APPLICANT INFORMATION PACKAGE

GLOBAL ENVIRONMENT FACILITY SUPPORT ADVISER

(GEFSA)
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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.
GLOBAL ENVIRONMENT FACILITY SUPPORT BACKGROUND
A 2004 report on the performance of the Global Environment Facility (GEF) in the Pacific found that Pacific Island Countries were experiencing difficulty gaining access to GEF funding compared to other Small Island Developing States\(^1\), and recommended that the GEF strengthen its coordination and support presence in the region.

Pacific Island Countries requested this strengthened GEF coordination at the 5\(^{th}\) Pacific Environment Ministers’ Meeting in 2004, and the 3\(^{rd}\) Regional Workshop on Overall Performance of the GEF (OPS3) in March 2005. In May 2006, the Pacific Island Forum Ambassadors Working Group in New York endorsed the concept of a GEF regional support position. This view was reiterated by Pacific Island representatives at the 17\(^{th}\) meeting (September 2006) of SPREP, the key regional agency facilitating international financing for sustainable development, biodiversity, and environmental protection and climate change in the Pacific, including through the GEF.

In August 2006, the GEF Secretariat, the governments of Australia and New Zealand, and the Secretariat of the Pacific Regional Environment Programme (SPREP) agreed to create an adviser position in the region to support national level engagement in GEF processes and access to GEF resources. The GEF Support Adviser for Pacific Island Countries\(^2\) was to be employed by SPREP and based in the SPREP offices in Apia, Samoa, with funding support provided by Australia and New Zealand. The Adviser was required to bring expertise of the GEF to Pacific Island Countries with a view to enhancing and building upon existing support provided by SPREP, other Regional Agencies including the Forum Secretariat, GEF Implementing Agencies, and the GEF Country Support Programme.

In May 2007, the GEF CEO announced a USD100 million GEF-Pacific Alliance for Sustainability programme which proposed a substantive change in GEF involvement in the Pacific. The overall objective of the GEF PAS is “to increase the efficiency and effectiveness of GEF support to PICs, thereby enhancing achievement of both global environmental and national sustainable development goals. The goal is to enhance and stimulate economic growth, sustainable development, good governance and security for Pacific countries through regionalism. One strategic objective is to contribute to sustainable development through improvements in natural resource and environmental management. In this respect, the program will facilitate international financing for sustainable development, biodiversity and environmental protection and climate change in the Pacific.”

The role of the GEF Support Adviser has been revised in response to development of the GEF PAS. As well, the GEF-PAS was a regional programme funded from the GEF’s 4\(^{th}\) replenishment period, July 2006 – June 2010, and the GEF has now entered its GEF-5 cycle from July 2010 – June 2014. These changes will again require appropriate adjustments to the GEFSA key tasks and result areas so that the overall objective of enhancing PICs access to GEF resources is maintained. The 21\(^{st}\) SPREP Meeting in 2010 also recommended that the responsibilities of the position be broadened to include support for PICs to enhance access to other regional and global funding in addition to the GEF.

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\(^2\) Pacific Territories, including New Caledonia, Wallis and Futuna, French Polynesia, and American Samoa are not eligible to access GEF resources. Tokelau is able to access GEF Small Grants Programme resources only.
B. JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Global Environment Facility Support Adviser (GEFSA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division:</td>
<td>Environmental Monitoring and Governance (EMG)</td>
</tr>
<tr>
<td>Programme:</td>
<td>Governance</td>
</tr>
<tr>
<td>Responsible To:</td>
<td>Director, EMG</td>
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<tr>
<td>Responsible For:</td>
<td>N/A</td>
</tr>
<tr>
<td>(Total number of staff)</td>
<td></td>
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<tr>
<td>Job Purpose:</td>
<td>This job exists to:</td>
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<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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</table>

Date: April 2012

**Organisation Context**
### Key Result Areas

The position of **Global Environment Facility Support Adviser (GEFSA)** addresses the following Key Result Areas:

1. Fund raising
2. Programme and project management
3. Technical Advice and support
4. Programme and project reporting

**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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</thead>
<tbody>
<tr>
<td><strong>1. Fund raising</strong></td>
<td></td>
</tr>
<tr>
<td>a) Coordinate the GEF Pacific Alliance for Sustainability and ensure effective partnerships developed.</td>
<td>• Appropriate coordination in place among countries, implementing agencies, GEF-Secretariat and other partners relating to GEF-PAS implementation</td>
</tr>
<tr>
<td>b) Support PICs to integrate GEF principles and objectives in national development plans and encourage stronger links between national and regional projects and GEF initiatives</td>
<td>• GEF principles are promoted and understood through workshops/training</td>
</tr>
<tr>
<td>c) Liaise closely with partners to build effective relationships, including work with GEF Secretariat and GEF Implementing Agencies to improve their understanding of the special circumstances of PICs; and work with PICs to improve and enhance their understanding of GEF processes so that they can engage effectively with GEF</td>
<td>• Process established for mainstreaming these principles into national planning and development processes</td>
</tr>
<tr>
<td>d) Formulate policy, guidelines and procedures for effective fundraising within SPREP</td>
<td>• Briefing notes and advice provided to the GEF Secretariat, Council member and other GEF partners including support at GEF Council Meetings</td>
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<tr>
<td></td>
<td>• Assistance provided through GEF Constituency Meetings and Regional Workshops in collaboration with the GEF Country Support Programme</td>
</tr>
<tr>
<td></td>
<td>• SPREP has clear and effective policy, guidelines and procedures for fundraising</td>
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<tr>
<td><strong>2. Technical advice and support;</strong></td>
<td></td>
</tr>
<tr>
<td>a) Provide advice and support to SPREP PIC members in accessing GEF funding and implementing GEF projects</td>
<td>• Technical advice provided through participation at national and regional meetings and workshops on environmental finance</td>
</tr>
<tr>
<td>b) Assist members in establishing national priorities for GEF funding and identify opportunities for co-financing GEF projects</td>
<td>• Assistance provided to countries and regional organisations on implementing National Portfolio Exercises at the national level</td>
</tr>
<tr>
<td>c) Support SPREP’s application as a GEF Implementing Agency and subsequently support capacity building within the Secretariat to function effectively as an Implementing Agency and provide advice on GEF in the region</td>
<td>• Assistance provided to the Secretariat, regional organisations and other partners in developing regional project concepts for consideration by countries</td>
</tr>
<tr>
<td>d) Provide general advice for SPREP Members in accessing funding relevant to the SPREP</td>
<td>• SPREP becomes an Implementing Agency</td>
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<tr>
<td></td>
<td>• Capacity building initiatives to raise awareness and competence with GEF processes and also those of other financing mechanisms and</td>
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</tbody>
</table>
**Job Description: Global Environment Facility Support Adviser**

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**April 2012**

<table>
<thead>
<tr>
<th>mandate and programme</th>
<th>agencies conducted in the Secretariat and island member countries</th>
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<tbody>
<tr>
<td>e) Identify regional funding opportunities and for develop funding concepts and proposals in consultation with management and programme staff</td>
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<tr>
<td>f) Provide technical advice to the Secretariat on matters relating to financing and GEF and other donor procedures.e</td>
<td></td>
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</table>

### 3. Programme and project management

- **a)** Support PICs, regional organisations, implementing agencies and other partners with the timely development and implementation of GEF country and regional projects;
- **b)** Facilitate sharing of information and lessons learned
- **c)** Assistance provided at national and regional levels on GEF programme and project implementation, monitoring, evaluation and reporting requirements
- **d)** Timely advice to PICs, regional organisations and other partners provided on GEF policies, processes, procedures and programmes as appropriate to the current GEF Replenishment Cycle
- **e)** Timely advice to PICs, regional organisations and other partners provided on other financing mechanisms and agencies policies, processes, procedures and programmes as directed by SPREP management

### 4. Programme and project reporting

- **a)** Provide reports to the GEF and Reference Group on a quarterly basis, to donors as required under funding arrangements, and through SPREP’s normal reporting system internally and to the SPREP Council.

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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:

- Coordination of actions and approaches of different GEF partners involved in the regional programme GEF-PAS, including: GEF Secretariat; Implementing Agencies; CROP Agencies; NGO partners, co-financiers; and countries.
- Communicating changing GEF policies, procedures, processes and programme criteria to countries and other partners.
- Ensuring country capacity is available or otherwise assisted with, to develop GEF projects and satisfy funding access criteria.

**Functional Relationships & Related Skills**

<table>
<thead>
<tr>
<th>Key internal and/or external contacts</th>
<th>Nature of the contact most typical</th>
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</thead>
<tbody>
<tr>
<td><strong>External</strong></td>
<td></td>
</tr>
<tr>
<td>• Member countries</td>
<td>• Technical Advice and assistance</td>
</tr>
<tr>
<td>• Donors / Partners</td>
<td>• Consultations/negotiations</td>
</tr>
<tr>
<td>• Professional / Scientific organisations</td>
<td>Consultations</td>
</tr>
<tr>
<td>• Regional / International organisations</td>
<td>Capacity building</td>
</tr>
<tr>
<td><strong>Internal</strong></td>
<td></td>
</tr>
<tr>
<td>• Executive Management</td>
<td>• Management and leadership</td>
</tr>
<tr>
<td>• Programme staff</td>
<td>• Consultations, advice and support</td>
</tr>
<tr>
<td>• Support staff</td>
<td>• Advice and support</td>
</tr>
</tbody>
</table>

**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 Economics, Financial / Project Management or relevant field OR a Bachelor degree in lieu, with applied relevant work experience in excess of the minimum required relevant work experience. A recognised professional membership such as CA, CPA, CFA would be an advantage.

Knowledge / Experience

Essential

2. At least 7 years relevant work experience with at least 5 of those at the senior advisory level, preferably within the Pacific islands region;

3. Comprehensive understanding and experience of:
   a) GEF policies and procedures, the RAF/STAR, and the institutional arrangements that support GEF funding and projects;
   b) Developing and reviewing GEF project implementation and proposals and associated documentation
   c) Multilateral Environmental Agreements for which the GEF is the funding mechanism, as well as obligations PIC's have as signatories to these Conventions.

4. Demonstrated experience in leading, managing and working within a multi-disciplinary and multi-cultural team environment with strong strategic advisory skills and demonstrated ability to motivate teams and establish and implement workplan objectives

5. Demonstrated knowledge of accepted and emerging environment issues and constraints and commitment to improving environmental and development outcomes in Pacific Island Countries.

6. Demonstrated experience in programme and project management and monitoring and evaluation including financial management, proposal and report writing with a high level of organisational, analytical, problem-solving and facilitation skills

7. Excellent written and verbal communication skills including high level of presentation and interpersonal skills with sound experiencing in capacity building 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:**

<table>
<thead>
<tr>
<th>Level</th>
<th>Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Expert level</strong></td>
<td>• Advisory and analytical</td>
</tr>
<tr>
<td></td>
<td>• Environmental knowledge</td>
</tr>
<tr>
<td></td>
<td>• Programme monitoring and evaluation</td>
</tr>
<tr>
<td></td>
<td>• Work programme planning, budgeting and implementation</td>
</tr>
<tr>
<td></td>
<td>• Proposal development</td>
</tr>
<tr>
<td></td>
<td>• GEF policies and procedures</td>
</tr>
<tr>
<td><strong>Advanced level</strong></td>
<td>• Environmental issues in the Pacific islands region</td>
</tr>
<tr>
<td></td>
<td>• Emerging environmental issues and challenges</td>
</tr>
<tr>
<td></td>
<td>• Knowledge of other financing mechanisms and donor agency policies and procedures</td>
</tr>
<tr>
<td><strong>Working Knowledge</strong></td>
<td>• General management principles</td>
</tr>
<tr>
<td><strong>Awareness</strong></td>
<td>• SPREP Strategic Plan</td>
</tr>
<tr>
<td></td>
<td>• SPREP Work Programmes</td>
</tr>
</tbody>
</table>

### 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 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$921) 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 GEF Support Adviser (GEFSA)” 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 GEF Support Adviser (GEFSA)”

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

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

**SPREP is an Equal Opportunity Employer**