



SPREP
Secretariat of the Pacific Regional
Environment Programme

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The Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures.

APPLICANT INFORMATION PACKAGE
PACWASTE PLUS COMMUNICATIONS 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 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 of:

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.

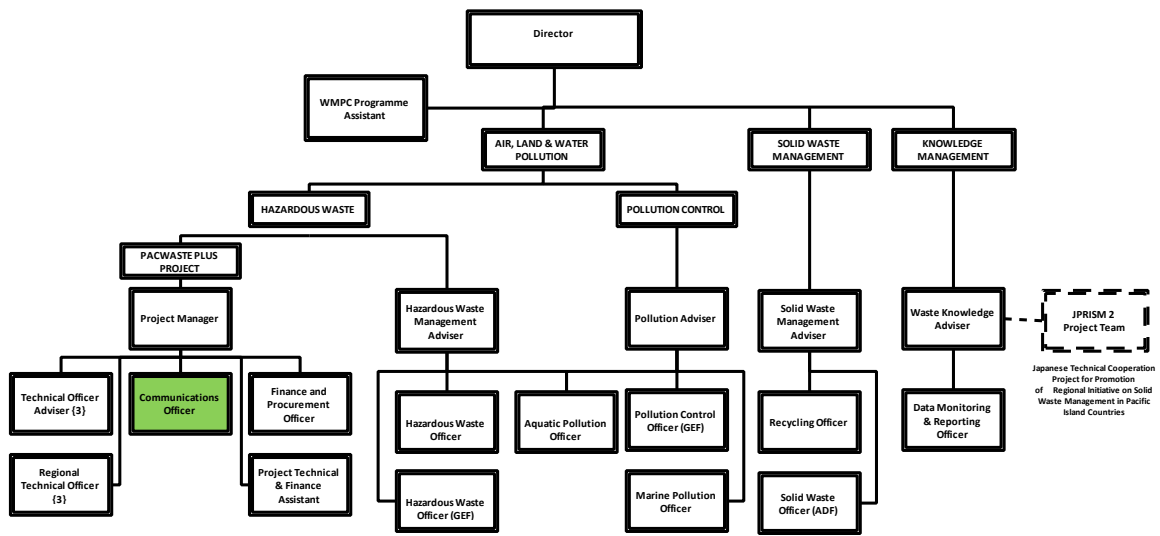
PACWASTE PLUS PROJECT

The PacWaste Plus project is funded by the European Union through the EDF 11 and is designed to arrest the detrimental effect of poorly managed waste and pollution on sustainable development in 15 Pacific Island Countries where inappropriate waste management is taking its toll on the health of Pacific communities, degrading natural ecosystems, threatening food security, impeding resilience to climate change and adversely impacting on social and economic development. The PacWaste Plus project will generate improved economic, social, health and environmental benefits for participating Countries by transitioning their practices from poor to good waste and pollution management. Sound decision making based on national policies and regulatory frameworks and accurate information, enhanced private sector engagement, improved human capacity and education and awareness will be delivered by PacWaste Plus and drive this transformation.

B. JOB DESCRIPTION

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| Job Title: | PacWaste Plus Communications Officer (PWPCO) |
| 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 (in synergy with the Communications and Outreach Team) to:</p> <ul style="list-style-type: none">• Develop and deliver project visibility for the PacWaste Plus project• Successfully develop and implement a regional communications strategy to support the PacWaste Plus Project |
| Date: | January 2019 |

Organisation Context



Key Result Areas

The position of **PacWaste Plus Communications Officer (PWPCO)** will work in synergy with the PacWaste Plus project team and the SPREP Communications and Outreach Team of SPREP to address the following Key Result Areas:

1. PacWaste Plus project communications
2. Visibility, donor engagement and compliance
3. Project Management Support
4. Networking and partnerships
5. Communications support

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

| Jobholder is accountable for | Jobholder is successful when |
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| <p>PacWaste Plus project communications</p> <p>a) Develop and deliver communication products and awareness-raising activities for the PacWaste project, with a view to:</p> <ol style="list-style-type: none"> i. Raising awareness of waste generation and waste management issues to bring about solutions, to specific stakeholder groups ii. Increasing the visibility of the PacWaste Plus Project as well as the SPREP/European Union partnership. <p>b) Develop content for the PacWaste Plus Website and maintain and continuously update the website and contents in collaboration with the Communications and Outreach and Information Technology Teams, and any external consultants or service providers.</p> | <ul style="list-style-type: none"> • The PacWaste Plus Regional Communications Plan is updated and executed. Noting it is likely specific plans for different waste streams and different countries may need to be developed. • Monitoring and evaluation of PacWaste communication and education activities reflects increased visibility of the SPREP/European Union partnership. • Support is provided for participating countries to develop and successfully implement National Communications Plans • The news page of the PacWaste Plus website is updated, at a minimum, on a monthly basis or more regularly as project activity requires • The PacWaste Plus website contains information that is current and accurate • The SPREP website contains information that is in line with the SPREP style guide • All website updating is linked to SPREP Social Media sites |
| <p>2) Visibility, donor engagement and compliance</p> <p>a) Ensure that all PacWaste Plus and WMPC communication outputs are carried out according to SPREP requirements in agreement with donor and partner</p> | <p>a) All communication outputs are produced according to SPREP and donor visibility requirements.</p> <p>b) Opportunities for cross-promotion with</p> |

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| <p>requirements.</p> | <p>donors and partners are explored and executed.</p> <p>c) All materials are reviewed and approved through the relevant SPREP and donor channels.</p> |
| <p>3) Project Management Support</p> <p>a) Assist the PacWaste Plus Finance and Procurement Officer to develop consultancy briefs to engage specialist consultants to:</p> <ol style="list-style-type: none"> i. undertake design and artwork activities ii. design and implement specialist behaviour change programs <p>b) Assist the PacWaste Plus Project Manager to design and implement the broader PacWaste Plus project to:</p> <ol style="list-style-type: none"> i. design and implement the project Steering Committee, Technical Advisory Committees, Research Advisory Group, and National Implementation Committees ii. design and implement the PacWaste Plus Inception Meeting and the Cleaner Pacific Round Tables (2020, 2022) iii. provide professional and technical editing and publications issues where necessary iv. coordinate the translation of all official publications and productions, as and when required | <ul style="list-style-type: none"> • All engagements of consultants and service providers are implemented utilising SPREP procurement processes. • Consultants are effectively managed to deliver the required project outputs, to time and budget • Project outputs are utilised in the delivery of PacWaste Plus project activities • Successful implementation of the Project Inception meeting (attendance and active participation from all Countries and donors) • Successful implementation of communications component of the Cleaner Pacific Roundtable 2020 • Successful implementation of the communications component of the Cleaner Pacific Roundtable 2022 • All SPREP products have been edited in accordance with the SPREP style guide and developed in line with the SPREP publications and visibility guide |
| <p>4) Networking and partnerships</p> <p>a) Facilitate liaison, partnership and networking with current and potential partners and donors as well as member countries</p> | <ul style="list-style-type: none"> • Effective and positive partnerships with stakeholders, potential partners and donors are established and maintained. |
| <p>5) Communications support</p> <p>a) Support the work of the WMPC Programme and Communications and Outreach Team through assisting in the delivery of communication and media outputs</p> | <ul style="list-style-type: none"> • All major WMPC activities and interventions are documented and promoted. |

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| | <ul style="list-style-type: none"> • Opportunities are sought to publish material on WMPC activities in industry and academic publications |
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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

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| <p>Most challenging duties typically undertaken:</p> <ul style="list-style-type: none"> • Developing state of the art approaches to communications, education and awareness • Developing materials that address either waste streams and are made relevant to 15 countries considering culture, age, gender and environmental concerns • Coordination of communications across the programme, nationally, regionally and across SPREP • Developing and implementing communication strategies and plans • Donor liaison and coordination • Quality control • Meeting project timelines and milestones |
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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"> • Suva-based EU Task Manager(s) for PacWaste Plus • National (in-country) Project Staff • Project Consultants • Media representatives • Partners and donors | <ul style="list-style-type: none"> • Consultations and reporting • Discussions and negotiations • Communications and information sharing • Fundraising, networking and relationship building |
| <p>Internal</p> <ul style="list-style-type: none"> • Director, WMPC • PacWaste Plus Project Team • SPREP GEF Project Coordinator • SPREP Communications and Outreach | <ul style="list-style-type: none"> • Advice and assistance • Consultations and reporting • Discussions and negotiations • Communications and information sharing |

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| <p>Team</p> <ul style="list-style-type: none"> • SPREP Programme Staff • J-PRISM II Programme Staff | <ul style="list-style-type: none"> • Staff issues |
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Level of Delegation

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| <p>The position holder:</p> |
| <ul style="list-style-type: none"> • 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 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

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| <p>Essential</p> |
| <ol style="list-style-type: none"> 1. Minimum qualifications of a Bachelor degree in Communications, Marketing, Public Affairs or Education or a related discipline. |

Knowledge / Experience

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| <p>Essential</p> <ol style="list-style-type: none"> 2. At least 7 years work experience in communication management across digital and print channels, including the development and implementation of tailored communication strategies. |
| <ol style="list-style-type: none"> 3. Demonstrated knowledge and experience of: <ol style="list-style-type: none"> a) accepted (e.g. community based social marketing) and emerging communications concepts, preferably in relation to environment and sustainable development issues, communication principles and practices and application of appropriate systems for the Secretariat b) waste and pollution management issues, preferably within the Pacific islands region. |
| <ol style="list-style-type: none"> 4. Expert knowledge of computers, web-based publishing methods, social media and other communications tools |

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| 5. A sound knowledge of the Pacific Islands region and demonstrated ability to work and collaborate within a multi-disciplinary and multi-cultural team environment with sound experience in establishing and maintaining effective relationships with a diverse group of people including different levels of government, NGOs and diverse groups of stakeholders. |
| 6. Demonstrated advisory and analytical skills including high level of organisational, coordination, analytical, problem-solving, facilitation and time management given the wide range of multi-tasking in this role |
| 7. Excellent writing, editing and oral communications skills in English as well as skills and experience in working with technical and diverse groups to ensure effective communication and that appropriate tailored to audience materials, are developed |

Key Skills / Attributes / Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

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| Expert level | <ul style="list-style-type: none"> • Communications and interpersonal skills • Strategic planning skills • Project management • Organisational and time management • Analytical skills • Writing • Technical skills in print and online publishing • Pacific Island Experience |
| Advanced level | <ul style="list-style-type: none"> • Relationship management • Consultant management • Implementation of Community based Social Marketing (or equivalent) programmes |
| Working Knowledge | <ul style="list-style-type: none"> • Environmental issues in the Pacific islands region • Financial reporting • Integrated waste management • Regional Solid Waste Management Strategy • The ability to use design and desktop-publishing software. |
| Awareness | <ul style="list-style-type: none"> • SPREP Strategic Plan • 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 initially with possible renewal of up to 5 and a half 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: Salary is denominated in International Monetary Fund Special Drawing Rights (SDRs). Remuneration for this post falls within Band 10 of SPREP's salary scale. Starting salary will be SDR29,499 per annum. This is currently equivalent to Samoan Tala \$112,576 (USD\$43,299) 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\$16,006 (USD\$6,156) 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 – 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 Communications 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 PacWaste Plus Communications 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 the Assistant HR Officer, Ms Marion Tuipulotu-Chan Chui, on telephone (685) 21929 ext 328 or Email: marionc@sprep.org

Closing date: Friday, 15th February 2019: Late applications will not be considered.

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| SPREP is an Equal Opportunity Employer |
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