



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

APPLICANT INFORMATION PACKAGE
PROGRAMME ASSISTANT (PGA)
REVERTISED



CONTENTS

A. Background Information on SPREP

B. JOB DESCRIPTION

C. REMUNERATION PACKAGE – TERMS & CONDITIONS

D. ADMINISTRATIVE INFORMATION

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.

Programmes

The SPREP Strategic priorities are delivered through four programmes:

- **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 programmes 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.

Background on giz and CCCPIR

The Coping of Climate Change in the Pacific Region (CCCPIR) is implemented in partnership by SPC, SPREP and GIZ, with and for the selected Pacific Island Countries, including: Federated States of Micronesia, Fiji, Kiribati, and Republic of the Marshall Islands, Nauru, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu and Vanuatu.

The programme has six components with their respective objectives as follows:

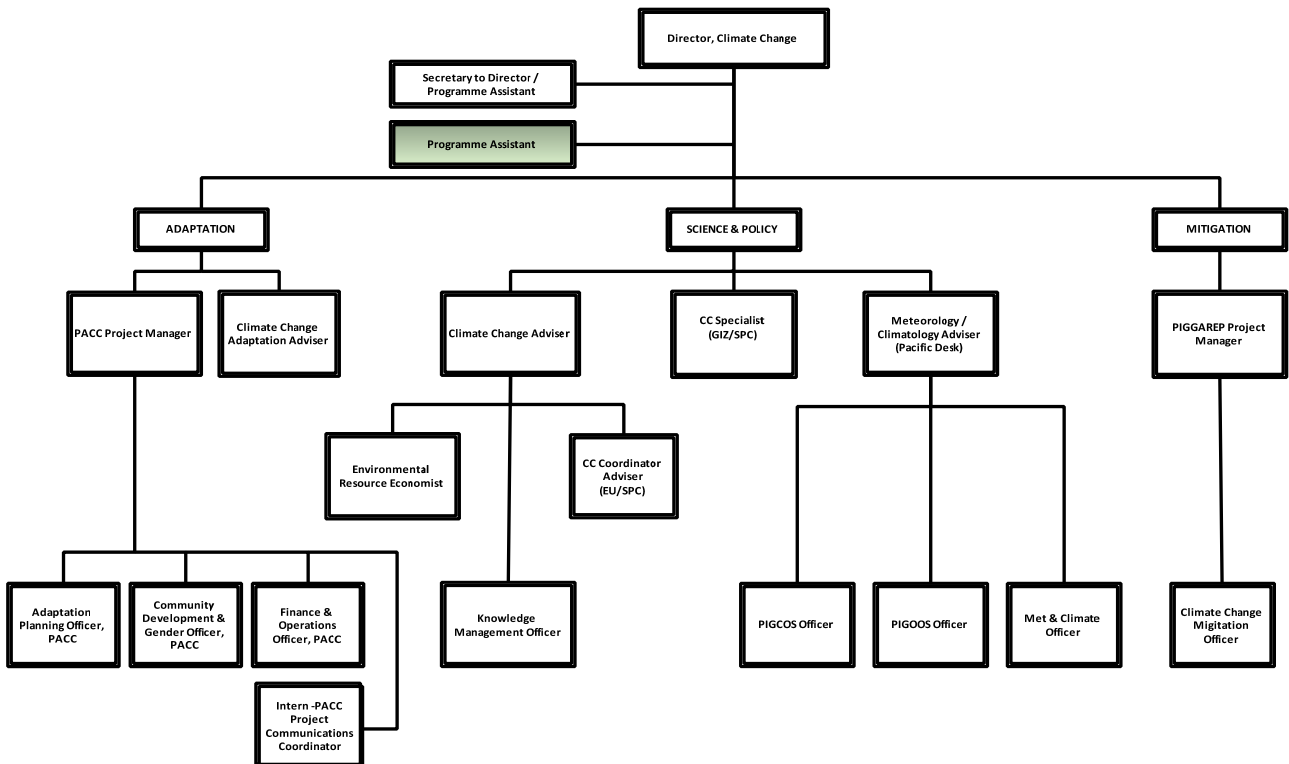
- **Component 1:** Strengthening regional advisory and management capacity
- **Component 2:** Mainstreaming climate considerations and adaptation strategies
- **Component 3:** Implementing adaptation and mitigation measures
- **Component 4:** Sustainable tourism and climate change
- **Component 5:** Sustainable energy management
- **Component 6:** Climate Change Education

This position was created to support the activities of CCCPIR and the SPREP's Climate Change Programme.

B. JOB DESCRIPTION

Job Title:	Programme Assistant (PGA)
Programme:	Climate Change
Group / Team:	Climate Change
Responsible To:	Director, Climate Change and the SPREP-GIZ Climate Change Specialist
Responsible For: (Total number of staff)	N/A
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> • Provide administrative services and support to the Climate Change Programme • Provide support and assistance as required by the SPREP-GIZ Climate Change Specialist
Date:	April 2012

Organisation Context



Key Result Areas

The position of **Programme Assistant (PGA)** addresses the following Key Result Areas:

1. Administrative services and support
2. Record Keeping
3. Travel Arrangements
4. Programme Meetings, activities and support
5. Support to giz Coping with Climate Change in the Pacific Island Region (CCCPIR) programme

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

Jobholder is accountable for	Jobholder is successful when
<p>1. Administrative services and support</p> <p>a) Provide administrative services – including but not limited to the following:</p> <ul style="list-style-type: none"> - Provide support and assistance to the Secretary to Programme Director/Programme Assistant in the management of the Programme’s offices and schedules including arranging meetings and travel - Coordinate work flow to ensure relevant deadlines are tracked and met - Conduct research to support the work of the Programme Prepare correspondence and reports - Handle electronic documents - Handle information requests - Provide advice on relevant programme support issues <p>b) Provide secretarial services – including but not limited to the following:</p> <ul style="list-style-type: none"> - Schedule appointments and meetings - Manage all telephone calls and route as necessary - Type official correspondences - Oversee visitors’ schedules, provide information and re-direct where necessary <p>c) Ensure that the Programme staff are kept up to date on essential Programme, Secretariat and Corporate issues</p>	<ul style="list-style-type: none"> • Programme schedules and deadlines are met • Short turnover time for requests • Correspondences are timely and clear
<p>2. Record Keeping</p> <p>a) Ensure the Programme files are up-to-date, secured and easily accessible and</p>	<ul style="list-style-type: none"> • Filing system is up-to-date, secured and easily accessible

<p>that relevant records and files are kept confidential at all times;</p> <p>b) Ensure that the Programme Office has all necessary information and publications</p>	<ul style="list-style-type: none"> • Necessary information and publications are available • No missing records
<p>3. Travel Arrangements</p> <p>a) Make travel arrangements and attend to all necessary travel requirements of the Programme;</p> <p>b) Provide necessary support to the Programme as required during all travels.</p>	<ul style="list-style-type: none"> • Programme travels are arranged on time • Programme has all travel requirements in place before travel
<p>4. Programme Meetings, Activities and Support</p> <p>a) Provide secretarial and support services to Programme Meetings including preparation of the agenda, setting up facilities, taking notes and distributing the meeting record to programme staff;</p> <p>b) Assist with arrangements for all other relevant programme and official meetings.</p> <p>c) Record and update the Programme Officers' work by output as part of the Work Programme & Budget and Performance Monitoring & Evaluation Report.</p> <p>d) Provide assistance in the following areas:</p> <ul style="list-style-type: none"> - Obtain financial and budgetary information as required and monitor project accounts. - Ensure the accurate and timely processing of the Programme's financial requirements (RFP's, PO's); - Review, update and finalise the Annual Calendar of Events/Activities and assist officers to ensure all events are entered on the Events Database Application; - Coordinate and arrange logistics for SPREP's official meetings and workshops; - Induct new programme staff on generic programme procedures, policies and routines; 	<ul style="list-style-type: none"> • Timely distribution of all meeting information • All meeting minutes clearly and accurately recorded • Meeting requirements provided
<p>5. Programme Support</p> <p>a) Supports CCCPIR Climate Change Specialist and activities as above but also including the following:</p> <ul style="list-style-type: none"> - Monitor CCCPIR vehicle log book , ensure log summary is prepared 	<ul style="list-style-type: none"> • Programme workflow is effective and efficient and Programme Officers are updated regularly on relevant programme issues • Programme procedures, policies and administrative requirements are provided

<p>monthly, and reimbursements are deposited in bank</p> <ul style="list-style-type: none"> - Maintain the CCCPIR inventory list and monitor quantity and condition of stocks in a log book - Prepare cheques for payment and supporting documents; manage petty cash box and records, ensuring reconciliation processes are followed; prepare monthly financial records, ensuring payments are reconciled with the bank statements; ensure acquittals are in correct order and signed off by the giz officer (validated, dated, stamped, verified) before submission to Suva office. - Provide general administrative support 	<p>regularly to officers</p> <ul style="list-style-type: none"> • Financial requirements (RFP's, PO's) are processed and submitted on time. • Update the Programme staff on their budget where necessary
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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 manager as part of the performance development process.

This section may be copied directly into the Performance Development forms.

Work Complexity

<p>Most challenging duties typically undertaken:</p>
<ul style="list-style-type: none"> • Conducting searches and providing relevant information to the programme • Handle electronic documents • Maintain and update filing system

Functional Relationships & Related Skills

<p>Key internal and/or external contacts</p>	<p>Nature of the contact most typical</p>
<p><i>External</i></p> <ul style="list-style-type: none"> • Public • Programme visitors • Catering Companies • Workshop participants 	<ul style="list-style-type: none"> • Answer Queries / Attend to Requests / Explain issues / Respond to correspondences / Answer the telephone / Liaise / Explain

<p>Internal</p> <ul style="list-style-type: none"> ▪ SPREP-GIZ Climate Specialist ▪ Climate Change Programme Staff ▪ Management • All Staff 	<ul style="list-style-type: none"> • Answer Queries / Attend to Requests / Explain issues / Respond to correspondences / Answer the telephone / Liaise / Explain / Disseminate information
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Level of Delegation

The position holder:
<ul style="list-style-type: none"> • 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

Essential
1. A Diploma in Office Management, Administration or Science with administrative experience (a higher qualification would be an advantage)

Knowledge / Experience

Essential
2. At least 3 years of secretarial and/or administrative work experience in a medium to large organisation
3. Excellent skills in office management, coordination, multitasking and organising tasks with ability to meet work-plan deadlines with minimal supervision;;
4. A demonstrated level of diplomacy and tact with excellent public relations and interpersonal skills and demonstrated ability to work well in multi-disciplinary and multi-cultural teams;
5. Excellent word processing, computer and administrative skills
6. Excellent communication skills with a high command of spoken and written English;

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"> • Diplomacy and tact • Office Management • Problem Solving • Ability to set priorities and be adaptable to any situation • Flexible & courteous approach • Interpersonal skills and cultural sensitivity • Commitment to continuous improvement
Advanced level	<ul style="list-style-type: none"> • Understanding of office protocols, policies and procedures
Working Knowledge	<ul style="list-style-type: none"> • Programme functions • Project backgrounds
Awareness	<ul style="list-style-type: none"> • SPREP Strategic Plan • SPREP Work Programmes • Environmental issues in the Pacific islands region • Emerging environmental issues and challenges

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.

Grade: Appointment will be at Band 5 of SPREP's authorised salary scale for locally recruited staff.

Salary: The salary range for this position is from SAT\$20,337 to SAT\$30,505 per annum. Starting salary will be based on the Secretariat's established remuneration guidelines.

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). Annual leave entitlement progression based on annual leave schedule for locally recruited staff.

Sick Leave: 30 working days a year (up to a maximum accumulation of 90 days).

Other Leave: Provisions also exist for examination, 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.

Life and 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 General, 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.

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.

NB: Previous applicants need not reapply.

Submitting applications:

- a) By email: Subject matter to be clearly marked “**Application for Programme Assistant**” 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 Programme Assistant**”

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

SPREP is an Equal Opportunity Employer
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