Secretariat of the Pacific Regional Environment Programme (SPREP)

APPLICANT INFORMATION PACKAGE

SPREP SOLID WASTE MANAGEMENT EXPERT, (SWME) - FEDERATED STATES OF MICRONESIA

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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 90 staff and an annual budget of USD $22 million in 2014.

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 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 5 developed countries (Australia, France, New Zealand, United Kingdom 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 & Internal Audit

Corporate Services provide corporate support to the delivery of the Secretariat's strategic priorities and include Finance & Administration, Human Resources Management, Information Technology, Information Resources & Archives, Communications & Outreach and Monitoring & Evaluation. The Internal Audit Unit provides independent monitoring of the organisation's operations and governance procedures including risk management and internal controls

BACKGROUND

At the 23rd SPREP Meeting held in Noumea, New Caledonia in September 2012 – Members agreed to establish a sub-regional presence for the Pacific in the Northern Pacific. Furthermore, the SPREP

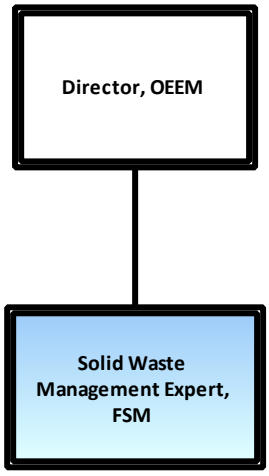
Meeting agreed that two technical officers were to be placed in the Northern Pacific – one in the Republic of Marshall Islands (RMI) and another in the Federated States of Micronesia (FSM).

This position will be based in (FSM) with the main objective of providing strategic advice and technical expertise, including coordination and facilitation, on all solid waste management issues in the FSM . Reference market for terms and conditions is the FSM Public Service.

B. JOB DESCRIPTION

Job Title:	SPREP Solid Waste Management Expert, (SWME) - Federated States of Micronesia
Programme:	Office of Environment & Emergency Management (OEEM)
Group / Team:	Office of Environment & Emergency Management (OEEM)
Responsible To:	Deputy Director General, SPREP and Director, OEEM (daily operational matters)
Responsible For: **(Total number of staff)**	N/A
Job Purpose:	This job exists to: • Provide strategic advice and technical expertise, including coordination and facilitation, on all solid waste management issues within the FSM
Date:	March 2014

Organisation Context



Key Result Areas

The position of **SPREP Solid Waste Management Expert, Federated States of Micronesia (SWME)** addresses the following Key Result Areas:

1. Strategy and project coordination, implementation and management
2. Technical and policy advice, support and assistance
3. Funding and resourcing
4. Workplan development , monitoring & reporting
5. Liaison, networking and capacity building

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

Jobholder is accountable for	Jobholder is successful when
1. Strategy and project coordination, implementation and management a) Coordinate and manage the implementation of SPREP's Regional Solid and Hazardous Waste Management Strategy in the FSM (Solid Waste, E-waste, Asbestos, Healthcare Waste)	• SPREP's Regional Solid Waste and Hazardous Management Strategies are implemented in the FSM as planned • Monitoring frameworks for the Regional Solid and Hazardous Waste Management Strategies are diligently implemented in FSM • Current gap analysis of solid and hazardous waste management in FSM is available • Solid and hazardous waste management activities across donors and partners working in the FSM are coordinated
2. Technical advice, support and assistance; a) Coordinate and provide appropriate advice to stakeholders in FSM on solid and hazardouswaste management issues b) Design and coordinate solid and hazardouswaste management programmes and activities in consultation with all relevant stakeholders to meet the needs of FSM and of the Secretariat c) Provide technical advice to SPREP Management on important emerging issues and their potential implications for the Secretariat and its work on regional solid and hazardous waste management d) Provide policy and technical advice to FSM to meet obligations under relevant global and regional agreements;	• Timely and appropriate advice is provided to FSM to support national solid and hazardous waste management activities • Appropriate advice is provided to parties to fulfil their obligations under relevant global and regional agreements • Issues in FSM are reflected in regional technical guidelines covering various aspects of solid and hazardous waste management (e.g., landfill management, environmental monitoring, waste collection, recycling, economic instruments, used oil, healthcare waste management, etc) • Interventions are taken across FSM to improve awareness of solid and hazardous waste management in relation to sustainable coastal resource use and management, climate change mitigation and adaptation, biodiversity conservation, and other inter-linked areas
3. Funding and resourcing	

a) Assist the Secretariat in identifying and securing funds and other support for the work programmes of SPREP b) Liaise with other Staff and Management to identify and assign SPREP staff and other resources for the effective implementation of the SPREP work programme c) Liaise with stakeholders, donors and other development partners working in FSM to secure sufficient resources in support of SPREP work programme.	• Resources are mobilised to implement national, territories and/or multi-country projects in line with Regional Strategies and identified priorities • Timely assistance is provided to FSM to identify and access financial and other resources to implement national waste management activities • Partnerships are established which result in increased resources (technical assistance, financial resources, human resources) for waste management in the region
4. Workplan development, monitoring & reporting a) 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 budgets b) Prepare technical and performance reports to Management and Donors, where necessary	• An annual work plan and budget on the solid and hazardous waste management programme is developed, submitted and implemented on a prioritised basis taking into account funding opportunities • Timely performance and annual reports required for programme outputs are prepared and delivered
5. Networking and capacity building a) Liaise, partner and network directly with stakeholders within FSM . b) Join and contribute to established networks within FSM to further the objectives of the regional solid and hazardouswaste management strategy c) Develop and implement relevant capacity building programmes within SPREP and for FSM to ensure priority issues in work are understood and sustained	• Effective partnerships with member countries' stakeholders and potential partners and donors are established • Capacity building programmes are in place to address key priorities of FSM stakeholders

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/Immediate Supervisor as part of the performance development process.

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

Work Complexity

Most challenging duties typically undertaken:

- Coordination and provision of appropriate advice and strategic direction to SPREP members and other stakeholders on solid and hazardous waste management and related issues in the Pacific region;
- Ensuring that adequate funding is secured to have an operational programme;
- Ensuring the presence of SPREP remains at the fore in the FSM and related initiatives;
- Ensuring that SPREP is regarded as a credible national and/or regional partner; and
- Liaison with donors to secure resources for solid and hazardous waste management.

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
External • North Pacific Member countries • Donors / Partners • Professional / Scientific organisations • NGOs/Community based organisations	• Advice and assistance • Consultations • Negotiations • Collaboration • Coordination
Internal • Executive Management • All Staff	• Supervision and delegation • Advice and support • Coordination

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, Engineering, Environmental Management/Planning or other relevant technical field OR a Bachelor degree in lieu, with applied relevant work experience in excess of the minimum required relevant work experience.

Knowledge / Experience

Essential 1. At least 5 years experience in waste management and pollution control or relevant areas with at least 3 of those at the senior advisory level, preferably within the Northern Pacific islands region
2. Demonstrated experience in leading, managing and working within a multi-disciplinary and multi-cultural team environment
3. Strong strategic advisory and analytical skills with a demonstrated ability to motivate teams and establish and implement workplan objectives
4. Demonstrated knowledge of accepted and emerging environment and sustainable development concepts, principles and practices, and their application to pollution prevention and waste management in the Pacific islands
5. 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
6. Excellent written and verbal communication skills including high level of presentation and inter-personal skills with sound experiencing in capacity building and maintaining effective relationships with a diverse group of people
7. Demonstrated experience in liaising, partnering or networking with Governments, donors, development partners and non-government groups.

Key Skills / Attributes / Job Specific Competencies

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

Expert level	• Solid waste management technical knowledge • Project management • Advisory and analytical • Environmental knowledge • Programme monitoring and evaluation • Work programme planning, budgeting and implementation • Proposal development • Environmental issues, key agreements and conventions
Advanced level	• Environmental (solid waste management) issues in with FSM and the Pacific islands region • Emerging environmental (solid waste management) issues and challenges • Capacity building
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

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: Federated States of Micronesia

Duration: Appointment is for a term of 1 year initially with possible renewal for a further term subject to priority needs at the time, funding situation and proven merit and work performance.

Salary: The basic salary range for this position is USD$35,000 per annum and will be paid out in accordance with prevailing FSM Public Service Commission procedures.

Term: Appointment is subject to a 3 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 assessment will be based on the approved OEEM performance development system.

Annual Leave: 10% (4 hours) for every 40 working hours.

Sick Leave: 5% (2 hours) for every 40 working hours.

Other Leave: Provisions also exist for examination, maternity, family (compassionate and paternity) and special (without pay) leave.

Duty Travel:OEEM meets travelling expenses at prescribed rates necessarily incurred by staff required to travel away from FSM on official business.

Group Life Insurance: Employees are given the option to enrol in the Government's Group Life Insurance if they wish to under their own expense.

Health Fund: All employees are required to contribute 3% to the Health Fund..

Superannuation: All employees will pay 7% of basic salary towards superannuation.

Equal Opportunities: SPREP and OEEMare Equal Opportunity Employers. Men and women are equally eligible for all posts in SPREP.

General: Appointment will be under the terms and conditions of OEEM Staff Regulations, a copy of which will be made available to the successful applicant.

4. ADMINISTRATIVE INFORMATION

ESSENTIAL: Applications should include:

1. Application Letter – should include statement to address how they meet the Essential Selection Criteria;
2. A detailed Curriculum Vitae.

Submitting applications:

a) **BY EMAIL**: Subject matter to be clearly marked "**Application for SPREP Solid Waste Management Expert, North Pacific (SWME), Federated States of Micronesia**" and send to climate@mail.fm (***Most preferred option***) OR

b) **BY POST OR FAX**: Application to be addressed and sent to: The Director, OEEM, P O Box PS-69, Palikir, Pohnpei FSM 96941 and clearly marked "**Application for SPREP Solid Waste Management Expert, North Pacific (SWME), Federated States of Micronesia**"

All enquiries to be directed to:

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Federated States of Micronesia
Telephone: +691 3208814/8815
Email: climate@mail.fm

Closing date: Friday, 11th April 2014: Late applications will not be considered.

SPREP is an Equal Opportunity Employer