

APPLICANT INFORMATION PACKAGE
PacWaste Plus Regional Project Officer (PWPRPO)
Fiji

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A. Background Information on SPREP

SPREP is the regional organisation established by the Governments and Administrations of the Pacific charged with protecting and managing the environment and natural resources of the Pacific. The head office is based in Apia, Samoa with over 100 staff. There are SPREP offices in Fiji and Vanuatu as well as SPREP Officers stationed in the Republic of the Marshall Islands and Solomon Islands. SPREP has an annual budget of USD \$33 million in 2019.

The establishment of SPREP sends a clear signal to the global community of the deep commitment of Pacific island Governments and Administrations for better management of the environment within the context of sustainable development.

The strategic direction for SPREP is clearly set out in the 2017-2026 SPREP Strategic Plan. The Plan outlines the mandate, vision and programmes for the organisation, and places strong emphasis on effective delivery of services to SPREP Member countries and territories.

Mandate

SPREP's **mandate** is to promote cooperation in the Pacific region and provide assistance in order to protect and improve its environment and to ensure sustainable development for present and future generations.

Vision

SPREP is guided by its **vision for the future**: "A resilient Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures".

Members

SPREP has 21 Pacific island member countries and territories (American Samoa, Cook Islands, Federated States of Micronesia, Fiji, French Polynesia, Guam, Kiribati, Marshall Islands, Nauru, New Caledonia, Niue, Northern Marianas, Palau, Papua New Guinea, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, Vanuatu and Wallis & Futuna) and 5 developed countries (Australia, France, New Zealand, United Kingdom and United States of America) with direct interests in the region.

Four regional goals to achieving resilience and sustainable Pacific communities:

- **Regional Goal 1:** Pacific people benefit from strengthened resilience to climate change
- **Regional Goal 2:** Pacific people benefit from healthy and resilient island and ocean ecosystems
- **Regional Goal 3:** Pacific people benefit from improved waste management and pollution control
- **Regional Goal 4:** Pacific people and their environment benefit from commitment to and best practice of environmental governance

These define the core priorities and focus of SPREP in the areas 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.

European Union funded /SPREP implemented Regional Project: PacWaste Plus

SPREP has received funding from the European Union (EU), to address waste management and pollution control problems in 15 Pacific Island Countries. The PacWaste Plus project builds on the work undertaken by EU funded PacWaste and supports the delivery of actions outlined in the Pacific Regional Waste and Pollution Management Strategy 2016 – 2025 (Cleaner Pacific 2025).

Pacific Island Countries face heightened risks from poor waste and pollution management, as their economic bases (tourism, fishing and agriculture) rely heavily on an environment free of waste and pollution. The inadequate management of wastes and poor control over polluting activities impact the health of Pacific communities and natural ecosystems, reducing their resilience to climate change impacts, and ultimately impinging on their social and economic development.

The overall objective of PacWaste Plus is to generate improved economic, social, health and environmental benefits for Pacific Island Countries arising from stronger regional economic integration and the sustainable management of natural resources and the environment. The specific objective is to ensure the safe and sustainable management of waste with due regard for the conservation of biodiversity, climate change mitigation and adaptation, gender inclusiveness and the health and wellbeing of Pacific island communities.

The Pacific region is characterised by immense diversity with regard to socio-economic development, population size, geography and logistics. As such, PacWaste will encompass both a regional and a tailor made approach for waste and pollution management, accommodating the difference between Pacific countries.

The project duration is 5 and a half years with a €16.5 million budget stretched across the region in the following countries: Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Nauru, Niue, Palau, Papua New Guinea, Republic of the Marshall Islands, Samoa, Solomon Islands, Timor-Leste, Tonga, Tuvalu and Vanuatu.

PacWaste Plus will improve management of the following priority waste streams:

- Hazardous wastes (asbestos, E-waste and healthcare waste)
- Solid wastes (recyclables, organic waste, food packaging waste, plastic waste, disaster waste and bulky waste)
- Wastewater

The project will focus on four areas of delivery to address the priority waste streams:

- Improved data collection, information sharing, and education and awareness to establish baselines, monitor progress, build and share knowledge, drive behaviour change and promote visibility of PacWaste Plus
- Policies and regulatory frameworks developed and implemented to better mitigate and manage waste and pollution regionally and nationally in Pacific island countries.
- Best practices initiatives implemented, including projects involving enhanced private sector engagement and the provision of infrastructure, to drive cost-effective and sustainable waste management and pollution control solutions.
- Enhanced human capacity, from grass-roots training to accredited university level courses, to assist countries to better mitigate and manage waste and pollution regionally and nationally. Community empowerment on waste and pollution issues and involvement in policy and decision making will be a key target area, along with better access to information to foster evidence-based decision-making.

PacWaste Plus will be successful when all 15 Pacific Island Countries have demonstrated a shift from poor to good waste management practices for priority waste streams, with flow-on benefits for climate change mitigation and adaptation, biodiversity conservation and the health, prosperity and wellbeing of Pacific communities.

The role of the PacWaste Plus Regional Project Officers

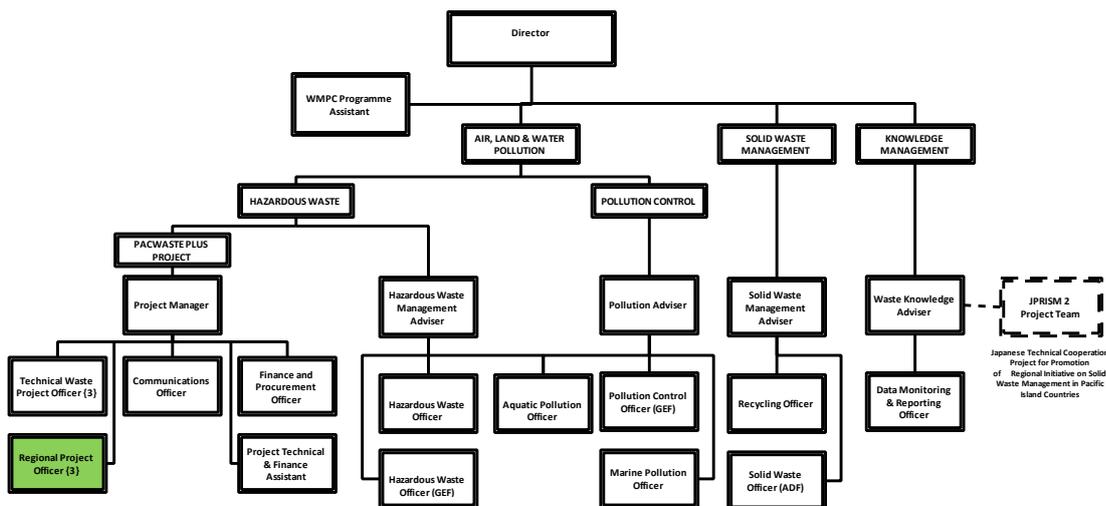
SPREP is seeking to engage three (3) PacWaste Plus Regional Project Officers to work on the PacWaste Plus Project. We are seeking individuals with skills in project management, implementation and relationship management. Experience in waste or environmental fields is a requirement, but many of the project activities will be determined in cooperation with the PacWaste Plus Technical Officers, PacWaste Plus Project Manager and participating Countries.

The Regional Project Officers (RPOs) will be required to work with Countries in their Sub-Region to facilitate the implementation and adoption of project activities. The RPOs therefore need skills and experience in project management and relationship management as they will be at the 'coal-face' of the PacWaste Plus work and will be an active conduit between the PacWaste Plus Project Management Unit and Countries and provide an integral and important function to ensure the effectiveness of the PacWaste Plus project.

B. JOB DESCRIPTION

Job Title and Location:	PacWaste Plus Regional Project Officer (PWPRPO) Will be based in the SPREP Office, Suva, Fiji
Programme:	Waste Management and Pollution Control
Team:	PacWaste Plus Project
Responsible To:	Project Manager, PacWaste Plus
Responsible For: (Total number of staff)	Nil
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> • Provide advice to the PacWaste Project Management Unit and participating Countries • Assist national governments and communities to implement PacWaste Plus project activities • Implement agreed PacWaste Plus projects
Date:	June 2019

Organisation Context



Key Result Areas

The position of **PacWaste Plus Regional Project Officer (Fiji)** addresses the following Key Result Areas:

1. Project management support
2. Project support and facilitation
3. Communications and capacity building
4. Monitoring, evaluation and reporting
5. Financial and project administrative management
6. Networking, partnerships and collaboration

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

Jobholder is accountable for	Jobholder is successful when
<p>1. Project management support</p> <ol style="list-style-type: none"> a) Assist the Project Manager to develop and implement an Annual and quarterly Work Plan and Budget (AWP&B) to support the Programme's annual work plan b) Provide feedback, guidance and assistance to the Project Manager and PacWaste Plus team, as well as quality control of their work; c) Participate in the development and implementation of individual Performance Development Plans as well as the necessary learning and development to support work plans; d) Assist the Project Manager to provide project management of project activities in line with the approved work plan; e) Assist the Project Manager to ensure reports to EU and SPREP are produced and submitted to Project Manager in the required format, timeframe and quality. f) Provide oversight to consultants engaged to deliver key technical actions in their sub-region 	<ul style="list-style-type: none"> • The Project activities assigned are delivering on the approved Annual Work Plan and Budget (AWP&B) objectives within the agreed timeframe and contribute to the overall achievement of the SPREP strategic priorities; • Project work is well integrated with other PacWaste Officers, and staff of the WMPC Programme, and contributes to other SPREP Programmes; • Performance Development Plans are developed and implemented; • Fully accountable to corporate responsibilities including budget management, financial reporting, and other general management requirements applicable to the position; • Projects are successfully implemented within the approved timeframe; • Reports are submitted and received within the agreed timeframes. • Consultant contracts are developed with appropriate risk management and reporting systems, and managed to time, budget are required outcomes.
<p>2. Project support and facilitation</p> <ol style="list-style-type: none"> a) Provide advice on activities designed for delivery in the sub-regions; b) Assist with the coordination and implementation of regional and national workshops related to the Project; 	<ul style="list-style-type: none"> • Well researched, relevant and timely advice is provided; • Regional and national workshops are successfully implemented and documented;

<ul style="list-style-type: none"> c) Provide oversight and guidance on project activities delivered to countries in their sub-region d) Produce relevant project reports with the support and advice of the project team e) Provide direct support to participating countries to implement actions of the PacWaste Plus Project 	<ul style="list-style-type: none"> • Adoption of best practices in waste and pollution management based on informed decisions; • Reports are developed and submitted to EU and SPREP on time; • Direct project support provided to participating countries are requested and included in the project work plan.
<p>3. Communications and capacity building</p> <ul style="list-style-type: none"> a) Provide advice and reports on waste and pollution management information that support and promote the work of SPREP’s programmes and projects in the region; b) Assist in the development of project communication and information sharing, on PacWaste Plus activities; c) Assist the Project Manager and Technical Officers to report on PacWaste Plus Project activities to donor and counterparts; d) Assist the Project Management Unit to carry out relevant capacity building in waste and pollution management for Pacific Island Countries essential for the successful implementation of the project. e) Provide support for the organisation of meetings and conferences, and workshops. f) Foster and maintain excellent working relationships with Country contacts to facilitate the smooth implementation of project activities in each Country in sub-region. 	<ul style="list-style-type: none"> • Waste and pollution information is captured, analysed and disseminated through relevant networks and audiences for awareness; • Waste and pollution information and data are synthesised and integrated into planning and decision making processes at the national and regional level; • Appropriate project communications are developed and distributed to participating countries and project partners; • Relevant capacity building and training initiatives provided to strengthen SPREP and Member’s positions and capabilities; • Relationships created and strengthened with key contacts in each Country.
<p>4. Monitoring, evaluation and reporting</p> <ul style="list-style-type: none"> a) Contribute to the monitoring and evaluation framework of the PacWaste Plus project activities; b) Assist countries in each sub-region to undertake and report on M&E plans c) Assist the Project Manager to prepare performance reports for Senior Management Team and Donors, where necessary. d) Provide update reports to project manager for distribution to donors, 	<ul style="list-style-type: none"> • Monitoring and Evaluation framework for the project is developed and utilised; • Relevant and timely reports are provided to project manager for collation and distribution to SPREP SMT and to members, where necessary. • Effective and timely reporting to donors, partners and participating countries

<p>partners and members on the progress of PacWaste Plus project.</p>	
<p>5. Financial and project administrative management</p> <p>a) Assist the Project Manager to manage project funds in accordance with SPREP procurement requirements.</p> <p>b) Assist the Project Manager to ensure a clean project audit is obtained on an annual basis</p> <p>c) Assist the Project Manager to submit financial reports and other necessary documents to SPREP Finance Department and Donor.</p>	<ul style="list-style-type: none"> • 100% compliance with finance policy, rules, regulations and laws • Clean audit is obtained on an annual basis demonstrating compliance with relevant legislation and regulations; • Financial reports are produced and submitted to donors in a timely manner.
<p>6. Networking, partnerships and collaboration</p> <p>a) Work together with the Pacific Island Countries in the sub-region to facilitate the adoption of best practice in waste management and pollution control - from data collection and sharing, development and implementation of policies and legislation, participation in capacity building and implementation of on-ground practices – that promotes the health, prosperity and wellbeing of Pacific communities.</p> <p>b) Provide support to Pacific Island Members in managing waste and pollution to enable them to meet their obligations under Cleaner Pacific 2025 and regional Multilateral Environmental Agreements (MEAs) as well as be effective in relevant regional and international negotiations, where necessary</p>	<ul style="list-style-type: none"> • Support and advice is provided to Pacific Island Members on ensuring their systems enable them to make informed and effective decisions. • Improved awareness by Pacific Island Countries of project results and outcomes • Improved and strengthened regional networking, coordination and collaboration in achievement of the project’s objectives

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 Immediate Supervisor/Director as part of the Performance Development System.

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

Work Complexity

Most challenging duties typically undertaken:

- Provision of timely and accurate briefings and advice to Project Manager for use in briefing SPREP Senior Management Team, Donor and Participating Countries
- Ensuring project activities are implemented within the approved timeframe
- Managing a technically complex work portfolio and providing timely guidance to the project team and Project Manager
- Collaboration with other regional agencies and stakeholders
- Working across multiple agencies in ensuring delivery of result areas of the projects delivering project activities in remote outer islands.

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"> ● Member countries ● Donors / Partners ● Professional / Scientific organisations ● Regional / International organisations ● Consultants 	<ul style="list-style-type: none"> ● Advice and assistance ● Consultations and collaboration ● Negotiations ● Communications and reporting ● Monitoring of activities
<p>Internal</p> <ul style="list-style-type: none"> ● Executive ● Senior Management Team ● PacWaste Plus Project Team ● Waste Management & Pollution Control Programme ● All staff 	<ul style="list-style-type: none"> ● Advice and support

Level of Delegation

<p>The position holder:</p> <ul style="list-style-type: none"> ● Can authorise costs in their own approved project budget ● Can seek funding opportunities for work programme activities

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. Minimum qualifications of a Degree in Environmental Management or other relevant technical field

Knowledge / Experience

Essential
2. At least 5 years of project implementation experience and technical assistance on environmentally focused projects (preferably related to waste management and pollution control in the Pacific islands region); with at least 3 years of this experience in a role requiring a similar degree of versatility and responsibility.
3. Knowledge of emerging project-related environmental issues and challenges facing the Pacific region with excellent understanding and appreciation of environmental ethics, values and priorities. Knowledge and/or experience in waste management in Pacific Island States would be an advantage
4. Excellent relationship management and experience that demonstrate a high level of professional and constructive engagement with a diverse range of stakeholders.
5. Excellent project management/implementation experience including the development of funding proposals, design and delivery of integrated work program activities, monitoring and evaluation of performance as well as knowledge and appreciation of organisational policies, systems, processes and databases.
6. Excellent experience in delivering advice to project stakeholders to assist or influence project delivery and shows initiative to multi-task and meet deadlines with minimal supervision
7. Sound experience in project communication and reporting across diverse audiences within a multicultural and multi-disciplinary environment.

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"> ● Environmental knowledge ● Work programme planning and implementation ● Consultant supervision
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	<ul style="list-style-type: none"> • Relationship building and relationship management
Advanced level	<ul style="list-style-type: none"> • Project implementation, monitoring and evaluation • Environmental issues in the Pacific islands region • Emerging environmental issues and challenges • Behaviour change practices • Data management
Working Knowledge	<ul style="list-style-type: none"> • General management principles • Circular economy • Gender equity • Technical experience in one or all of: <ul style="list-style-type: none"> ○ Hazardous Waste Management ○ Solid Waste Management (e.g. landfill management and processing systems) ○ Resource Recovery (recyclate, organics, sustainable financing mechanisms)
Awareness	<ul style="list-style-type: none"> • SPREP Strategic Plan • Cleaner Pacific 2025 • Key multilateral environmental agreements (MEAs) related to waste management and pollution control

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: Suva, Fiji.

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: Remuneration is at Band 8 of SPREP's salary scale for locally recruited staff. Starting salary will be FJD\$33,481 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 of Samoan Tala \$1,000.

Annual Leave: 15 working days a year (up to a maximum accumulation of 50 days).

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

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

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

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

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

Superannuation: SPREP will pay the legal minimum requirement of basic salary to the Fiji 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 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.

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 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 Regional Project Officer, Fiji**” 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 Regional Project Officer, Fiji**”

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

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

Applications now close: Friday, 12th July 2019: Late applications will not be considered.

SPREP is an Equal Opportunity Employer