

APPLICANT INFORMATION PACKAGE
PRISMSS Support Officer (PRISMSS-SO)

(For Samoan nationals and Permanent Residents Only)

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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 Pacific Regional Invasive Species Management Support Service (PRISMSS)

The PRISMSS is a coordinating mechanism designed to facilitate scaling up operational management and prevention of invasive species in the Pacific. PRISMSS brings together experts from diverse agencies to collaborate within the Pacific region with a focus on protection of indigenous biodiversity and ecosystem function. The intention is to efficiently provide a comprehensive suite of support services in a cohesive, effective and accessible manner to Pacific Island countries and territories. The goal is to reduce the ecological and socio-economic impact of invasive species on ecosystems through the management or eradication of prioritised species and the protection of valued sites.

To achieve the above the PRISMSS currently provides technical support across the following five regional programmes for the Pacific region:

1.



Protect Our Islands

"National and inter-island biosecurity and EDRR"

2.



Predator Free Pacific

"Removal of invasive mammalian predators from Islands"

3.



War On Weeds

"Management of high priority weeds"

4.



Natural Enemies - Natural Solutions

"Biological control of widespread weeds"

5.



Resilient Ecosystems - Resilient Communities

"Priority area ecological restoration"

PRISMSS - Restoring Island Resilience Project

New Zealand's Ministry of Foreign Affairs and Trade has signed a funding arrangement with SPREP to implement the Restoring Island Resilience Project. The funding will support PRISMSS' further development and support the technical programmes towards progressing their fields of work in the Pacific. As such the positions recruited for PRISMSS will have two areas of focus, which are the management of PRISMSS and the implementation of activities agreed in the funding arrangement with NZMFAT.

The objective of the project is for Pacific Island Countries and Territories to have improved livelihoods and resilience to climate change by reducing the impact of invasive species on natural and agricultural ecosystems.

Long Term Outcomes:

- Enhanced resilience and adaptation to the impacts of climate change.
- Improved institutional capability and evidence-based decision making.

Medium Term Outcomes:

- Accelerate adaptation action by supporting Pacific Island countries and communities to manage the impacts of invasive species.
- Increase climate resilience by improving regional and national delivery of invasive species management projects.
- Maintained community values by restoring island resilience with the support of Indigenous knowledge.
- Strengthen climate expertise by building capability within countries and in regional organisations.
- Improve the effectiveness of regional institutions to address impacts of invasive species on biodiversity and climate resilience.

Short term Outcomes:

- Enhanced and protected terrestrial and marine ecosystems, including increased forest and mangrove cover and ecosystem health, through capacity building and invasive species management.
- Improved community climate and disaster resilience by leveraging Indigenous knowledge, protecting and enhancing ecosystems, and improving food security and livelihoods in a gender and socially inclusive way.
- Increased ability for Pacific Island countries to protect and enhance biodiversity, supported by effective regional institutions. Specific Biodiversity Invasive Species outcomes:

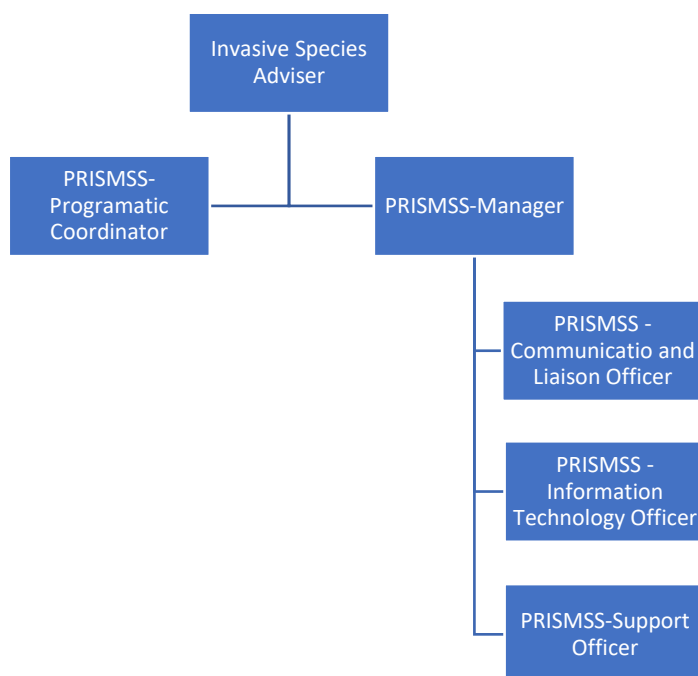
1. Improved climate and disaster resilience and strengthened biodiversity.
2. Equitably improved livelihoods.

3. More effective and inclusive delivery of invasive species activities.

PRISMSS Team

New Zealand Ministry of Foreign Affairs and Trade (NZMFAT) investment in the Restoring Island Resilience project includes funding SPREP to establish a Project Management Unit to implement the project, ensure coordination with similar initiatives and the upscaling of PRISMSS. The team will include positions of:

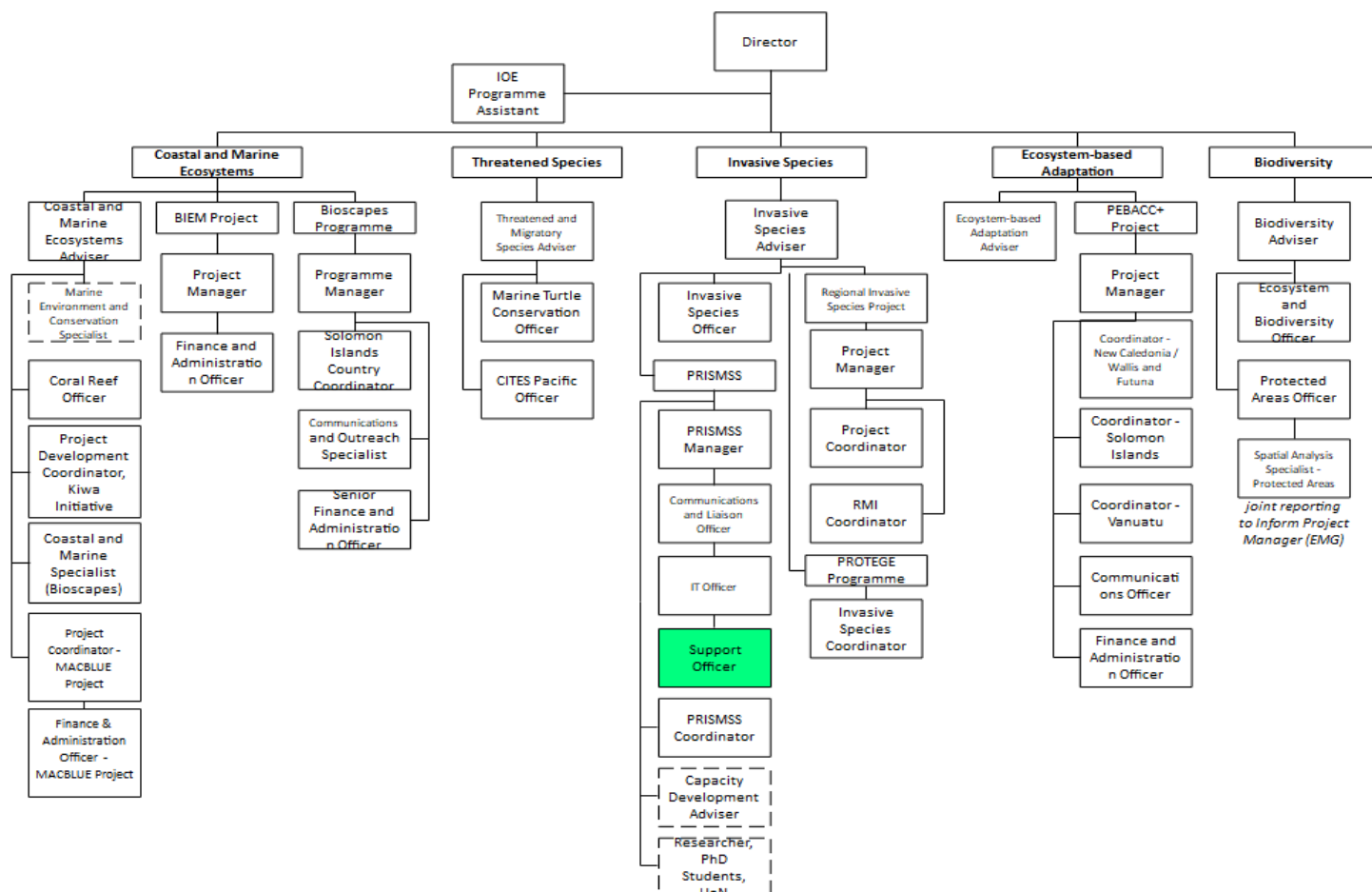
- Manager
- Programmatic Coordinator
- Communication and Liaison Officer
- Support Officer
- Information Technology Officer



C. JOB DESCRIPTION

Job Title:	PRISMSS Support Officer (PRISMSS-SO)
Programme:	Island and Ocean Ecosystems
Team:	Invasive Species
Responsible To:	PRISMSS Manager
Responsible For: (Total number of staff)	N/A
Job Purpose:	This job exists to: <ul style="list-style-type: none"> Provide financial and administrative support to PRISMSS and the Restoring Island Resilience (RIR) project.
Date:	September 2023

Organisation Context



Key Result Areas

The position of **PRISMSS Support Officer (PRISMSS-SO)** addresses the following Key Result Areas:

1. PRISMSS RIR project management support
2. PRISMSS technical support
3. Procurement management support
4. Logistical and administrative support
5. PRISMSS information systems and analysis support

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

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

<ul style="list-style-type: none"> a) Provide technical assistance and support in implementing PRISMSS related activities on the ground. b) Undertake desktop research and analytical work as required by the PRISMSS Manager or technical leads. c) Assist in organising and proof-reading PowerPoint presentations and other technical reports for PRISMSS. d) Assist in note taking for PRISMSS workshops, seminars and training including official meetings with partners and stakeholders. 	<ul style="list-style-type: none"> • Effective technical assistance and input is provided to the PRISMSS to ensure PRISMSS initiatives are on target. • Research work is completed and provides constructive contributions to PRISMSS activities. • Reports prepared for PRISMSS related events and activities are available in a timely manner. • PRISMSS activities and meetings are documented where required.
<p>3. PRISMSS procurement support</p> <ul style="list-style-type: none"> a) Ensure that procurements of required goods and services comply with the SPREP Financial Procedures Manual and SPREP procurement policies. b) Verify requests for purchase orders, supporting documents and account codes for validity, accuracy and completeness and prepare timely and accurate purchase orders. c) Monitor and track the contracts and agreements for required goods and services to deliver specific aspects of the project in consultation with the PRISMSS Manager and SPREP Finance Department. 	<ul style="list-style-type: none"> • Project procurements are effectively documented and managed according to the procurement plan approved by the donors and SPREP procurement procedures. • Regular procurement reminders are sent out to relevant SPREP and PRISMSS on outstanding procurement activities and issues that requires their attention. • Non-conformity with conditions and agreements are always prevented, with issues swiftly managed and addressed.
<p>4. PRISMSS Logistical and administrative support</p> <ul style="list-style-type: none"> a) Facilitate and arrange all travel requirements of PRISMSS in line with SPREP's Travel and Procurement Policies. b) Arrange and facilitate logistics for all PRISMSS meetings, visits, workshops, and events to ensure all are completed and ready on time. c) Liaise with local counterparts and PRISMSS partners on logistics and organisation of PRISMSS activities. d) Provide administrative and secretariat support to the PRISMSS. e) Set-up, maintain and update PRISMSS e-filing and record keeping on a regular basis. f) Prepare meeting notes and reports for all PRISMSS related meetings. g) Maintain the PRISMSS office facilities. 	<ul style="list-style-type: none"> • All PRISMSS activities logistics are organised in an efficient and cost-effective manner. • Meeting minutes and reports are prepared on time and shared with PRISMSS partners. • Project filing and record keeping are up to date and accessible to the Invasive Species Team and SPREP staff. • The PRISMSS Office is maintained and is clean and tidy.

<p>5. PRISMSS information systems and analysis support</p> <ul style="list-style-type: none"> a) Upload and classify relevant invasive species assets to the Battler Resource Base. b) Update PRISMSS Navigator information as required in consultation with the PRISMSS Manager and PRISMSS Programmatic Coordinator. c) Consult with National Invasive Species Coordinators to ensure completion of the annual Pacific Invasive Species Indicators (PISI). d) Assist in systems analysis annually. 	<ul style="list-style-type: none"> • The Battler Resource Base is populated with PRISMSS outputs and other relevant materials. • The PRISMSS Navigator is well utilised within the Pacific by members and partners. • The PISI indicators are updated comprehensively and accurately annually. • Annual analysis is completed.
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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 PRISMSS Manager 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:

- Maintaining effective administration of project budget and expenditure.
- Planning and logistics of large regional events.
- Ensuring information systems are updated regularly.

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"> • NZ MFAT (Donor) • National Invasive Species Coordinators • Suppliers and Vendors • PRISMSS partner organisations 	<ul style="list-style-type: none"> • Access to financial and procurement records and information • Consultations and facilitation • Negotiations, communications, and reporting

Internal <ul style="list-style-type: none"> • PRISMSS team • Invasive Species Adviser • IOE Programme Director and staff • SPREP Departments (HR, Finance and Administration, Communications and Outreach, SPREP IT) • All SPREP staff and programmes 	<ul style="list-style-type: none"> • Access to data and information • Advice and support • Collaboration and facilitation
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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. Bachelor degree in Accounting, Finance, Commerce, or relevant discipline (certified qualification and membership from a recognised professional accounting institute would be an advantage).

Knowledge / Experience

Essential
2. At least 3 years of relevant work experience in project accounting/project management and administrative work, preferably in the Pacific region.
3. Excellent experience in the following: <ul style="list-style-type: none"> a) Financial analysis and management. b) Programme or project fund management including monitoring and evaluation, proposal and report writing. c) Microsoft Office, spreadsheet applications and computerised accounting and finance systems d) Performance Based Output Budgeting systems

4. Excellent experience in office management, record keeping, and providing administrative, logistical and secretariat support to programmes/projects including facilitating of events and meetings.
5. Excellent written and verbal communication skills including high level of writing, presentation and interpersonal skills, collaboration with donors and partners with sound experience in maintaining effective relationships with a diverse group of people within a multi-disciplinary and multi-cultural team environment.
6. Excellent knowledge of current and emerging issues and challenges in administration and financial reporting and demands of a regional project in the Pacific islands' region, as well as good understanding and appreciation of environmental ethics, values and priorities.
7. Shows initiative to think outside the box particularly in problem-solving, setting priorities and meeting work-plan deadlines as well as meeting challenges and demands of a regional project.

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"> Financial and accounting knowledge Project financial reporting Work programme planning, and budgeting Computerised accounting systems Analytical skills
Advanced level	<ul style="list-style-type: none"> Analysing financial information Understanding of financial policies and procedures Interpersonal and communication skills Organisational, public relations and problem-solving skills Diplomacy and tact with ability to apply discretion when handling sensitive and financial information
Working Knowledge	<ul style="list-style-type: none"> Accounting practices Financial and procurement system software Human resources and corporate policies Project management
Awareness	<ul style="list-style-type: none"> SPREP Strategic Plan SPREP Performance Implementation Plan SPREP Annual Work Programme and Budget

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: Apia, Samoa

Duration: Appointment is for an initial term of 2.5 years with a possible renewal of up to a further 2 – 3 years, in line with the project time frame, subject to performance during the initial term, continuity of related project activities and availability of funds.

Salary: Remuneration is at Band 8 of SPREP's salary scale for locally recruited staff. Starting salary will be SAT46,509 per annum. This will be adjusted to SAT52,322 upon successful confirmation of probation. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required.

Term: 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.

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 SAT1,000.

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 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 staff are required to contribute to a Superannuation Fund. SPREP will pay the Samoa minimum legal requirement 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 the contract, provided the contract is not extended or renewed.

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:

'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.

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 PRISMSS Support Officer**” 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 PRISMSS Support Officer**”

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

For further enquiries, contact Olivia Hogarth on telephone (685) 21929 ext 285, or Email:
oliviah@sprep.org

Closing date: Friday, 27th October 2023: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
