



APPLICANT INFORMATION PACKAGE  
**NATIONAL INVASIVE SPECIES COORDINATOR,**  
**REPUBLIC OF THE MARSHALL ISLANDS (NISCRMI)**

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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**: "The 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.

**GEF-6 funded Regional Project: Strengthening national and regional capacities to reduce the impact of Invasive Alien Species (IAS) on globally significant biodiversity in the Pacific.**

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.

Project components include:

1. Strengthening institutional frameworks and capacities for IAS management:
  - National cross-sectoral and gender-balanced IAS technical advisory groups established and operational in all four participating countries.
  - Strengthened IAS legislation, regulations and policies in place in four countries.
  - One National Invasive Species Strategy and Action Plan (NISSAP) written for Tuvalu; three NISSAPs reviewed for the other countries.
  - NISSAPs are under implementation in all participating countries.
  - Implementation teams trained and operational in best practice and standard operational procedures in the four countries.
2. Establishing national systems for prioritising IAS management in the four countries:
  - Baseline studies of the distribution and status of invasive species, and programme for detecting change.
  - Effective protocols for assessing risk and prioritising IAS for management developed and implemented.
  - Species and site specific management plans, aligned with the Pacific Biocontrol Strategy as appropriate, developed for priority IAS and priority areas.
3. Implementing programmes for IAS risk reduction, Early Detection and Rapid Response (EDRR), eradication, control and restoration.
  - Priority risk mitigation measures are identified and necessary actions taken to reduce or eliminate risks in the four countries.
  - EDRR protocols operational in the four countries.

- At least two sustainable IAS control programmes are established in at least three participating countries.
  - Successful eradication of priority invasive alien species are completed on islands or island groups in at least two countries.
  - At least two sites demonstrate measurable restoration outputs as described in restoration plans.
4. Establishing a Pacific islands regional support framework for IAS management.
- Establish a Pacific islands regional support framework for IAS management.
  - Sustainable financing mechanisms in place to support long-term programs of Support Service and national IAS management programs.
  - Capacity developed to systematically measure the success of IAS management objectives as described in national, regional and international instruments.
  - Regionally capable information system in place delivering case studies, guidelines, standard operating procedures and tools generated by components one to three.
  - Based on project outputs, new version of the “Guidelines” for Invasive Species Management in the Pacific (Guidelines) is produced and formally approved.

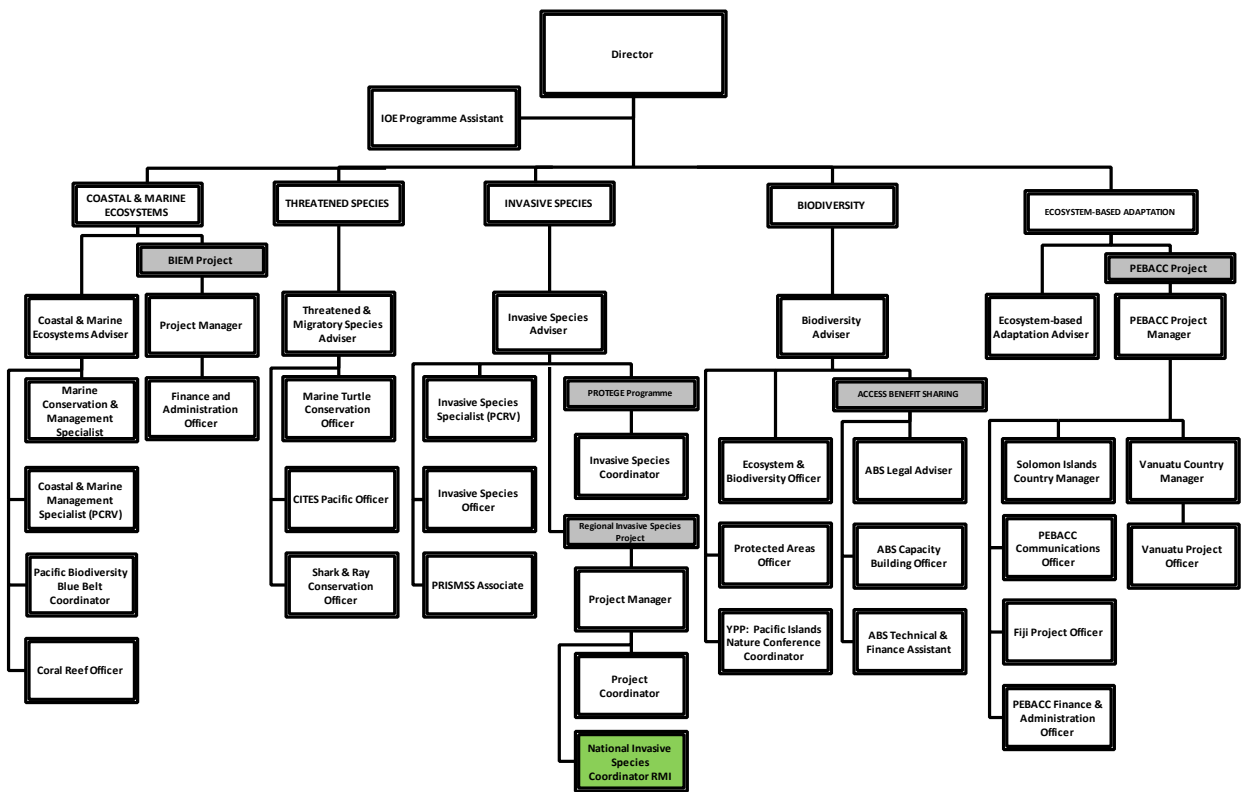
Project duration is 5 years with a budget of over US\$6 million and co-financing of over US\$22 million including a significant amount from partners of the Pacific Regional Invasive Species Management Support Service (PRISMSS). The PRISMSS will be developed through the life of the project.

The position of National Invasive Species Coordinator (RMI) is responsible for coordinating and delivering all in-country activities in RMI under the project. They will report both to SPREP and to the National Invasive Species Technical Advisory Group. Following the completion of the project it is expected that the position will be transferred into one of the RMI Government agencies.

## B. JOB DESCRIPTION

<b>Job Title:</b>	National Invasive Species Coordinator - Republic of the Marshall Islands
<b>Programme:</b>	Island and Ocean Ecosystems (IOE)
<b>Team:</b>	Invasive Species <ul style="list-style-type: none"> <li>• Regional Invasive Species Project</li> </ul>
<b>Responsible To:</b>	Project Manager – Regional Invasive Species (RIS) Project at SPREP and Director of Office of Environmental Planning and Policy Coordination (OEPPC), RMI
<b>Responsible For: (Total number of staff)</b>	N/A
<b>Job Purpose:</b>	This job exists to: <ul style="list-style-type: none"> <li>• Coordinate the RMI component of the GEF 6 Regional Invasives Project (GEF6 RIP) and provide / facilitate strategic advice and technical expertise, including coordination and facilitation, on all invasive species issues in the Republic of the Marshall Islands.</li> </ul>
<b>Date:</b>	July 2019

# Organization Context



## Key Result Areas

The position of **National Invasive Species Coordinator - Republic of Marshall Islands** addresses the following Key Result Areas:

1. Capacity building, training and awareness
2. Coordination and technical support
3. Regional support mechanism and coordination
4. Communication, partnership and stakeholder engagement
5. Project management support

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

Jobholder is accountable for	Jobholder is successful when
<p><b>1. Capacity building, training and awareness</b></p> <ol style="list-style-type: none"> <li>a) Assess capacity building needs and gaps for effective invasive species management and assist in developing relevant responses to address these.</li> <li>b) Coordinate and facilitate national activities as required under the GEF6 RIP to strengthen invasive species management including the use of the Battler Resource Base to support policy and decision making processes.</li> <li>c) Review existing and emerging initiatives and opportunities for invasive species management and initiate dialogue with relevant partner organisations to collaborate and coordinate efforts in RMI.</li> </ol>	<ul style="list-style-type: none"> <li>• Capacity building needs are identified and relevant capacity building programmes are implemented at the territorial and regional level to address these.</li> <li>• Invasive species capacity building and training programmes successfully implemented.</li> <li>• Project partners benefit from training opportunities facilitated through the Pacific Regional Invasive Species Management Support Service (PRISMSS).</li> </ul>
<p><b>2. Coordination and technical support</b></p> <ol style="list-style-type: none"> <li>a) Coordinate and provide technical support for national activities including procurement, financial reporting and other project management processes.</li> <li>b) Provide or facilitate technical support to assist in invasive species activities where requested.</li> <li>c) Monitor rapidly emerging invasive species initiatives by governments, partner organisations and scientific research communities relevant to RMI.</li> </ol>	<ul style="list-style-type: none"> <li>• Project activities are well managed, reported on and comply with existing policy.</li> <li>• Project activities provide successful outcomes.</li> <li>• Relevant government agencies and key stakeholders make informed decisions on effective ways to achieve project priorities.</li> <li>• Relevant and effective technical advice and support is provided on a timely basis</li> </ul>



<p>d) Provide regular information and advice on invasive species related issues to practitioners and key stakeholders</p>	
<p><b>3. Regional support mechanism and coordination</b></p> <p>a) Coordinate action in RMI with regional mechanisms including the PRISMSS, Pacific Invasive Learning Network (PILN), Battler Resource Base, and Guidelines Reporting Database.</p> <p>b) Provide RMI input for the Battler Resource Base on a regular basis with information on new initiatives, case-studies and project outputs.</p> <p>c) Use the PILN network to share relevant information and best practices e.g. lessons learned and initiatives to support invasive species management.</p> <p>d) Coordinate learning exchanges in collaboration with the PMU and other components of the project.</p>	<ul style="list-style-type: none"> <li>• RMI is fully engaged and their initiatives included in regional mechanisms including the PRISMSS, PILN and the Battler Resource Base.</li> <li>• RMI shares relevant information with the Battler Resource Base and actively participates in the PILN.</li> <li>• RMI provides data to maintain the Guidelines Reporting Database.</li> </ul>
<p><b>4. Communication, partnership and stakeholder engagement</b></p> <p>a) Develop project communications in collaboration with the SPREP, Invasive Species Team and project communication strategies.</p> <p>b) Create and maintain links between the project countries, with a focus on invasive species but also region wide with the SPREP team.</p> <p>c) Identify and compile a list of in-country stakeholders relevant to invasive species management including regional partners supporting invasive species management work in country.</p> <p>d) Liaise closely with RMI invasive species practitioners to gather datasets and relevant information on invasive species areas from territory stakeholders.</p> <p>e) Facilitate active engagement of RMI in providing accurate and relevant</p>	<ul style="list-style-type: none"> <li>• The project communication strategy is successfully implemented.</li> <li>• The participating countries are sharing experiences and learning from each other via a regional information exchange platform which includes comprehensive coverage of practitioners.</li> <li>• Practitioners are providing information and data for sharing regionally.</li> <li>• RMI PILN teams are active and engage regionally.</li> <li>• Information and training materials including relevant documents and reports are prepared, collated and shared with relevant stakeholders.</li> </ul>

<p>invasive species management information.</p> <p>f) Coordinate and facilitate arrangements with key partners to support invasive species management in RMI.</p> <p>g) Maintain and promote an active PILN teams in RMI.</p>	
<p><b>5. Project management support</b></p> <p>a) Compile National reports for invasive species and contribute to the project's overall reporting.</p> <p>b) Prepare technical output reports for all activities.</p> <p>c) Provide input into the preparation of project annual work plans and budgets.</p> <p>d) Contribute to the preparation of project financial reports and ensure compliance with donor requirements.</p> <p>e) Prepare narrative progress reports on status of project implementation</p> <p>f) Assist with project management including monitoring and evaluation</p> <p>g) Contribute to the preparation of media releases and communication materials to raise profile of the project and its achievements</p> <p>h) Liaise with the RMI Government on project administrative matters and participate in project related meetings.</p> <p>i) Provide secretariat support for programme meetings convened by SPREP.</p> <p>j) Coordinate activities with other regional invasive species projects and initiatives</p>	<ul style="list-style-type: none"> <li>• Effective technical support is provided to the project to ensure it meets agreed measurable outputs and indicators.</li> <li>• Constructive input and feedback is provided to the project reports.</li> <li>• Profile of the project and its results are widely acknowledged and appreciated by key stakeholders, partners and donors.</li> <li>• Successful and effective working relationships with project partners.</li> <li>• Effective secretariat support is provided to the project and relevant meetings.</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 Plan.

## Work Complexity

### Most challenging duties typically undertaken:

- Provision of timely and accurate advisory support and assistance to territory governments and stakeholders.
- Coordination and collaboration with international, regional and key stakeholders,
- Effectively managing funding and resources

## 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>• Marshall Islands Invasive Species Team including the Heads of NRC and EPA</li> <li>• OEPPC Director</li> <li>• Project stakeholders</li> <li>• Donors / PRISMSS Partners</li> </ul>	<ul style="list-style-type: none"> <li>• Advice and assistance</li> <li>• Collaboration and coordination</li> <li>• Communications and reporting</li> <li>• Capacity building and training</li> <li>• Information sharing</li> </ul>
<p><b>INTERNAL</b></p> <ul style="list-style-type: none"> <li>• Executive</li> <li>• Invasive Species Adviser and Invasive Species Team</li> <li>• SPREP RMI Technical Officer</li> <li>• IOE Programme and technical programmes</li> <li>• Information Services</li> <li>• Communications and Outreach team</li> <li>• Finance and Administration Department</li> </ul>	<ul style="list-style-type: none"> <li>• Information sharing</li> <li>• Capacity building and training</li> <li>• Consultation</li> <li>• Advice and support</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

<b>Essential</b>
1. Minimum qualifications of a Bachelor degree in Environmental Sciences or related field.

## Knowledge / Experience

<b>Essential</b>
2. At least 5 years relevant work experience in invasive species, project coordination and implementation in the Pacific islands region
3. Excellent project management, coordination and implementation experience including the development of funding proposals, design and delivery of integrated work programme activities, monitoring and evaluation of performance as well as high level of analytical, problem-solving and facilitation skills
4. Demonstrated ability in developing and coordinating capacity building programmes as well as excellent relationship management and experience that demonstrates a high level of professional and constructive engagement with a diverse range of stakeholders
5. Experience with conservation programmes, agriculture development or related environmental fields, including insights in the specifics of IAS management.
6. Excellent experience in project communications and reporting across diverse audiences within a multicultural and multi-disciplinary environment
7. Demonstrates initiative and ability to think outside the box in dealing with multiple tasks, demanding deadlines and with little supervision and demonstrates excellent understanding and appreciation of environmental ethics, values and priorities within the workplace.

## Key Skills / Attributes / Job Specific Competencies

*The following levels would typically be expected for the 100% fully effective level:*

<b>Expert level</b>	<ul style="list-style-type: none"> <li>• Written and oral English</li> <li>• Communications and advisory</li> <li>• Analytical environmental knowledge</li> <li>• Project coordination and reporting</li> <li>• Work programme planning, budgeting and implementation</li> <li>• Invasive species management issues in RMI and the wider Pacific islands region</li> <li>• Capacity development</li> </ul>
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	<ul style="list-style-type: none"> <li>• Practical invasive species management in several key areas</li> </ul>
<b>Advanced level</b>	<ul style="list-style-type: none"> <li>• Environmental and biodiversity conservation issues in RMI and the wider Pacific islands region</li> <li>• Emerging environmental issues and challenges</li> <li>• Capacity development needs of Pacific SIDS</li> </ul>
<b>Working Knowledge</b>	<ul style="list-style-type: none"> <li>• Project management principles</li> </ul>
<b>Awareness</b>	<ul style="list-style-type: none"> <li>• SPREP Strategic Plan</li> <li>• SPREP Performance Implementation Plan and Results Framework</li> <li>• SPREP Work Programmes</li> </ul>

### **Key Behaviours**

All staff are expected to uphold SPREP’s Organizational Values and Code of Conduct which are Key Behaviors forming part of the Performance Development:

- Environmental Leadership
- Service Delivery
- Valuing our People
- Integrity

<b>Change to Job Description</b>
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*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:** Majuro, Republic of the Marshall Islands.

**Duration:** Appointment is for a term of 3 years, with a possible extension in line with the project timeframe. There is no expectation of renewal at the end of contract as this is a project specific position.

**Salary:** Remuneration is at Band 8 of SPREP's salary scale for locally recruited staff in Majuro. Starting salary will be USD\$32,558 per annum. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required. Progress in the salary scale will be based on annual performance reviews.

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

An appointment is terminated by (i) completion of term of contract (ii) one month's notice by either party (iii) without notice by either party paying one month salary in lieu of notice or (iv) dismissed with or without notice as a disciplinary measure.

**Performance Reviews:** Annual performance assessments and performance rewards will be based on the Secretariat's Performance Development System.

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

**Annual Leave:** 10% (4 hours) for every 40 working hours.

**Sick Leave:** 5% (2 hours) for every 40 working hours.

**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.

**Group Life Insurance:** Employees are given the option to enrol in the Government's Group Life Insurance if they wish to, under their own expense.

**Health Fund:** All employees are required to contribute 3% to the Health Fund.

**Marshall Islands Social Security Authority:** All employees will pay 7% of basic salary towards MISSA.

**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.

**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 their contracts under the project timeframes.

**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.

**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 National Invasive Species Coordinator, RMI**” and send to [recruitment@sprep.org](mailto:recruitment@sprep.org) OR
- b) **BY POST OR FAX:** Application to be addressed and sent to: The Director General, SPREP, P.O. Box 240, Apia or fax number (685)20231 and clearly marked “**Application for National Invasive Species Coordinator, RMI**”

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, 2<sup>nd</sup> August 2019**: Late applications will not be considered.

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