



# SPREP

Secretariat of the Pacific Regional  
Environment Programme



10th Pacific Islands Conference

## NATURE CONSERVATION AND PROTECTED AREAS

*Nature Conservation Action for a Resilient Pacific*

## APPLICANT INFORMATION PACKAGE COMMUNICATIONS OFFICER, PRISMSS (COPRISMSS)

***PREVIOUS APPLICANTS DO NOT NEED TO REAPPLY AS ALL APPLICATIONS  
RECEIVED WILL BE CONSIDERED***

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## A. Background Information on SPREP

The *Secretariat of the Pacific Regional Environment Programme* (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.

The head office is based in Apia, Samoa with over 100 staff. There are SPREP offices in Fiji, Republic of the Marshalls Islands and Vanuatu as well as SPREP Officers stationed in Solomon Islands.

SPREP has an annual budget of approximately USD37 million in 2020.

The establishment of SPREP in 1993 sends a clear signal to the global community of the deep commitment of Pacific island Governments and Administrations for better management of the environment within the context of sustainable development.

The strategic direction for SPREP is clearly set out in the 2017-2026 SPREP Strategic Plan. The Plan outlines the mandate, vision and programmes for the organisation, and 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 to Pacific island countries and territories 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:**

*"A resilient 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	▪ Northern Marianas
▪ Cook Islands	▪ Palau
▪ Federate States of Micronesia,	▪ Papua New Guinea
▪ Fiji	▪ Samoa
▪ French Polynesia	▪ Solomon Islands
▪ Guam	▪ Tokelau
▪ Kiribati	▪ Tonga
▪ Marshall Islands	▪ Tuvalu
▪ Nauru	▪ Vanuatu
▪ New Caledonia	▪ Wallis and Futuna
▪ Niue	

and 5 'metropolitan' member countries with direct interests in the region:

- Australia,
- France,

- New Zealand,
- United Kingdom and
- the United States of America;

## ***SPREP Goals and Objectives***

The Secretariat continues to strengthen and realign its institutional capacities, competencies, and systems to best support its Members by delivering more integrated, responsive, and cost-effective services to Members and partners and by better coordinating regional efforts.

SPREP's Pacific and metropolitan members agreed that SPREP's Strategic plan should span 10 years to address critical environmental and related social and governance strategic priorities, which are reflected in the strategy's regional and organisational goals and objectives, as well as in SPREP's core 'Values'.

### ***Regional Goals***

- **Regional Goal 1:** Pacific people benefit from strengthened resilience to climate change;
- **Regional Goal 2:** Pacific people benefit from healthy and resilient island and ocean ecosystems;
- **Regional Goal 3:** Pacific people benefit from improved waste management and pollution control;
- **Regional Goal 4:** Pacific people and their environment benefit from commitment to and best practice of environmental governance.

### ***Organisational Goals***

- **Organisation Goal 1:** SPREP has information, knowledge, and communications systems that get the right information to the right people at the right time and influence positive organisational, behavioural and environmental change.
- **Organisation Goal 2:** SPREP has multi-disciplinary processes in programme delivery and in supporting Members to develop national and regional policies and strategies.
- **Organisation Goal 3:** SPREP has a reliable and sustainable funding base to achieve environmental outcomes for the benefit of the Pacific islands region and manages its programmes and operations to stay within its agreed budget.
- **Organisation Goal 4:** SPREP is leading and engaged in productive partnerships and collaboration.
- **Organisation Goal 5:** SPREP has access to a pool of people with the attitudes, knowledge, and skills to enable it to deliver on its shared regional vision.

### ***SPREP's Values***

SPREP approaches the environmental challenges faced by the Pacific guided by four simple **Values**. These values guide all aspects of our work:

- We value the **Environment**
- We value our **People**
- We value high quality and targeted **Service Delivery**
- We value **Integrity**

## **PRISMSS (PACIFIC REGIONAL INVASIVE SPECIES SUPPORT SERVICE) BACKGROUND**

Invasive species are the leading driver of biodiversity loss in the Pacific. They impact ecosystem resilience, ecosystem services and the future ability to adapt to climate change.

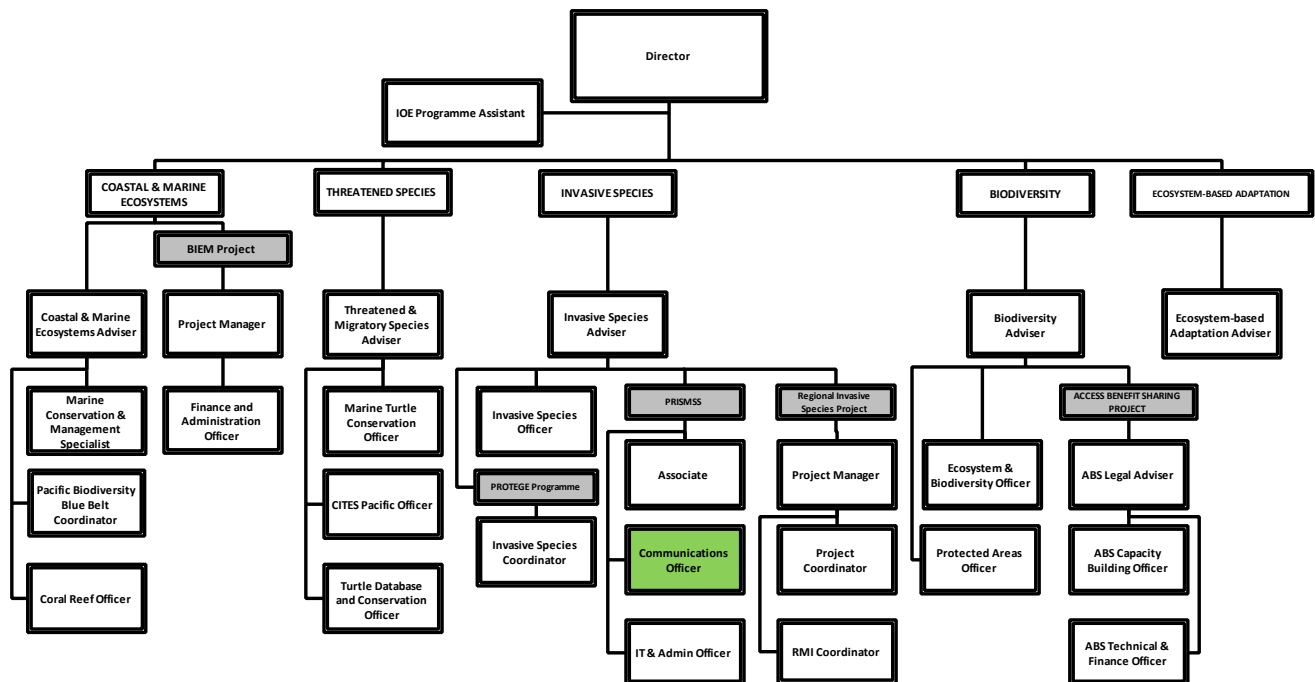
In the past, the major gap in Pacific invasive species management has been on the ground operational action. Now there is an opportunity to significantly increase both the quantity and scope of management operations in the region.

The PRISMSS is a regional mechanism, which facilitates the scaling up of invasive species management in the Pacific. It provides management support for on the ground invasive species actions. It does this through streamlining and coordinating activities and invasive species management experts. Each expert is a lead in their respective field. The expertise is thematic and combines into a full spectrum support service. The PRISMSS provides a comprehensive, cohesive, effective, efficient and accessible suite of management support. Advice, training and operational support are currently available across five regional programmes.

## B. JOB DESCRIPTION

<b>Job Title:</b>	Communications Officer, PRISMSS (COPRISMSS)
<b>Programme:</b>	Island and Ocean Ecosystems
<b>Team:</b>	Invasive Species
<b>Responsible To:</b>	Invasive Species Adviser
<b>Responsible For: (Total number of staff)</b>	N/A
<b>Job Purpose:</b>	<p><b>This job exists to:</b></p> <ul style="list-style-type: none"> <li>Coordinate and implement the PRISMSS Communication Plan</li> </ul>
<b>Date:</b>	September 2020

### Organisation Context



## Key Result Areas

The position of **Communication Officer, PRISMSS** addresses the following Key Result Areas:

1. Web-based outreach and communications
2. Coordination of resources and publications development
3. Monitoring of web-based outreach, resources, publications and media profiling
4. Assistance and support for activity beneficiaries with outreach and communications
5. Outreach and other communications-related functions

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

Jobholder is accountable for	Jobholder is successful when
<p><b>1. Web-based outreach and communications</b></p> <p>a) Develop content for the PRISMSS webpage and associated communication channels as per the PRISMSS Communication Plan.</p> <p>b) Maintain and continuously update outreach and communication channels in collaboration with PRISMSS partners and the Invasive Species Team.</p>	<ul style="list-style-type: none"> <li>• All PRISMSS communication channels are updated with accurate information and used regularly.</li> <li>• Communication channels are linked and contributing to the overall PRISMSS Communication Plan.</li> <li>• Communication is seamless via beneficiaries, PRISMSS partners and funders.</li> <li>• All communication is correctly credited and provides visibility to donors, partners and beneficiaries.</li> </ul>
<p><b>2. Coordination of resources and publications development</b></p> <p>a) Coordinate with PRISMSS partners and beneficiaries to develop resources and publications.</p> <p>b) Provide professional and technical assistance on editing and publications issues.</p> <p>c) Coordinate the translation of all official publications and productions.</p>	<ul style="list-style-type: none"> <li>• A working relationship has been established between the PRISMSS Communications Officer, PRISMSS partners and beneficiaries to coordinate production of publications and resources.</li> <li>• All publications and resource products are produced in a timely manner and in accordance with partner, donor and beneficiary guidelines and procurement.</li> <li>• All publications and resources meet a high professional and technical standard.</li> </ul>
<p><b>3. Monitoring of web-based outreach, resources, publications and media profiling</b></p> <p>a) Monitor, update and report on the PRISMSS Communication Plan</p> <p>b) Ensure all materials developed are monitored, tracked and evaluated.</p> <p>c) Strengthen and develop the contact base of communication service providers.</p>	<ul style="list-style-type: none"> <li>• All communications activities monitored, tracked and evaluated.</li> <li>• Six monthly and annual reports completed providing an update on the PRISMSS Communication Plan, communications delivered, issues arising, solutions proposed and new initiatives for consideration of the PRISMSS.</li> <li>• Updates are provided to PRISMSS partners at PRISMSS meetings.</li> </ul>
<p><b>4. Assistance and support for PRISMSS activity beneficiaries with outreach and communications</b></p>	

<p>a) Assist national Invasive Species Coordinators and governments with outreach and communications on the PRISMSS and the related activities.</p> <p>b) Monitor invasive species communications throughout the region and encourage amplification of members and PRISMSS partners key messages.</p>	<ul style="list-style-type: none"> <li>• National communications are effective and amplify their key messages.</li> <li>• National communications amplify key PRISMSS messaging.</li> <li>• PRISMSS partners are aware of invasive species communication and outreach activities.</li> <li>• Partners communication is amplified through other external channels.</li> </ul>
<p><b>5. Outreach and other communications-related functions</b></p> <p>a) Provide support where required to ensure all communications functions of the PRISMSS are met.</p>	<ul style="list-style-type: none"> <li>• Contribute and implement necessary actions to maintain a successful PRISMSS communications and outreach programme.</li> </ul>

**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 System.

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

**Work Complexity**

<p><b>Most challenging duties typically undertaken:</b></p> <ul style="list-style-type: none"> <li>• PRISMSS communication activities are planned and implemented with support from PRISMSS partners and in-country Invasive Species Coordinators.</li> <li>• Development of relevant and effective communication content.</li> <li>• Profile raising of PRISMSS, partners and PRISMSS regional programmes.</li> </ul>
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**Functional Relationships & Related Skills**

Key internal and/or external contacts	Nature of the contact most typical
<p><b>External</b></p> <ul style="list-style-type: none"> <li>• PRISMSS partners</li> <li>• National Invasive Species Coordinators</li> <li>• Suppliers and vendors</li> </ul>	<ul style="list-style-type: none"> <li>• Content development with PRISMSS partners and national invasive species coordinators</li> <li>• Advice and assistance</li> <li>• Consultations and collaboration</li> <li>• Negotiations, communications and reporting</li> </ul>



<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• Invasives Team</li> <li>• Communications &amp; Outreach Team</li> <li>• Island &amp; Ocean Ecosystems Programme</li> <li>• Senior Management Team</li> <li>• All staff</li> </ul>	<ul style="list-style-type: none"> <li>• Consultations and collaboration for development of communications</li> <li>• Advice and support</li> <li>• Reporting on implementation of Communication Plan</li> </ul>
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**Level of Delegation**

<p><b>The position holder:</b></p>
<ul style="list-style-type: none"> <li>• Has no delegation of authority</li> </ul>

**Person Specification**

*This section is designed to capture the expertise required for the role at the 100% fully effective level (this does not necessarily reflect what the current jobholder has). This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.*

**Qualifications**

<p><b>Essential</b></p>
<ol style="list-style-type: none"> <li>1. A Bachelor degree in communications, journalism, marketing or relevant discipline</li> </ol>

**Knowledge / Experience**

<p><b>Essential</b></p> <ol style="list-style-type: none"> <li>2. At least 2 years relevant experience in communications development</li> </ol>
<ol style="list-style-type: none"> <li>3. Excellent experience in the following: <ul style="list-style-type: none"> <li>a) The use of media software, applications and communication tools, including graphic design and the ability to create designs for digital media purposes.</li> <li>b) Developing communication content, media operations and communication outputs.</li> <li>c) Microsoft Office and social media platforms.</li> </ul> </li> </ol>
<ol style="list-style-type: none"> <li>4. Excellent knowledge and understanding of communications and has the initiative to be creative, demonstrates a commitment for continuous development and is able to demonstrate a high level of diplomacy and tact.</li> </ol>

5. Excellent written and verbal communication skills including high level of presentation and inter-personal skills, and collaboration with donors and partners.
6. Proven ability to work as part of a team within a multi-disciplinary and multi-cultural environment with a demonstrated ability to motivate teams and establish and implement workplan objectives.
7. Shows initiative to think outside the box particularly in problem-solving, setting priorities and meeting work-plan deadlines.

**Key Skills / Attributes / Job Specific Competencies**

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

Expert level	<ul style="list-style-type: none"> <li>• Digital graphic design</li> <li>• Media software, applications and communication tools</li> <li>• Communication and inter-personal skills</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• Coordination</li> <li>• Fluency in English</li> <li>• Problem Solving</li> <li>• Teamwork</li> <li>• Willingness to learn</li> <li>• Dealing with sensitive and confidential information</li> <li>• Diplomacy</li> </ul>
Working Knowledge	<ul style="list-style-type: none"> <li>• Microsoft Office</li> <li>• Ability to work well with colleagues at all levels</li> <li>• Environmental issues in the Pacific islands region</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• PRISMSS and PRISMSS programmes</li> <li>• SPREP Strategic Plan</li> <li>• SPREP Performance Implementation Plan</li> <li>• SPREP Work Programmes</li> </ul>

**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 Plan:

- 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

*“Due to the current COVID-19 situation affecting the region, and the priority the Secretariat places on its staff safety, health and well-being, please note that there may be delays in taking up the appointment. There will be an opportunity to discuss this matter thoroughly with the successful candidates and any appointment and on-boarding would only proceed when regional conditions permit the deployment of new staff”.*

**Duty Station:** Apia, Samoa.

**Duration:** Appointment is for a term of 3.5 years only. There is no expectation of renewal at the end of contract as this is a project specific position.

**Salary:** Remuneration is at Band 7 of SPREP's salary scale for locally recruited staff. Starting salary will be SAT\$36,299 per annum. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required. Progress in the salary scale will be based on annual performance reviews.

**Term:** Appointment is subject to a satisfactory medical examination and clean police report, as well as a 6 months probationary period.

An appointment is terminated by (i) completion of term of contract (ii) one month's notice by either party (iii) without notice by either party paying one month salary in lieu of notice or (iv) dismissed with or without notice as a disciplinary measure.

**Performance Reviews:** Annual performance assessments and performance rewards will be based on the Secretariat's Performance Development System.

**Education Allowance:** Education expenses may be reimbursed against actual receipts for dependent children, to cover up to 75% of the actual costs. Currently the annual allowance is up to a maximum of Samoan Tala \$1,000.

**Annual Leave:** 15 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 exist for maternity, compassionate, paternity, examination and special leave (without pay).

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

**Life and Accidental Death and Disability Insurance:** All employees are covered by SPREP's 24 hour Life and Accidental Death and Disability Insurance Policy.

**Medical Benefits:** All employees and their dependants are entitled to have all reasonable medical, dental and optical expenses met, under the terms and conditions of the SPREP in-house Medical Treatment Scheme.

**Superannuation:** SPREP will pay the minimum legal requirement of basic salary to the Samoa National Provident Fund.

**Overtime:** Locally recruited staff at Band 8 and below may claim overtime or time off in lieu of overtime for the hours they are required to work in excess of their normal working hours. A meal allowance and transport assistance are also available subject to terms and conditions set out by the Staff Regulations.

**Gratuity Payment:** The appointee is entitled to a gratuity payment equivalent to two week's salary, upon successful completion of 2 consecutive 3-year contracts, provided the contract is not extended or renewed. For project positions, upon successful completion of the project.

**Learning and Development:** Learning and development opportunities will be based on the approved SPREP Performance Development System and individual Performance Development Plans.

**Transport:** Transport from and to central Apia before and after work is provided.

**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.

**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 (*you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the criteria – DO NOT refer us to your CV. Failure to do this will mean your application will not be considered*);
2. A detailed Curriculum Vitae.

***Applications that do not complete the correct SPREP Application Form and submit all the requirements stated above will not be considered.***

### **SUBMITTING APPLICATIONS:**

- a) **BY EMAIL (MOST PREFERRED OPTION):** Subject matter to be clearly marked “**Communications Officer, PRISMSS (COPRISMSS)**” and send to [recruitment@sprep.org](mailto:recruitment@sprep.org) OR
- b) **BY POST OR FAX:** Application to be addressed and sent to: The Director General, SPREP, P.O. Box 240, Apia or fax number (685)20231 and clearly marked “**Communications Officer, PRISMSS (COPRISMSS)**”

More Information on SPREP and its work in the region can be found on the SPREP website [www.sprep.org](http://www.sprep.org)

For further enquiries, contact Mr. Roger Warren on telephone (685) 21929 ext 230 or Email: [rogerw@sprep.org](mailto:rogerw@sprep.org)

**CLOSING DATE: Friday, 20<sup>th</sup> November 2020:** Late applications will not be considered.

SPREP is an Equal Opportunity Employer
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