

APPLICANT INFORMATION PACKAGE
**Framework for Resilient Development in the Pacific
Coordinator (FRDPC)**

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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.

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.

About the Framework for Resilient Development in the Pacific

The Framework for Resilient Development in the Pacific: An Integrated Approach to Address Climate Change and Disaster Risk Management (FRDP) 2017 -2030 is a comprehensive set of high level guidelines developed to enhance resilience to disasters and climate change across the Pacific, engaging a range of stakeholder groups from governments to civil society. The framework draws together the parallel and often overlapping fields of Climate Change Adaptation and Disaster Risk Management, and encourages an integrated approach with a focus on effectively mainstreaming climate and disaster risks across sectors and into development plans and budgets.

The FRDP was endorsed at the 47th Pacific Islands Forum meeting in the Federated States of Micronesia in 2016 including the establishment of the Pacific Resilience Partnership Taskforce (PRP TF) and Support Unit (PRP SU). The latter is made up of coordinators from the Pacific Islands Forum Secretariat (PIFS), Secretariat of the Pacific Community (SPC) and the SPREP.

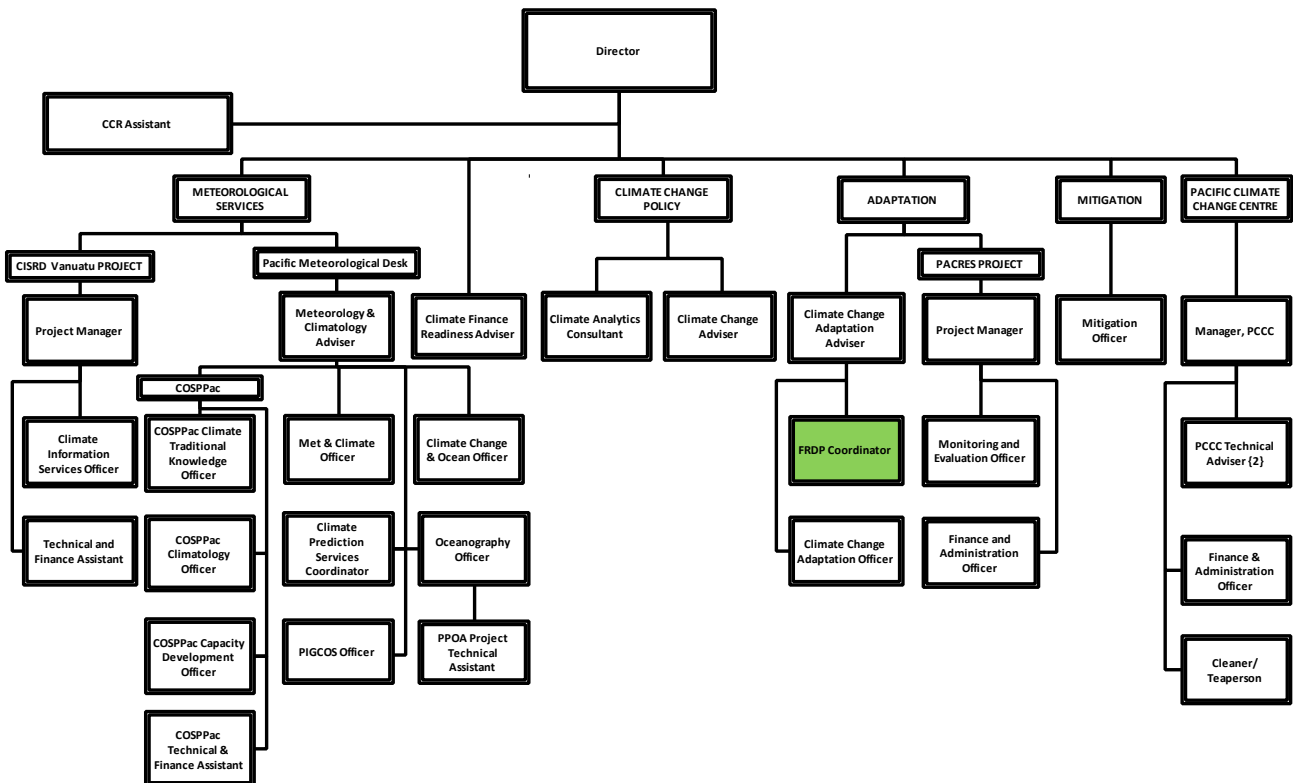
A qualified and highly experienced FRDP Coordinator is required to lead the coordination of SPREP's contribution to the implementation of the FRDP, the PRP Taskforce and PRP Support Unit.

The occupant of this position will work closely with the Intra-ACP GCCA+ Pacific Adaptation to Climate Change and Resilience Building (PACRES) project, and in particular the PACRES Project Manager, M & E Officer and associated positions in PIFS and SPC.

B. JOB DESCRIPTION

Job Title:	FRDP Coordinator
Programme:	Climate Change Resilience
Team:	Adaptation
Responsible To:	Climate Change Adaptation Adviser
Responsible For: (Total number of staff)	N/A
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> Lead the coordination of SPREP's contribution to the implementation of the FRDP as well as the activities and programmes of the PRP TF and SU.
Date:	March 2019

Organisation Context



Key Result Areas

The position of **FRDP Coordinator** addresses the following Key Result Areas:

1. FRDP implementation
2. Technical advice and contribution to the implementation of the PRP Taskforce and Support Unit programmes and activities
3. Monitoring and reporting through the FRDP Monitor
4. FRDP Communication Strategy
5. Networking, partnerships and collaboration
6. Logistical, administrative and technical support

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

Jobholder is accountable for	Jobholder is successful when
<p>1. FRDP implementation</p> <p>a) Work with all technical programmes to identify relevant activities that contribute to the achievement of the FRDP goals and objectives, identify existing expertise and resources available and develop an implementation strategy for SPREP to clearly set out how SPREP will deliver on the FRDP outcomes and deliverables</p> <p>b) Work with PIFS, SPC, PRP Taskforce and Support Unit and the PACRES Project Management Unit to implement FRDP, and the PRP Taskforce and Support Unit related activities under PACRES</p> <p>c) Provide technical advice to SPREP member countries and territories on FRDP implementation including working with technical programmes on opportunities to support implementation of the FRDP in member countries and territories</p>	<ul style="list-style-type: none"> • Review Report completed and strategy developed • PACRES funded activities reported in timely manner • Technical advice is sound, timely and practical • Strong collaboration amongst SPREP technical programmes, tools available and resources secured to support in-country implementation of the FRDP
<p>2. Technical advice and contribution to the implementation of the PRP Taskforce and Support Unit programmes and activities</p> <p>a) Coordinate the development and compilation of consolidated advice on issues pertaining to PRP Taskforce and Support Unit programmes and activities</p> <p>b) Attend meetings of the PRP Task Force and Support Unit and prepare and submit relevant reports including presentations on behalf of SPREP</p> <p>c) Organise and deliver on required PRP Taskforce and Support Unit activities and programmes including those required by</p>	<ul style="list-style-type: none"> • Sound and timely advice in-line with SPREP's mandate and strategic plan is provided after thorough consultations within relevant programmes • Updates and status reports are provided to the PRP Taskforce and Support Unit meetings • Presentations are consulted internally and submitted in a timely manner • Post-meeting reports and briefings are submitted to and shared with CCR and others in SPREP • Events, programmes and activities are successfully executed and well received by targeted beneficiaries/participants

<p>any PRP Taskforce working groups that may be established from time to time</p>	
<p>3) Monitoring and reporting through the FRDP Monitor</p> <p>a) Work with SPREP Monitoring and Evaluation Adviser (MEA), PACRES M&E Officer, CCR and other relevant technical programmes of SPREP to develop and consolidate relevant indicators for the FRDP.</p> <p>b) Monitor indicators and ensure alignment to SPREP's Performance and Implementation Plan and Performance Framework (PIP) and performance reporting and learning framework</p> <p>c) Prepare progress, monitoring and evaluation reports on the status/progress of implementation of the FRDP and consult CCR and other relevant technical programmes of SPREP to finalise report</p> <p>d) Prepare lessons learnt and best practice reports including case studies on implementation of the FRDP at national and community levels from time to time and share these with member countries and territories and other relevant stakeholders</p>	<ul style="list-style-type: none"> • Consolidated FRDP Indicators relevant to the SPREP's Strategic Plan, PIP and mandate developed and submitted in a timely manner • FRDP Indicators are well aligned with other national, regional and international reporting requirements • Progress and M&E reports prepared, consulted and made available in a timely manner and of high standard • Report(s) on lessons learnt and best practices including case studies are developed, consulted, widely available, and well presented in a format that will enable quality and meaningful learning
<p>4) FRDP Communication Strategy</p> <p>a) Work in close collaboration with SPREP's Communication and Outreach Unit, PRP Taskforce Working Group on Communication and PRP SU in finalising the FRDP communication strategy</p> <p>b) Work in collaboration with PRP SU and other partners to secure resources to support the implementation of the Communication Strategy</p> <p>c) Support the implementation of the Communication Strategy</p> <p>d) Advocate and promote the FRDP through SPREP events/meetings/workshops/trainings</p>	<ul style="list-style-type: none"> • Support in finalising the FRDP Communication Strategy provided • Resources secured to support implementation of FRDP Communication Strategy • FRDP activities implemented and relevant reports produced and submitted • Wider dissemination of awareness materials and greater understanding by Member countries and territories of the FRDP
<p>5) Networking, partnerships and collaboration</p> <p>a) Coordinate within SPREP partnerships and networks that could contribute (both</p>	<ul style="list-style-type: none"> • Briefs/reports on discussions with potential partners

<p>technical and financial) to the implementation of the FRDP</p> <p>b) Explore with technical and development partners, using existing partnership agreements or new agreements and strategies to secure technical and financial support towards further implementation of the FRDP at the regional, national and community level</p>	<ul style="list-style-type: none"> • Evidence of new partnerships forged and or existing partnerships being extended to support implementation of the FRDP
<p>6) Logistical, administrative and technical support</p> <p>a) Provide technical support and advice on behalf of SPREP (post-internal consultation) towards preparation of FRDP and PRP related meetings</p> <p>b) Organise and arrange logistics for FRDP and PRP related meetings, visits, workshops and events in particular those that are to be hosted and led by SPREP;</p> <p>c) Set-up, maintain and update e-filing and record keeping on a regular basis</p> <p>d) Prepare meeting notes and reports for FRDP and PRP specific and related meetings.</p>	<ul style="list-style-type: none"> • Advice provided is sound and in-line with SPREP's position and mandate and has been widely consulted • Logistics for FRDP and PRP related meetings, events, workshops and trainings are organised in an efficient and cost effective manner and are in line with SPREP policies and processes • Meeting minutes and reports are prepared on time and shared with meeting participants • E-files and records are kept up-to-date and complete

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 Supervisor/Director 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"> • Working across various technical programmes to mainstream and align FRDP indicators with SPREP's Strategic Plan and PIP • Collaboration with other CROP agencies in particular PIFS and SPC on the FRDP and the implementation of PRP and Support Unit programmes and activities • Securing technical and financial resources to support regional, national and community based implementation of the FRDP
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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"> • Member States and Territories • Regional / International organisations including CROP agencies, technical and development partners • PRP Taskforce • PRP Support Unit 	<ul style="list-style-type: none"> • Advice and assistance • Consultations and collaboration • Negotiations, communications and reporting • Access to technical and financial resources
<p>Internal</p> <ul style="list-style-type: none"> • Senior Management Team • Climate Change Resilience Programme • Other SPREP Programmes • Project Coordination Unit • Finance and Administration Department • Human Resources Department • All staff 	<ul style="list-style-type: none"> • Access to data and information • Advice and support • Collaboration and coordination

Level of Delegation

The position holder:

- Has oversight of SPREP activities related to the FRDP, PRP Taskforce, and Support Unit;
- Can seek funding opportunities to fund implementation of the FRDP in consultation with the CCR Director and Advisers

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 of a Bachelor degree in Climate Change or Environmental Management or any other relevant field

Knowledge / Experience

Essential	
2.	At least 7 years of relevant experience in a public policy coordination and or management role with extensive technical capacity in climate change, environmental management or the resilience space, preferably in the Pacific region.
3.	Demonstrated ability and commitment to achieving targets and results in a timely fashion with strong background and experience in monitoring and evaluation of performance, resource management as well as a good understanding of synergies and inter-linkages across multilateral climate change and disaster risk management agreements and frameworks at the global and regional levels.
4.	Excellent research, analytical and reporting skills including strong organisational, and problem solving skills and the ability to work with integrity and exercise good sense of judgement, diplomacy and tact within a multi-disciplinary and multi-cultural team environment
5.	Excellent written and verbal communication skills including high level of presentation and interpersonal skills, capacity building knowledge and experience as well as excellent skills in networking and collaboration with diverse range of donors and partner organisations' at all levels
6.	Excellent knowledge of current and emerging challenges in the Pacific in relation to programme implementation as well as good understanding and appreciation of various Pacific cultural norms and environmental ethics, values and priorities
7.	Demonstrated ability to meet multiple deadlines and address challenges in relation to implementation and resourcing from within SPREP, PRP Taskforce and Support Unit, donors and partners.

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"> • Programme coordination • Leadership and Advisory • Reporting, monitoring and evaluation • Work programme planning, budgeting and implementation
Advanced level	<ul style="list-style-type: none"> • Climate change and disaster resilience issues and challenges in the Pacific islands region • Information management and communication • Relationship and partnership management
Working Knowledge	<ul style="list-style-type: none"> • National and community level challenges and issues pertaining to framework implementation • Donor and development partners funding requirements

Awareness	<ul style="list-style-type: none"> • UNFCCC, Paris Agreement and Climate Change funding mechanisms and processes • Sustainable Development Goals, SAMOA Pathway • Framework for Resilient Development in the Pacific • SPREP Strategic Plan • SPREP Performance Implementation Plan • SPREP Work Programmes
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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 Plan:

- 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 in line with the project time frame, subject to performance, continuity of related project activities and availability of funds.

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 SDR29,499 per annum. This is currently equivalent to Samoan Tala \$112,576 (USD\$43,299) 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.

Cost of living differential allowance (COLDA): A Cost-of-Living Differential Allowance of SDR4,194 will be paid to the successful candidate. The current equivalent in Samoan Tala is SAT\$16,006 (USD\$6,156) per annum. 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 = SAT\$2.60

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, 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 TERMS APPLY:

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 dependent(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 SAT\$4,198 (USD\$1,615).

Temporary Accommodation and Assistance: On arrival in Apia, the appointee and (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 TERMS APPLY:

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 Samoan Tala \$15,600 (USD\$6,000) per annum per dependent child, with an overall maximum of Samoan Tala \$46,800 (USD\$18,000) 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 dependents 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 SAT\$2,850 (USD\$1,096) 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 SAT\$2,400 (USD\$923) per annum as stipulated under SPREP's Security Assistance policy.

Annual Leave: 25 working days a year (up to a maximum accumulation of 50 days).

Sick Leave: 30 working days a year (up to a maximum accumulation of 90 days).

Other Leave: Provisions also exist for maternity, compassionate, paternity, examination and special leave (without pay).

Duty Travel: SPREP meets travelling expenses at prescribed rates necessarily incurred by staff required to travel away from Apia on official business.

Life and Accidental Death and Disability Insurance: All employees are covered by SPREP's 24 hour Life and Accidental Death and Disability Insurance Policy.

Medical Benefits: All employees and their 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: An expatriate internationally recruited staff member will receive a superannuation allowance of 7% of basic salary. For nationals of Samoa, SPREP will pay 7% of basic salary to the Samoa National Provident Fund.

Learning and Development

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

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.

'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 rather than referring us to your CV*);
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 “**FRDP Coordinator**” 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 “**FRDP Coordinator**”

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

For further enquiries, contact Ms Jolynn Managreve-Fepuleai on telephones (685) 21929 ext 325 or
Email: jolynnf@sprep.org

CLOSING DATE: Friday, 19th April 2019: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
