



SPREP
Secretariat of the Pacific Regional
Environment Programme

APPLICANT INFORMATION PACKAGE

Country Coordinator, Vanuatu,
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) 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

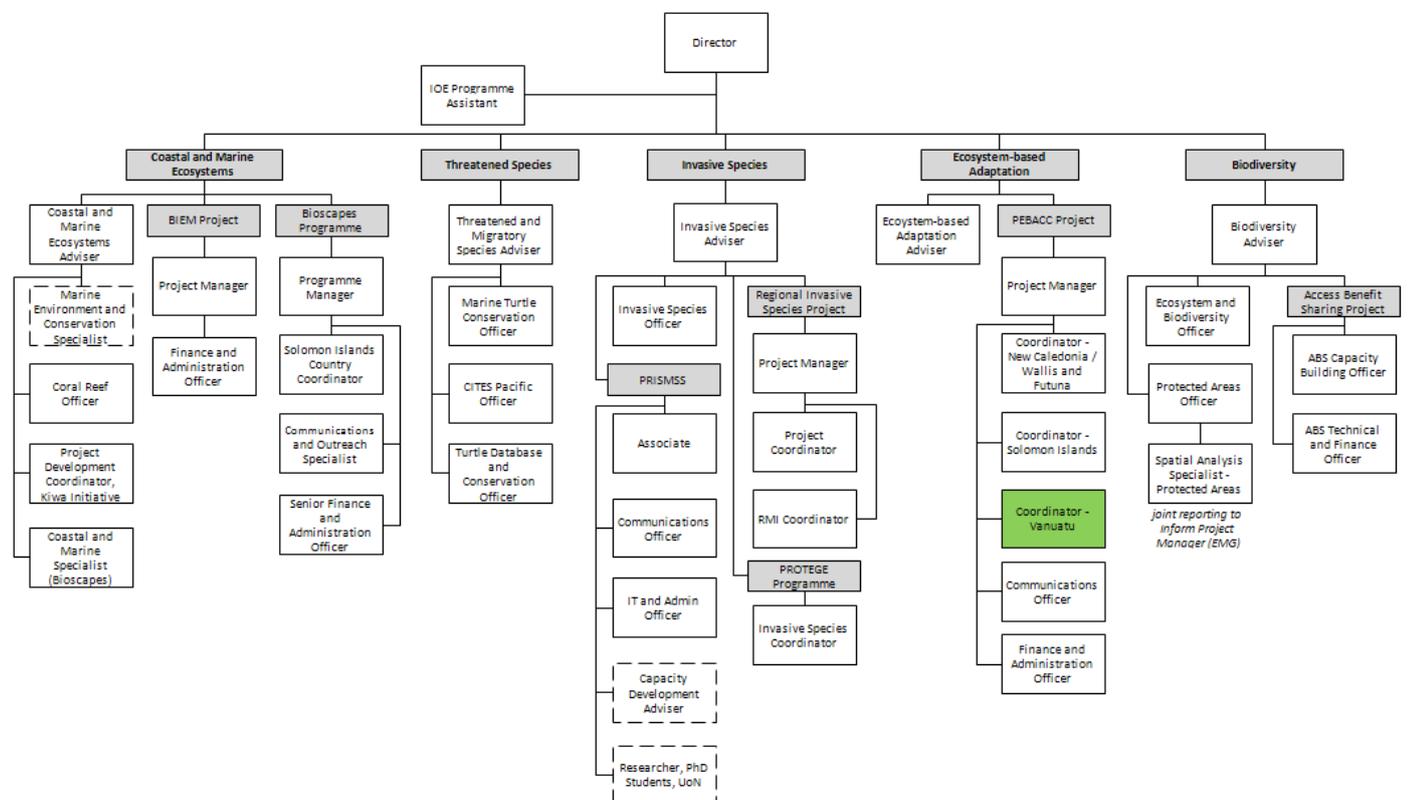
The project will be coordinated and managed from the SPREP office in Suva, Fiji. Project component in Vanuatu will be coordinated from the SPREP Office in Port Vila.

PEBACC + requires the services of a Country Coordinator to ensure the successful implementation of the project in Vanuatu and contribute to the wider PEBACC + Project. The position will require development of partnership approaches with national and provincial governments, local communities, the donors and others to ensure successful project implementation and sustainability of outcomes.

C. JOB DESCRIPTION

Job Title:	Country Coordinator, Vanuatu, PEBACC + project (CCV PEBACC+)
Programme:	Island and Ocean Ecosystems
Team:	Ecosystem-based Adaptation - PEBACC + Project Management Unit (PMU)
Responsible To:	Project Manager PEBACC +
Responsible For: (Total number of staff)	N/A
Job Purpose:	This job exists to: <ul style="list-style-type: none"> Supervise and monitor PEBACC + project implementation in Vanuatu.
Date:	September 2022

Organisation Context



Key Result Areas

The position of **Country Coordinator, Vanuatu, PEBACC + project (CCV PEBACC+)** addresses the following Key Result Areas:

1. Project planning, implementation, monitoring and management
2. Technical support and facilitation
3. Financial and project administrative management
4. Synthesis and report writing

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

Jobholder is accountable for	Jobholder is successful when
<p>1. Project Planning, implementation, monitoring & management</p> <ol style="list-style-type: none"> a) Ensure that planning for all project activities in Vanuatu is carried out to the highest standards of efficiency. b) Ensure that management of the project is in accordance with SPREP operating standards and donor requirements. c) Organise and implement project activities according to project work plans and deliver project outputs in a timely manner. d) Ensure that regular communications are maintained with the donors and that the donor profile is highlighted in project outputs and products. e) Maintain good relationships with national governments and stakeholders in the consultation and implementation of the project. f) Organise national project steering committee meetings and facilitate national consultation processes. 	<ul style="list-style-type: none"> • Effective project work plans are developed in coordination with, and agreed by, partners, countries, local communities and the donor. • SPREP and donor operating and reporting procedures are met. • Project work plans and tasks are successfully implemented and completed. • In-country activities are effectively implemented and outputs/outcomes delivered. • Project monitoring and evaluation is undertaken on a regular basis and informs project implementation. • Monitoring and evaluation plans are finalised and implemented in cooperation with national agencies and coordinators. • Project sustainability strategies are in place and implemented. • The donor is satisfied with project planning and implementation as well as with their level of engagement with SPREP and project partners. • Project stakeholders participate effectively in project planning, decision making and implementation
<p>2. Technical support and facilitation</p> <ol style="list-style-type: none"> a) Provide technical advice and guidance to the project and its partners. b) Facilitate workshops and meetings with various stakeholders in collaboration with project partners and SPREP technical staff. 	<ul style="list-style-type: none"> • Accurate technical information is provided to stakeholders and partners in Vanuatu. • Effective communication of technical information related to EbA, resulting in high

<ul style="list-style-type: none"> c) Coordinate a multi-partner integrated approach to EbA design an implementation with partners and SPREP technical staff. d) Prepare and, where relevant, present technical reports and presentations on project implementation. e) Promote the PEBACC + approach and EbA at the national level 	<p>engagement from stakeholders and partners in the development of key outcomes.</p> <ul style="list-style-type: none"> • Integrated approaches to EbA are implemented and sustainable, and technical support from SPREP programmes and external partners is effectively engaged. • Appropriate and realistic EbA options are identified and implemented. • The project and EbA approach are promoted nationally and regionally in line with the Kiwa Initiative Communication Strategy and Guidelines.
<p>3. Financial and project administrative management</p> <ul style="list-style-type: none"> a) Develop annual workplans and budgets for the country component of the project in consultation with the Project Manager and Finance and Administration Officer (FAO) b) Ensure that the financial management of the project is of the highest standard and conforms with the requirements of SPREP and the donor. c) Ensure that the costs for output activities and deliverables comply with the project budget. d) Ensure that financial reporting for the project as a whole and its components are delivered on time to SPREP and the donor. 	<ul style="list-style-type: none"> • Annual workplans and budgets for the country implementation and activities are developed on time • Project activities and deliverables are successfully completed within allocated budgets. • Reporting requirements are met accurately and on time.
<p>4. Synthesis and report writing</p> <ul style="list-style-type: none"> a) Lead the preparation of project technical reports and work with partners to synthesise key outputs of the project, providing regular and effective feedback to stakeholders and partners. b) Work with the project Communication Officer to plan and produce synthetic communications products for dissemination to a broad audience. c) Liaise with stakeholders and partners to facilitate public relations and information management for the projects. 	<ul style="list-style-type: none"> • Technical reports produced on time and according to SPREP and donor requirements. • Synthetic communications in line with the Kiwa Initiative Communication Strategy and Guidelines are produced in a timely fashion and are accessible to multiple audiences. • Regular public relations releases produced as needed and appropriate. • The project and EbA is promoted within Vanuatu, the wider region and at international levels.

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:

- Management of Vanuatu project components
- Delivery of technical support in identifying and implementing EbA options
- Implementation of adaptation actions in a remote and culturally diverse environments
- Timely and successful completion of project components
- Writing and development of project technical reports and syntheses
- Coordinating multi-site activities, with multiple partners and several communities.

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"> • Country partners and stakeholders • SPREP national focal points • The Kiwa Secretariat and AFD • Key partners • Local communities 	<ul style="list-style-type: none"> • Project management • Guidance and technical support • Engagement and collaboration • Communications and information sharing • Facilitation and integration
<p>Internal</p> <ul style="list-style-type: none"> • IOE • Other programmes and departments of SPREP 	<ul style="list-style-type: none"> • Advice and assistance • Consultations and reporting • Discussions and negotiations • Communications and information sharing

Level of Delegation

The position holder:

- manages an operational budget
- can authorise costs in project budget
- can seek funding opportunities for project activities

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 Ecology, Climate Change, Environmental Management or relevant field

Knowledge / Experience

Essential
2. At least 5 years of extensive project management experience (ideally on international donor funded projects) and technical assistance on projects related to EbA perspectives for climate change adaptation, with at least 3 years in a role requiring a similar degree of versatility and responsibility, including technical and financial reporting, and preferably within the Pacific islands region.
3. Excellent high level work experience and knowledge of island ecosystem function and management and ecosystem-based approaches relevant to climate change adaptation, preferably with demonstrated experience in both marine and terrestrial habitats.
4. Excellent high level experience in programme and project leadership and management, monitoring and evaluation including multi-project coordination and skills in project financial and personnel management, report writing preferably in environmental planning and management related projects in Pacific island countries as well as strong skills in developing workplans, organisational and time management, coordination and facilitation.
5. Excellent cross cultural engagement skills preferably in Melanesia, with sound knowledge of the Pacific Islands region, and demonstrated ability to work effectively with multiple levels of government, NGOs, local communities and diverse groups of stakeholders.
6. Excellent written and verbal communication in English, with proven ability to synthesise information and communicate effectively to multiple audiences, as well as proven experience working in a team within a multi-cultural and multi-disciplinary environment.
7. Ability and willingness to travel, including by boat and light aircraft, and stay in remote areas for extended periods of time.

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"> • Project technical and financial management • Organisational and time management • Self-motivated • Analytical skills • Facilitation and interpersonal skills • Report writing and science synthesis • Support of local communities in the implementation of adaptation projects.
Advanced level	<ul style="list-style-type: none"> • Environmental and climate change issues in the Pacific islands region • Applied knowledge of Ecosystem-based Adaptation approaches • Demonstrated success in working with diverse cultures and communities in the use of funds for action implementation.
Working Knowledge	<ul style="list-style-type: none"> • Pacific islands region governance modalities and cultural diversity.
Awareness	<ul style="list-style-type: none"> • SPREP Strategic Plan • SPREP Work Programmes and structure

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: Port Vila, Vanuatu.

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 10 of SPREP’s salary scale. Starting salary will be SDR 30,237 per annum. This is currently equivalent to USD48,080 per annum. Upon confirmation of probation, salary will be adjusted to SDR34,016 which is equivalent to 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 SDR8,167 will be paid to the successful candidate. This is currently equivalent to USD12,986 per annum. Cost-of-living differential allowance reflects the comparative cost of living difference between Suva and Port Vila. This allowance is reviewed periodically based on data determined by an independent reviewer.

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 SAT equivalent. The international currency exchange rate at the time of writing is approximately USD1.00 = SAT\$2.4

Term: For staff recruited from outside Vanuatu, 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 VANUATU, THE FOLLOWING APPLIES:

Relocation Expenses: SPREP will meet certain appointment and termination expenses for staff recruited from outside Vanuatu, including transport and accommodation en route for the appointee and accompanying dependent(s) between point of recruitment and Port Vila, 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 SDR2500 is payable upon taking up appointment and arrival in Port Vila. This is currently equivalent to USD3,975.

Temporary Accommodation and Assistance: On arrival in Port Vila, the appointee and (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 Port Vila. This will include help in finding suitable rental accommodation.

Privileges and Immunities: SPREP remuneration is tax-free for all SPREP staff based in Vanuatu. Non-citizens of Vanuatu are entitled to 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 USD\$19,500 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 Port Vila by (i) each dependent child being educated outside Vanuatu 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 Port Vila 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 Port Vila for expatriate executive furnished housing. The current rate is USD1,269 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 Port Vila 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 Vanuatu, this is currently 7%.

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 Vanuatu, and who resides in Vanuatu 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 Country Coordinator, Vanuatu, PEBACC+ project**” 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 Country Coordinator, Vanuatu, PEBACC + project**”

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 telephone (685) 21929 ext 325, or Email: rogerw@sprep.org

Closing date: Friday, 7th October 2022: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
