

**APPLICANT INFORMATION PACKAGE**  
**ENVIRONMENTAL MONITORING AND GOVERNANCE,**  
**PROGRAMME ASSISTANT (EMGPA)**

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## A. Background Information on SPREP

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 over 100 staff. There are SPREP offices in Fiji and Vanuatu as well as SPREP Officers stationed in the Republic of the Marshall Islands and Solomon Islands. SPREP has an annual budget of USD \$33 million in 2019.

The establishment of SPREP 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 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, Cook Islands, Federated States of Micronesia, Fiji, French Polynesia, Guam, Kiribati, Marshall Islands, Nauru, New Caledonia, Niue, Northern Marianas, Palau, Papua New Guinea, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, Vanuatu and Wallis & Futuna) and 5 developed countries (Australia, France, New Zealand, United Kingdom and United States of America) with direct interests in the region.

### Four regional goals to achieving resilience and sustainable Pacific communities:

- **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

### These define the core priorities and focus of SPREP in the areas of:

1. Climate change resilience
2. Ecosystem and Biodiversity Protection
3. Effective Waste Management and Pollution Control
4. Environmental Governance

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**

The SPREP 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.

**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.

### **Environmental Monitoring and Governance Programme: a brief overview**

The Environmental Monitoring and Governance (EMG) Programme plays a lead role in assisting SPREP member countries to develop their capacity in environmental governance; policy development; and planning, monitoring, and reporting for sustainable environmental outcomes and to keep pace with socio-economic development.

This work includes strengthening and supporting political leadership on environmental issues in the region through policy instruments such as the Framework for a Pacific Oceanscape, and assisting Pacific leaders and delegations in their advocacy in international fora. EMG's work is guided by the SPREP mandate implemented through the SPREP Strategic Plan 2017–2026. The EMG Programme responds directly to Strategic Plan Regional Goal 4 which is to help Pacific people and their environment benefit from a commitment to and the best practice of environmental governance. Given the cross cutting nature of the EMG Programme, it also provides support to SPREP's programmes on Climate Change Resilience, Island and Oceanic Ecosystems and Waste Management and Pollution .

The EMG Programme works closely through a number of partnership initiatives including those with non-governmental organisations; multilateral, international and regional organisations; development partners and donors; academic institutions; and national governments.

EMG assist national governments by providing an enabling environment to support the implementation of multilateral environmental agreements (MEAs), development of policies and legislation, training and capacity building for environmental impact assessment, and spatial planning. This support includes responsibilities to develop regional standards for monitoring and reporting environmental change at both national and regional scales. EMG supports advocacy and help develop communications strategies to promote good environmental governance.

Regional Goal 4, EMG Programme will deliver services and support in these key areas:

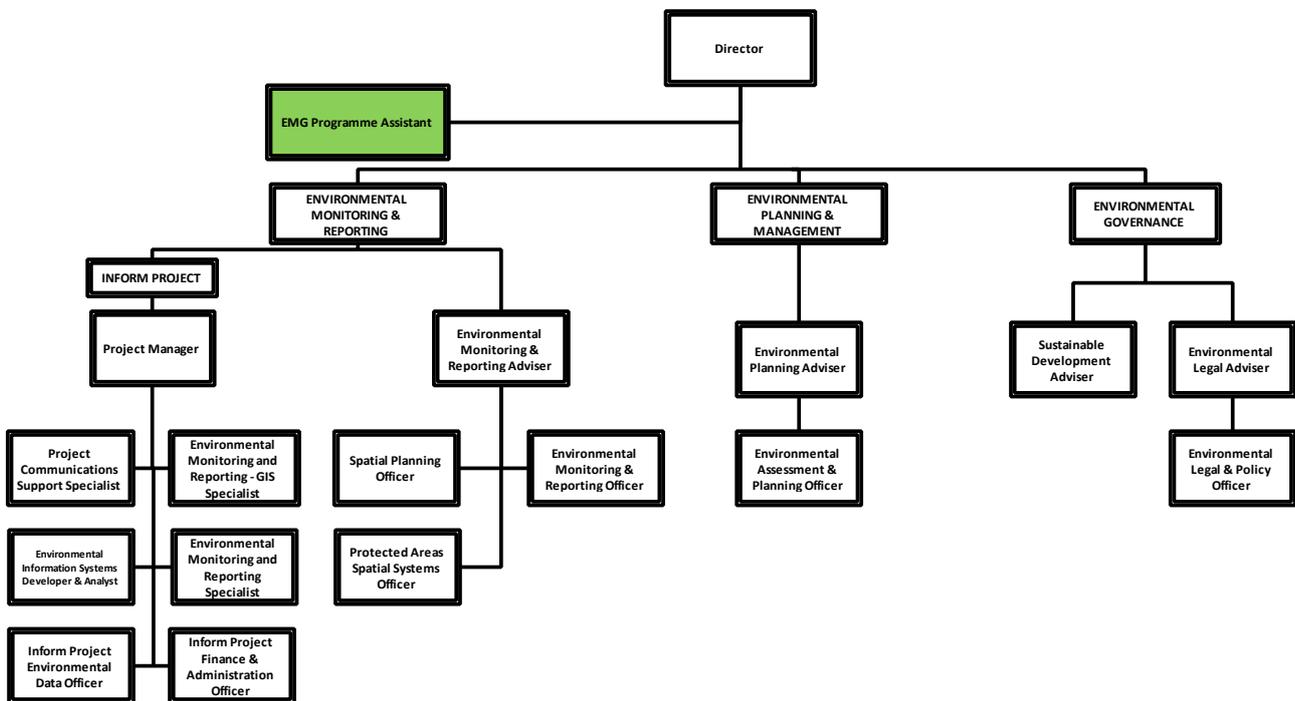
1. Strengthen national sustainable development planning and implementation systems including through use of Environmental Impact Assessments, Environmental Impact Assessments, and spatial planning.
2. Improve national capacity for good environmental governance supported by technical assistance for the development of policy and legislation, and in support of the implementation of Member international and regional commitments.

Strengthen environmental data collection, monitoring, and analysis and reporting on results, nationally and regionally.

## B. JOB DESCRIPTION

<b>Job Title:</b>	Environmental Monitoring and Governance, Programme Assistant (EMGPA)
<b>Programme:</b>	Environmental Monitoring and Governance
<b>Team:</b>	Environmental Monitoring and Governance
<b>Responsible To:</b>	Director, Environmental Monitoring and Governance (DEMG)
<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>Provide administrative and secretarial support services to the Programme Director and the EMG Programme</li> </ul>
<b>Date:</b>	May 2019

### Organisation Context



## Key Result Areas

The position of **Environmental Monitoring and Governance Programme Assistant (EMGPA)** addresses the following Key Result Areas:

1. Secretarial services and support
2. Record keeping, correspondences and filing
3. Administrative, event and travel logistics and arrangements
4. Project management support

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

Jobholder is accountable for	Jobholder is successful when
<p><b>1. Secretarial services and support</b></p> <p>a) Provide secretarial services and support to the Director and the EMG programme including the following:</p> <ul style="list-style-type: none"> <li>- Manage the Director's and programme's schedules, meetings and appointments and ensure documentations for Director's meetings are prepared</li> <li>- Maintain EMG programme's events calendar</li> <li>- Prepare, draft and disseminate/route correspondences, memos, internal forms and reports</li> <li>- Manage incoming and outgoing correspondences and information requests</li> <li>- Perform general clerical duties including photocopying, scanning and mailing</li> <li>- Manage all inbound telephone calls, take messages and route as necessary</li> <li>- Oversee visitors' schedules, provide information and re-direct where necessary</li> <li>- Follow up with staff on pending actions and provide an update status report to the Director and programme</li> <li>- Provide secretarial and support services to the Director and Programme Meetings including preparation of the agenda, setting up meeting facilities, organise refreshments, taking notes and distributing the meeting record to programme staff;</li> </ul>	<ul style="list-style-type: none"> <li>• Director and staff schedules and deadlines are met</li> <li>• EMG Calendar is up-to-date and a schedule for key events and reminders is established</li> <li>• Short turnover time for requests on all administrative support issues</li> <li>• Research, reports and correspondences are prepared in a timely manner</li> <li>• Team is advised and updated on all key programme and corporate advices and communications</li> <li>• Timely distribution of all meeting information</li> <li>• All meeting minutes clearly and accurately recorded</li> <li>• Meeting logistical requirements provided</li> <li>• Standard operating procedures are followed</li> <li>• Work flow efficiently executed and systems in place to monitor work progress</li> </ul>

<ul style="list-style-type: none"> <li>- Assist with arrangements for all other relevant team and official meetings.</li> <li>- Manage and maintain staff contacts including contacts while on mission</li> </ul> <p>b) Coordinate and compile input into programme reports, annual work programmes and budgets, programme update reports</p>	
<p><b>2. Record keeping, correspondences and filing</b></p> <p>a) Set up and maintain paper and electronic filing systems for records, correspondences, reports, project information, contracts and other materials and ensure these are easily accessible by staff</p> <p>b) Ensure relevant official records and files are kept confidential at all times;</p> <p>c) Coordinate the flow of information both internally and with other organisations</p> <p>d) Ensure all publications by the EMG Programme are properly stored and/or disseminated internally and to external partners</p> <p>e) Review draft official correspondences to check for correct spelling and grammar, ensure that official correspondence format policies and procedures are followed, and recommend revisions where necessary</p> <p>f) Maintain email lists and distribute information to staff and partners as required</p>	<ul style="list-style-type: none"> <li>• Physical and e-Filing system is up-to-date, secured and easily accessible by the Team</li> <li>• Necessary information and publications are available</li> <li>• No missing records</li> <li>• Official correspondence are prepared and submitted in a professional manner using correct format and procedures</li> <li>• Contact list of staff and partners are up to date</li> </ul>
<p><b>3. Administrative, event and travel logistics and arrangements</b></p> <p><b>Administrative support</b></p> <p>a) Maintain and manage work flows and standard operational procedures to ensure the effective and efficient delivery of EMG’s work programme</p> <p>b) Update the Director and staff on essential corporate policies and procedures and monitor compliance</p> <p>c) Record and compile monthly update reports for EMG and ensure timely submission to the Director and SMT</p>	<ul style="list-style-type: none"> <li>• Travels are arranged on time including all necessary travel permits and visas</li> <li>• All travel requirements in place before travel including insurance cards</li> <li>• Essential travel information is provided to all travelling staff of the Team</li> <li>• Lodge staff travel insurance claims with Finance Officer – Travel</li> <li>• Events logistics are prepared and organised in advance</li> <li>• Team workflow is effective and efficient and staff are updated regularly on relevant programme and corporate issues</li> </ul>

- g) Ensure all publications by the EMG Programme are properly stored and/or disseminated internally and to external partners including at key events
- h) Obtain financial and budgetary information as required and monitor project accounts
- i) Ensure the accurate and timely processing of financial requirements (RFP's, PO's);
- j) Review, update and finalise the Annual Calendar of Events/Activities and assist officers to ensure all events are entered on the Events Database Application;
- k) Coordinate and arrange logistics for official meetings and workshops;
- l) Conduct training for new programme staff on administrative procedures, policies and routines
- m) Monitor and follow up with programme staff on contract payments, expiry dates, deliverables and assist in processing these through internal processes

**Office supplies and equipment**

- a) Maintain inventory of office supplies and restock as required
- b) Operate and maintain office equipment, equipment inventory list, and coordinate maintenance

**Events and travel – workshops, training, meetings and conferences**

- a) Schedule and organise travel arrangements for Director and programme staff
- b) Organise and arrange logistics for staff travel in line with SPREP's Travel and Procurement Policies;
- c) Arrange and organise logistics for all programme and related meetings, visits, workshops and events to ensure all are completed and ready on time;
- d) Organise and manage travel for all sponsored participants to EMG led events and activities in line with SPREP's Travel and Procurement Policies;
- e) Manage and maintain AWPID and ensure staff travel proposals are verified,

- Team procedures, policies and administrative requirements are provided regularly to officers
- Financial requirements (RFP's, PO's) are processed and submitted on time.
- Budget update provided where necessary
- Office supplies are efficiently managed with up to date inventory of equipment available
- AWPID is up to date with staff travel proposals and reports available
- Contract management system is up to date

<p>approved and Duty Travel Reports are submitted, uploaded and circulated</p> <p>f) Process requisition of goods and services and ensure these are supplied and paid</p> <p>g) Provide administrative support to the Team as required during travel.</p>	
<p><b>4. Project management support</b></p> <p>a) Assist programme staff in compiling project data and relevant information required for updating the Project Management Information System (PMIS) and for the preparation of narrative progress reports, project implementation reports and other substantive reports as required by donors</p> <p>b) Upload project information on the PMIS and assist with the monitoring and tracking of progress and delivery of project outputs</p> <p>c) Review project information on PMIS and report on gaps and issues that need to be addressed</p> <p>d) Ensure follow up on project information gaps so that data on PMIS is relevant and up-to-date</p> <p>e) Assist in maintaining an inventory of consultants' contracts, payments and deliverables</p>	<ul style="list-style-type: none"> <li>• PMIS information is up to date and available</li> <li>• Consultancy contracts information are up to date</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 Director as part of the Performance Development System.

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

**Work Complexity**

<p><b>Most challenging duties typically undertaken:</b></p>
<ul style="list-style-type: none"> <li>• Conducting research and providing relevant information to the programme</li> <li>• Preparing and drafting correspondence and reports</li> <li>• Handling paper and electronic documents</li> <li>• Project management information</li> </ul>

## 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>• Public</li> <li>• Visitors</li> <li>• Suppliers and vendors</li> <li>• Workshop participants</li> <li>• SPREP Members and partners</li> </ul>	<ul style="list-style-type: none"> <li>• Providing and receiving information</li> <li>• Answer queries</li> <li>• Respond to correspondences</li> <li>• Event and travel logistics</li> </ul>
<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• Executive</li> <li>• EMG Programme</li> <li>• Senior Management Team</li> <li>• All staff</li> </ul>	<ul style="list-style-type: none"> <li>• Answer Queries / Attend to Requests</li> <li>• Clarification of issues</li> <li>• Respond to correspondences</li> <li>• Answer queries/ Attend to Requests / Explain issues / Respond to correspondences / Answer the telephone / Liaise / Explain / Disseminate information</li> </ul>

## Level of Delegation

The position holder:
<ul style="list-style-type: none"> <li>• Has no delegation of authority</li> </ul>

## 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

<b>Essential</b>
<ol style="list-style-type: none"> <li>1. A Diploma in Business Administration or Management or relevant field (A Bachelor degree in a relevant discipline would be an advantage)</li> </ol>

### Knowledge / Experience

<b>Essential</b>
2. At least 3 years of relevant work experience, preferably in a similar role in administration and office management
3. Excellent knowledge and understanding of business administration and office management requirements including coordination, conducting research, report writing and events management and organisation.
4. Demonstrates initiative and ability to think outside the box in dealing with multiple tasks, demanding deadlines and with little supervision
5. Excellent communications skills, writing skills and public relations skills including a high level of diplomacy and tact
6. Good understanding and appreciation of team work and performance culture with optimistic attitude to diverse opportunities and challenges within a multi-disciplinary and multi-cultural work environment
7. Shows positive approach to continuous learning and development

## 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>• Administration and Office Management</li> <li>• Diplomacy and tact</li> <li>• Problem Solving</li> <li>• Research and report writing</li> <li>• Communication and inter-personal skills</li> <li>• Team work</li> <li>• Positive attitude</li> <li>• Willingness to learn</li> <li>• Dealing with sensitive and confidential information</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• Understanding of office protocols, policies and procedures</li> </ul>
Working Knowledge	<ul style="list-style-type: none"> <li>• Multi-disciplinary teams</li> <li>• Project work</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• SPREP Strategic Plan</li> <li>• SPREP Work Programmes</li> <li>• Environmental issues in the Pacific islands region</li> <li>• Emerging environmental issues and challenges</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 three years and may be renewable for a further term(s) based on the needs of SPREP at the time, its funding situation and proven merit and work performance

**Salary:** Remuneration is at Band 6 of SPREP's salary scale for locally recruited staff. Starting salary will be SAT\$29,320 per annum. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required. Progress in the salary scale will be based on annual performance reviews.

**Term:** Appointment is subject to a satisfactory medical examination and clean police report, as well as a 6 months 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.

**Education Allowance:** Education expenses may be reimbursed against actual receipts for dependent children, to cover up to 75% of the actual costs. Currently the annual allowance is up to a maximum of Samoan Tala \$1,000.

**Annual Leave:** 15 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 dependents are entitled to have all reasonable medical, dental and optical expenses met, under the terms and conditions of the SPREP in-house Medical Treatment Scheme.

**Superannuation:** SPREP will pay the minimum legal requirement of basic salary to the Samoa National Provident Fund.

**Overtime:** Locally recruited staff at Band 8 and below may claim overtime or time off in lieu of overtime for the hours they are required to work in excess of their normal working hours. A meal

allowance and transport assistance are also available subject to terms and conditions set out by the Staff Regulations.

**Gratuity Payment:** The appointee is entitled to a gratuity payment equivalent to two week's salary, upon successful completion of 2 consecutive 3-year contracts, provided the contract is not extended or renewed.

### **Learning and Development**

Learning and development opportunities will be based on the approved SPREP Performance Development System and individual Performance Development Plans.

**Transport:** Transport from and to central Apia before and after work is provided.

### **Definitions:**

'Dependent' 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.

**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 Environmental Monitoring & Governance Programme Assistant**” 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 Environmental Monitoring & Governance Programme Assistant**”

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 Ms Marion Tuipulotu – Chan Chui on telephone (685) 21929 ext 328 or  
Email: [marionc@sprep.org](mailto:marionc@sprep.org)

**Closing date: Friday, 31<sup>st</sup> May 2019:** Late applications will not be considered.

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