



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

APPLICANT INFORMATION PACKAGE
CONVENTION ON MIGRATORY SPECIES – PACIFIC OFFICER
(CMSPO)



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A. Background Information on SPREP

SPREP is the regional organisation established by the Governments and Administrations of the Pacific region to protect and manage the environment. It has grown from a small programme attached to the South Pacific Commission (SPC) in the 1980s into the Pacific region's major intergovernmental organization charged with protecting and managing the environment and natural resources of the Pacific. It is based in Apia, Samoa, with about 60 staff.

SPREP works on behalf of Pacific island Governments and Administrations as the conduit for concerted environmental action at the regional level. The establishment of SPREP also sends a clear signal to the global community of the deep commitment of Pacific island Governments and Administrations to sustainable development, especially in light of the outcomes of the World Summit on Sustainable Development, the Millennium Development Goals, the Barbados Plan of Action and Agenda 21.

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 four developed countries (Australia, France, New Zealand and United States of America) with direct interests in the region.

Programmes

The SPREP Strategic Programmes is delivered through two programmes: Island Ecosystems and Pacific Futures. These Programmes are currently responsible for delivery of the 2011-2015 Strategic Plan outcomes in the following areas:

- The **Island Ecosystems Programme** has lead responsibility for biodiversity and ecosystem management, capacity development, education and social communications, and knowledge management.
- The **Pacific Futures Programme** has lead responsibility for climate change, waste management and pollution control, environmental monitoring and governance.
- Both Programmes work in an integrated way and will be increasingly involved in joint programme development and implementation

The Convention on Migratory Species

The Convention on the Conservation of Migratory Species of Wild Animals (also known as CMS or Bonn Convention) is an intergovernmental treaty, concluded under the aegis of the United Nations Environment Programme, aims to conserve terrestrial, marine and avian migratory species

throughout their range. The Convention provides a framework for the development of global or regional Agreements for species that would significantly benefit from international co-operation. For this reason, the Convention encourages species Range States to conclude either legally binding treaties (called Agreements) or legally non-binding instruments, such as Memoranda of Understanding (MoU), and can be adapted to the requirements of particular regions. The development of models tailored according to the conservation needs throughout the migratory range is a unique capacity to CMS. The CMS Family currently consists of the Convention itself and 25 instruments.

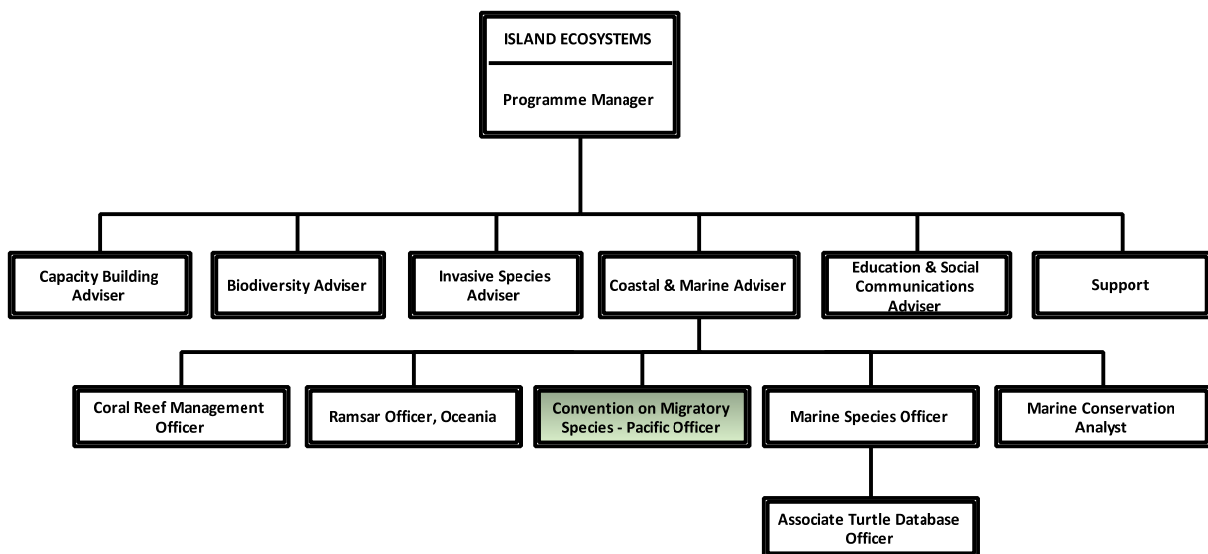
SPREP and the CMS share common goals in the conservation of ecosystems and the protection of migratory species, which can only be successfully met by enhanced and concerted actions. The Secretariats of CMS and SPREP acknowledge the need to coordinate the migratory species-related activities being developed by each organization in the Pacific Islands Region. These include developments on marine mammals through the Pacific Islands Cetaceans and the Dugong MoUs, and on fish and reptiles through the CMS Sharks MoU and a possible future CMS instrument for Pacific marine turtles. Since 2003, SPREP has been facilitating/coordinating the development and implementation of the Pacific Islands regional marine species programme that encompasses separate 5-year regional action plans for dugongs, marine turtles, and whales and dolphins. Recently, a regional action plan for sharks was launched jointly by FFA, SPC and SPREP.

CMS and SPREP agree that the most appropriate vehicle for the coordination of the growing CMS related activities in the Pacific Islands Region is the Memorandum of Cooperation (MoC) between the CMS and SPREP Secretariats and the related Joint Work Programme. Both CMS and SPREP also recognise that the establishment of the position of a Pacific Officer for the CMS would be needed to implement these activities.

B. JOB DESCRIPTION

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| Job Title: | Convention on Migratory Species – Pacific Officer, (CMS-PO) |
| Programme: | Island Ecosystems |
| Group / Team: | Coastal & Marine |
| Responsible To: | Coastal & Marine Adviser (in close cooperation with the CMS Executive Secretary) and working closely and collaboratively with the Marine Species Officer |
| Responsible For: (Total number of staff) | N/A |
| Job Purpose: | <p>This job exists to:</p> <ul style="list-style-type: none"> • Contribute to the implementation of CMS and relevant instruments in the region, including the MoUs for the conservation of Pacific Islands Cetaceans, Dugongs, Sharks and their related Action Plans; • Contribute to the implementation of the SPREP and CMS Joint Work Plan; and any other work programme activities relating to issues of common interest in the countries of the Pacific Islands region; • Work closely and collaboratively with the SPREP Marine Species Officer to support the SPREP regional marine species programme. |
| Date: | May 2011 |

Organisation Context



Key Result Areas

The position of **Convention on Migratory Species – Pacific Officer (CMSPO)** addresses the following Key Result Areas:

1. Networking and promotion
2. Technical advice and support
3. Consultation and cooperation
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. Networking and promotion</p> <p>a) Maintain regular contacts and working relations with the designated national focal point for CMS and relevant MoUs in each Contracting Party/Signatory in the region;</p> <p>b) Promote CMS and its relevant MOUs among relevant prospective states and territories in the region and provide assistance to non-signatories where needed in order for them to become a party or signatory.</p> | <ul style="list-style-type: none"> • Effective communication/networking with CMS focal points; • Awareness on CMS and its relevant MoUs increased to all states in the Pacific Islands region; • Increased signatories of Pacific Island states to MoUs and the Convention on Migratory Species. |
| <p>2. Technical advice and support</p> <p>a) Support the implementation of existing and future CMS instruments in the region and, including the Pacific Islands Cetaceans, Dugongs, and Sharks MOUs, through:</p> <ul style="list-style-type: none"> • Providing technical advice and advisory services to Contracting Parties and Signatories in their planning for the implementation of the Convention and its relevant instruments • Assisting countries to meet regional and national CMS/MoUs reporting requirements; • Organising of, or supporting, capacity building activities including workshops, training, and public awareness activities in the region; • Organising of, or participating in, as appropriate, technical missions to assist Pacific Island countries; <p>b) Assist the Signatories to implement CMS MOU Action Plans for migratory species, including any related national or regional projects, in close collaboration with the</p> | <ul style="list-style-type: none"> • Improved implementation of CMS and relevant instruments; • Improved reporting as required by CMS/MoUs; • Improved capacity in the management of species in the region; • In-country technical missions undertaken. • Improved implementation of MoU Action Plans and close collaboration with the regional marine species programme |

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| <p>implementation of the SPREP regional marine species action plans;</p> | |
| <p>3. Consultation and cooperation</p> <p>a) Undertake consultation with Range States and relevant institutions on the interest in and desirability of establishing new CMS instruments in the region, if and when the need arises;</p> <p>b) Co-operate with relevant NGOs in the region, particularly those who are partner organizations of CMS and/or collaborating organizations of relevant MoUs., in the development and implementation of activities relating to the mandate of the Convention and its instruments;</p> <p>c) Support any regional campaigns, with a CMS involvement or interest, such as the 2011 Pacific Year of the Dugong,</p> <p>d) Assist in organizing meetings of CMS and its MoUs' institutional bodies and other related meetings.</p> | <ul style="list-style-type: none"> • Regional need established for new CMS instruments; • Activities developed and implemented through improved cooperation and partnership; • Support provided to regional species campaign including the 2011 Pacific Year of the Dugong; • Effective involvement in organization of meetings. |
| <p>4. Funding and resourcing</p> <p>a) Undertake to mobilize resources to support relevant national and regional projects, including project partly funded by the Dugong MoU Secretariat, and assist Contracting Parties and Signatories to develop funding proposals for CMS and relevant MoU related activities in collaboration with the SPREP regional marine species programme.</p> <p>b) Assist CMS [and SPREP] in fundraising efforts to ensure long term financing for this position.</p> | <ul style="list-style-type: none"> • Additional funds secured for specific projects and activities, in addition to the long-term financing for the position. |

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

Most challenging duties typically undertaken:

- Ensuring states are fully aware of and understand CMS and its relevant MoUs;
- Ensuring states' active participation and commitment to instruments;
- Ensuring national/regional activities are sufficiently supported;
- Securing adequate funding for implementation of activities.

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"> • CMS focal points • Member environment agencies • Funding agencies • Partners, including research institutions, NGOs, and any other relevant agencies • Consultants | <ul style="list-style-type: none"> • Consultations for participation in CMS and relevant instruments and for collaboration, development, planning and implementation of CMS and related activities, including joint activities as well as the necessary administrative and corporate requirements to fulfil these activities. • Negotiations on instruments and activities, participation and level of funding. • Collaboration & partnerships on implementation of species activities. |
| <p>Internal</p> <ul style="list-style-type: none"> • Executive and Management • Programme staff, • Regional Marine Species Programme • Corporate Services staff | <ul style="list-style-type: none"> • Collaboration, development, planning and implementation of MoU action plans including the necessary corporate requirements to fulfil these activities. |

Level of Delegation

The position holder:

- manages an operational budget
- can authorise costs in own budget up to a certain limit
- can seek funding opportunities for work programme activities

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

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| Essential |
| 1. Minimum qualifications of a Bachelor degree in environmental science/management or related natural science discipline. |

Knowledge / Experience

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| Essential |
| 2. At least 5 years experience in the development and implementation of policies and programmes, preferably related to species management in the Pacific region or similar environment. |
| 3. Proven programme management skills including development of work plans, ability to develop funding proposals and to deliver on agreed programme outputs. |
| 4. Excellent written and oral communication, representation and interpersonal skills, including the capacity to build and maintain effective relationships with a diverse group of people. |
| 5. Proven knowledge and appreciation of marine migratory species issues as well as the relevant multilateral environmental agreements and their implementation. |
| 6. Proven ability to work in a multi-disciplinary and multicultural team environment and a willingness to travel in the region. |
| Desirable: |
| Some knowledge of the French language would be an advantage. |

Key Skills / Attributes / Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

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| Expert level | <ul style="list-style-type: none">• Facilitation and communications skills• Proposal & Report Writing• Problem Solving• Fundraising and budgeting skills |
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| | <ul style="list-style-type: none"> • Ability to set priorities • Team Building • Limited supervision |
| Advanced level | <ul style="list-style-type: none"> • Flexible approach • Willingness to assist with other programmes |
| Working Knowledge | <ul style="list-style-type: none"> • Interpersonal skills and cultural sensitivity • Commitment to continuous improvement |
| Awareness | <ul style="list-style-type: none"> • Ability to work well with other programmes • Ability to work in a multidisciplinary and multicultural team environment. |

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 1 year 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 10 of SPREP's salary scale and will be in the range of SDR 25,597 to SDR 38,395. Currently, the equivalent in Samoan Tala is SAT\$96,153 (USD\$41,091) to SAT\$144,227 (USD\$61,635) per annum. A Cost-of-Living Differential Allowance within the range of SDR4,541 – SDR5,835 will also be paid to the successful candidate. This is currently equivalent to SAT\$17,058 (USD\$7,290) – SAT\$21,919 (USD\$9,367).

Adjustments: Professional staff salaries and appropriate allowances 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\$2.34

Term: For those 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.

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.

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 recognized 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 professional staff, the following applies:

Cost of living differential allowance (COLDA): 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.

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 per annum per dependent child, with an overall maximum of Samoan Tala \$46,800 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 per month. This assistance shall be reviewed annually and adjusted on relative movement in the local rental market.

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.

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 Convention on Migratory Species, Pacific 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 Convention on Migratory Species, Pacific Officer**”

All enquiries to be directed to the Personnel Officer on telephone (685) 21929 ext 230 or Email: luanac@sprep.org

Closing date: 24th June 2011: Late applications will not be considered.

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| SPREP is an Equal Opportunity Employer |
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