

APPLICANT INFORMATION PACKAGE

Promoting Pacific Islands Nature-based Solutions **- Project Coordinator (PPIN - PC)**

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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 150 staff and has an annual budget of approximately USD36 million in 2023.

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
- 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 Pacific and Metropolitan Members agreed that the SPREP 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**. These values guide all aspects of our work:

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

B. The PPIN project

The Promoting Pacific Island Nature-based Solutions (PPIN) project seeks to support the development of policy and legislation for Nature-based Solutions (NbS), build awareness and capacity, and strengthen regional cooperation amongst PICTS on NbS. This project will be a key component of New Zealand's Ministry of Foreign Affairs and Trade (MFAT) "Resilient Ecosystems for Climate Change Adaptation" (RECCA) Activity.

The project will seek to build regional awareness and capacity for NbS and embed NbS into regional and national policy and regulatory frameworks for key sectors in the anticipated demonstration countries of Fiji, Tonga, and Vanuatu. NbS will be integrated into existing regional platforms like the Pacific Resilience Partnership and the Pacific Roundtable for Nature Conservation through NbS technical working groups to advise members. Regional and national awareness and capacity in relation to NbS will be strengthened through targeted capacity building programmes for those designing and implementing NbS.

The Promoting Pacific Islands Nature-based Solutions (PPIN) project has a vision that "people and ecosystems in the Pacific benefit from the use of NbS to address societal challenges, including climate change, natural disasters and food security challenges."

Under the PPIN project, SPREP will deliver on, or contribute to, two Medium-term outcomes:

- By 2026 NbS are increasingly integrated into regional frameworks and national laws and policies.
- By 2026 NbS are increasingly applied consistently across the region.

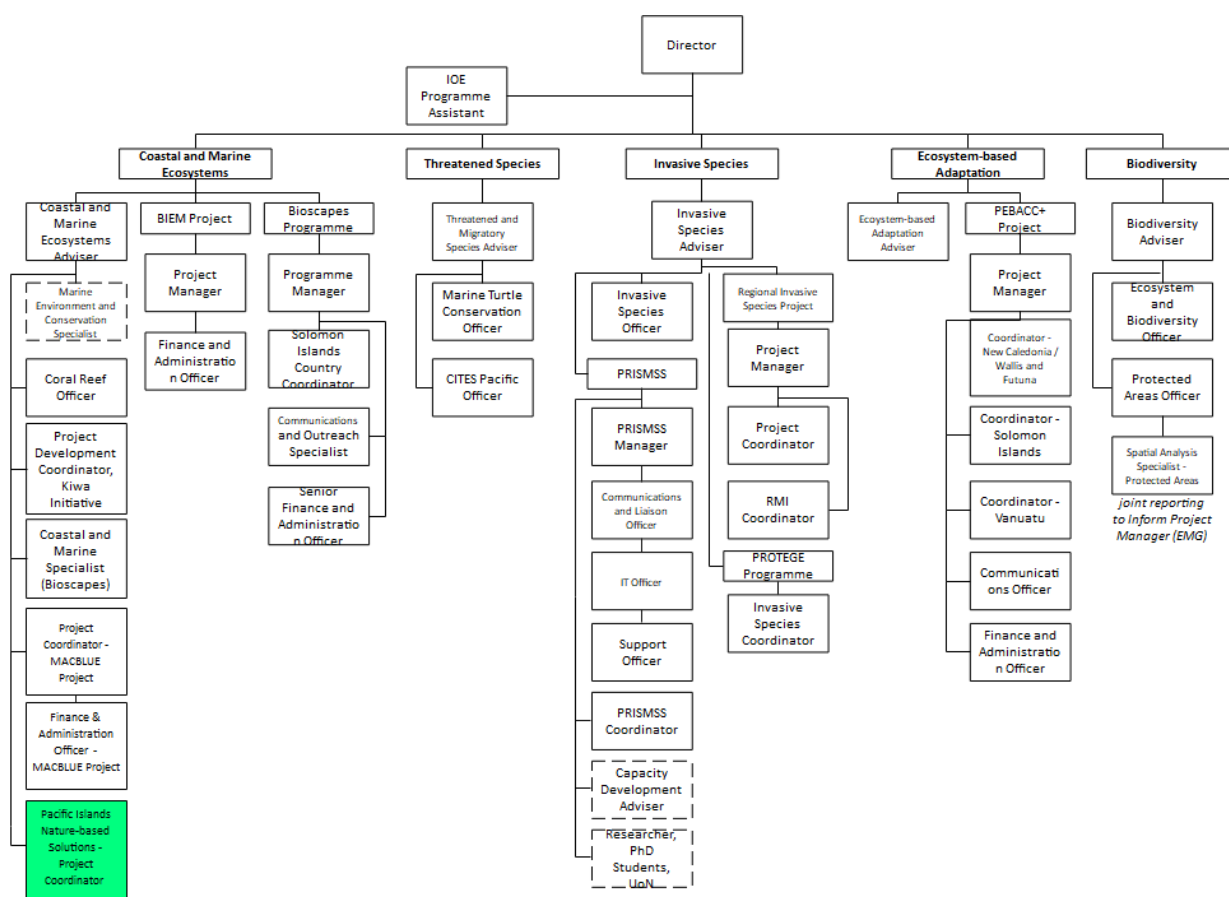
SPREP will work closely with the IUCN Oceania Regional Office implementing the PPIN project to deliver on its outputs and will be closely integrated with regional NbS capacity building efforts under the PPIN project and other related initiatives.

SPREP requires the services of a Coordinator to implement the project activities in Fiji and ensure the successful implementation of the project outputs SPREP is responsible for. The position will require development of partnership approaches with national governments, PPIN implementing partners IUCN, SPC and GGGI, the donor MFAT and others to ensure the successful project implementation and sustainability of outcomes.

C. JOB DESCRIPTION

Job Title:	Promoting Pacific Islands Nature-based Solutions - Project Coordinator (PPIN-PC)
Programme:	Island and Ocean Ecosystems
Team:	Coastal and Marine team
Responsible To:	Coastal and Marine Ecosystems Adviser
Responsible For: (Total number of staff)	N/A
Job Purpose:	This job exists to: <ul style="list-style-type: none"> Coordinate and implement SPREP's component and activities under the PPIN project.
Date:	September 2023

Organisation Context



Key Result Areas

The position of PPIN - Project Coordinator addresses the following Key Result Areas:

1. Project planning, implementation and monitoring
2. Support NbS mainstreaming at national and regional levels
3. Communication, partnership and collaboration

The requirements, expectations and performance standards for the above duties are broadly identified below.

Jobholder is accountable for	Jobholder is successful when
1. Project planning, implementation and monitoring <ol style="list-style-type: none"> a) Implement project activities in Fiji and coordinate the implementation of all project activities in line with the approved project and Grant Agreement b) Develop the project's annual and six-monthly work plan and budget in line with the approved Grant Agreement c) Ensure activities meet SPREP, IUCN and donor policies and guidelines d) Implement the Project contributions to the SPREP Performance Implementation Plan (PIP) and Results Framework e) Provide technical and financial reporting for PPIN in line with donor's and IUCN requirements 	<ul style="list-style-type: none"> • Project is successfully implemented within the approved timeframe and according to the Grant Agreement • The project is delivered according to its annual workplan and budget objectives • The donor is satisfied with project planning and implementation as well as with their level of engagement with SPREP and project partners. • The project contributes to the overall achievement of the SPREP Strategic priorities and outcomes • Technical and financial reports are submitted on time according to donor's and IUCN requirements
2. Support NbS mainstreaming at national and regional levels <ol style="list-style-type: none"> a) Provide guidance to support NbS adoption at national levels into development plans, policies, legislation, and/or regulations for selected sectors b) Ensure sustainable online presence with NbS content and data available c) Contribute to PPIN activities implemented by partners, especially capacity building activities and contextualised NbS guidelines at regional level d) Promote and mainstream contextualised NbS for PICs resilience 	<ul style="list-style-type: none"> • Support to national stakeholders provided and NbS are increasingly integrated into existing (or new) policies, laws, and/or regulations at national levels in three PICs • Functional and sustainable availability of NbS content and data on existing online platforms • Support provided to IUCN and SPC when needed on capacity-building activities and contextualised NbS guidelines • Regional NbS understanding increased and information and best practices shared through active and quality engagement in NbS-related networks and working groups
3. Communication, partnership and collaboration <ol style="list-style-type: none"> a) Communication and sharing of information about the project outputs and outcomes 	<ul style="list-style-type: none"> • Improved awareness by target PICs and Pacific SIDS of project results and outcomes

<ul style="list-style-type: none"> b) Liaise with IUCN-ORO, SPC and GGGI and ensure SPREP's participation to PPIN governance committee c) Participate and contribute to a network of NbS practitioners and sector specific communities of practice d) Contribute to lessons-learned, project development, outcome/sharing activities 	<ul style="list-style-type: none"> • Full collaboration with PPIN partners has been delivered to ensure project outcomes are met. • Regionally-relevant NbS are promoted and increasingly mainstreamed regionally and into SPREP programmes and projects • Lessons-learned and outcome showcasing activities are implemented
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Note

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the Jobholder and Supervisor as part of SPREP's Performance Development System.

This section may be reflected in the successful applicant's Performance Development Plan.

Work Complexity

Most challenging duties typically undertaken:

- Providing coordination and support for NbS policy development and integration in three PICs.
- Combining effective action and full coordination with all PPIN partners, MFAT, IUCN, SPC and GGGI.
- Ensuring consistent and collaborative implementation of the PPIN component in close collaboration with all SPREP Programmes.
- Managing all aspects of the mission for which the position is responsible to meet the required standards of SPREP and IUCN.
- Providing up to date, accurate and clear financial and procurement reporting.

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
External <ul style="list-style-type: none"> • Country partners and stakeholders • IUCN-ORO and NZ MFAT • SPC, GGGI and other key partners • Pacific Resilience Partnership and Pacific Island Round Table for Nature Conservation secretariats 	<ul style="list-style-type: none"> • Guidance and technical support • Engagement and collaboration • Collaboration and information sharing • Facilitation and integration
Internal <ul style="list-style-type: none"> • IOE, particularly Kiwa and PIRT teams • CCR and PCCC • Other programmes and departments of SPREP 	<ul style="list-style-type: none"> • Advice and assistance • Consultations and reporting • Communications and information sharing

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 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 of Science in Environmental Management, Sustainable Development, or relevant discipline.

Knowledge / Experience

Essential

2. At least 5 years of relevant experience in policy development and environmental management relating to climate change adaptation and biodiversity issues, preferably in the Pacific region.
3. Excellent experience/expertise in the following:
 - a. policy integration and mainstreaming
 - b. climate change resilience, biodiversity and nature-based solution issues
 - c. command of Microsoft Office software
4. Applicants should demonstrate the following:
 - a. Excellent organisational, coordination and facilitation skills with ability to set and meet work-plan priorities, a commitment to professional self-presentation
 - b. Excellent experience in report writing including strong analytical and policy work
 - c. Maintaining effective relationships with a diverse group of people within a multidisciplinary and multi-cultural environment
5. Excellent knowledge of issues and challenges in project development relevant to the Pacific region as well as an appreciation of environmental ethics, values and priorities.
6. The capacity to show initiative to think 'outside the box' particularly in capacity building, promoting leadership and partnerships.

7. Excellent written and verbal communication skills in English including high level of negotiation work as well as excellent presentation and inter-personal skills, with sound experience in working with the donor community.

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"> • Climate change adaptation issues, nature-based solutions and biodiversity conservation • Capacity building and promoting partnerships • Policy drafting • Taking initiatives, strategic and innovative thinking • Work programme planning, and budgeting
Advanced level	<ul style="list-style-type: none"> • Sound knowledge of environmental issues in the Pacific region • Communications, representation and interpersonal skills • Fluency in oral and written English
Working Knowledge	<ul style="list-style-type: none"> • Ability to work professionally with colleagues and staff at all levels • Equity, gender equality and social inclusiveness • Appreciation of emerging financial / donor issues and challenges in the Pacific region
Awareness	<ul style="list-style-type: none"> • SPREP Strategic Plan • SPREP Work Programmes and structure

Key Behaviours

All staff are expected to uphold SPREP's Organisational Values and Code of Conduct which are Key Behaviours forming part of 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.

D. REMUNERATION PACKAGE – TERMS & CONDITIONS

Duty Station: Suva, Fiji.

Duration: Appointment is for a term up to end of 30 April 2026. There is no expectation of renewal at the end of contract as this is a project specific position.

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 SDR 30,237 per annum. This is currently equivalent to USD48,080 per annum. Upon confirmation of probation, salary will be adjusted to SDR34,016 which is equivalent to USD54,090 per annum. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required.

Adjustments: Salaries and allowances for internationally recruited staff are paid in local currency and adjusted every month based on the monthly average in the value of the SDR relative to the 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\$2.4.

Term: For staff recruited from outside Fiji, 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 and a clean police report, as well as a 6-month probationary period.

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

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

FOR STAFF RECRUITED FROM OUTSIDE FIJI, THE FOLLOWING APPLIES:

Relocation Expenses: SPREP will meet certain appointment and termination expenses for staff recruited from outside Fiji, including transport and accommodation en route for the appointee and accompanying dependent(s) between point of recruitment and Suva, 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 SDR2,500 is payable upon taking up appointment and arrival in Suva. This is currently equivalent to USD3,975.

Temporary Accommodation and Assistance: On arrival in Suva, 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 Suva. This will include help in finding suitable rental accommodation.

Privileges and Immunities: SPREP remuneration is tax-free for all SPREP staff based in Fiji. Non-citizens of Fiji are entitled to duty-free importation of household and personal effects which have been owned and used by them for no less than six months, within 6 months of taking up appointment.

Repatriation allowance: The appointee is entitled to a repatriation allowance equivalent to two week's salary, upon successful completion of contract, provided the contract is not extended or renewed.

FOR ALL INTERNATIONALLY RECRUITED STAFF, THE FOLLOWING APPLIES:

Education Allowance: Education expenses maybe reimbursed against actual receipts for dependent children, to cover up to 75% of the actual costs, as stipulated under SPREP's Education Allowance policy. Currently the allowance is up to a maximum of USD6,500 per annum per dependent child, with an overall maximum of USD\$19,500 per annum per family of 3 or more eligible children.

School Holiday Travel: One return economy class flight each year between the place of education (taken to be recognised home) and Suva by (i) each dependent child being educated outside Fiji 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 Suva and the recognised home for the staff member and dependents after completing 18 months of service 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 Fiji for expatriate executive furnished housing. The current rate is USD1,393 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 USD1,000 per annum as stipulated under SPREP's Security Assistance policy.

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

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

Other Leave: Provisions 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 Suva 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 existing SPREP Medical Insurance.

Superannuation: All employees are required to contribute to a recognised Superannuation Fund. An expatriate internationally recruited staff member has the option to participate in the local Superannuation Fund or nominate another recognised Fund for their superannuation. SPREP will pay the local minimum legal requirement of basic salary to the approved nominated Fund. For Fiji, this is currently 7%.

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 Fiji, and who resides in Fiji 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.

E. 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, PPIN - Project 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 “**Application for PPIN - Project 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 Roger Warren on telephone (685) 21929 ext 325, or Email:
rogerw@sprep.org

Closing date: **Tuesday 31st October 2023**: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
