



**SPREP**

Secretariat of the Pacific Regional  
Environment Programme

## APPLICANT INFORMATION PACKAGE

**Communications Officer – Pacific Ecosystem-based  
Adaptation to Climate Change (PEBACC+ project)**

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## 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 and Vanuatu.

SPREP has around 150 staff and has an annual budget of approximately USD35 million in 2022.

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**

## B. The PEBACC + project

From 2015 to 2020, SPREP has implemented the Pacific Ecosystem-based Adaptation to Climate Change (PEBACC) project in Fiji, Vanuatu and Solomon Islands, with a budget of €4.9M, funded by the German Government's International Climate Initiative. Following this first phase and based on the main results, outputs and lessons learned, a second phase has been designed and submitted to the 2020 call for regional projects under the Kiwa Initiative to strengthen existing activities, diversify them, integrate ecosystem-based adaptation (EbA) into public policies to ensure its sustainability, and extend the approach to other territories: New Caledonia and Wallis and Futuna.

Officially started in March, 2020, the “[Kiwa Initiative – Nature-based Solutions for climate resilience](http://www.kiwainitiative.org)” ([www.kiwainitiative.org](http://www.kiwainitiative.org)) is the first programme ever to gather five donors (France, the European Union, Canada, Australia and New Zealand) and regional/national partners around a common objective : to enhance access to funding for rights-based gender-sensitive and socially-inclusive climate change adaptation through nature-based solutions for Pacific Island Countries and Territories (PICTs), including local, national and regional authorities as well as civil society organisations. Taking action to protect biodiversity (conservation/restoration) and developing Nature-Based Solutions (NBS) to anticipate, reduce vulnerabilities and strengthen adaptive capacities of Pacific Island Countries and Territories in the face climate change are the core governing principles of the Initiative.

The project « Pacific Ecosystem-based Adaptation to Climate Change – PEBACC+ » is a regional project of the Kiwa Initiative and SPREP has been granted €4M by the Kiwa Initiative through the *Agence française de développement* (AFD) and €1,8M by the French Facility for Global Environment (FFEM) for its implementation. This 4-year project seeks to strengthen the resilience of ecosystems, economies and people in Fiji, Vanuatu, Solomon Islands, New Caledonia and Wallis and Futuna to the impacts of climate change. The specific objective of the PEBACC+ project is to develop, sustain and institutionalise the ecosystem-based approach to climate change adaptation in the target countries and territories.

The project is organised around three components:

- **Component 1:** Strengthen stakeholders' experience in the practical implementation of EbA and Nature-based Solutions (NbS) as a climate change adaptation strategy in Fiji, Vanuatu & the Solomon Islands.
- **Component 2:** Integrate and support the implementation of the EbA and NbS approach as a strategy contributing to climate change adaptation in New Caledonia and Wallis & Futuna.
- **Component 3:** Strengthen regional cooperation between Pacific Countries and Territories in the area of EbA by promoting the sharing of experiences and lessons learned from projects to increase the resilience of populations and ensure the sustainability of EbA implementation activities.

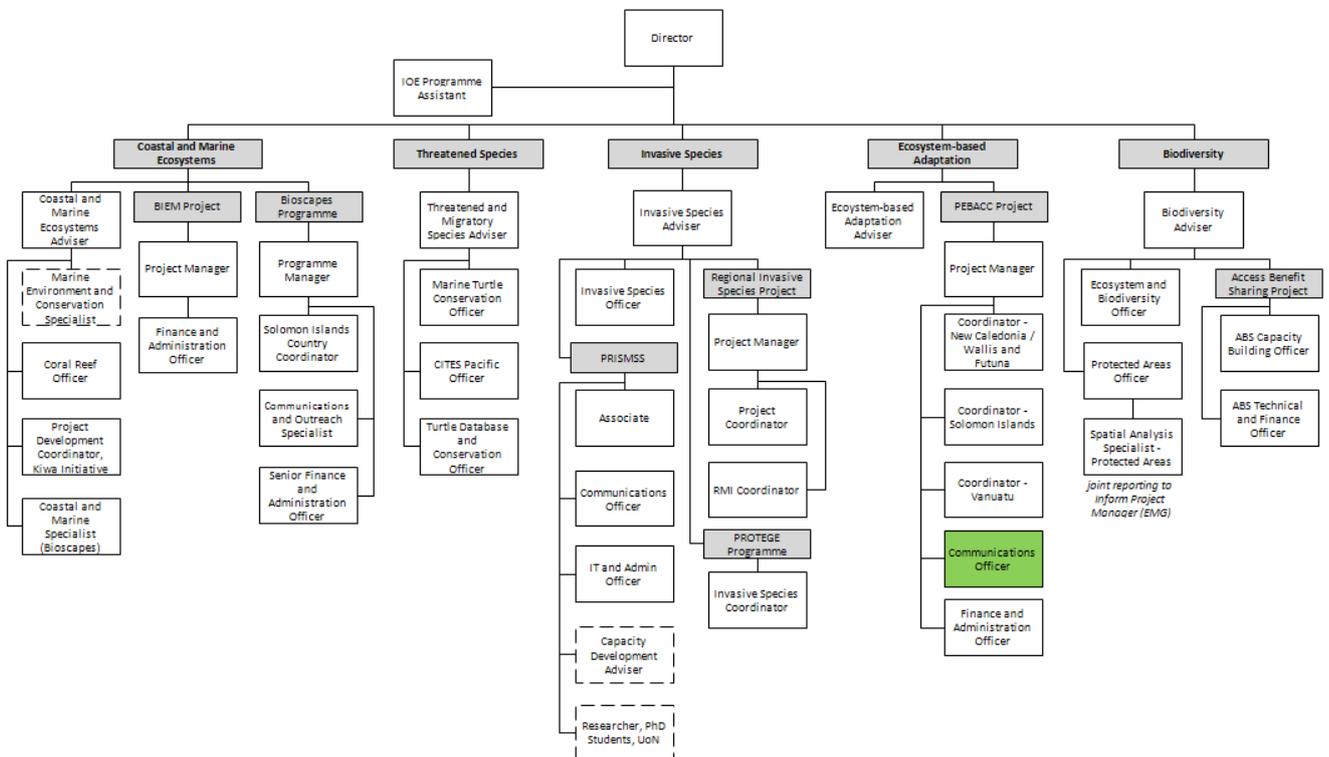
The project will be coordinated and managed from the SPREP Office in Suva, Fiji.

PEBACC + requires the services of a skilled and experienced Communications Officer to be based at the project office in Suva, Fiji, where the position will support the communications needs of the project.

## C. JOB DESCRIPTION

<b>Job Title:</b>	Communications Officer, PEBACC + project (CO PEBACC+)
<b>Programme:</b>	Island and Ocean Ecosystems
<b>Team:</b>	Ecosystem-based Adaptation - PEBACC + Project Management Unit (PMU)
<b>Responsible To:</b>	Project Manager PEBACC +
<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>Develop and deliver communication and outreach content, products, media, synthesis material and training to support the outcomes of the PEBACC+ project.</li> </ul>
<b>Date:</b>	September 2022

### Organisation Context



## Key Result Areas

The position of **Communications Officer, PEBACC + project** addresses the following Key Result Areas:

1. Communication Strategy development and implementation
2. Communications content and outreach methodologies
3. Internal Communication
4. Promotion of key outcomes and lessons learned
5. Programme implementation support

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

Jobholder is accountable for	Jobholder is successful when
<p><b>1. Communication Strategy development and implementation</b></p> <ol style="list-style-type: none"> <li>a) Lead in developing and implementing a Communication and Visibility Plan for PEBACC + geared at the regional, national, provincial and community levels and following the Kiwa Initiative Communication Strategy and Guidelines</li> <li>b) Work with the SPREP Communications and Outreach team, Kiwa Project Development Coordinator and other relevant SPREP staff to coordinate and facilitate PEBACC + communication activities</li> <li>c) Work with the Programme Finance and Administration Officer to coordinate and manage all funded services, supplies and equipment in accordance with SPREP procurement procedures.</li> <li>d) Liaise with the Kiwa Secretariat Communications Officer in the production of communication products and actively contribute to the “Kiwa Community”</li> <li>e) Liaise with partners and providers in the development of joint products</li> <li>f) Lead development of communications activities across the Programme.</li> </ol>	<ul style="list-style-type: none"> <li>• A Communications and Visibility Plan for the PEBACC+ project that is geared at the regional, national, provincial and community levels is developed</li> <li>• PEBACC + communications and outreach are carried out in a structured manner with approaches tailored to the specific needs of different audiences</li> <li>• PEBACC + receives regular media coverage in all five project countries and territories and at other appropriate fora</li> <li>• All engagements of consultants and service providers are implemented utilising SPREP procurement processes.</li> <li>• There is evidence of a good working relationship between PEBACC + and relevant SPREP programme staff, including the Kiwa Project Development Coordination Officer and Climate Change Division</li> <li>• All project communication activities and products are in line with the Kiwa Initiative Communication Strategy, Guidelines and Handbook</li> <li>• Contracts with service providers are well managed and Kiwa Secretariat is consulted before products are released</li> </ul>
<p><b>2. Communications content and outreach methodologies</b></p> <ol style="list-style-type: none"> <li>a) Design and produce communication materials in English and French for different target groups and levels (community, provincial and national government, regional agencies and</li> </ol>	<ul style="list-style-type: none"> <li>• A range of high quality and effective communication materials are developed and regularly disseminated</li> <li>• Effective materials are developed to facilitate trainings and workshops</li> </ul>

<p>organisations) using various media (e.g. brochure, video, internet, radio, etc.)</p> <p>b) Provide communications inputs into project presentations, publications and reports (design, layout, graphics, etc.)</p> <p>c) Deliver high quality project presentations to various audiences from time to time</p>	<ul style="list-style-type: none"> <li>• The project produces high quality banners, brochures, posters, synthesis reports and technical reports on time and within budget</li> <li>• Positive feedback is received on PEBACC + presentations</li> </ul>
<p><b>3. Internal communication</b></p> <p>a) Ensure adequate information flow, discussion and feedback between the different project partners</p>	<ul style="list-style-type: none"> <li>• All project partners have a same level of information on project activities and implementation</li> <li>• Feedback from project partners and information on risks discussed at the Project management level</li> </ul>
<p><b>4. Promotion of key outcomes and lessons learned</b></p> <p>a) Gather information about key outcomes and lessons-learned from project implementation and partners</p> <p>b) Produce knowledge-material that can be disseminated and promoted across the region</p>	<ul style="list-style-type: none"> <li>• Lessons-learned are disseminated across the region to relevant target audience</li> <li>• Project knowledge is integrated and sustainably accessible in relevant databases and knowledge hubs</li> </ul>
<p><b>5. Programme implementation support</b></p> <p>a) Work with the Project Manager to manage the project communications budget line in the design, production and delivery of outputs.</p> <p>b) Provide support to the Project Manager and other project staff as appropriate in ensuring the project's key messages are included in all key meetings and events</p>	<ul style="list-style-type: none"> <li>• Programme communication and outreach outputs are produced within budget and the budget is used effectively.</li> <li>• Support is provided to the Project Manager and the project in ensuring the project's key messages are included in all key meetings and events</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 Project Manager as part of SPREP's Performance Development System.

This section may be reflected in the successful applicant's Performance Development Plan.

## **Work Complexity**

### **Most challenging duties typically undertaken:**

- Developing and implementing a Communication and Visibility Plan for PEBACC + in line with the Kiwa Initiative Communication Strategy and Guidelines
- Timely and successful completion of communication targets
- Managing service providers and donor and partner relations

- Liaison and consistency between PEBACC + project countries, especially with French-speaking Overseas Countries and Territories

### 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>• PEBACC + stakeholders at all levels</li> <li>• Kiwa Secretariat and AFD</li> <li>• Service providers</li> <li>• Key partners (NGO's and government agencies)</li> </ul>	<ul style="list-style-type: none"> <li>• 'Market research' to establish needs, soft training</li> <li>• Contractual</li> <li>• Liaison</li> <li>• Guidance, technical support and collaboration</li> </ul>
<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• IOE and CCR Programmes</li> <li>• SPREP Communications and Outreach team</li> <li>• PEBACC + Country Coordinators</li> </ul>	<ul style="list-style-type: none"> <li>• Technical support and information sharing</li> <li>• Collaboration and information sharing</li> </ul>

### Level of Delegation

#### The position holder:

- Has oversight of the Project communications budget.
- Can negotiate with vendors for services

### Person Specification

*This section is designed to capture the expertise required for the role at the 100% fully effective level. 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 Science/General Communication, Marketing or related field

## Knowledge / Experience

<b>Essential</b>	
2.	At least 5 years of extensive communication experience preferably in environmental management, biodiversity conservation, climate change or other relevant areas
3.	Demonstrated knowledge and experience of: <ol style="list-style-type: none"> <li>accepted and emerging communications concepts, preferably in relation to environment and sustainable development issues, communication principles</li> <li>environmental issues and challenges facing the Pacific islands region.</li> </ol>
4.	Excellent writing, editing and oral communications skills in English (French would be an asset) as well as skills and proven ability to synthesize complex scientific and legal information and to communicate it effectively to multiple audiences
5.	Excellent knowledge of the Pacific Islands region, ability to work and collaborate within a multi-disciplinary and multi-cultural team environment with sound experience in establishing and maintaining effective relationships with a diverse group of people including different levels of government, NGOs and diverse groups of stakeholders
6.	Expert knowledge of computers, web-based publishing methods, social media and other communications tools.
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 project including strong organisational, time management, coordination and facilitation skills

## 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>Ability to design effective communication strategies and products</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>Competent in use of communications software</li> <li>Knowledge of environmental and climate change issues in the Pacific islands region</li> <li>General understanding of the functioning, and interaction between, social-political systems and ecosystems</li> </ul>
Working Knowledge	<ul style="list-style-type: none"> <li>EbA approaches e.g. Ridge to Reef</li> <li>Development programming</li> <li>Open-source software and web-based planning tools</li> <li>Summarising legislation</li> </ul>

Awareness	<ul style="list-style-type: none"> <li>• SPREP Strategic Plan</li> <li>• SPREP Work Programmes and structure</li> </ul>
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## Key Behaviours

All staff are expected to uphold SPREP’s Organisational Values and Code of Conduct which are Key Behaviours forming part of 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.*

## D. 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. Under the SPREP COVID-19 Emergency Preparedness and Response Contingency Plan (CV-19EPRCP), all SPREP staff must be fully vaccinated, and vaccination cards must be presented upon confirmation of appointment”.*

**Duty Station:** Suva, Fiji.

**Duration:** Appointment is for a term up to end of January 2026. There is no expectation of renewal at the end of contract as this is a project specific position.

**Salary:** Salary is denominated in International Monetary Fund Special Drawing Rights (SDRs). Remuneration for this post falls within Band 9 of SPREP’s salary scale. Starting salary will be SDR 26,802 per annum. Currently, the equivalent is USD42,619 per annum. Upon confirmation of probation, salary will be adjusted to SDR30,153 which is equivalent to USD47,947 per annum. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required.

**Adjustments:** Salaries and allowances for internationally recruited staff are paid in local currency and adjusted every month based on the monthly average in the value of the SDR relative to the 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 local currency equivalent. The international currency exchange rate at the time of writing is approximately USD1.00 = SAT2.4

**Term:** For staff recruited from outside Fiji, 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 and performance rewards will be based on the Secretariat’s Performance Development System.

### **FOR STAFF RECRUITED FROM OUTSIDE FIJI, THE FOLLOWING APPLIES:**

**Relocation Expenses:** SPREP will meet certain appointment and termination expenses for staff recruited from outside Fiji, including transport and accommodation en route for the appointee and accompanying dependent(s) between point of recruitment and Suva, 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 SDR2,500 is payable upon taking up appointment and arrival in Suva. This is currently equivalent to USD\$3,975.

**Temporary Accommodation and Assistance:** On arrival in Suva, 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 Suva. This will include help in finding suitable rental accommodation.

**Privileges and Immunities:** SPREP remuneration is tax-free for non-citizens or non-residents of Fiji, 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 USD6,500 per annum per dependent child, with an overall maximum of USD19,500 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 Suva by (i) each dependent child being educated outside Fiji 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 Suva and the recognised home for the staff member and dependents after completing 18 months of service 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 Fiji for expatriate executive furnished housing. The current rate is USD1,393 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 USD1,000 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 Suva 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 dependents 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 a recognised Superannuation Fund. An expatriate internationally recruited staff member has the option to participate in the local Superannuation Fund or nominate another recognised Fund for their superannuation. SPREP will pay the local minimum legal requirement of basic salary to the approved nominated Fund. For Fiji, this is currently 6%.

### **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 Fiji, and who resides in Fiji 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.

## E. 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 Communications Officer, PEBACC + project**” 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 “**Application for Communications Officer, PEBACC + project**”

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 Roger Warren on telephone (685) 21929 ext 325, or Email:  
[rogerw@sprep.org](mailto:rogerw@sprep.org)

**Closing date: Friday, 7<sup>th</sup> October 2022:** Late applications will not be considered.

<b>SPREP is an Equal Opportunity Employer</b>
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