APPLICANT INFORMATION PACKAGE
ENVIRONMENTAL MONITORING & PLANNING ADVISER (EMPA)
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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.
**B. JOB DESCRIPTION**

<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>Environmental Monitoring &amp; Planning Adviser (Adviser)</th>
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</thead>
<tbody>
<tr>
<td><strong>Division:</strong></td>
<td>Environmental Monitoring and Governance (EMG)</td>
</tr>
<tr>
<td><strong>Programme:</strong></td>
<td>Environmental Monitoring &amp; Planning</td>
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<tr>
<td><strong>Responsible To:</strong></td>
<td>Director, EMG</td>
</tr>
<tr>
<td><strong>Responsible For:</strong></td>
<td>2 staff (directs)</td>
</tr>
<tr>
<td><strong>(Total number of staff)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Job Purpose:</strong></td>
<td>This job exists to:</td>
</tr>
<tr>
<td></td>
<td>- Maximise Pacific Island Country access to funding from the Global Environment Facility (GEF), and other bi-lateral and multi-lateral financing mechanisms and agencies.</td>
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<td><strong>Date:</strong></td>
<td>April 2012</td>
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**Organisation Context**

![Organisational Chart]

- **Director**
  - **ENVIRONMENTAL MONITORING & PLANNING**
    - Environmental Monitoring & Planning Adviser
      - Environmental Monitoring Analyst
      - Environmental Planning Officer
  - **GOVERNANCE**
    - Legal Adviser
    - Sustainable Development Adviser
    - GEF Support Adviser
    - Capacity Development Adviser
Key Result Areas

The position of Environmental Monitoring and Planning Adviser (EMPA) addresses the following Key Result Areas related to environmental planning, monitoring and reporting:

1. Technical advice and guidance
2. Networking and capacity building
3. Workplan development and implementation
4. Management and leadership

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

<table>
<thead>
<tr>
<th>Jobholder is accountable for</th>
<th>Jobholder is successful when</th>
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</table>
| **1. Technical advice and guidance** | • Secretariat has developed technically and financially sustainable environmental monitoring, reporting and planning frameworks  
• PICTs have developed programmes for environmental planning, monitoring and reporting.  
• PICTs have developed periodic SoE processes and outputs.  
• Secretariat has presented a regional SoE report to the SPREP Meeting in 2015.  
• SPREP environmental monitoring database is developed and relevant data, maps and information provided to members and partners.  
• Monitoring processes and metrics for environmental indicators and trends are developed and built capacity of PICTs to enable a two way flow of information.  
• Up-to-date periodic environmental monitoring data is used by PICs in their MEA reporting.  
• PICs have developed effective processes and tools EIAs, SEAs and IEAs assessment and planning that have increased the achievement of environmental outcomes |
| a) Develop and implement environmental monitoring and planning methodologies and activities to assist the Secretariat and SPREP Members achieve key environmental monitoring targets defined in the Strategic Plan 2011-2015 in collaboration with all Secretariat technical programmes. |  
| b) Develop and implement a regional environmental monitoring and reporting programme that streamlines regional and national SOE and MEA reporting requirements. |  
| c) Develop and implement a programme to improve the national generic environmental assessment and planning systems of EIAs, SEAs and IEAs as in defined in the Strategic Plan 2011-2012 |  
| **2. Networking and capacity building** | • Relevant, up-to-date environmental planning, monitoring and reporting methodologies, policies and - where relevant - regulations are implemented by PICTs.  
• Guidelines for environmental planning, monitoring and reporting are developed with and used by PICTs. |
| a) Provide technical advice to and build institutional capacity of PICTs on coordinated environmental planning, monitoring and assessment processes and methodologies. |  
| b) Establish and maintain productive partnerships with national and regional |
### Jobholder is accountable for

<table>
<thead>
<tr>
<th>Agencies and organisations for sharing environmental and related monitoring data for SOE and MEA related reporting and planning requirements.</th>
</tr>
</thead>
<tbody>
<tr>
<td>c) Organise training and development programmes on environmental planning, monitoring and assessment for PICs to implement established regional and national environmental planning and monitoring frameworks.</td>
</tr>
<tr>
<td>d) Ensure that the Environmental planning, monitoring and reporting frameworks developed contribute effectively to wider sustainable development planning, monitoring and reporting frameworks in particular National Sustainable Development Strategies (NSDS), the Pacific Plan and regional cross sectoral initiatives such as the Oceanscape.</td>
</tr>
</tbody>
</table>

### Jobholder is successful when

- National level training activities result in strengthened institutional capacity to implement effective environmental planning and assessment policies and methodologies.
- Partnerships with national and regional agencies and organisations on environmental data monitoring are developed and maintained ensuring data is up-to-date.
- A network of expanding core groups of planning, monitoring and assessment experts is established in PICs and the region.
- Environmental planning, monitoring and reporting fully integrated and effectively contributing to sustainable development.

### 3. Workplan development, monitoring & reporting

<table>
<thead>
<tr>
<th>Contribute and provide technical advice to SPREP Management on the development, implementation, monitoring and evaluation of the Secretariat’s strategic plans and work programmes and budget.</th>
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<tbody>
<tr>
<td>a) Prepare technical and performance reports to Management and Donors, where necessary.</td>
</tr>
<tr>
<td>b) Assist and provide advice to SPREP Divisions on planning, monitoring and reporting.</td>
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</tbody>
</table>

### 4. Management and leadership

<table>
<thead>
<tr>
<th>Provide oversight and coordinate the day to day management of the environmental planning, monitoring and reporting work across the organisation, including provision of technical guidance and assistance to staff.</th>
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</thead>
<tbody>
<tr>
<td>a) Ensure organisational objectives for environmental planning, monitoring and reporting are achieved.</td>
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<tr>
<td>b) Establish and supervise individual Performance Development Plans for direct reports, overall output delivery.</td>
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</tbody>
</table>

### 4. Management and leadership

- An annual work plan and budget for the planning, monitoring and reporting across all of SPREP’s areas of work is developed, submitted and completed in a timely manner and in consultation with the respective divisions.
- Timely performance and annual reports required for programme outputs are prepared and delivered.
- Agreed environmental planning, monitoring and reporting services delivered to highest standard and in a timely manner that fully supports and is well integrated with all SPREP programmes.
- Achieve Annual Work Plan and Budget (AWP&B) objectives and meets strategic priority targets.
- Staff PDPs are in place, implemented and assessed according to the Secretariat’s Performance Development System.
- Staff requirements, staff issues and relevant
Jobholder is accountable for and identification of staff development needs.

Jobholder is successful when reports are addressed.

**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:

- Ensuring that environmental monitoring and planning is fully integrated across all SPREP technical divisions.
- Developing and expanding SPREP role as the regional environmental monitoring data repository and information source.
- Securing data and resources for effective delivery of regional State of Environment reports, including establishing effective partnerships for data input.

**Functional Relationships & Related Skills**

<table>
<thead>
<tr>
<th>Key internal and/or external contacts</th>
<th>Nature of the contact most typical</th>
</tr>
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<tbody>
<tr>
<td><strong>External</strong></td>
<td></td>
</tr>
<tr>
<td>• SPREP focal points</td>
<td>• Consultations</td>
</tr>
<tr>
<td>• Member environment, fisheries,</td>
<td>• Collaboration/partnerships</td>
</tr>
<tr>
<td>forestry and land agencies</td>
<td>• Delivery of training, capacity</td>
</tr>
<tr>
<td>• CROP counterparts</td>
<td>building</td>
</tr>
<tr>
<td>• Funding agencies</td>
<td>• Technical advice</td>
</tr>
<tr>
<td>• Partners, including research</td>
<td>• Graphical and spatial</td>
</tr>
<tr>
<td>institutions, NGOs, and any other</td>
<td>conservation products, maps</td>
</tr>
<tr>
<td>relevant agencies</td>
<td>• Securing data</td>
</tr>
<tr>
<td>• Consultants</td>
<td></td>
</tr>
<tr>
<td>• Communities</td>
<td></td>
</tr>
</tbody>
</table>
**Internal**

- Executive and Management
- Programme staff
- Corporate Services staff

- Provision of high level technical advice
- Supervision and management
- Corporate and administrative requirements

**Level of Delegation**

The position holder:

- manages an operational budget
- can authorise costs in own budget up to a certain limit
- can carry out negotiations on behalf of SPREP as delegated
- 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**

**Essential**

1. Minimum qualifications of a Masters degree in Environmental Science or Natural Resource Management with an emphasis on environmental monitoring and planning OR Bachelor degree in lieu, with applied relevant work experience in excess of the minimum required relevant work experience.

**Knowledge / Experience**

**Essential**

2. At least 7 years work experience in the development and implementation of environmental planning and monitoring, including management of spatial natural resources management information and databases or related field, with at least 5 years work experience at a senior advisory level, preferably in the Pacific Islands region.

3. Demonstrated experience in applying environmental data to the production of environmental planning and monitoring reports, preferably at national State of Environment reporting scale.

4. Demonstrated experience in programme and project management and monitoring and evaluation including financial management, proposal and report writing.
5. Demonstrated experience in leading, managing and working within a multi-disciplinary and multi-cultural team environment

6. Strong strategic advisory, coordination, analytical, communication and facilitation skills with a demonstrated ability to motivate teams and establish and implement workplan objectives

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 | • Leadership  
|             | • Management  
|             | • Advisory and analytical  
|             | • Environmental planning and management  
|             | • Programme monitoring, evaluation and reporting  
|             | • Work programme planning, budgeting and implementation  |

| Advanced level | • Environmental issues in the Pacific islands region  
|                | • Emerging environmental issues and challenges  
|                | • Fund raising  |

| Working Knowledge | • General management principles  |

| Awareness | • 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

All Directors and supervisors are expected to uphold SPREP’s established Leadership and Management Behaviours forming part of the Performance Development Plan.

**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 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 11 of SPREP’s salary scale and will be in the range of SDR33,359 to SDR50,039. Currently, the equivalent base salary in Samoan Tala is SAT$125,310 (USD$54,013) to SAT$187,966 (USD$81,020) 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 SDR5,050 – 6,599 will also be paid to the successful candidate. The current equivalent in Samoan Tala is SAT$18,970 (USD$8,177) to SAT$24,788 (USD$10,684). 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$2.32

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-month 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 staff recruited from outside 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$1,781).
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 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 internationally recruited 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$6,724) per annum per dependent child, with an overall maximum of Samoan Tala $46,800 (USD$20,172) 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 (USD$922) 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$1,034) 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.
**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.

**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 an internationally recruited staff member, who is not a citizen or permanent resident of Samoa, and 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 Environmental Monitoring & Planning Adviser (EMPA)” 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, SPREP, P O Box 240, Apia or fax number (685)20231 and clearly marked “Application for Environmental Monitoring & Planning Adviser (EMPA)”

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

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

SPREP is an Equal Opportunity Employer