

APPLICANT INFORMATION PACKAGE
CLIMATE CHANGE ADAPTATION OFFICER (CCAO)

CONTENTS

A. BACKGROUND INFORMATION ON SPREP

B. JOB DESCRIPTION

C. REMUNERATION PACKAGE – TERMS & CONDITIONS

D. ADMINISTRATIVE INFORMATION

A. Background Information on SPREP

The *Secretariat of the Pacific Region 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 other SPREP offices in Fiji, the Republic of the Marshalls Islands, Vanuatu and the Solomon Islands.

SPREP has around 160 staff and has an annual budget of approximately USD41 million in 2024.

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
- 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 Values

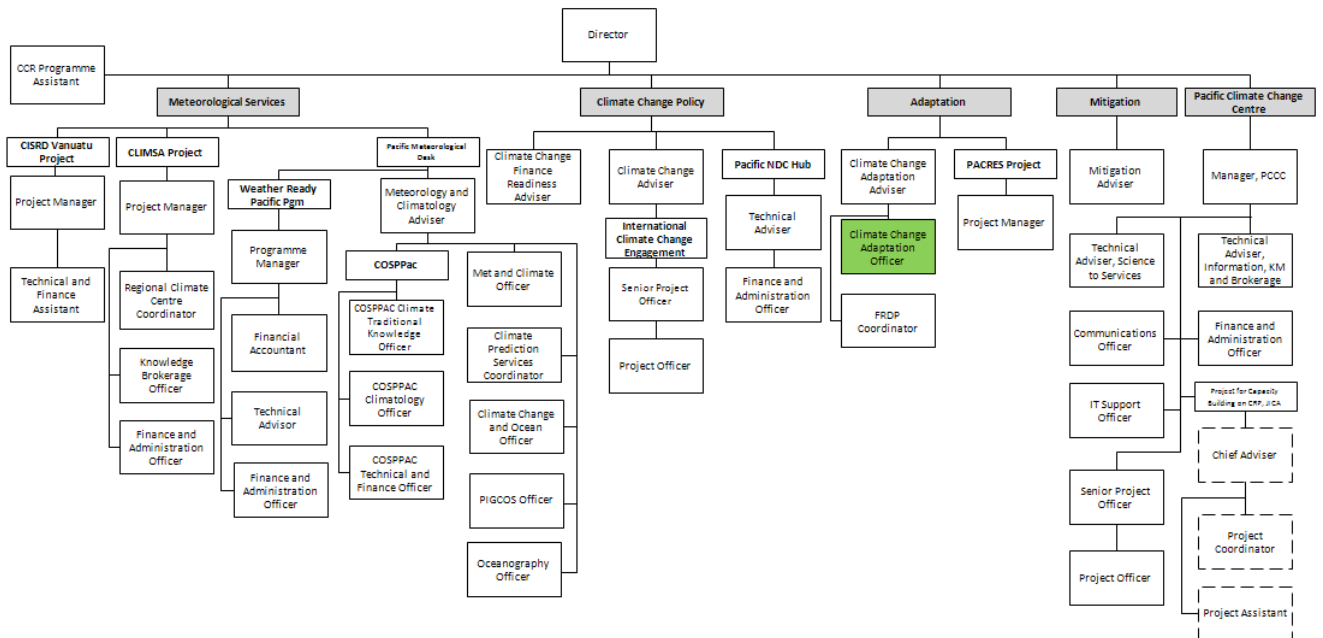
SPREP approaches the environmental challenges faced by the Pacific guided by four simple Values:

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

B. JOB DESCRIPTION

Job Title:	Climate Change Adaptation Officer
Programme:	Climate Change Resilience
Team:	Adaptation
Responsible To:	Climate Change Adaptation Adviser
Responsible For: (Total number of staff)	N/A
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> Support the climate change resilience programme in providing technical and policy advisory support to Members in adaptation strategies, policies and actions in the region and internationally to address issues relating to impacts of climate change, climate variability and sea level rise.
Date:	April 2024

Organisation Context



Key Result Areas

The position of **Climate Change Adaptation Officer (CCAO)** addresses the following Key Result Areas:

1. Strategic, technical and policy support
2. Fundraising, and project development and implementation support
3. Communication, information management and capacity building
4. Monitoring, evaluation, reporting and learning

The requirements, expectations and performance standards for the above duties are broadly identified below.

The Jobholder is accountable for:	Jobholder is successful when:
<p>1. Strategic, technical and policy support</p> <p>a) Assist in providing technical and policy assistance for the planning and implementation of regional and national climate change adaptation initiatives, climate change policies and National Adaptation Plans (NAP).</p> <p>b) Support Climate Change Resilience (CCR) Programme in coordinating SPREP inputs into the implementation of Framework for Resilient Development in the Pacific (FRDP) and the planning and facilitation of the Pacific Climate Change Roundtable (PCCR) including PCCR Working Group on Climate Change Adaptation and Mainstreaming and other key climate change adaptation issues.</p> <p>c) Assist in the development and implementation of climate change vulnerability and risks assessment processes to identify human, physical, socio-economic and cultural elements exposed to climate change impacts</p> <p>d) Work with SPREP technical programmes to ensure an integrated and consistent approach to development and implementation of adaptation initiatives in the Pacific Island Countries and Territories (PICTs)</p>	<ul style="list-style-type: none"> • Timely provision of sound and practical technical and policy advice provided on climate change adaptation issues including in the negotiation process to member island countries and territories where relevant. • PICTs are supported to influence relevant climate policy processes • 2050 Strategy and FRDP monitoring and evaluation processes are linked and applied where relevant to adaptation activities set out in SPREP's Strategic Plan so that they can be monitored and evaluated for their impacts over time. • PCCR stakeholders are effectively supported to engage in the PCCR and its working groups. • Timely coordination of inputs from CCR and SPREP to ensure effective engagement on adaptation issues and discussion relating the implementation of the FRDP, 2050 Strategy and other relevant regional mechanisms. • Timely and relevant inputs into the development and implementation of climate change vulnerability and risk assessments and findings/outputs from these processes undertaken at regional, national, sector and local levels collated, analysed and published.
<p>2. Fundraising, and project development and implementation support</p>	

<p>a) Support identification and development of adaptation proposals to Climate Funding Mechanisms and other donors, informed by NAPs and other adaptation priorities to assist the Secretariat and Pacific Island countries and territories in their efforts to adapt to impacts of climate change, climate variability and sea level rise.</p> <p>b) Support implementation of adaptation projects and / or programmes at national and regional levels in collaboration with CCR Programme and Project Coordination Unit (PCU) of SPREP and national climate change focal points.</p>	<ul style="list-style-type: none"> • Analysis of baseline information to inform project proposals are undertaken and made available in a timely manner. • Consultations within SPREP and with countries, donors and CROP is supported • Inter-programmes joint planning and development of proposals in collaboration with relevant units of CCR Programme and Project Coordination Unit is well supported. • National Climate Change Focal Points and national level project management units, or national executing entities are well supported and guided to ensure national agencies capacities are built and project / programmes outcomes meets national adaptation needs.
<p>3. Communication, information management and capacity building</p> <p>a) Provide support in compiling and analysis of information and best practices from adaptation work in the region to inform the project proposals, CCR strategic planning, PCCR, implementation of the 2050 Strategy, FRDP and other relevant regional frameworks and international climate change engagement.</p> <p>b) Support adaptation capacity building efforts of the secretariat in response to PICTs requests through the Pacific Climate Change Centre.</p> <p>c) Work with SPREP's communication unit to produce relevant adaptation materials for publication including through SPREP website and social media.</p>	<ul style="list-style-type: none"> • Timely availability of synthesised adaptation information that reflects lessons learnt and best practices. • Information on adaptation in the Pacific is well documented and accessible to multiple user groups through regional and national climate change portals. • Training, workshops, and other capacity building programmes successfully implemented and contributing to mainstreaming into relevant national processes • Adaptation materials and or products are developed to an expected standard set out by CCR and Communication Unit of SPREP and published including on a regular basis.
<p>4. Monitoring, evaluation, reporting and learning</p> <p>a) Support monitoring and reporting on national and regional adaptation activities through established monitoring, evaluation and reporting processes, tools and platforms including through SPREP Strategic Plan.</p>	<ul style="list-style-type: none"> • Monitoring and reporting on adaptation activities and overall impact at regional, national, sector and local levels are updated and findings are regularly reported on in collaboration with PICTs. • Contributions to SPREP's annual report, reports to donors and countries and SLT

<p>b) Assist with the preparation of CCR’s contribution to SPREP’s annual report, support the development of reports, briefing papers and presentations to SPREP Senior Leadership Team (SLT), donors and governments as required on CCR programme including specific adaptation projects outcomes and performance.</p>	<p>are timely, relevant and meet expected quality and standard.</p> <ul style="list-style-type: none"> • Relevant briefing notes, presentations, reports are of expected quality, and are prepared and submitted in a timely manner.
---	---

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 Supervisor/Director as part of SPREP’s Performance Development System.

This section may be reflected into the Performance Development Plan.

Work Complexity

<p>Most challenging duties typically undertaken:</p> <ul style="list-style-type: none"> • Develop or test an appropriate process for identifying priority adaptation needs. • Coordinate and conduct in-country technical training • Develop a regional adaptation project in collaboration with the climate change team. • Provide support to the development of national adaptation plans and programmes • Provide support to countries to engage in regional and international policy processes related to adaptation and adaptation financing

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"> • Member countries / focal points • Donors and stakeholders • National, regional, international communities and organisations 	<ul style="list-style-type: none"> • Assistance / communications / liaison / reporting through the Climate Change Adaptation Adviser and CCR Programme Director • Email contacts with national climate change focal points / national executing agencies / project management units • Reporting / communications / participation
<p>Internal</p> <ul style="list-style-type: none"> • Executive • Programme staff • SPREP All Staff 	<ul style="list-style-type: none"> • Briefings / reporting / communications/ participation • Guidance on internal operational processes e.g. procurement, project budget preparations etc.

Level of Delegation

The position holder:

- manages an operational budget
- has authority to commit funds and approve payments in own operational budget in line with SPREP Financial Delegation
- can seek opportunities for collaboration with guidance from Climate Change Adaptation Adviser for own work area

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. Bachelor degree in Climate Change, Environmental Engineering / Science / Management, or related discipline.

Knowledge and Experience

Essential

2. At least 5 years extensive experience in the implementation of climate change adaptation related activities including through projects in the Pacific region or in small islands developing states.
3. Excellent knowledge and experience of:
 - a) Climate change and environmental issues and challenges in the Pacific island region.
 - b) Climate change international agreements e.g. UNFCCC, Paris Agreement and relevant regional frameworks e.g. FRDP, 2050 Strategy.
 - c) Project development and implementation challenges in the Pacific islands region.
 - d) National and community structures and protocols in the Pacific islands region.
4. Expert knowledge of climate change adaptation including adaptation physical science, proposal development and project management and on-ground implementation of climate change adaptation programmes and or projects.
5. Excellent knowledge of the Pacific Islands region, ability to work and collaborate within a multi-disciplinary and multi-cultural team environment as well as sound experience in establishing and maintaining effective relationships with a diverse group of people including different levels of government, NGOs, and other stakeholders.

6. Excellent writing, and oral communications skills in English as well as skills and experience in working with technical and diverse groups to ensure effective communication with different stakeholders at different levels of government, NGOs, community and private sector stakeholders, donors and partners.

7. Shows initiative to think outside the box particularly in problem-solving, setting priorities and meeting work-plan deadlines as well as meeting challenges and demands of a regional programme.

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"> • Climate change adaptation issues and key agreements and conventions • Project design and management • Research, analytical and writing skills • Communications and interpersonal skills • Strategic planning skills • Organisational and time management
Advanced level	<ul style="list-style-type: none"> • Negotiations at international level • Relationship management • Consultant management
Working Knowledge	<ul style="list-style-type: none"> • Environmental issues in the Pacific islands region • Financial reporting • Conservation and biodiversity • Gender equity
Awareness	<ul style="list-style-type: none"> • SPREP Strategic Plan • SPREP Work Programmes • SPREP Performance Implementation Plan

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: The position will be based in Apia, Samoa.

Duration: Appointment is for an initial term of three (3) years with possible renewal for a further term, up to a maximum of 6 years subject to confirmation of SPREP programmes and activities, availability of funds 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. Starting salary will be SDR30,237 per annum. This is currently equivalent to SAT115,393 (USD48,080) per annum. Upon confirmation of probation, salary will be adjusted to SDR34,016 which is equivalent to SAT129,817 (USD54,090) per annum. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required.

Cost of living differential allowance (COLDA): A Cost-of-Living Differential Allowance of SDR4,256 will be paid to the successful candidate. This is currently equivalent to SAT16,244 (USD6,768). 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 used for expressing of Samoan Tala to US Dollars in this document is approximately USD1.00 = SAT2.50

Term: For staff recruited from outside Samoa, the term begins from the day the appointee leaves their home to take up the appointment. Appointment is subject to a satisfactory medical examination including full vaccination against COVID-19 and a clean police report 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 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 point of recruitment 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 SAT4,198 (USD1,679).

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.

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 project positions, upon successful completion of the project.

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 SAT15,600 (USD6,240) per annum per dependent child, with an overall maximum of SAT46,800 (USD18,720) per annum per family of 3 or more eligible children.

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.

Family 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.

Housing Assistance: Internationally recruited staff shall receive housing assistance of 75% of the typical rent payable in Samoa for expatriate executive furnished housing. The current rate is SAT2,850 (USD1,140) 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 SAT2,400 (USD960) 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 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 existing SPREP Medical Insurance.

Superannuation: All employees are required to contribute to the Samoa National Provident Fund. An expatriate internationally recruited staff member has the option to participate in the local Superannuation Fund or nominate another recognised Fund in their recognised home for their superannuation. SPREP will pay the minimum legal requirement of basic salary to the Samoa National Provident Fund or another approved nominated Fund. For Samoa, this is currently 10%.

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 spouse and financially dependent children 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.

D. 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 “**Application for Climate Change Adaptation Officer (CCAO)**” and send to 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 “**Application for Climate Change Adaptation Officer (CCAO)**”

More Information on SPREP and its work in the region can be found on the SPREP website www.sprep.org

For further enquiries, contact Roger Warren on telephones (685) 21929 ext 325 or Email: rogerw@sprep.org

Closing date: Friday, 3rd May 2024: Late applications will not be considered.

SPREP is an Equal Opportunity Employer