

APPLICANT INFORMATION PACKAGE
PacWaste Plus, Technical and Administration Officer

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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 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.

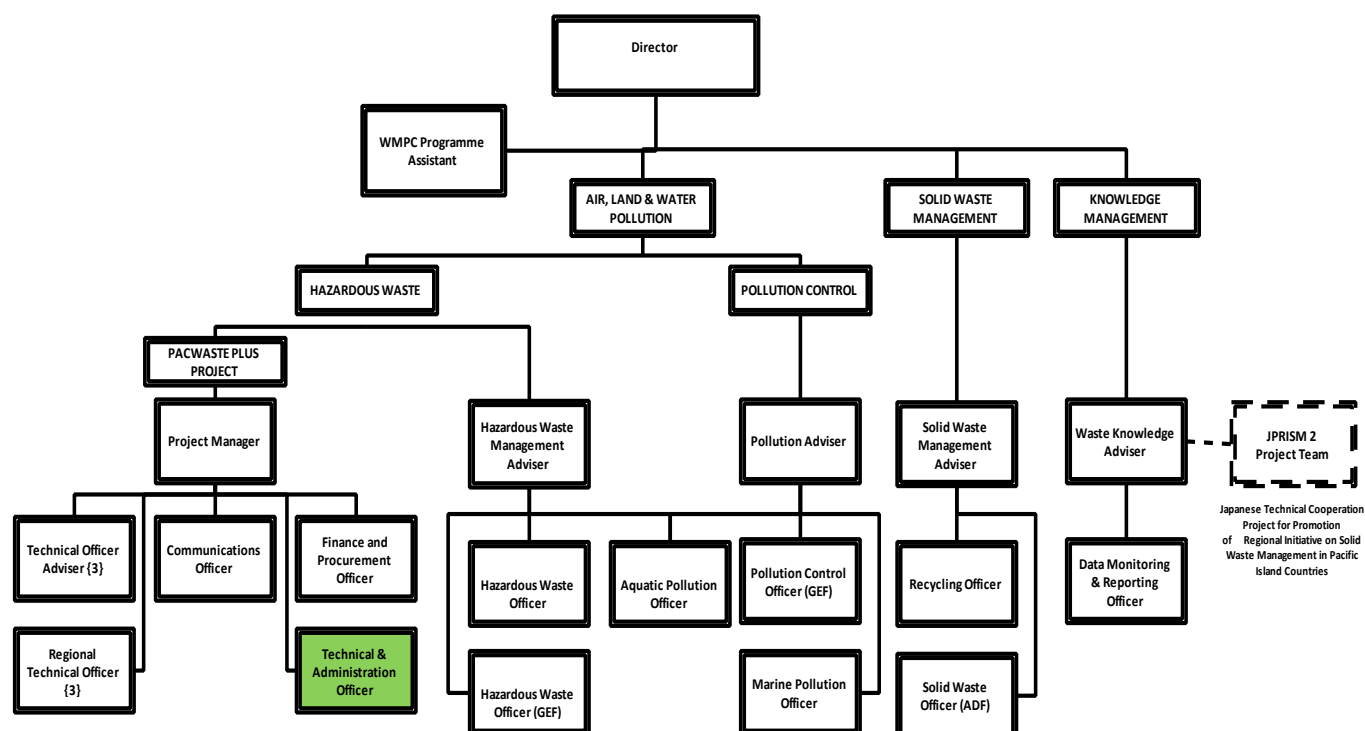
Organisation Goal 4: SPREP is leading and engaged in productive partnerships and collaboration.

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.

B. JOB DESCRIPTION

Job Title:	PacWaste Plus, Technical and Administration 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 project assistance and support in the management and implementation of the PacWaste Plus Project
Date:	December 2018

Organisation Context



Key Result Areas

The position of **PacWaste Plus, Technical and Administration Officer** addresses the following Key Result Areas:

1. Project management support
2. Project implementation support
3. Logistical, administrative and secretariat support
4. Communications and outreach
5. Project management information system

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> <p>a) Assist the PacWaste Plus Finance & Procurement Officer to provide financial analysis and information on the project's financial status, budget overviews and ensure all relevant project information and financials are up-to-date for the preparation of project financial reports in consultation with the Project Manager and SPREP Finance Project team;</p> <p>b) Compile and ensure all information is up-to-date and available for the preparation of narrative progress reports, project implementation reports and other substantive reports as required for the project</p> <p>c) Assist the Project Manager in preparing work plans and budgets for the project;</p> <p>d) Maintain and keep records of all project budget revisions</p> <p>e) Assist with the monitoring and tracking of project progress and delivery of project outputs;</p> <p>f) Assist the Finance & Procurement Officer to follow up on audit reports and assist in coordinating responses on issues that may be raised from the audit reports;</p> <p>g) Prepare necessary paperwork, process and follow up payments for project activities;</p> <p>h) Upload and process requests for payments and purchase orders on the Financial Management Information System (FMIS);</p> <p>i) Maintain a filing system for all invoices,</p>	<ul style="list-style-type: none"> • Clear financial overviews of project expenditure are regularly provided to the Project Manager • Financial and narrative reports including other required project reports are prepared and submitted to EU Delegation 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 • Project work plan is current and effective

<p>receipts and related documents.</p>	
<p>2. Project implementation support</p> <ul style="list-style-type: none"> a) Provide technical assistance and support in implementing project and related activities b) Undertake research and analytical work as required for the project c) Support project workshops, seminars and training including official meetings with partners and stakeholders d) Assist in capacity building, awareness raising and raising the profile of the project through regular communication outputs e) Assist the PacWaste Plus Finance & Procurement Officer in the following: <ul style="list-style-type: none"> i. Obtain quotations for goods and services as per the SPREP Procurement Manual; ii. Coordinate processes required to evaluate and select service providers iii. Register and file all project contracts, agreements, deliverables/outputs and other related documents; iv. Maintain a register/inventory of all project procured assets and equipment. f) Verify requests for purchase orders, supporting documents and account codes for validity, accuracy and completeness and prepare timely and accurate purchase orders; 	<ul style="list-style-type: none"> • Consultants' work is on time on budget and reported to the PM monthly • Project procurements are effectively documented and managed according to SPREP procurement procedures • Effective technical and finance assistance and input is provided to the project to ensure the project implementation is on target • Research work is completed and provides constructive contribution to activities of the project • Reports prepared for project related events and activities are available in a timely manner • Reports and information on any of the project activities are made available on time
<p>3. Logistical, administrative and secretariat support</p> <ul style="list-style-type: none"> a) Organise and arrange all travel requirements of the project in line with SPREP's Travel and Procurement Policies; b) Arrange and organise logistics for all project meetings, visits, workshops and events to ensure all are completed and ready on time; c) Provide administrative and secretariat support to the project and all meetings including the Steering Committee; d) Set-up, maintain and update project e- 	<ul style="list-style-type: none"> • All project activities and logistics (including travel arrangements) are organised in an efficient and cost effective manner • Workshops and project activities are well received by stakeholders and government officials, and stakeholders exhibit improved understanding of PacWaste Plus, PacWaste Plus adaptation actions, and PacWaste Plus research and monitoring • Meeting minutes and reports are prepared on time and shared with members of the

<p>filing and record keeping on a regular basis; and</p> <p>e) Prepare meeting notes and reports for project specific and related meetings.</p> <p>f) Assist with organising PacWaste Plus Steering Committee meetings, Technical Advisory Meetings, Research Advisory Group meetings and other project meetings as required.</p> <p>g) Assist with the planning and implementation of WMPC events as required (e.g. Cleaner Pacific Roundtable).</p>	<p>Steering Committee, Director, WMPC and staff</p> <ul style="list-style-type: none"> • An effective project filing system and record keeping are up to date and accessible to the project team and WMPC staff • Project logistics and administrative activities comply with SPREP policies and processes
<p>4. Communications and outreach</p> <p>a) Set up a project webpage on the SPREP website in consultations with the IT team and Communications Officer;</p> <p>b) Maintain and update information on the PacWaste Plus Project webpage, develop webpage content materials based on project outputs and deliverables</p> <p>c) Liaise closely with the SPREP Communications team in carrying out project communication and outreach activities</p> <p>d) Contribute to the preparation of media releases and communication materials to raise the profile of the project, key results and achievements;</p> <p>e) Disseminate project knowledge products and information materials;</p> <p>f) Assist in carrying out project communication and outreach activities.</p>	<ul style="list-style-type: none"> • Project participating countries, and SPREP Senior Management are fully aware of project outcomes and results • Project outputs and results are widely disseminated through the website and other means
<p>5. Project Management Information System (PMIS)</p> <p>a) Compile project data and relevant information required for updating the PMIS and for the preparation of narrative progress reports, project implementation reports and other substantive reports as required by EU and SPREP</p> <p>b) Ensure information is correct and accurate before uploading on the PMIS and assist with the monitoring and tracking of project progress and delivery of project outputs</p> <p>c) Review project information on PMIS and report on gaps and issues that need to be</p>	<ul style="list-style-type: none"> • PacWaste Plus Project information on PMIS is accurate and up to date

<p>addressed</p> <p>d) Ensure follow up on project information gaps so that data on PMIS is relevant and up-to-date</p>	
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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 Director/Supervisor 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:

- Understanding donor financial and narrative reporting requirements and ensure that these requirements are adhered to
- Ensuring SPREP policies on procurement, travel and other related policies are followed
- Being aware of potential project risks and issues and managing these in an effective and efficient manner
- Provision of timely and accurate advisory support and assistance to stakeholders
- Communicating materials in a format that is easily understood by stakeholders at different levels

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"> • SPREP member countries • PacWaste Plus project national focal points • Project collaborating partners and organisations • Suppliers and Vendors 	<ul style="list-style-type: none"> • Providing and receiving information, advice and assistance • Capacity building • Answer queries • Respond to correspondences • Facilitation and coordination • Reporting and collaboration • Facilitation of travel arrangements
<p>Internal</p> <ul style="list-style-type: none"> • PacWaste Plus Project Manager • PacWaste Plus Project Team • WMPC Programme • Finance and Administration Department 	<ul style="list-style-type: none"> • Reporting • Receiving and providing financial input • Assistance and Support • Facilitation

<ul style="list-style-type: none"> • Information Services • Communications and Outreach Team 	<ul style="list-style-type: none"> • Meetings and discussions • Coordination and collaboration • Facilitation of travel arrangements
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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 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. Minimum of a Bachelor degree in Management, Administration, Finance, Accounting or relevant discipline OR another relevant qualification in lieu, with applied relevant work experience in excess of the minimum required relevant work experience.

Knowledge / Experience

Essential

2. At least two years relevant practical experience in the administration side of project-related work and/or in a management support role. Experience in event organisation including travel arrangements for participants, venue hire, catering and programme logistics is a core requirement.
3. Demonstrated research, analytical and reporting skills including strong organisational, office management and problem solving skills and the ability to work with integrity and exercise good sense of judgement, diplomacy and tact within a multi-disciplinary and multi-cultural team environment
4. Knowledge of project environment work, financial and administration systems and processes, financial management information systems and databases and appreciation of organisational policies, systems, processes and databases
5. Demonstrated ability to multi-task and meet deadlines with minimal supervision, has strong self-motivation and initiative to think outside the box

6. Demonstrated knowledge of accepted and emerging issues and challenges in administration of a regional project in the Pacific islands region as well as good understanding and appreciation of environmental ethics, values and priorities
7. Excellent communication and diplomacy skills with high command of spoken and written English including demonstrated experience with media, publications, communications and networking with diverse stakeholders ranging from local community members to high-level government officials

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"> • English language (spoken and written) • Professionalism • Organisational, public relations and problem solving skills • Interpersonal and communication skills • Research skills • Analytical and conceptual skills • Time management skills
Advanced level	<ul style="list-style-type: none"> • Understanding of financial and organisational policies and procedures • Diplomacy and tact with ability to apply discretion when handling sensitive and financial information • Computer skills particularly MS Outlook, MS Excel, MS Word, and MS PowerPoint
Working Knowledge	<ul style="list-style-type: none"> • Accounting practices • Financial and procurement system software • Project management tools and approaches • Waste management issues in the Pacific • Communications and networking
Awareness	<ul style="list-style-type: none"> • SPREP Strategic Plan 2017-2026

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: Remuneration is at Band 8 of SPREP's salary scale for locally recruited staff. Starting salary will be SAT\$45,374 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 7% 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 2 consecutive 3-year contracts, 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:

'Dependant' means the financially dependent spouse or dependent child of an employee.

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

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

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

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

4. ADMINISTRATIVE INFORMATION

ESSENTIAL: Applications should include:

1. Completed Application Form – can be downloaded from the Employment Section of our website (*you are required to complete in full all areas requested in the Form 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, Technical and Administration Officer (PWPTAO)** 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, Technical and Administration Officer (PWPTAO)**”

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 telephone (685) 21929 ext 325 or
Email: marionc@sprep.org

Closing date: Friday, 25th January 2019: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
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