

APPLICANT INFORMATION PACKAGE
PacWaste PLUS, FINANCE & PROCUREMENT OFFICER
(PWPFPO)

CONTENTS

A. BACKGROUND INFORMATION ON SPREP

B. JOB DESCRIPTION

C. REMUNERATION PACKAGE – TERMS & CONDITIONS

D. ADMINISTRATIVE INFORMATION

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 about 100 staff. There is also a SPREP office in Fiji with four staff as well as SPREP Officers stationed in the Federated States of Micronesia, Republic of the Marshall Islands, Solomon Islands and Vanuatu. SPREP has an annual budget of USD \$29 million in 2018.

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 on:

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.

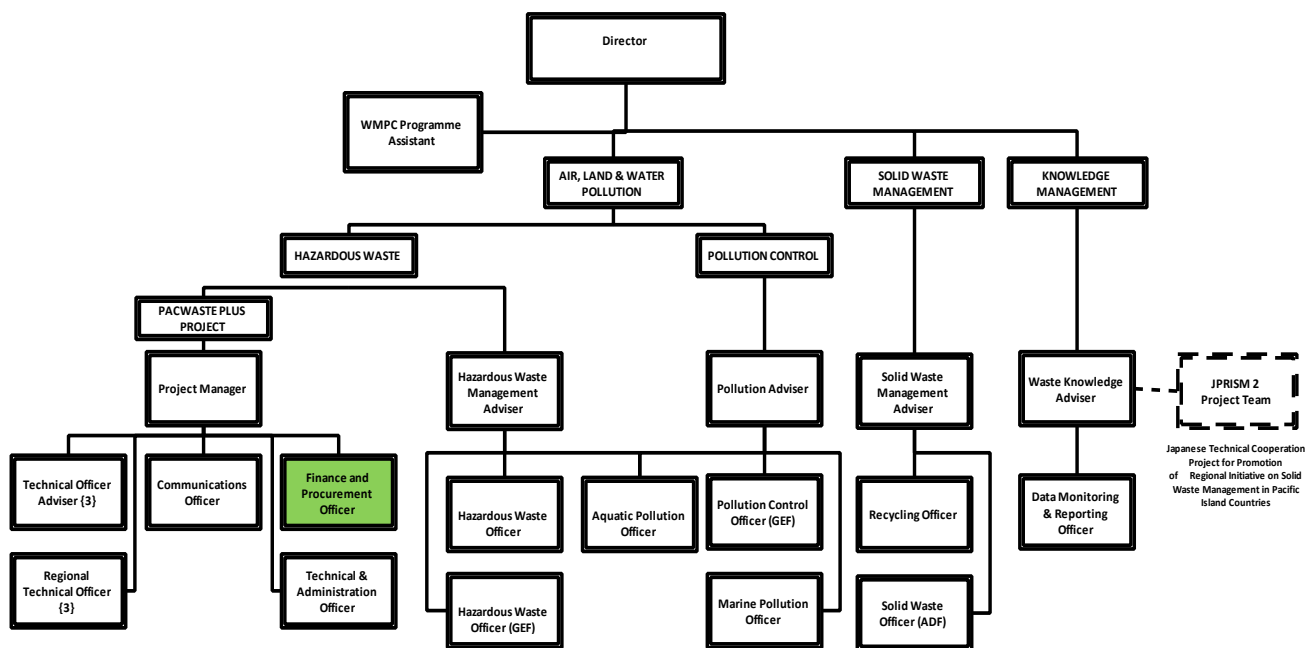
Organisation Goal 4: SPREP is leading and engaged in productive partnerships and collaboration.

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.

JOB DESCRIPTION

Job Title:	PacWaste Plus, Finance & Procurement Officer
Programme:	Waste Management & Pollution Control
Team:	PacWaste Plus
Responsible To:	PacWaste Plus Project Manager
Responsible For: (Total number of staff)	N/A
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> Provide financial and procurement services and support as part of the PacWaste Plus Project team
Date:	December 2018

Organisation Context



Key Result Areas

The position of **PacWaste Plus, Finance & Procurement Officer (PWPFPO)** addresses the following Key Result Areas:

1. Management of project finances and accounting requirements
2. Financial reporting
3. Verification of financial and accounting processes and records
4. Procurement Management

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

Jobholder is accountable for	Jobholder is successful when
<p>1. Management of project finances and accounting requirements</p> <p>a) Develop and manage appropriate financial accounting records for the PacWaste Plus Project</p> <p>b) Verify and approve project purchase orders (within financial delegation) and ensure they are correctly classified/coded and supported by appropriate source documents.</p> <p>c) Provide regular advice to the Project Manager and project staff on financial status of the PacWaste Plus project and confirm funding availability for project/programme activities.</p> <p>d) Carry out Donor/Project Reconciliations</p> <p>e) Liaise and work closely with SPREP Finance team and Procurement Officer on all project activities.</p> <p>f) Maintain and manage the project asset register</p> <p>g) Provide financial management advice and support to the PacWaste Project team</p> <p>h) Follow up payment of outstanding invoices</p>	<ul style="list-style-type: none"> • Up to date and relevant financial records developed and managed • Payments are valid, correctly classified and supported by appropriate source documentation • Funds are available to ensure programme delivery • Financial advice and guidance is provided to the Project Manager and staff in a timely manner • Project Manager and staff receive routine feedback on financial data quality to build their capacity to report on financial use and deficiencies • 6-monthly and annual reconciliations are prepared and reconciled • Project Financial Management goals and the Project Budget as per the Donor Agreement are successfully monitored and managed • Project annual workplan is successfully achieved particularly on project accounting area • All payments and monies due are correctly coded and collected promptly.
<p>2. Financial reporting;</p> <p>a) Prepare monthly, quarterly, six monthly and annual financial statements in a timely manner, to be reviewed by the SPREP Finance team with sign off by Director Finance & Administration on all financial reports</p> <p>b) Provide supporting documents for the</p>	<ul style="list-style-type: none"> • Project financial reports are accurate and provided on time ensuring EU financial requirements are effectively met • Project financial reports have all required supporting documentation available • Relevant and reliable information and advice are provided on time

<p>PacWaste Plus project, consistent with EU and SPREP's procedural and reporting requirements.</p> <p>c) Respond in a timely manner to EU queries with regard to financial reports and requirements</p> <p>d) Attend to Project Manager and project staff's queries regarding the project budget</p> <p>e) Prepare 'ad hoc' management and financial information and reports when required;</p> <p>f) Compile monthly performance output reports against budgets and analyse and interpret data in order to provide management information for decision making.</p> <p>g) Compile monthly income and expenditure project reports against approved budgets</p> <p>h) Follow up on audit reports and assist in coordinating responses on issues that may be raised from the audit reports;</p>	<ul style="list-style-type: none"> • Project Manager and project staff have access to accurate, timely relevant financial information that enables efficient and effective operation of the project • Project disbursements and expenditures are in line with approved work plan and budget • Timely, relevant and reliable financial information is always available and provided for informed decision making
<p>3. Verification of financial and accounting processes and records;</p> <p>a) Assist the PacWaste Project Technical Assistant in ensuring all travel itineraries and travel processes meet the requirements of the SPREP Travel Policy</p> <p>b) Check the accuracy of per diem and travel incidental claim calculations</p> <p>c) Follow up acquittals of accountable advances, code and verify that transactions comply with financial policies and procedures</p>	<ul style="list-style-type: none"> • All travel arrangements meet the SPREP Travel policy requirements • Travel requests and purchase orders meet the requirements of the SPREP Travel Policy • Per diems and travel related payments are accurate, according to policies and procedures and timely available • All financial data are accurately coded and captured in the accounting system daily • Accountable advances are acquitted within required time frame and correctly classified and supported by appropriate documentation
<p>4. Procurement Management</p> <p>a) Implement sustainable procurement guidelines, procedures and policy.</p> <p>b) Initiate the process for all tenders in consultation with the SPREP Procurement Officer and work collaboratively with Requisitioning Officer on the following areas:</p> <ul style="list-style-type: none"> • Provide information on previous, current and upcoming procurement 	<ul style="list-style-type: none"> • Procurement activities of the project comply with applicable Secretariat policies and procedures, international best practise as well as those of donors and partners, where relevant • Advice is provided to staff on the Procurement process including all documentation and compliance issues • Supplier agreements are established and

<p>activities of similar products/service</p> <ul style="list-style-type: none"> • Prepare requests and prepare the “Requests for Tenders” and ensure that the specifications are not biased towards a specific supplier • Develop performance indicators for new and existing suppliers and monitoring of these • Assist in market studies to identify new suppliers, pricing and availability of information and extent of competition • Provide advice in consultation with the SPREP Procurement Officer to the project team on the best method to obtain goods and services in a timely manner at the best possible price <p>d) Ensure the tender process is in line with the SPREP Procurement Policy, and that all necessary tender requirements are fulfilled and the Tender Evaluation Committee understands and fulfils their roles</p> <p>e) Prepare necessary paperwork according to the approved tender report to assist the SPREP Procurement Officer in developing all project contracts</p> <p>f) Participate in Tender Evaluation Committees and procurement panels according to financial delegated authority</p> <p>g) Develop and manage appropriate records for all procurements and consultancies for the project</p>	<p>joint procurement initiatives with other relevant organisations are in place, where appropriate</p> <ul style="list-style-type: none"> • Successful negotiations with new and existing suppliers result in economic savings and increased service levels • Project staff have a strong understanding of procurement policies and comply with compliant procurement standards and guidelines • Clean external audit opinion on procurement process and records • All information relating to preparation of contracts according to approved reports by panels are provided to the SPREP Procurement Officer on time • Quality advice given to procurement panels to comply with the SPREP Procurement policy and international standards • Assistance and advice provided to staff queries and problems with procurement systems and processes and non-compliance issues are addressed and resolved. • Project procurement are completed in an accurate and timely manner with project objectives achieved. • Project staff have a good working knowledge of procurement procedures and systems
---	---

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

<p>Most challenging duties typically undertaken:</p> <ul style="list-style-type: none"> • Ensuring efficient financial procedures are maintained and or implemented • Ensure Procurement process is efficiently managed and that staff understand and comply with policy • Managing all aspects of the EDF11 PACWaste Plus Project to meet the required standards of SPREP and the EU

- Providing up to date and accurate project financial reports

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"> • Donors • Suppliers and Vendors • Member Countries 	<ul style="list-style-type: none"> • Providing and receiving information • Answer queries/explain/assistance/respond to correspondences/liaise • Financial Reporting
<p>Internal</p> <ul style="list-style-type: none"> • All Staff • Finance and Administration Department • Procurement Officer 	<ul style="list-style-type: none"> • Advice and support/reporting/team working/receiving and providing financial input/resolving minor conflicts/clarifying needs/respond to correspondences/explain

Level of Delegation

The position holder:

- Has oversight of the project budgets and finances in line with Financial Delegation

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 Accounting / Finance or relevant discipline (a certified qualification and membership from a recognised professional accounting institute would be an advantage)

Knowledge / Experience

Essential

2. At least 5 years relevant experience in project accounting or in a similar accounting role with demonstrated experience in project fund management, preferably in the Pacific region

<p>3. Excellent experience in the following:</p> <ul style="list-style-type: none"> a) financial management and accounting b) financial analysis, advisory and reporting c) programme and project fund management including monitoring and evaluation, proposal and report writing d) Microsoft Office, spreadsheet applications and computerised accounting systems e) Performance Based Output Budgeting systems
<p>4. Excellent experience in management and operations of procurement processes including tender work and assessment as well as appreciation of policies, systems, processes and databases</p>
<p>5. Excellent written and verbal communication skills including high level of presentation and inter-personal skills, collaboration with donors and partners with sound experience in capacity building and maintaining effective relationships with a diverse group of people within a multi-disciplinary and multi-cultural team environment</p>
<p>6. Demonstrated knowledge of accepted 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</p>
<p>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</p>

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
Advanced level	<ul style="list-style-type: none"> • Analytical skills • Understanding of financial policies and regulations • Communications, representation and interpersonal skills • Advisory and analytical skills
Working Knowledge	<ul style="list-style-type: none"> • Accounting practices • Financial systems software • Knowledge of SPREP financial procedures • Corporate policies • Ability to work well with section colleagues and staff at all levels • Good oral and written communication skills • Environmental issues in the Pacific islands region

	<ul style="list-style-type: none"> • Emerging financial / donor issues and challenges
Awareness	<ul style="list-style-type: none"> • SPREP Strategic Plan 2017 – 2026 • Cleaner Pacific 2025 • SPREP Work Programmes

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 until June 2023. 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 9 of SPREP's salary scale. Starting salary will be SDR26,148 per annum. This is currently equivalent to Samoan Tala \$99,790 (USD\$38,381) per annum. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required. Progress in the salary scale will be based on annual performance reviews.

Cost of living differential allowance (COLDA): A Cost-of-Living Differential Allowance of SDR4,194 will be paid to the successful candidate. The current equivalent in Samoan Tala is SAT\$14,928 (USD\$5,742) per annum. Cost-of-living differential allowance reflects the comparative cost of living difference between Suva and Apia. This allowance is reviewed periodically based on data determined by an independent reviewer.

Adjustments: Salaries and allowances for internationally recruited staff are paid in Samoan Tala and adjusted every month based on the monthly average in the value of the SDR relative to the Samoan Tala (SAT) at the time the salary payment is processed. SDR movement however is limited to within 5% above or below a reference point set annually. Remuneration is paid monthly in SAT equivalent. The international currency exchange rate at the time of writing is approximately USD1.00 = SAT\$2.60

Term: For staff recruited from outside Samoa, the term begins from the day the appointee leaves his or her home to take up the appointment. Appointment is subject to a satisfactory medical examination, as well as a 6-month probationary period.

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

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

FOR STAFF RECRUITED FROM OUTSIDE SAMOA, THE FOLLOWING APPLIES:

Relocation Expenses: SPREP will meet certain appointment and termination expenses for staff recruited from outside Samoa, including transport and accommodation en-route for the appointee and accompanying dependent(s) between point of recruitment and Apia, and return, by the shortest and most economical route. This includes:

- economy class airfares;
- reasonable cost of packing, insuring, shipping and transporting furniture, household and personal effects on a 20ft container; and,
- up to 20 kilos of excess baggage each for the appointee and family.

Establishment Grant: A lump sum of SDR1,100 is payable upon taking up appointment and arrival in Apia. This is currently equivalent to SAT\$4,198 (USD\$1,615).

Temporary Accommodation and Assistance: On arrival in Apia, the appointee and (s) are entitled to temporary accommodation at a suitable hotel or other fully furnished accommodation for up to 6 working days. The appointee will be assisted to settle into Apia. This will include help in finding suitable rental accommodation.

Privileges and Immunities: SPREP remuneration is tax-free for non-citizens or non-residents of Samoa, including duty-free importation of household and personal effects which have been owned and used by them for no less than six months, within 6 months of taking up appointment.

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

FOR ALL INTERNATIONALLY RECRUITED STAFF, THE FOLLOWING 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 Samoan Tala \$15,600 (USD\$6,000) per annum per dependent child, with an overall maximum of Samoan Tala \$46,800 (USD\$18,000) per annum per family of 3 or more eligible children.

School Holiday Travel: One return economy class flight each year between the place of education (taken to be recognised home) and Apia by (i) each dependent child being educated outside Samoa or (ii) the staff member or spouse to visit the child, providing the journey is not made within the final 6 months of the contract.

Family Leave Travel: Return economy class airfares between Apia and the recognised home for the staff member and dependents after completing 18 months of service for 3-year contracts providing no travel is undertaken within the final 12 months of the contract.

Housing Assistance: Internationally recruited staff shall receive housing assistance of 75% of the typical rent payable in Samoa for expatriate executive furnished housing. The current rate is SAT\$2,850 (USD\$1,096) per month. This assistance shall be reviewed annually and adjusted on relative movement in the local rental market.

Security Assistance: Security-related expenses maybe reimbursed against actual receipts up to SAT\$2,400 (USD\$923) per annum as stipulated under SPREP's Security Assistance policy.

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

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

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

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

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

Medical Benefits: All employees and their dependents are entitled to have all reasonable medical, dental and optical expenses met, under the terms and conditions of the SPREP in-house Medical Treatment Scheme.

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

Learning and Development

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

Definitions:

'Dependent' means the spouse and financially dependent children of an employee.

'Dependent child' means an employee's unmarried, financially dependent, natural or legally adopted child who is:

- under the age of 16 years; or
- under the age of 19 years if undertaking full-time study at a secondary school; or
- under the age of 25 years if enrolled and undertaking full-time study at a university or other tertiary institution; or
- mentally or physically incapacitated.

'Expatriate' means an internationally recruited staff member, who is not a citizen or permanent resident of Samoa, and who resides in Samoa only by virtue of employment with SPREP.

Equal Opportunities: SPREP is an Equal Opportunity Employer. Men and women are equally eligible for all posts in SPREP.

General: Appointment will be under the terms and conditions of SPREP's Staff Regulations, a copy of which will be made available to the successful applicant.

4. ADMINISTRATIVE INFORMATION

ESSENTIAL: Applications should include:

1. Completed Application Form – can be downloaded from the Employment Section of our website (*you are required to complete in full all areas requested in the Form rather than referring us to your CV*);
2. A detailed Curriculum Vitae.

Applications that do not complete the correct SPREP Application Form and submit all the requirements stated above will not be considered.

SUBMITTING APPLICATIONS:

- a) **BY EMAIL (MOST PREFERRED OPTION):** Subject matter to be clearly marked “**Application for PacWaste Plus, Finance and Procurement Officer (PWPFPO)**” 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 PacWaste Plus, Finance and Procurement Officer (PWPFPO)**”

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

For further enquiries, contact Ms Marion Chan Chui on telephones (685) 21929 ext 328 or Email:
marionc@sprep.org

CLOSING DATE: Friday, 25th January 2019: Late applications will not be considered.

SPREP is an Equal Opportunity Employer