

APPLICANT INFORMATION PACKAGE
Project Administration Officer – Pacific Ocean Litter
Project (PAO-POLP)

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A. Background Information on SPREP

The *Secretariat of the Pacific Region Environment Programme* (SPREP) is the regional organisation established by the Governments and Administrations of the Pacific charged with protecting and managing the environment and natural resources of the Pacific.

The head office is based in Apia, Samoa with other SPREP offices in Fiji the Republic of the Marshalls Islands, Vanuatu and the Solomon Islands.

SPREP has around 150 staff and has an annual budget of approximately USD36 million in 2023.

The establishment of SPREP in 1993 sends a clear signal to the global community of the deep commitment of Pacific Island Governments and Administrations for better management of the environment within the context of sustainable development.

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

Mandate

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

Vision

SPREP is guided by its **vision for the future**:

"A resilient Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures".

Members

SPREP has 21 Pacific Island member countries and territories:

▪ American Samoa	▪ Northern Marianas
▪ Cook Islands	▪ Palau
▪ Federate States of Micronesia,	▪ Papua New Guinea
▪ Fiji	▪ Samoa
▪ French Polynesia	▪ Solomon Islands
▪ Guam	▪ Tokelau
▪ Kiribati	▪ Tonga
▪ Marshall Islands	▪ Tuvalu
▪ Nauru	▪ Vanuatu
▪ New Caledonia	▪ Wallis and Futuna
▪ Niue	

and 5 'metropolitan' member countries with direct interests in the region:

- Australia,
- France,
- New Zealand,
- United Kingdom and

- the United States of America.

SPREP Goals and Objectives

The Secretariat continues to strengthen and realign its institutional capacities, competencies, and systems to best support its Members by delivering more integrated, responsive, and cost-effective services to Members and partners and by better coordinating regional efforts.

SPREP's Pacific and metropolitan members agreed that SPREP's Strategic plan should span 10 years to address critical environmental and related social and governance strategic priorities, which are reflected in the strategy's regional and organisational goals and objectives, as well as in SPREP's core 'Values'.

Regional Goals

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

Organisational Goals

- **Organisation Goal 1:** SPREP has information, knowledge, and communications systems that get the right information to the right people at the right time and influence positive organisational, behavioural and environmental change.
- **Organisation Goal 2:** SPREP has multi-disciplinary processes in programme delivery and in supporting Members to develop national and regional policies and strategies.
- **Organisation Goal 3:** SPREP has a reliable and sustainable funding base to achieve environmental outcomes for the benefit of the Pacific islands region and manages its programmes and operations to stay within its agreed budget.
- **Organisation Goal 4:** SPREP is leading and engaged in productive partnerships and collaboration.
- **Organisation Goal 5:** SPREP has access to a pool of people with the attitudes, knowledge, and skills to enable it to deliver on its shared regional vision.

SPREP's Values

SPREP approaches the environmental challenges faced by the Pacific guided by four simple **Values**. These values guide all aspects of our work:

- We value the **Environment**

- We value our **People**
- We value high quality and targeted **Service Delivery**
- We value **Integrity**

B. THE PACIFIC OCEAN LITTER PROJECT

Marine litter is a pressing environmental, health and economic development problem for Pacific Island countries. Plastic pollution in particular, threatens the livelihoods of Pacific Island communities that are dependent on coastal systems for food, trade and tourism. Plastics adversely affect fish and other marine life, coral reefs, beaches, and mangrove forests, and devalues the amenity of coastlines, threatening the growing tourism sector.

At the 2017 and 2018 Pacific Island Forum leaders' meetings, Pacific leaders committed to addressing the issue of single-use plastics as a matter of urgency and endorsed SPREP's *Pacific Regional Action Plan for Marine Litter* (or simply the 'Marine Litter Action Plan').

Many Pacific countries have already commenced or announced plastic reduction initiatives such as plastic bag bans or levies, plastic straw and polystyrene take away container bans and container deposit levies. These initiatives emphasise the Pacific region's strong commitment to address marine plastic pollution.

The Project



The Pacific Ocean Litter Project (POLP) is a regional project to reduce single-use plastic marine litter in the coastal environments of eligible Pacific Island Countries (PICs). It has been developed in recognition of the threat marine litter poses to the environment, public health and economic development of the Pacific region.

POLP will support the phase out of single-use plastics from land-based sources, including (but not limited to) household litter and tourism waste (e.g. PET bottles, plastic bags, polystyrene take-way containers, straws). It will also support behavioural change in the users, consumers and producers of plastics and the introduction of alternative products. The project will be implemented through a combination of region-wide and country-specific activities.

POLP is designed to support a scalable roll-out to multiple PICs. Throughout the duration of the project, other regional donors will be encouraged to support its implementation in additional countries or against additional types of problematic single-use plastic waste (e.g. packaging).

The project will build skills and capacity for PICs through the provision of technical support at regional and national levels and by the development of regionally appropriate plastic reduction initiatives. An emphasis on behavioural change will be an important element in creating an enduring legacy for positive impacts achieved during the project's lifetime.

Importantly, POLP also aims to support the Secretariat of the Pacific Region Environment Programme (SPREP) to effectively coordinate the increasing number of activities aimed at tackling marine plastic in the Pacific, including the delivery of key actions under the Pacific Regional Action Plan: Marine Litter 2018-2025.

The project sits within the context of regional and international efforts towards sustainability in the Pacific. It is one of many initiatives within the region that address waste and the challenges of moving to more sustainable practices and circular economies. As such, it has been designed to complement and support those initiatives and will in turn benefit from the synergies and momentum they have created.

Focus of the POLP

The POLP targets single-use macro-plastics from land-based sources occurring in the near-shore environment of Pacific Island Countries.

Specifically, the POLP tackles Takeaway food and beverage containers, single-use plastics employed in tourism enterprises, and single-use plastics found in general household refuse (including, but not limited to, plastic bags, polyethylene terephthalate (PET) bottles, polystyrene containers, plastic straws).

Project Long-term goal

The long-term goal of the Project is:

'Cleaner coastal environments for Pacific Island Countries'

End of Project outcomes

The POLP aims to deliver the following end-of-project outcomes:

1. Measures, policies or practical strategies to reduce single-use plastic are developed and provided to pilot countries;
2. Local and visiting consumers (women, men, girls, and boys) are using less single-use plastics and more alternative products;
3. Target sectors, companies and businesses adopt plastic reduction measures;
4. Alternative products and practices are identified for adoption; and
5. SPREP, as the regional lead agency, is successfully driving implementation of the Marine Litter Action Plan.

Geographic focus

Project funding will provide support, advice and assistance for the Pacific island countries of Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Nauru, Niue, Palau, Papua New Guinea, Republic of the Marshall Islands, Samoa, Solomon Islands, Tonga, Tuvalu and Vanuatu. These countries will derive benefit either by direct support for domestic single-use plastic reduction activities or through regional Project initiatives, shared learning / outcomes and 'best practice' examples which emerge through Project actions delivered in counterpart Pacific nations.

Pacific Donor Coordination and Engagement

In order to maximise the outcomes for individual Pacific nations and the region, the Project will also act on behalf of SPREP to coordinate and facilitate partnerships with government agencies, donors, partners, industry and community groups to focus on reducing the primary sources of marine plastic litter under the framework of the Marine Litter Action Plan.

The skills and expertise of the Project team will complement other donor-funded waste programmes, especially those that have links with marine plastic pollution. The Project has been designed to enable other donors to invest and scale up the Project geographically - or by directing support to any of the Marine Litter Action Plan's recommended actions which are currently beyond the scope of the POLP.

Implementation team

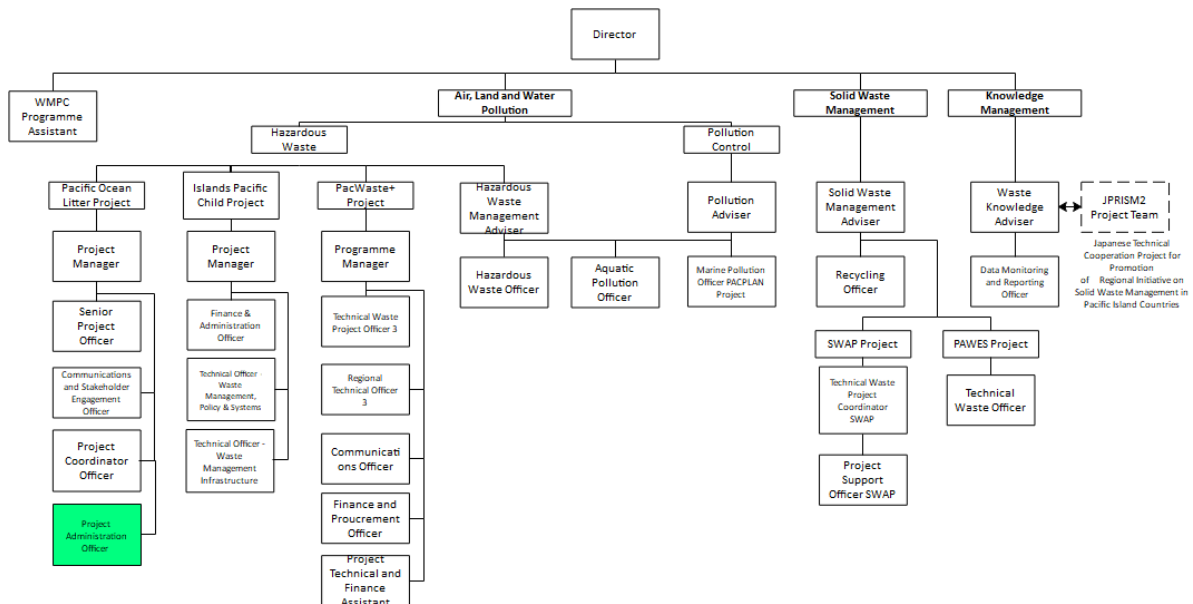
The Australian Government's investment in POLP includes funding for SPREP to establish a Project Management team to implement the POLP and coordinate similar initiatives across the region. The team includes:

- A Project Manager
- A Senior Project Officer;
- A Communications and Stakeholder Engagement Officer
- A Project Coordination Officer
- A Project Administration Officer (this recruitment).

C. JOB DESCRIPTION

Job Title:	Project Administration Officer - Pacific Ocean Litter Project
Programme:	Waste Management and Pollution Control
Team:	Pacific Ocean Litter Project
Responsible To:	Project Manager - Pacific Ocean Litter Project
Responsible For: (Total number of staff)	N/A
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> Provide project administration, logistical assistance and support in the management and implementation of the Pacific Ocean Litter Project
Date:	November 2023

Organisation Context



Key Result Areas

The position of **Project Administration Officer – POLP** addresses the following Key Result Areas:

1. Project management support
2. Project implementation support
3. Logistical, administrative and secretariat support
4. Communications and outreach support
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 Senior Project Officer - POLP on the following:</p> <ol style="list-style-type: none"> i. Analyse and report on the project's financial status, including budget tracking and forecasting. ii. Regularly update project financial reports in collaboration with the Project Manager and SPREP Finance Project team. iii. Prepare and maintain detailed work plans and budgets. iv. Keep records of all project budget revisions and financial documents. v. Manage paperwork, processing payments, and tracking expenses for project activities. vi. Utilise the Financial Management Information System (FMIS) for processing payment requests and purchase orders. vii. Maintain an organised filing system for invoices, receipts, and financial documents. 	<p>Effective support is rendered to the Senior Project Officer and POLP PMU regarding:</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 DCCEEW and DFAT 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>2. Project implementation support</p> <p>a) Provide support to the POLP project team to coordinate project workshops,</p>	<p>Effective support is rendered to the Senior Project Officer and POLP PMU regarding:</p>

<p>seminars, training sessions, and official meetings</p> <p>b) Assist in planning and organising capacity-building and awareness-raising activities.</p> <p>c) Support the coordination of logistics and content for various events.</p> <p>d) Work with the Project team to source and evaluate quotations for goods and services in line with the SPREP Procurement Manual.</p> <p>e) Maintain a register/inventory of project assets and equipment.</p> <p>f) Ensure accuracy and completeness in purchase order requests and associated documentation.</p>	<ul style="list-style-type: none"> ● Work is on time on budget and reported to the Project Manager 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. ● 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> <p>a) Collaborate with the Senior Project Officer- POLP on all logistics and administrative functions of the project</p> <p>b) Organise and arrange all travel arrangements for the project in accordance with SPREP’s Travel and Procurement Policies.</p> <p>c) Coordinate logistics for meetings, workshops, and events in a timely and effective manner.</p> <p>d) Provide administrative and secretariat support for project meetings, including the Steering Committee.</p> <p>e) Update and maintain the project’s electronic filing and record-keeping systems regularly.</p> <p>f) Prepare and distribute meeting notes and reports for project-related meetings.</p> <p>g) Facilitate the organisation of POLP Office Meetings and other project-related events.</p>	<p>Effective support is rendered to the Senior Project Officer and POLP PMU regarding:</p> <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 the Pacific Ocean Litter Project. ● Meeting minutes and reports are prepared on time and shared with the Project Management Unit team. ● 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) Assist the Communications and Stakeholder Engagement Officer – POLP to enhance project visibility and outreach</p> <p>b) Assist in the development and dissemination of project communication materials.</p>	<ul style="list-style-type: none"> ● Effective support is rendered to the Communications and Stakeholder Engagement Officer and POLP PMU ● Project participating countries, and SPREP Senior Management are fully aware of project outcomes and results. ● Project outputs and results are widely

<p>c) Engage in project communication activities to promote project goals and achievements.</p>	<p>disseminated through the website and other means</p>
<p>5. Project Monitoring and Reporting support</p> <p>a) Assist the Project Coordination Officer – POLP with monitoring and reporting</p> <p>b) Compile project data and information for updating the Monitoring and Reporting Toolkit.</p> <p>c) Contribute to the preparation of narrative progress reports and implementation reports as required by DCCEEW/DFAT and SPREP</p>	<ul style="list-style-type: none"> • Effective support is rendered to the Project Coordination Officer and POLP PMU • Pacific Ocean Litter Project information on PMIS is accurate and up to date.

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
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<p>External</p> <ul style="list-style-type: none"> • SPREP member countries • POLP project national focalpoints • 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"> • POLP Project Manager • POLP Project Team • WMPC Programme • Finance and Administration Department • Information Services • Communications and Outreach Team 	<ul style="list-style-type: none"> • Reporting • Receiving and providing financial input • Assistance and Support • Facilitation • Meetings and discussions • Coordination and collaboration • Facilitation of travel arrangements

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's 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 three 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 successful candidate 100% fully effective level:

Expert level	<ul style="list-style-type: none">• English language (spoken and written).• Professionalism.• Organisational, public relations and problemsolving 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 three years with a possible extension until June 2027 in line with the project timeframe. There is no expectation of renewal at the end of the Project.

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

Term: Appointment is subject to a satisfactory medical examination 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 SAT1,000.

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

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

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

Duty Travel: SPREP meets travelling expenses at prescribed rates necessarily incurred by staff required to travel away from 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 existing SPREP Medical Insurance.

Superannuation: All staff are required to contribute to a Superannuation Fund. SPREP will pay the Samoa minimum legal requirement of basic salary to the Samoa National Provident Fund.

Overtime: Locally recruited staff at Band 8 and below may claim overtime or time off in lieu of overtime for the hours they are required to work in excess of their normal working hours. A meal allowance and transport assistance are also available subject to terms and conditions set out by the Staff Regulations.

Gratuity Payment: The appointee is entitled to a gratuity payment equivalent to two week's salary, upon successful completion of 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:

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

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

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

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

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

E. ADMINISTRATIVE INFORMATION

ESSENTIAL: Applications should include:

1. Completed Application Form – can be downloaded from the Employment Section of our website (*you are required to complete in full all areas requested in the Form 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 Project Administration Officer – POLP ” 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 Project Administration Officer - POLP”

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

For further enquiries, contact Mr. Roger Warren on telephone (685) 21929 ext 325 or
Email: rogerw@sprep.org

Closing date: Friday 26th January 2024: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
