



SPREP

Secretariat of the Pacific Regional
Environment Programme

APPLICANT INFORMATION PACKAGE
ENVIRONMENTAL MONITORING AND REPORTING ADVISER
(EMRA)

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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 over 130 staff. There are SPREP offices in Fiji, the Republic of the Marshalls Islands and Vanuatu.

SPREP 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

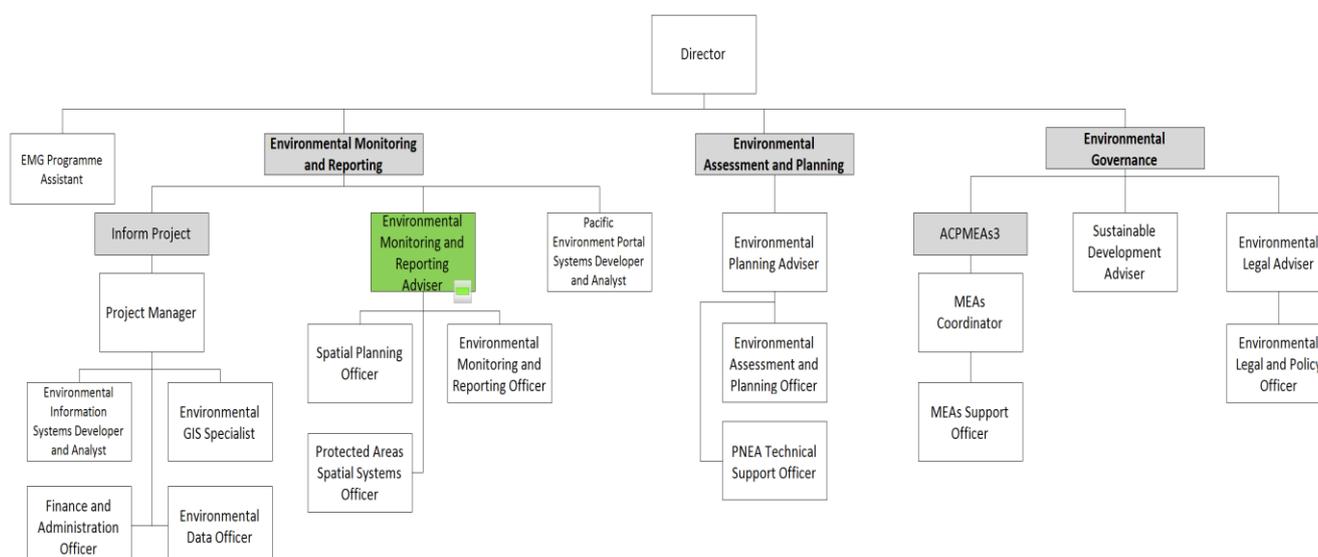
SPREP approaches the environmental challenges faced by the Pacific guided by four simple **Values**. These values guide all aspects of our work:

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

B. JOB DESCRIPTION

Job Title:	Environmental Monitoring & Reporting Adviser (EMRA)
Division:	Environmental Monitoring and Governance (EMG)
Programme:	Environmental Monitoring & Planning
Responsible To:	Director, EMG (DEMG)
Responsible For: (Total number of staff)	3 staff
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> • Lead the Environmental Monitoring and Reporting Team of the Environmental Monitoring and Governance Programme • Provide strategic, policy and technical advice, support and assistance to SPREP Members on monitoring, assessment and reporting for achieving national and regional environmental outcomes
Date:	September 2022

Organisation Context



Key Result Areas

The position of **Environmental Monitoring and Reporting Adviser (EMRA)** addresses the following Key Result Areas:

1. Leadership and management
2. Strategic, policy and technical advice, support and assistance
3. Networking, partnerships and collaboration
4. Fundraising, resourcing and project management / support
5. Monitoring, evaluation and reporting
6. Communications and capacity building

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

Jobholder is accountable for	Jobholder is successful when
<p>1. Leadership and management</p> <ol style="list-style-type: none"> a) Provide leadership and management of the Environmental Monitoring and Reporting team b) Develop and implement the Team's Annual Work Plan and Budget (AWP&B) to support the Programme's Annual Work Plan including the planning and management of the team's human and financial resources. c) Provide technical guidance and assistance to the team as well as quality control of their work d) Lead and work with the staff of the Environmental Monitoring and Reporting team in the development, monitoring and assessment of Performance Development Plans as well as the necessary learning and development to support their work 	<ul style="list-style-type: none"> • The Environmental Monitoring and Reporting team is a high performing team that delivers its on its Annual Work Plan and Budget (AWP&B) objectives and meets strategic priority targets • The team's work is well integrated and understood across all SPREP programmes • Staff Performance Development Plans are developed and assessed on time • Staff issues including learning and development needs are addressed in a timely and effective manner • Joint programme planning, delivery and monitoring and evaluation in close consultation with the Director of the Programme • Fully accountable to corporate responsibilities including budget management, financial reporting, staffing issues and other general management requirements
<p>2. Strategic, policy and technical advice, support and assistance</p> <ol style="list-style-type: none"> a) Provide strategic technical and policy advice and assistance on all Environmental Monitoring and Reporting matters that support SPREP's lead role on the development of State of Environment Reports and Multilateral Environment Agreements (MEAs) reporting requirements and as the regional environmental monitoring data repository and information source 	<ul style="list-style-type: none"> • Well researched, relevant and timely technical and policy advice on all Environmental Monitoring and Reporting related matters is provided • Technical and policy advice supports SPREP's role on regional coordination and delivery of Environmental Monitoring and Reporting action • SPREP programmes and projects across the Secretariat value and take into consideration

<p>b) Provide technical and policy advice on key emerging Environmental Monitoring and Reporting issues and their potential implications for the work of the Secretariat and its Members</p> <p>c) Coordinate and provide relevant advice to SPREP Members and other stakeholders on Environmental Monitoring and Reporting</p> <p>d) Coordinate and facilitate the SPREP Environmental Monitoring and Reporting team inputs on strategic technical matters to ensure effective input into key institutional decisions such as oceans, climate, biodiversity, environment governance and waste and pollution.</p> <p>e) Coordinate and provide advice to SPREP Senior Leadership Team, Members and key stakeholders on Environmental Monitoring and Reporting issues, including State of Environment Reports; data management on national data portals supporting open data and good environmental data management; the second regional State of the Environment and conservation (SOEC) report 2025 starting in 2024 and Multilateral Environment Agreements (MEAs) reporting requirements based on current SOEs and MEA requirements and in the development and implementation of national generic environmental assessment systems processes of Environment Impact Assessments (EIAs), and National Environment Management Strategies (NEMS) as defined in the Strategic Plan.</p>	<p>Environmental Monitoring and Reporting impacts and inputs</p> <ul style="list-style-type: none"> • Strategic Environmental Monitoring and Reporting technical input is coordinated and included in consideration of key institutional decisions as well as in advice to key regional and international negotiations and processes
<p>3. Networking, partnerships and collaboration</p> <p>a) Lead in supporting Pacific Island Members and Territories (PICTs) in their work under the key relevant regional and global conventions</p> <p>b) Lead in supporting Pacific Island Members in relevant regional and international negotiations</p> <p>c) Support the implementation of regional strategies, initiatives and processes relating to Environmental Monitoring and Reporting</p>	<ul style="list-style-type: none"> • Support and advice is provided to Pacific Island Members on relevant regional and global conventions including improved process, quality and timeliness of work • Improved Pacific Island Members awareness of negotiations outcomes and their implications • Strengthened regional and national awareness and implementation of Environmental Monitoring and Reporting

	<p>strategies</p> <ul style="list-style-type: none"> Improved and strengthened regional partners networking, coordination and collaboration in support of Pacific Island Members Environmental Monitoring and Reporting priorities
<p>4. Fundraising, resourcing and project management/support;</p> <p>a) Identify and actively pursue secure funding opportunities and liaison with donors for the Environmental Monitoring and Reporting team activities</p> <p>b) Design, develop and coordinate funding concepts and proposal developments that support SPREP and Member needs on key Environmental Monitoring and Reporting issues</p> <p>c) Provide project development and management support, where necessary</p>	<ul style="list-style-type: none"> New funding concepts developed and submitted Existing and new funding opportunities are secured for the team activities New partnership for implementation with resources secured Project development and management support is provided to SPREP projects, where necessary
<p>5. Monitoring, evaluation and reporting</p> <p>a) Contribute and provide technical advice to SPREP Senior Leadership Team on the development, implementation and monitoring and evaluation of the Secretariat's strategic plans and work programmes and budget</p> <p>b) Prepare technical and performance reports to Senior Leadership Team and Donors, where necessary</p> <p>c) Lead in coordinating and providing reports to donors, partners and Members on key Environmental Monitoring and Reporting issues including regional coordination mechanisms and lessons learned on Environmental Monitoring and Reporting initiatives</p>	<ul style="list-style-type: none"> Relevant and timely advice, policy submissions and reports are provided to SPREP SLT and to members, where necessary, on Environmental Monitoring and Reporting issues Effective and timely reporting to donors, partners and participating countries
<p>6. Communications and capacity building</p> <p>a) Provide technical advice on Environmental Monitoring and Reporting data and information that support and promote the work of SPREP's Environmental Monitoring and Reporting in the region</p> <p>b) Coordinate communication and information sharing, integrated planning and implementation of Environmental Monitoring and Reporting work across the EMG's work and programmes.</p>	<ul style="list-style-type: none"> Environmental Monitoring and Reporting data and information is disseminated through relevant networks and audiences for awareness and promotion of SPREP's Environmental Monitoring and Reporting in the region Environmental Monitoring and Reporting strategies and key issues are shared, and integrated into planning and implementation of Environmental Monitoring and Reporting

<p>c) Carry out relevant capacity building in relevant areas of Environmental Monitoring and Reporting for SPREP Members</p>	<p>work across the EMG's work and programmes and into national policies, sector plans and budgetary processes</p> <ul style="list-style-type: none"> • Relevant capacity building and training initiatives provided to strengthen SPREP and Member's positions and capabilities
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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 Director/Supervisor as part of the performance development process.

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

Work Complexity

Most challenging duties typically undertaken:

- Ensuring that environmental monitoring, assessment and reporting is fully integrated across all SPREP programmes.
- Developing and expanding SPREP role as the regional environmental monitoring data repository and information source.
- Securing data and resources for effective delivery of regional State of Environment reports, including establishing effective partnerships for data input.

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 focal points • Member environment, fisheries, forestry and land agencies • CROP counterparts • Funding agencies • Partners, including research institutions, NGOs, and any other relevant agencies • Consultants • Communities 	<ul style="list-style-type: none"> • Consultations • Collaboration/partnerships • Delivery of training, capacity building • Technical advice • Graphical and spatial conservation products, maps • Securing data

<p>Internal</p> <ul style="list-style-type: none"> • Executive • Senior Leadership Team • All staff 	<ul style="list-style-type: none"> • Provision of high level technical advice • Leadership and management • Corporate requirements
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Level of Delegation

The position holder:

- manages an operational 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 Environmental Science or Natural Resource Management or similar with an emphasis on environmental monitoring and planning OR Bachelor degree in lieu, with applied relevant work experience in excess of the minimum required relevant work experience.

Knowledge / Experience

Essential

2. At least 10 years of extensive work experience in the development and implementation of environmental monitoring, assessment and reporting including management of spatial natural resources management information and databases or related field, with at least 7 years work experience at a senior leadership and advisory level, preferably in the Pacific Islands region.
3. Extensive knowledge of environmental issues, specifically in applying environmental data to the production of environmental monitoring and assessment reports, preferably at national State of Environment reporting scale and in supporting and managing online data repositories and fostering their use.

4. Extensive programme and project management and leadership experience including the development of funding proposals, design and delivery of integrated work programme activities, monitoring and evaluation of performance, resource management as well as a good understanding of synergies and interlinkages across multilateral environment agreements
5. Extensive leadership and management experience including high level advisory and analytical skills as well as leading and nurturing teams of diverse technical backgrounds and expertise in multicultural and multi-disciplinary environments
6. Extensive knowledge of accepted and emerging environment and sustainable development concepts, principles and practices, and their application to environmental monitoring and reporting in the Pacific islands
7. Excellent experience at strategic and high level communication, negotiation and reporting across diverse audiences, as well as extensive experience in capacity building and maintaining effective relationships, particularly in the Pacific setting

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"> • Leadership and advisory • Analytical • Management • Advisory and analytical • Environmental planning and management • Programme monitoring, evaluation and reporting • Work programme planning, budgeting and implementation • Fundraising • Synergies and linkages with climate change issues, oceans, biodiversity and including key multilateral environmental agreements (MEAs)
Advanced level	<ul style="list-style-type: none"> • Environmental issues in the Pacific islands region • Emerging environmental issues and challenges
Working Knowledge	<ul style="list-style-type: none"> • General management principles
Awareness	<ul style="list-style-type: none"> • SPREP Strategic Plan • SPREP Work Programmes

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 Directors 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

“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: 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 12 of SPREP’s salary scale. Starting salary will SDR41,822. Currently, the equivalent in Samoan Tala is SAT159,604 (USD66,502) per annum. Upon confirmation of probation, salary will be adjusted to SDR47,049 which is equivalent to SAT179,554 (USD74,814) 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 SDR5,233 will be paid to the successful candidate. The current equivalent in Samoan Tala is SAT19,970 (USD8,321). 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 at the time of writing is approximately USD1.00 = SAT2.40

Term: For staff recruited from outside Samoa, the term begins from the day the appointee leaves his or her 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 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 (USD1,749).

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 (USD6,500) per annum per dependent child, with an overall maximum of SAT46,800 (USD19,500) per annum per family of 3 or more eligible children.

School Holiday Travel: One return economy class flight each year between the place of education (taken to be recognised home) and 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: Professional 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 (USD1,188)

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 (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 also exist for maternity, family (compassionate and paternity) and special (without pay) leave.

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, as determined by the Director, 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 financially dependent spouse or dependent child 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 Environmental Monitoring & Reporting Adviser (EMRA)**” 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 Monitoring & Reporting Adviser (EMRA)**”

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
