



SPREP

Secretariat of the Pacific Regional
Environment Programme

APPLICANT INFORMATION PACKAGE
ENVIRONMENTAL MONITORING AND REPORTING OFFICER
(EMRO)

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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.

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 Values

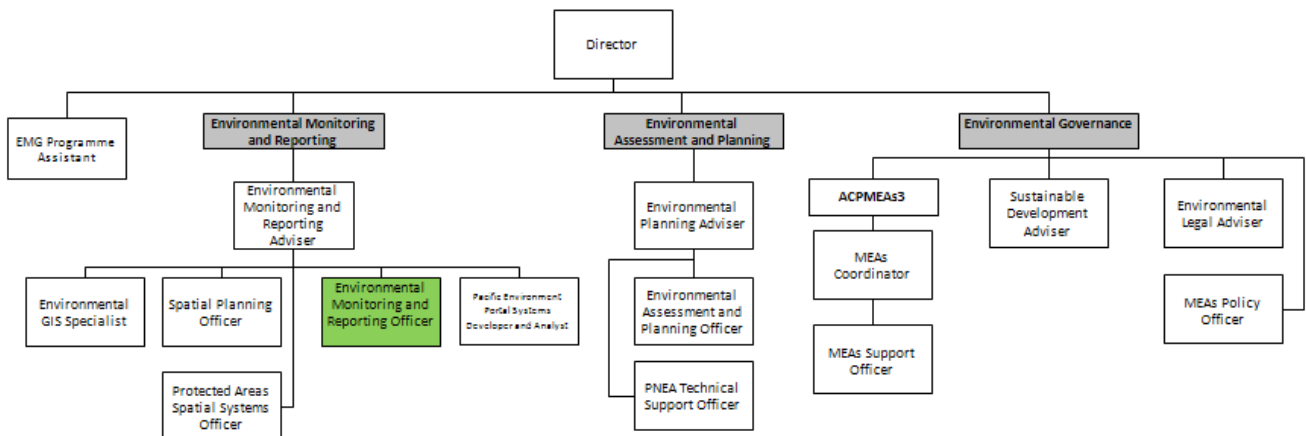
SPREP approaches the environmental challenges faced by the Pacific guided by four simple **Values**.

- 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 and Reporting Officer (EMRO)
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:	<p>This job exists to:</p> <ul style="list-style-type: none"> Assist Members and the Secretariat to improve collection, access, analysis and management of data to enable effective monitoring and evaluation of progress towards achieving environmental outcomes in particular through the State of Environment reports.
Date:	April 2024

Organisation Context



Key Result Areas

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

1. Research, Data collection and analysis
2. Technical Assistance
3. Programme management
4. Information management

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

Jobholder is accountable for	Jobholder is successful when
<p>1. Research, Data collection and analysis</p> <p>a) Assess and compile relevant resources, information and knowledge from CROP agencies and national environmental ministries/departments and other sources;</p> <p>b) Assist with locating, compiling, categorising and tagging of environmental data/information received from CROP agencies for the national data portal/regional portal (Pacific Environmental Portal – PEP), calendar of events, documents library (in particular environmental resources), image gallery, links, video gallery and country profiles;</p> <p>c) Assist in ensuring that the information presented on the individual national environmental data portals, as well as the PEP is accurate and current;</p> <p>d) Develop engaging stories using current and accurate data from the PEP portal and outside of the portal;</p> <p>e) Check regional and national portals quality control – i.e. spelling mistakes, locate and eliminate duplicate entries, broken links, check for errors which might include software bugs and slow portal performance and alert the Pacific Environment Portal Systems Developer and Analyst (PEPSDA) ;</p>	<ul style="list-style-type: none"> • Relevant environmental data and information is collected and uploaded to the individual national environmental portals and regional portal (where applicable) in a timely manner; • Strengthen linkages on Pacific Environmental Portal and other SPREP data platforms are strengthened; • Content on individual national environmental portals and the regional portal (where applicable) and reporting tools are categorised and easily accessible by users and the portal/reporting tools administrators; • Portal editors/administrators are uploading their relevant country content to their individual national data portals in a timely manner; • Information on national portal editors/administrators with EMG is up to date. • National and regional training workshops are successfully delivered (where applicable) • Data portals have story and dashboard posts and portals undergo regular quality control. • Bugs are documented early and passed to PEPSDA as tickets, tables are converted into visualisations.

<p>f) Analyse environmental data as required and create appropriate visualisations and infographics to effectively communicate data insights on both the PEP and national portals.</p> <p>g) Liaise regularly with national portal administrators ;</p> <p>h) Assist with organising and delivering national, regional and internal training workshops and upload training materials to the individual national portals and to the regional portal (PEP).</p> <p>i) Ensure national Reporting Tools (RT) are populated with indicator definitions, reporting requirements and indicator states as well as promoting and build capacity in RT use.</p>	
<p>2. Technical Assistance</p> <p>a) Ensure that PEP content (and EMG content, where applicable) is uploaded to the SPREP website in a timely manner;</p> <p>b) Support the development and update of national and regional State of environment (SOE) report(s)</p> <p>c) Support the development and review of environmental indicators.</p> <p>d) Assist activities on climate resilient planning and decision making at both the national and regional levels.</p> <p>e) Assist with the organisation and delivery of technical trainings and capacity building activities on environmental monitoring, data collection and analysis.</p>	<ul style="list-style-type: none"> • Pacific Environmental Portal content (and EMG programme content, where applicable) on the SPREP website is current and accurate; • SOE data and indicators are hosted in relevant portals, reports coordinated. • Support development of SOE and National Environmental Strategies. • Trainings, meetings and capacity building exercises are fully supported and successfully delivered. • Climate resilient planning and decision making is improved through environmental data collection, monitoring and analysis, and reporting.
<p>3. Programme management</p> <p>a) Ensure all reports adhere to agreed reporting requirements in an accurate and timely manner to facilitate the EMG accountability within SPREP and to donors.</p> <p>b) Ensure that environmental data portal activities comply with all relevant policies, regulations and administrative directions to contribute to the good governance of SPREP.</p>	<ul style="list-style-type: none"> • Internal reports within SPREP are in accordance with requirements; • All financial and administrative regulations, rules and procedures are complied with. • Passwords and user rights are verified and checked on a regular basis.

<p>c) Ensure Data authentication and protection of data against misuse and improper data access by assigning appropriate data licensing levels to safeguard sensitive data.</p>	
<p>4. Information management</p> <p>a) Support the EMG Programme by maintaining a record of portal and reporting tool active users, group names, number of dataset uploads and be able to produce monthly update reports and share recurrently for efficient portal management;</p> <p>b) Store incoming data files in a well-organised folder structure in Alfresco (pdf reports/images/geojson files) from countries for uploading.</p> <p>c) Document changes (major and minor) being made onto each national portal and update national portal administrators accordingly.</p>	<ul style="list-style-type: none"> • Regular portal performance management & monitoring is efficient and effective. • Project technical reports, documentation and relevant information are securely stored and managed properly. • Internal sharing of data and information within SPREP and partners (e.g. SPC). • National Portal Administrators are well aware of and understand changes made to their individual platforms.

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

<p>Most challenging duties typically undertaken:</p> <ul style="list-style-type: none"> • Data collection and data sharing arrangements • Understanding data analysis and narrative reporting requirements and MEAs and SDGs • Ensuring member country focal points are kept engaged and that data is being used for national reporting and decision making • Being aware of potential risks and issues and managing these early in an effective and efficient manner
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Functional Relationships & Related Skills

<p>Key internal and/or external contacts</p>	<p>Nature of the contact most typical</p>
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<p>External</p> <ul style="list-style-type: none"> • SPREP Member countries • National environment data portal administrators • EMG collaborating partners and organisations. • Suppliers and Vendors 	<ul style="list-style-type: none"> • Providing and receiving data/information • Responding to queries • Responding to correspondence • Assessing data and sharing information • Reporting and collaboration • Training and capacity building
<p>Internal</p> <ul style="list-style-type: none"> • EMG Programme • Finance and Administration Department • Information Services • Communications and Outreach team 	<ul style="list-style-type: none"> • Reporting • Receiving and providing technical input • Assistance and Support • Facilitation • Meetings and discussions • Coordination and collaboration

Level of Delegation

The position holder:

- Has no delegation of authority

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 Environmental Science, Environmental Studies, Geography or relevant discipline

Knowledge / Experience

Essential

2. At least 5 years relevant experience in data analysis, project support and on-line data management, preferably in the Pacific islands, as well as excellent ability and experience in the development of relationships with national counterparts

3. Extensive experience in the analysis and presentation of environment /natural resources data using relational databases with effective programme management skills including development of work plans, proposals, manage portal and to deliver on agreed programme outputs;
4. Excellent knowledge of data management systems and processes, information systems and databases and appreciation of related policies, systems and processes
5. Excellent knowledge of current and emerging issues and challenges in data management and reporting in the Pacific Island context as well as good understanding and appreciation of environmental ethics, values and priorities
6. Excellent written and verbal communication skills including high level of presentation and interpersonal 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.
7. Excellent research, analytical and reporting skills including strong organisational, office management and problem solving skills and the ability to work with integrity, with less supervision and can exercise a good sense of judgement, diplomacy and tact

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"> English language (spoken and written) Professionalism
Advanced level	<ul style="list-style-type: none"> Collecting, analysing and reporting environmental information Understanding of online data management processes Interpersonal and communication skills Organisational, public relations and problem solving skills Diplomacy and tact with ability to apply discretion when handling sensitive data and national information Computer skills particularly MS Excel and MS Word
Working Knowledge	<ul style="list-style-type: none"> Multilateral Environmental Agreements Open-source data management software Project management tools and approaches
Awareness	<ul style="list-style-type: none"> SPREP Strategic Plan 2017-2026 SPREP Governance Policies

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 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 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.

D. 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 Monitoring and Reporting Officer (EMRO)**” 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 and Reporting Officer (EMRO)**”

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

SPREP is an Equal Opportunity Employer
