# APPLICANT INFORMATION PACKAGE
# ENVIRONMENTAL GIS SPECIALIST (EGISS)

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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, 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.

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## *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:

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| ▪ 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*

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

### *Organisational Goals*

- o **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.
- o **Organisation Goal 2:** SPREP has multi-disciplinary processes in programme delivery and in supporting Members to develop national and regional policies and strategies.
- o **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.
- o **Organisation Goal 4:** SPREP is leading and engaged in productive partnerships and collaboration.
- o **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.
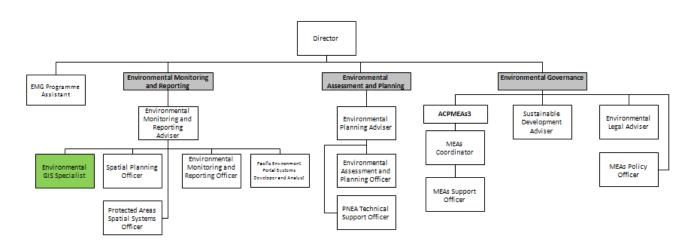
### *SPREP's Values*

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

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| **Job Title:** | Environmental GIS Specialist |
| **Programme:** | Environmental Monitoring and Governance |
| **Team:** | Environmental Monitoring and Reporting |
| **Responsible To:** | Environmental Monitoring and Reporting Adviser |
| **Responsible For:** (Total number of staff) | N/A |
| **Job Purpose:** | **This job exists to**: <br> • Assist SPREP Members and the Secretariat to improve collection, access, analysis and management of environmental spatial data to enable effective monitoring and evaluation of progress towards achieving environmental outcomes, in particular through application of data in national State of Environment (SoE) reports, environmental assessments, National Environmental Management Strategies (NEMS) and Multilateral Environmental Agreements (MEAs). |
| **Date:** | April 2024 |

## Organisation Context



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## Key Result Areas

The position of **Environmental GIS Specialist (EGISS)** addresses the following Key Result Areas:

1. Technical GIS support
2. Capacity building, training and awareness
3. Regional support and coordination
4. Communication, partnership and stakeholder engagement

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

| Jobholder is accountable for | Jobholder is successful when |
|---|---|
| **1. Technical GIS support**<br>a) Maintain and further develop the SPREP spatial data infrastructure (PostGIS and GeoServer setup), including the connection to the Pacific Environment Portal (PEP) and 14 national data portals), the Pacific Data Hub and PacificMap tool and support the further development of this Pacific Data Ecosystem (geospatial aspects).<br>b) Maintain, update and improve the SPREP GIS master database structure (quality control, version control, metadata, multiple data formats, etc) for a diverse set of environmental spatial datasets.<br>c) Identify appropriate equipment, software and hardware needs for SPREP and PICTs to enable the establishment, and or strengthening of national environmental spatial data and networks.<br>d) Perform spatial data collection, data capture, database management, spatial data analysis, map creation and reporting, including end-user interpretation for SoE formulation, monitoring and reporting.<br>e) Collate, refine and develop spatial datasets and map products for national environmental indicators and reporting processes.<br>f) Assist PICTs to develop workflows on national level for the production of spatial indicator datasets.<br>g) Assist PICTs on the use of GIS and spatial planning tools to monitor environmental trends.<br>h) Provide technical GIS advice and assistance to other SPREP programmes | • SPREP's spatial data infrastructure is optimised and relevant spatial data, information and maps provided to Pacific Island Countries and Territories (PICTs) and partners.<br>• PICTs have Geographic Information System (GIS) datasets for relevant environmental indicators and capacity to use and update these datasets.<br>• A two-way flow of information is created (SPREP-PICTs).<br>• PICTs and partner institutions have functional spatial databases, that are networked, populated with baseline data and users actively using them for their environmental monitoring and planning requirements.<br>• PICTs are supported in the production of national state of environment reports including GIS analysis and map outputs.<br>• Climate resilient planning and decision making is improved through environmental data collection, monitoring and analysis and reporting. |

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| and projects executed by SPREP (eg - Pacific Islands Protected Area Portal).<br>i) Follow up and share knowledge on private sector developments (tools, remote sensing products etc.) useful to SPREP and PICTs.<br>j) Develop appropriate programmes and guidelines for on-going national level monitoring of key spatial indicators.<br>k) Provide technical input to the development and delivery of environmental technical reports and multiple communications products including national and regional state of environment reports. | |
| **2. Capacity building, training and awareness**<br>a) Design, organise and deliver capacity building and training for relevant government staff on data management and spatial data, to support the SOE, NEMS, MEAs, environmental assessment and other key environmental monitoring and reporting processes.<br>b) Develop, update and review GIS training materials.<br>c) Maintain, update and further develop the 'GIS and Spatial Dashboard' on the Pacific Environment Portal.<br>d) Assist with making training materials available on a MOODLE platform including GIS materials.<br>e) Promote the use of open spatial data and software (example: OpenStreetMap data product for PICTs).<br>f) Facilitate knowledge sharing across SPREP technical programmes, SPREP Members, key partners and relevant projects on spatial data and its use.<br>g) Provide technical assistance to PICTs, in developing national capacity on methods and approaches for environmental spatial data management to support national planning and decision making. | • Capacity building activities are implemented and national capacity is strengthened to use spatial data to increase data-based decision making, timely environmental reporting for national planning and reporting to MEAs.<br>• Technical skills of PICTs, SPREP Secretariat and partners are strengthened to increase the use of spatial data for environmental monitoring and reporting.<br>• SPREP staff have easy access to spatial data relevant to their projects.<br>• E-learning training module on spatial planning strengthened with training delivered to members. |
| **3. Regional support and coordination**<br>a) Establish and strengthen partnerships and networks with key environmental data management agencies, | • SPREP's environmental spatial database on regional scale issues is developed. |

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| organisations at the national and regional levels and with the private sector.<br>b) Play an active role in key regional GIS forums such as the regional GIS User Conferences and represent SPREP in regional GIS governance and partnerships.<br>c) Assist with the development and implementation of intra and inter-agency spatial data sharing policies.<br>d) Coordinate and facilitate partnership arrangements to support environmental spatial data management in the region.<br>e) Provide technical support for regional scale environmental monitoring and reporting. | • Environmental spatial data on a regional scale is shared and easily accessible to national stakeholders and decision makers.<br>• National and Regional State of Environment Reports include more spatial data and maps.<br>• Environmental indicators for the Regional SDGs Report updated<br>• Sharing of data with other regional agencies is strengthened and acquired data is used for assisting policy change at national level. |
| **4. Communication, partnership and stakeholder engagement**<br>a) Support the use and promotion of SoEs, including maps and other spatial analysis products in national and MEA reporting, planning and advocacy. .<br>b) Support active engagement of key national stakeholders in providing accurate and relevant spatial data and information.<br>c) Contribute to the preparation of national environmental technical reports particularly the SoE reports based on analysis of spatial data and information collected.<br>d) Develop maps, data syntheses and online summaries including the use of graphics software to communicate key messages on environmental status and trends tailored to different audiences particularly decision makers.<br>e) Assist with the strengthening of national coordination mechanisms to support environmental spatial data management as required by countries and territories.<br>f) Assist with the organisation and delivery of national SOE and NEMS consultations, including the collection of spatial datasets and information from regional partners and national stakeholders. | • Countries share information and gain from the experiences of other members of the Pacific Community.<br>• Partnerships established to support environmental data, monitoring and reporting in the region.<br>• Information and training materials, including relevant documents and reports, are prepared, collated and shared with relevant stakeholders.<br>• National and Regional workshops successfully carried out with the active engagement of key stakeholders. |

**Note**

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the Jobholder and Director/Supervisor as part of the Performance Development System.

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

## Work Complexity

| **Most challenging duties typically undertaken:** |
| --- |
| • Securing access to national environmental spatial data |
| • Provision of timely and accurate technical assistance to national governments and stakeholders. |
| • Coordination and collaboration with key international, regional and national stakeholders. |
| • Communicating spatial data in a format that is easily understood by stakeholders at different levels. |

## Functional Relationships & Related Skills

| Key internal and/or external contacts | Nature of the contact most typical |
| --- | --- |
| *External*<br>• Member countries<br>• CROP agencies / Partners<br>• Professional / Scientific organisations<br>• Regional / International organisations<br>• National / International consultants | • Technical assistance<br>• Consultations and collaboration<br>• Communications and reporting<br>• Capacity building and training<br>• Information sharing<br>• Data sharing agreements<br>• |
| *Internal*<br>• Executive<br>• EMG Programme<br>• IT and KM teams<br>• Communications team<br>• Finance Team | • Information sharing<br>• Capacity building and training<br>• Consultation<br>• Advice and support |

## Level of Delegation

| **The position holder**: |
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| • can liaise with partners 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. Bachelor degree in Natural Science, Geographic Information Systems (GIS), Environmental Management, Ecology, Geography, Informatics or related fields |

## Knowledge / Experience

| Essential |
| --- |
| 2. At least 5 years' experience in Geographic Information Systems (including open source software), spatial data management (including databases use and development), environmental and natural resource management, including monitoring and interpreting data for reporting preferably in the Pacific Islands region. |
| 3. Excellent experience in GIS including:<br>a) The use of ESRI software products and Open-Source GIS software, for mapping and spatial analysis, including the development of (open source) geodatabases.<br>b) Managing diverse spatial data layers, including quality control, data versioning and proven ability to develop and apply metadata.<br>c) Sharing spatial data via the web (e.g. GeoServer, GeoNode,…)<br>d) Developing and applying data processing workflows and processes to validate national data. |
| 4. Extensive experience and excellent ability in:<br>a) developing and coordinating GIS, data capture, analysis and management training activities<br>b) applying GIS and environmental spatial data to the production of environmental planning and monitoring reports, preferably at national State of Environment reporting scale. |
| 5. Excellent written and verbal communication skills including high level of presentation and inter-personal skills, collaboration with donors and partners with sound experience in developing and maintaining effective relationships with a diverse group of people and as part of a team within a multi-disciplinary and multi-cultural environment. |
| 6. Demonstrates initiative and ability to think outside the box in dealing with multiple tasks, demanding deadlines and with little supervision and demonstrates excellent understanding and appreciation of environmental ethics, values and priorities within the workplace. |
| 7. Excellent knowledge of environmental issues, including key emerging issues and challenges within the Pacific Island region: |

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a. Broad knowledge of environmental spatial data management and spatial planning, preferably in small islands context;

b. Spatial data sharing sensitivities and issues within the Pacific island region;

c. Broad knowledge of the following policy and reporting frameworks:
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      i. State of the Environment Report;

     ii. National Environmental Management Strategies;

   iii. 2030 Sustainable Agenda and the SDGs; and

   iv. Multilateral Environmental Agreements

## Key Skills / Attributes / Job Specific Competencies

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

| Expert level | <ul><li>Organisational and time management</li><li>Self-motivated and results focused</li><li>Interpersonal and multicultural stakeholder skills</li><li>Collaboration with partners, governments, agencies and organisations on environmental data management</li><li>Team player</li></ul> |
| --- | --- |
| Advanced level | <ul><li>Flexible, adaptive and participatory approach</li><li>Willingness to assist with other programmes</li><li>Ability to develop data storage and access systems</li></ul> |
| Working Knowledge | <ul><li>Project management principles</li><li>Interpersonal skills and cultural sensitivity</li><li>Commitment to continuous improvement</li><li>Ability to work well with other programmes</li><li>Current and emerging environmental issues and challenges in the Pacific islands' region</li><li></li></ul> |

## Key Behaviours

All staff are expected to uphold SPREP's Organisational Values and Code of Conduct which are Key Behaviours forming part of the Performance Development:
- 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**: Apia, Samoa.

**Duration**: Appointment is for a term of 3 years initially 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 (USD46,157) per annum. Upon confirmation of probation, salary will be adjusted to SDR34,016 which is equivalent to SAT129,817 (USD51,927) 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 (USD6,498). 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, a clean police report, certified official documents including qualifications, 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 Allowanc**e: 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.

## 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 or 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 Environmental GIS Specialist (EGISS)**" 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 Environmental GIS Specialist (EGISS)**"


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, 24th May 2024**:  Late applications will not be considered.


| **SPREP is an Equal Opportunity Employer** |
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