



Sustainable, transformative and resilient for a **Blue Pacific**

APPLICANT INFORMATION PACKAGE
Director, Strategic Planning, Integration and Engagement
(SPIE)

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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 Marshall Islands, Solomon Islands and Vanuatu.

SPREP has around 150 staff and has an annual budget of approximately USD36 million in 2023.

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

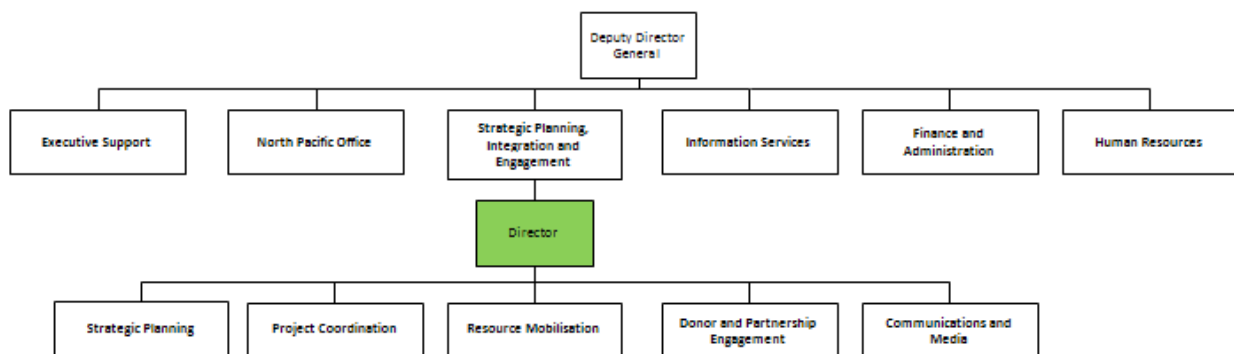
SPREP approaches the environmental challenges faced by the Pacific guided by four simple **Values**. These values guide all aspects of our work:

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

B. JOB DESCRIPTION

Job Title:	Director, Strategic Planning, Integration and Engagement (SPIE)
Programme:	Governance and Operations
Team:	Department of Strategic Planning, Integration and Engagement
Responsible To:	Deputy Director General
Responsible For: (Total number of staff)	7 Direct Reports
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> • Provide strategic leadership, direction, and oversight of SPREP’s strategic planning, programming, policy review and development, engagement, partnerships, resource mobilisation, and project development. • Provide strategic leadership and management of the Department of Strategic Planning, Integration, and Engagement.
Date:	November 2023

Organisation Context



Key Result Areas

The position of **Director, Strategic Planning, Integration and Engagement** addresses the following Key Result Areas:

- 1) Strategic leadership and management
- 2) Strategic Planning, Performance Monitoring, Evaluation, Reporting and Learning
- 3) Policy coordination and integration
- 4) Strategic Engagement
- 5) Communications and visibility

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

Jobholder is accountable for	Jobholder is successful when
<p>1) Strategic leadership and management</p> <p>Senior Leadership Team</p> <ol style="list-style-type: none"> a) Work strategically and collaboratively with the Senior Leadership Team in ensuring a holistic and integrated approach in the planning and delivery of SPREP's strategic vision and priorities. b) Provide strategic vision and direction in ensuring the alignment and the integration of SPREP's strategic priorities with regional and international strategic commitment. c) Contribute to, and actively engage in SLT discussions including SLT led internal governance committees. d) Work with the DDG in planning the SPREP Meeting including the coordination of follow up implementation of the outcomes of the SPREP Meeting, its review and reporting to SPREP Members. e) Represent SPREP in relevant CROP Working Groups. f) Lead institutional strengthening to create an enabling environment for improved strategic planning, partnerships, donor coordination and resource mobilisation to deliver strategic priorities of SPREP. <p>Department Leadership and Management</p> <ol style="list-style-type: none"> a) Lead and provide strategic direction to the Department and its various teams in line with the SPREP Strategic Plan, Performance Implementation Plan (PIP), Work Programme and Budget. b) Lead the development, management, and implementation of the priorities of the Department including its work plan, budget, and implementation strategies. 	<ol style="list-style-type: none"> 1) Strategic leadership and management <ul style="list-style-type: none"> • SLT focused strategic planning and coordination meetings are facilitated. • Positive contributions are made to guide and inform SLT discussions and decisions. • Fully accountable to corporate responsibilities including active engagement and leadership in SLT led governance committees. • SPREP views and priorities are integrated in relevant CROP Working Groups. 2) Department Leadership and Management <ul style="list-style-type: none"> • An effective, efficient, and high performing Department working collaboratively within, and across SPREP Programmes and Departments. • Clear strategic direction is established for the Department in line with the SPREP Strategic Plan and PIP. • Strategies and plans are developed and implemented with adequate resources secured to support the delivery of the Department's agreed targets and priorities.

<p>c) Work with Programmes and Departments to ensure coherence, alignment, and complementarity across all SPREP's work.</p>	
<p>2) Strategic Planning, Performance, Monitoring, Evaluation, Reporting and Learning</p> <p>a) Provide high level strategic leadership, guidance, and direction to ensure relevant national, regional, and global commitment, priorities, and emerging needs are integrated and reflected in the planning and implementation of SPREP's strategic regional and organisational goals.</p> <p>b) Lead and oversee the process for the review and formulation of SPREP's Strategic Plan internally within SPREP and externally with SPREP Members and partners.</p> <p>c) Oversee and direct the design, development and implementation of quality management systems to assess SPREP's performance and ensures a strong focus on outcome-based reporting.</p> <p>d) Ensure SPREP's Monitoring, Evaluation, Reporting and Learning framework is effectively implemented and integrated into all of SPREP's work.</p>	<ul style="list-style-type: none"> • Key national, regional, and global commitments and priorities reflected in SPREP's Regional and Organisational Goals where appropriate. • A clear pathway and roadmap to guide the formulation of the next Strategic Plan is developed. • A results and outcome-based planning and reporting culture is promoted across SPREP's work. • SPREP is strategically positioned and recognised as the lead on environment and climate change in the Pacific region in key regional and global processes. • Positive engagement of Members in the CTSPF formulation process and its subsequent implementation.
<p>3) Policy coordination and integration</p> <p>a) Lead the development and implementation of SPREP's policy governance framework and ensure integration across SPREP policies. This includes gender mainstreaming, risk management, child protection, internal control framework, and other key governance policies.</p> <p>b) Provide strategic advice, guidance, and quality assurance for the review, update, and development of SPREP policies.</p> <p>c) Oversee the effective review and implementation of SPREP policies to ensure relevance, coherence and fit for purpose including compliance to SPREP governance policies and statutory requirements.</p>	<ul style="list-style-type: none"> • A robust SPREP policy governance framework is established and implemented. • A standardised and harmonised approach to the review and development of SPREP policies are established and followed. • SPREP governance policies are aligned and regularly reviewed and updated.
<p>4) Strategic engagement</p> <p>a) Lead and oversee the effective strategic engagement of SPREP in key international and regional strategic planning and policy processes including the SDGs and the 2050 Strategy for a Blue Pacific continent.</p> <p>b) Lead and oversee SPREP's engagement with Members through the Country and Territory Strategic Partnership Framework (CTSPF) process.</p>	<ul style="list-style-type: none"> • The SPREP PERMS is effectively implemented with positive relationships achieved and new strategic partnerships established. • A SPREP wide integrated approach to resource mobilisation is developed to guide SPREP resource mobilisation activities. • The SPREP Partnership Dialogue is effectively organised and delivered resulting in new partnerships formed.

<p>Resource mobilisation, partnerships, and donor coordination</p> <p>a) Lead and drive the implementation of the SPREP Partnership, Engagement, and Resource Mobilisation Strategy (PERMS) to deliver strategic priorities of SPREP.</p> <p>b) Work with Programme and Department Directors to develop and implement an organisation wide integrated approach to the mobilisation of resources from traditional and non-traditional donors including multilateral funding agencies.</p> <p>Partnership and donor coordination</p> <p>a) Work with the Executive in the planning and delivery of the SPREP Partnership Dialogue including thematic focused SPREP led partnership platforms.</p> <p>b) Develop and manage long term relations with donors, partners and key stakeholders and facilitate new strategic and transformation partnerships for SPREP in line with SPREP’s Partnership, Engagement, and Resource Mobilisation Strategy to implement SPREP’s strategic priorities.</p> <p>c) Lead negotiations with potential donors and partners.</p> <p>SPREP Accredited Role</p> <p>a) Lead and oversee the management and coordination of SPREP’s accredited entity role to GCF and AF including the reaccreditation process and reporting.</p> <p>b) Lead SPREP contact for GCF and AF; lead strategic discussion and build relationships with GCF and AF</p> <p>Project portfolio development and management oversight</p> <p>a) Lead and provide strategic direction, coordination, and management of SPREP’s project portfolio and ensure integration across programmes and departments.</p> <p>b) Oversee the PRMG process and ensure high quality project concepts and proposals are developed in line with SPREP’s strategic priorities and donor requirements.</p>	<ul style="list-style-type: none"> • An up-to-date donor and partnership inventory is developed and maintained. • Analysis of donor sources and trends are prepared and presented to inform SLT decisions. • Results based reports are communicated effectively in a timely manner to Members, Donors, Partners, and key stakeholder. • SPREP continues to maintain its accredited entity role to GCF and AF. • SPREP’s project portfolio continues to increase and expand with a diversified sources of funding secured. • Internal project coordination across and SPREP is effectively supported. • SPREP PRMG is strengthened and effective.
<p>5) Communications and visibility</p> <p>a) Provide guidance and direction on strategic approaches and opportunities to raise the visibility and promote results of SPREP’s work with Members and partners.</p>	<ul style="list-style-type: none"> • The SPREP Annual Report promotes SPREP achievements and results.

<ul style="list-style-type: none"> b) Lead and provide oversight of the preparation of the SPREP Annual Report including high level reports and ensure a strong focus on outcomes and impacts. c) Lead and provide strategic guidance and oversight of SPREP’s communication and advocacy programme its implementation and integration across SPREP. 	<ul style="list-style-type: none"> • An integrated strategic and coordinated SPREP approach to communication and visibility are established and implemented.
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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 Deputy Director General as part of the Performance Development System.

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

Work Complexity

<p>Most challenging duties typically undertaken:</p> <ul style="list-style-type: none"> • Ensuring that SPREP’s role as lead Pacific environment agency is strengthened • Providing leadership and ensuring SPREP is strategically positioned and recognised as a partner of choice • Leading and managing diverse multi-disciplinary and multi-culture staff • Donor, partnership, and resource mobilisation coordination • Strategic planning and programming integration • Integrated strategic and coordinated communication and visibility • Balancing programme management duties with wider corporate responsibilities

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"> • SPREP Member countries • Donors / Development Partners • Regional / International organisations 	<ul style="list-style-type: none"> • Advice and assistance • Consultations • Technical discussions and support • Collaborative discussions and financial and technical support • Fundraising and project negotiation
<p>Internal</p> <ul style="list-style-type: none"> • Executive Leadership • Senior Leadership Team • Governance and Operations Team • Programme/Department staff • All staff 	<ul style="list-style-type: none"> • Leadership and management • Supervision and delegation • Advice and support

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Level of Delegation

The position holder:

- manages an operational budget and has oversight of the Department budget
- can authorise costs in own budget
- can carry out negotiations on behalf of SPREP
- can seek funding opportunities for work programme activities

Person Specification

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

Qualifications

Essential

1. Minimum qualifications of a Master degree in Public Policy, International Development, Business and Administration, Environment Management or related field OR a Bachelor degree in lieu, with applied relevant work experience in excess of the minimum required relevant work experience

Knowledge / Experience

Essential

2. At least 15 years high level strategic leadership and management experience in sustainable development, strategic planning, monitoring and evaluation, strategic engagement and resource mobilisation with at least 10 of those years in senior leadership and management roles.
3. Extensive strategic leadership and management experience including high level policy advice and analytical skills as well as leading and nurturing teams of diverse technical backgrounds and expertise in multicultural and multi-disciplinary environments

4. Extensive knowledge of the Pacific Islands region with good understanding and appreciation of environmental issues and sustainable development priorities.
5. Excellent programme and project leadership and management experience including the development of funding proposals, design and delivery of integrated work programme activities, monitoring and evaluation of performance, and resource mobilisation.
6. Excellent experience at strategic and high-level communication, marketing and visibility approaches, negotiation, and reporting across diverse audiences, particularly in the Pacific setting.
7. Excellent relationship management and fundraising skills and experience that demonstrate a high level of professional and constructive engagement with a diverse range of stakeholders as well as an excellent understanding of key donor partners and funding institutions and proven fundraising experience.

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"> • Strategic Leadership and Management • Staff leadership and management • Relationship Management and strategic high level engagement • Fundraising and donor coordination • Strategic planning, programming, and policy governance • Project Management, Performance assessment, monitoring, evaluation, and learning • Work programme planning, budgeting and implementation • Resource mobilisation • Inspirational leadership and management principles
Advanced level	<ul style="list-style-type: none"> • Sustainable development priorities • Environmental issues and priorities • Funding mechanisms and donor priorities
Working Knowledge	<ul style="list-style-type: none"> • Strategic planning approaches, methodologies, and tools • Institutional strengthening, capacity development, policy processes
Awareness	<ul style="list-style-type: none"> • SPREP Strategic Plan • SPREP Performance Implementation Plan • SPREP Work Programmes • SPREP People Strategy

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

All managers and supervisors are expected to uphold SPREP's established Leadership and Management Behaviours forming part of the Performance Development Plan.

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: Apia, Samoa.

Duration: Appointment is for a term of 3 years initially with possible renewal up to a maximum of 6 years subject to performance during the initial term, continuity of related programme activities and availability of funds.

Salary: Salary is denominated in International Monetary Fund Special Drawing Rights (SDRs). Remuneration for this post falls within Band 15 of SPREP's salary scale. Starting salary will be SDR66,242 per annum. Currently, the equivalent in Samoan Tala is SAT252,801 (USD101,120) per annum. Upon confirmation of probation, salary will be adjusted to SDR74,523 which is equivalent to SAT284,401 (USD113,760) 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 SDR7,291 per annum will be paid to the successful candidate. The current equivalent in SAT is SAT27,826 (USD11,131). Upon confirmation of probation, this will be adjusted to SDR7,989 which is equivalent to SAT30,490 (USD12,196) per annum. Cost-of-living differential allowance reflects the comparative cost of living difference between Suva and Apia.

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 at the time of writing is approximately USD1.00 = SAT2.50

Term: The term begins on a date agreed to with SPREP. 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 and 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 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 to recognised home, 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 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 also 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 nominate another recognised Fund for their superannuation. SPREP will pay the minimum legal requirement of basic salary to the Samoa National Provident Fund or another approved nominated Fund.

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.

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 “**Application for Director, Strategic Planning, Integration and Engagement**” 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 Director, Strategic Planning, Integration and Engagement**”

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

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

Closing date: Friday, 26th January 2024: Late applications will not be considered.

SPREP is an Equal Opportunity Employer