>Nature of the contact most typical</b>
<b>External</b> <ul style="list-style-type: none"> <li>• Member countries - portal editors</li> <li>• National, regional and international organisations</li> </ul>	<ul style="list-style-type: none"> <li>• Data gathering and collection</li> <li>• Follow ups</li> </ul>
<b>Internal</b> <ul style="list-style-type: none"> <li>• KMO and portal team</li> <li>• Other CCD staff and SPREP divisions.</li> </ul>	<ul style="list-style-type: none"> <li>• Communications</li> <li>• Updates</li> <li>• Follow ups</li> </ul>

### **Level of Delegation**

#### **The position holder:**

- 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

<b>Essential</b>
1. A Diploma/ Degree in Information Management or relevant discipline from a recognised institution

## Knowledge / Experience

<b>Essential</b>
2. At least 3 years work experience in research and data/information management
3. Demonstrated experience in training users in using the information systems
4. Excellent skills in computing particularly in relation to information systems with some understanding and awareness of issues relating to the access and use of information and knowledge in the Pacific
5. Demonstrated ability to set priorities and meet work-plan deadlines with minimal supervision as well as ability to monitor and evaluate work targets with initiative to think outside the box
6. Excellent written and verbal communication skills and inter-personal skills
7. Demonstrated ability to work with a diverse group of people within a multi-disciplinary and multi-cultural team environment

## 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>General working conditions and requirements</li></ul>
Advanced level	<ul style="list-style-type: none"><li>Fluency in written and spoken English is essential to communicate with stakeholders.</li><li>Demonstrated work in multicultural environments is an asset.</li><li>Demonstrated ability to take initiative and work with minimal supervision</li><li>Ability to work as a team</li><li>Flexible approach and demonstrated ability to meet deadlines</li><li>Good PC based computer skills, all Microsoft platforms, MS Office</li><li>Organizational skills and the ability to manage multiple tasks simultaneously.</li></ul>
Working Knowledge	<ul style="list-style-type: none"><li>Content management systems</li><li>Database management systems</li></ul>
Awareness	<ul style="list-style-type: none"><li>Work plan development and understanding</li><li>SPREP Annual Work Programme and Budget</li><li>Understanding of issues related to climate change in the Pacific</li></ul>



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## 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 three years and may be renewable for a further term(s) based on the needs of SPREP at the time, its funding situation and proven merit and work performance.

**Band:** Appointment will be at Band 6 of SPREP's authorised salary scale for support staff.

**Salary:** The basic salary range for this position is from SAT\$25,385 to SAT\$38,077. Starting salary will be made in the lower end of the salary scale based on the Secretariat's established remuneration guidelines. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required. Progress in the salary scale will be based on annual performance reviews.

**Term:** Appointment is subject to a satisfactory medical examination, as well as a 6 months' 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.

**Annual Leave:** 15 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:** SPREP will pay 7% of basic salary to the Samoa National Provident Fund.

**Overtime:** Locally recruited staff at Band 7 and below 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:** The appointee is entitled to a gratuity payment equivalent to two week's salary, upon successful completion of 2 consecutive 3-year contracts, provided the contract is not extended or renewed.

**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.

**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.

## D. 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 Pacific Climate Change Portal Technical Assistant” 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 General, SPREP, P O Box 240, Apia or fax number (685)20231 and clearly marked “Application for Pacific Climate Change Portal Technical Assistant”

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

**Closing date: Friday, 6th December 2013:** Late applications will not be considered.

SPREP is an Equal Opportunity Employer
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