



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

APPLICANT INFORMATION PACKAGE
METEOROLOGY AND CLIMATE OFFICER (MCO)



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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.

MCO Background

The SPREP Meteorology and Climate Officer (MCO) position has been established to serve as the primary focal point of contact between SPREP and the Pacific Meteorological Council (PMC) through the Pacific Meteorological Partnership Desk (PMPD). The PMPD is SPREP's and its partner's modality

for serving the needs of the national meteorological services, PMC and their bi-annual meeting. The MCO will report directly to the SPREP Meteorology and Climate Adviser (MeCA).

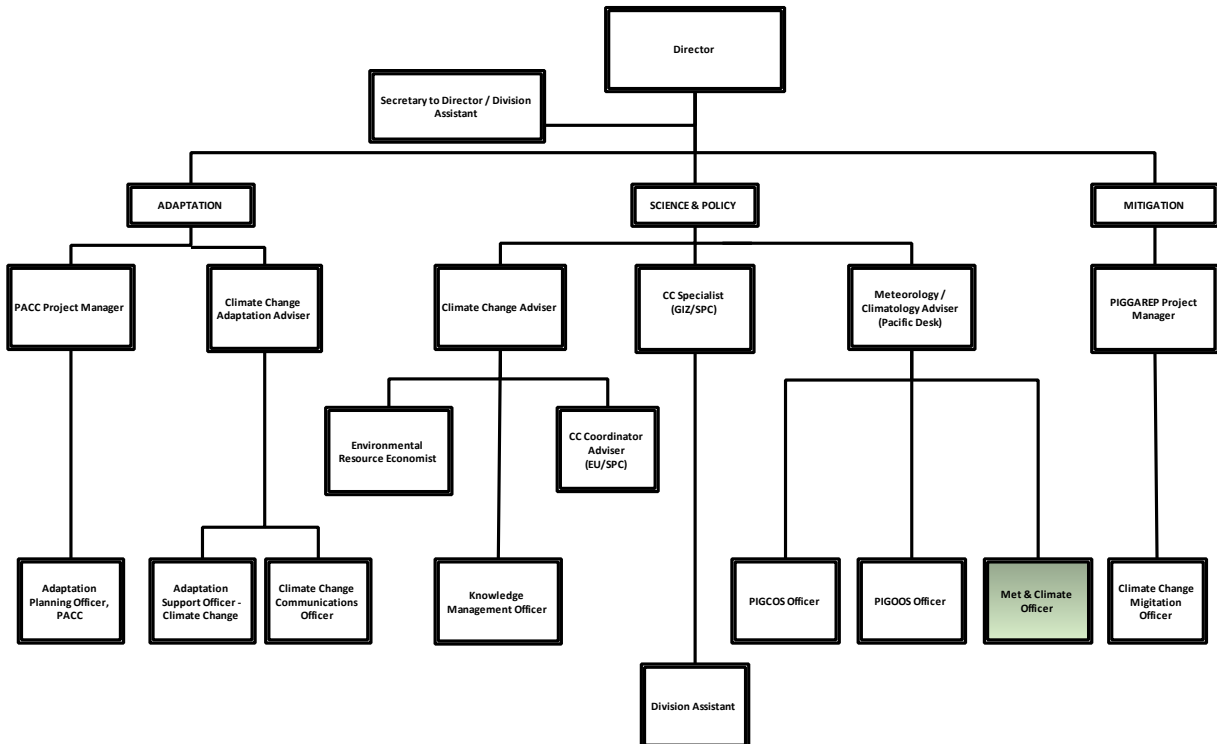
The MCO is also required to guide SPREP in its efforts to assist member countries develop and strengthen their National Meteorological and Hydrological Services (NMHS's) through processes outlined in the Pacific Island Meteorological Strategy 2012-2021 (PIMS). The PIMS provides the framework for future activities for the region in regard to meteorological services, and the SPREP MCO will be tasked with ensuring this strategy is implemented fully and successfully.

The successful candidate for this position must be a self-starter who is able to essentially design and implement this programme with little guidance and oversight, attract resources, and be able to coordinate with agencies and organisations over a large and diverse geographic area in order to make this programme a success. The MCO is seen as an integral component of the SPREP PMPD most relevant to supporting the PMC, and as such the position will involve a strong component of coordination between the NMHS's including facilitating meetings and conference calls and assisting with preparation of proposals to fund specific projects. The candidate will need to be a strong advocate for meteorological services in the region, which will require the ability to differentiate the services of varying size and complexity required by SPREP Members.

B. JOB DESCRIPTION

Job Title:	Meteorology and Climate Officer (MCO)
Division:	Climate Change
Programme/ Team:	Science & Policy
Responsible To:	Meteorology and Climatology Adviser (MeCA)
Responsible For: (Total number of staff)	N/A
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> Develop and implement the work programme based on the Pacific Island Meteorological Strategy
Date:	May 2012

Organisation Context



Key Result Areas

The position of Meteorology and Climate Officer (**MCO**) addresses the following Key Result Areas:

1. Pacific Meteorological Council (PMC) Coordination and Monitoring
2. Technical Advice, Capacity and Awareness Building
3. Work Planning and Reporting
4. Funding and Resourcing

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

Jobholder is accountable for	Jobholder is successful when
<p>1. PMC Coordination and Monitoring</p> <ol style="list-style-type: none"> a) Coordinate PMC activities with other projects being implemented in the region and liaise with their implementing authorities effectively. b) Convene and manage PMC meetings as required and facilitate the effective documentation of meeting outcomes for future action as required. c) Liaise and network between and among the PMC Executive Committee and member countries representatives; d) Advise the SPREP Secretariat where required on all matters relating to the PMC programme. 	<ul style="list-style-type: none"> • Timely implementation and reporting of approved PMC work programme • SPREP is provided with regular and timely updates on progress of PMC work in the region, with such progress reports also shared across other relevant climate programmes in the Climate Change Division (CCD) and to the WMO sub-regional office. • Regular coordination and update of PMC, and where relevant of National Disaster Management Offices (NDMOs) and relevant regional organisations (SPC, SOPAC, UNOCHA, RED Cross etc) on relevant integrated programmes at national, regional and international levels arranged
<p>2. Technical Advice, Capacity and Awareness Building</p> <ol style="list-style-type: none"> a) Oversee the delivery of new capacity and awareness building projects and activities based on the needs expressed by PMC members and seek funding for these activities from donors; b) Coordinate and lead in capacity building activities as described in the PIMS; c) Raise the awareness and profile of the NMHS's in the region, in particular the importance of weather and climate data in national planning in member countries within the region. 	<ul style="list-style-type: none"> • Technical assistance is provided to NMHS's either directly or through contractors or consultants in accordance with agreements made • Meetings of the PMC Executive Committee are coordinated and prepared and planning processes are consultative • SPREP member countries integrate meteorological and climate information in to national planning programmes
<p>3. Work Planning & Reporting</p> <ol style="list-style-type: none"> a) Prepare annual work plans in close consultation and cooperation with the other members of the PMPD at SPREP. b) Provide technical and financial advice and 	<ul style="list-style-type: none"> • Annual Work Plans drafted by the MCO are developed and shared with national stakeholder counterparts and Regional Committee members for comment, edits, and

project guidance to donors, project contractors and consultants consistent with the PMC and the PIMS.	<p>additions before finalization</p> <ul style="list-style-type: none"> • Financial, technical, and project reports are programmed for delivery on a timely basis • PMC projects implementation targets are met
<p>4. Funding and Resourcing</p> <p>a) Scope and identify project resources to support Pacific Met Council activities.</p>	<ul style="list-style-type: none"> • MCO identifies potential resources for PMC - PIMS projects and develops at least 2 proposals for submission for funding by donors • MCO continues to advocate and participate in opportunities to share implementation of programme of PMC – PIMS

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 Division Director/Supervisor as part of the Performance Development System.

This section may be copied directly into the Individual Performance Development Plan.

Work Complexity

Most challenging duties typically undertaken:
<ul style="list-style-type: none"> • Manage and implement the SPREP work programme related to the Pacific Desk effectively in collaboration with partners, donors and National Meteorological Services • Liaise with counterparts within Member governments possibly at political levels within Member governments • Create, facilitate and nurture strong partnerships between national stakeholders, PMC Executive Committee, development partners, and the SPREP Meeting; • 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.

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 member countries / focal points and NMHSs • PIGOOS Steering Committee Regional & International Partners and Organisations • PIGCOS Steering Committee Regional & 	<ul style="list-style-type: none"> ▪ Negotiations ▪ Facilitations ▪ Meetings and discussions ▪ Coordination and collaboration ▪ Presentation, reporting and training

<p>International Partners and Organizations</p> <ul style="list-style-type: none"> • WMO Sub-regional office for the South-West Pacific <p>Internal</p> <ul style="list-style-type: none"> ▪ SPREP Management ▪ Other programmes ▪ Corporate Services ▪ Staff Committee 	<ul style="list-style-type: none"> ▪ Negotiations ▪ Collaboration ▪ Management and development <ul style="list-style-type: none"> ▪ Meetings and discussions ▪ Coordination and collaboration ▪ Presentation, reporting and training ▪ Collaboration
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Level of Delegation

<p>The position holder:</p>
<ul style="list-style-type: none"> ▪ Manages an operational budget ▪ Can authorise costs in own budget ▪ Can make deals and negotiations on behalf of SPREP with prior approval by managing supervisor ▪ Can seek funding opportunities for the work programmes

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

<p>Essential</p>
<ol style="list-style-type: none"> 1. A Bachelor degree in the field of Science, including but not limited to meteorology or environmental physics

Knowledge / Experience

<p>Essential</p> <ol style="list-style-type: none"> 2. At least 5 years' experience in meteorology and climatology or relevant area, preferably within the Pacific islands region, with demonstrated knowledge of the importance and implementation of climate data management principles as they apply to climate observation.

3. Demonstrated knowledge and understanding of accepted and emerging climate and disaster risks issues and challenges relevant to the Pacific islands region.
4. Demonstrated experience in capacity building particularly on meteorology and climatology.
5. Demonstrated experience in programme and project management and monitoring and evaluation including multi-project coordination and skills in project financial management, proposal and report writing, resource mobilisation preferably in climate related projects in Pacific island countries.
6. Demonstrated experience in working within a multi-disciplinary and multi-cultural team environment with a demonstrated ability to motivate teams and establish and implement workplan objectives including strong coordination and facilitation skills amongst key international, regional and national partners
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"> • Project management • Advisory and analytical • Environmental knowledge • Programme monitoring and evaluation • Work programme planning, budgeting and implementation • Proposal development • Meteorology and climatology issues, key agreements and conventions
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

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 10 of SPREP's salary scale and will be in the range of SDR27,689 to SDR41,533. Currently, the equivalent base salary in Samoan Tala is SAT\$104,011 (USD\$42,803) to SAT\$156,015 (USD\$64,204) 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 SDR4,541 – SDR5,835 will also be paid to the successful candidate. The current equivalent in Samoan Tala is SAT\$17,058 (USD\$7,020) to SAT\$21,919 (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\$2.43

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-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.

For staff recruited from outside Samoa, the following applies:

Relocation Expenses: SPREP will meet certain appointment and termination expenses for professional staff recruited from outside Apia, 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\$1,700).

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 recognized 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 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\$6,420) per annum per dependent child, with an overall maximum of Samoan Tala \$46,800 (USD\$19,259) 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\$2,138 (USD\$880) 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\$988) 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.

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

Superannuation: An expatriate internationally recruited staff 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 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 a professional staff member, not a citizen or permanent resident of Samoa, 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 Meteorology & Climate Officer**” 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 Meteorology and Climate Officer**”

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

Closing date: Friday, 22nd June 2012: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
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