

APPLICANT INFORMATION PACKAGE  
**INVASIVE SPECIES, PRISMSS ASSOCIATE (ISPA)**

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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.

## **BACKGROUND ON THE PACIFIC REGIONAL INVASIVE SPECIES MANAGEMENT SUPPORT SERVICE (PRISMSS)**

SPREP has received funding from the Global Environment Facility (GEF), via the Implementing Agency UN Environment (UNE), to execute a regional project in the Pacific with the objective of strengthening both national and regional capacities to reduce the impact of invasive species on biodiversity in the Pacific. The project will be implemented at the national level in Niue, Republic of the Marshall Islands, Tonga and Tuvalu, and a significant regional component will provide benefits to the whole Pacific region.

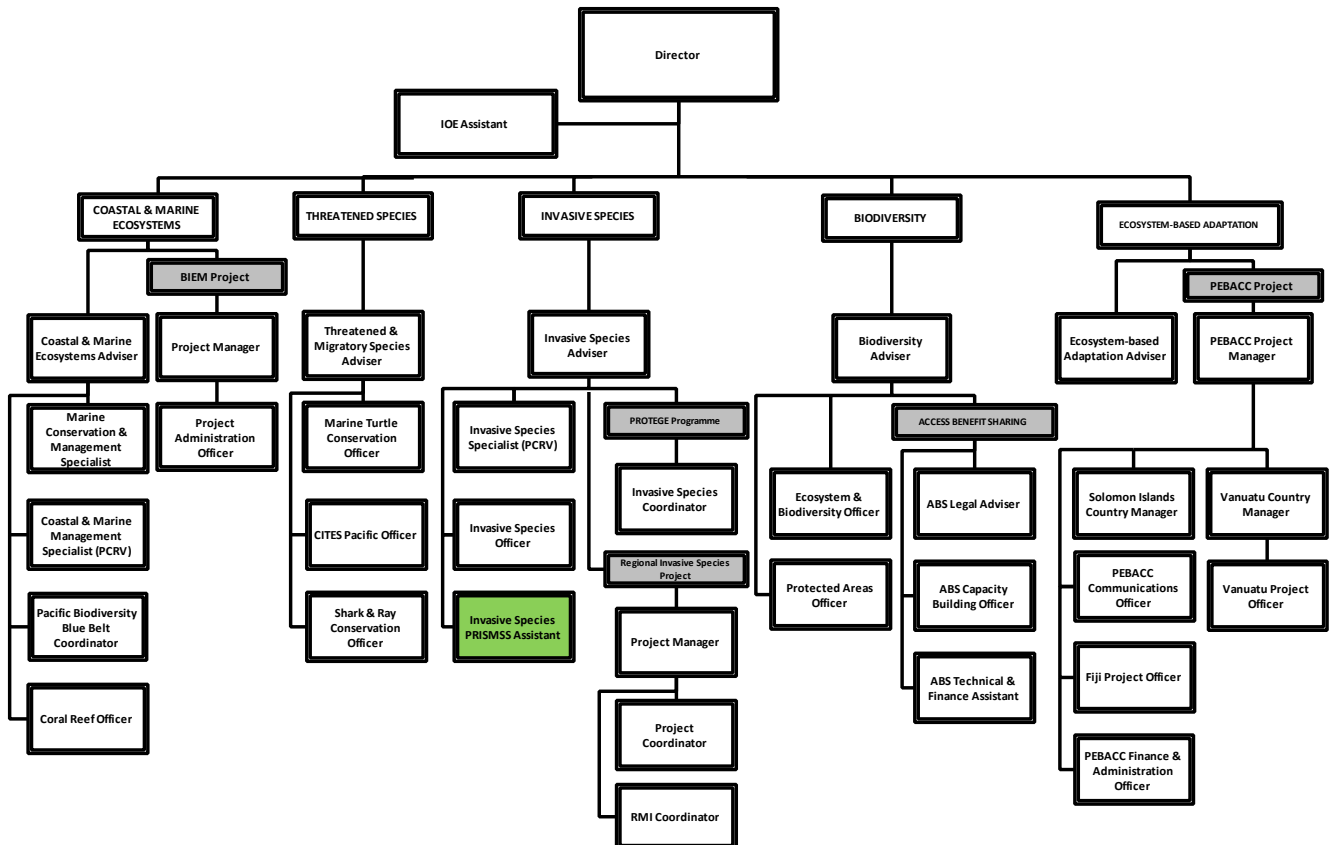
A major regional activity is to set up an invasive species sustainable support service for the Pacific which focuses on increasing the volume of on-the-ground activities being implemented. The service will utilize partner organisations to provide advice, training and implementation support to countries. Although the PRISMSS is project funded for 5 years, the intention is for it to be a permanent mechanism with partners supporting its coordination into the future.

This position will provide administrative and coordination support to the PRISMSS, ensure regional support, information, materials and data is available and up to date and assist with logistical arrangements for meetings and training workshops.

## B. JOB DESCRIPTION

<b>Job Title:</b>	Invasive Species - PRISMSS Associate (ISPA)
<b>Programme:</b>	Island and Ocean Ecosystems (IOE)
<b>Team:</b>	Invasive Species
<b>Responsible To:</b>	Invasive Species Adviser (ISA)
<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 coordination assistance to support the management of the PRISMSS</li> </ul>
<b>Date:</b>	February 2019

### Organisation Context



## Key Result Areas

The position of **Invasive Species- PRISMSS Associate** addresses the following Key Result Areas:

1. PRISMSS management support
2. Technical and finance assistance and support
3. Logistical, administrative and secretariat support
4. Communication and outreach
5. Knowledge management

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

<b>Jobholder is accountable for</b>	<b>Jobholder is successful when</b>
<p><b>1. PRISMSS management support</b></p> <p>a) Provide financial analysis and information on the PRISMSS financial status, budget overviews and ensure all relevant PRISMSS information and financials are up-to-date for the preparation of financial reports in consultation with the Invasive Species Adviser and SPREP Finance Project team.</p> <p>b) Compile and ensure all information is up-to-date and available for the preparation of narrative progress reports, PRISMSS implementation reports and other substantive reports as required by SPREP and PRISMSS partners.</p> <p>c) Provide input into the preparation of annual project work plans and budgets.</p> <p>d) Assist with the monitoring and tracking of financial disbursements, payments and expenditures of the project.</p> <p>e) Assist with the monitoring and tracking of PRISMSS progress and delivery of outputs.</p> <p>f) Follow up on audit reports and coordinate responses on any issues that may be raised from the audit reports.</p> <p>g) Prepare necessary paperwork, process and follow up payments for PRISMSS activities.</p>	<ul style="list-style-type: none"> <li>• Financial and narrative reports including other required project reports are prepared and submitted in a timely manner.</li> <li>• PRISMSS disbursements and expenditures are in line with approved work plan and budget.</li> <li>• All payments and other financial requirements of the PRISMSS are completed on time.</li> </ul>

<p>h) Provide secretariat support for all PRISMSS related meetings.</p>	
<p><b>2. Technical and finance assistance and support</b></p> <p>a) Provide technical assistance and support in implementing PRISMSS related activities.</p> <p>b) Undertake research and analytical work as required for the PRISMSS.</p> <p>c) Assist in note taking for PRISMSS workshops, seminars and training including official meetings with partners and stakeholders.</p>	<ul style="list-style-type: none"> <li>• Effective technical and finance assistance and input is provided to the PRISMSS to ensure PRISMSS initiatives are on target.</li> <li>• Research work is completed and provides constructive contribution to activities of the PRISMSS.</li> <li>• Reports prepared for PRISMSS related events and activities are available in a timely manner.</li> <li>• Reports and information on any of the PRISMSS activities are made available on time.</li> </ul>
<p><b>3. Logistical, administrative and organisational support</b></p> <p>a) Organise and arrange all travel requirements of the PRISMSS in line with SPREP's Travel and Procurement Policies.</p> <p>b) Arrange and organise logistics for all PRISMSS meetings, visits, workshops and events to ensure all are completed and ready on time.</p> <p>c) Organise local transport for field work and monitoring visits including activities of the project that require local transportation.</p> <p>d) Liaise with local counterparts and PRISMSS partners on logistics and organisation of PRISMSS activities.</p> <p>e) Provide administrative and secretariat support to the PRISMSS.</p> <p>f) Set-up, maintain and update PRISMSS e-filing and record keeping on a regular basis.</p> <p>g) Prepare meeting notes and reports for all PRISMSS related meetings.</p>	<ul style="list-style-type: none"> <li>• All PRISMSS activities logistics are organised in an efficient and cost effective manner.</li> <li>• Meeting minutes and reports are prepared on time and shared with PRISMSS partners.</li> <li>• Project filing and record keeping are up to date and accessible to the Invasive Species Team and SPREP staff.</li> </ul>
<p><b>4. Communication and outreach</b></p> <p>a) Develop a simple and practical project communication action plan</p>	<ul style="list-style-type: none"> <li>• Practical communication action plan is developed.</li> </ul>

<p>based on the Invasive Species Team communication strategy.</p> <p>b) Set up a PRISMSS webpage on the SPREP website in consultation with the IT team and update the project webpage on a regular basis.</p> <p>c) Develop webpage content materials based on PRISMSS outputs and highlights.</p> <p>d) Draft press releases and project news articles.</p> <p>e) Disseminate PRISMSS knowledge products and information materials.</p> <p>f) Liaise closely with the SPREP Communications team in carrying out PRISMSS communication and outreach activities.</p>	<ul style="list-style-type: none"> <li>• PRISMSS information and webpage is up to date and accessible to all.</li> <li>• Communications and outreach initiatives raise the profile of the PRISMSS outcomes and results.</li> <li>• Press releases and knowledge products on relevant PRISMSS activities are developed and disseminated.</li> </ul>
<p><b>5. Knowledge management</b></p> <p>a) Upload and classify relevant invasive species documents and publications to the Battler Resource Base.</p> <p>b) Promote the use of the Battler Resource Base within the communications action plan.</p> <p>c) The Guidelines Reporting Database surveys are distributed to members annually, responses gained, checked and entered into the Guidelines Reporting Database.</p> <p>d) Assist in database analysis annually.</p>	<ul style="list-style-type: none"> <li>• The Battler Resource Base is populated with PRISMSS outputs and other relevant materials.</li> <li>• The Battler Resource Base is well utilised within the Pacific by members and partners.</li> <li>• The Guidelines Reporting Database is updated comprehensively and accurately annually.</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/Supervisor as part of the Performance Development System.

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

**Work Complexity**

**Most challenging duties typically undertaken:**

- Tracking and coordinating requests/ responses to/from members and partners.
- Ensuring SPREP policies on procurement, travel and other related policies are followed.



- Travel logistics for large meetings.

### 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>▪ SPREP member countries</li> <li>▪ National and local counterparts and focal points</li> <li>▪ PRISMSS partners</li> <li>▪ Media outlet</li> </ul>	<ul style="list-style-type: none"> <li>▪ Information dissemination</li> <li>▪ Facilitation, coordination and requesting information</li> <li>▪ Reporting and collaboration</li> </ul>
<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>▪ Invasive Species Adviser</li> <li>▪ All Staff</li> <li>▪ Finance and Administration Programme</li> <li>▪ IOE Programme</li> <li>▪ IT Team</li> <li>▪ Communications and Outreach Team</li> <li>▪ Knowledge Management Team</li> </ul>	<ul style="list-style-type: none"> <li>▪ Assistance and Support</li> <li>▪ Facilitation</li> <li>▪ Meetings and discussions</li> <li>▪ Coordination and collaboration</li> </ul>

### 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. A Bachelor degree in a related environmental field, commerce or management, communications or relevant discipline

## Knowledge / Experience

### Essential

2. At least two years of practical experience in project coordination and administration support, technical research, and development of communication products in a medium to large organisation
3. Excellent communications inter-personal skills with high command of spoken and written English including demonstrated experience with media, publications, communications and networking with diverse stakeholders
4. Demonstrated research and analytical skills including strong organisational and office management skills, excellent computer skills and knowledge of Microsoft Office, social platforms and graphic design or desktop publishing
5. Demonstrated knowledge of current and emerging issues and challenges in administration of a regional project in the Pacific islands region as well as good understanding and appreciation of environmental ethics, values and priorities
6. Knowledge of project environment work, financial and administration systems and processes, financial management information systems and databases and appreciation of organisational policies, systems, processes and databases
7. Demonstrated ability to show initiative, multi-task and meet deadlines with minimal supervision including strong self-motivation and commitment, ability to work with integrity and maintain confidentiality and to use discretion when handling sensitive political and financial information.

## 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>• Project Support</li> <li>• Finance and administration</li> <li>• Research and report writing</li> <li>• People skills</li> <li>• Communications and Public Relations</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• Analytical skills</li> </ul>
Working Knowledge	<ul style="list-style-type: none"> <li>• Environmental issues in the Pacific islands region</li> <li>• Emerging environmental issues and challenges</li> </ul>

Awareness	<ul style="list-style-type: none"> <li>• SPREP Strategic Plan</li> <li>• SPREP Work Programmes</li> </ul>
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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:

- 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, with a possible extension for in line with the project time frame and subject to performance, continuity of related project activities and availability of funds. This is a project position that will end at the completion of the project.

**Salary:** Remuneration is at Band 8 of SPREP's salary scale for locally recruited staff. Starting salary will be SAT\$45,374 per annum. 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 dependants 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 7% 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. For project positions, upon successful completion of the project.

**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:**

'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.

**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 in full and submit all the requirements stated above will not be considered.***

**Submitting applications:**

- a) **BY EMAIL:** Subject matter to be clearly marked “**Application for Invasive Species, PRISMSS Associate (ISPA)**” and send to [recruitment@sprep.org](mailto:recruitment@sprep.org) (*Most preferred option*)  
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 Invasive Species, PRISMSS Associate (ISPA)**”

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 Jolynn Managreve-Fepuleai on telephone (685) 21929 ext 325 or Email: [jolynnf@sprep.org](mailto:jolynnf@sprep.org)

**Closing date: Friday, 22<sup>nd</sup> March 2019:** Late applications will not be considered.

**SPREP is an Equal Opportunity Employer**