

APPLICANT INFORMATION PACKAGE
STRATEGIC PLANNING ADVISER (SPA)

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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 over 150 staff. There are SPREP offices in Fiji, the Republic of the Marshalls Islands and Vanuatu.

SPREP 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**

Background of the Position

This position will assist with the implementation of the SPREP Strategic Plan 2017 -2026 specifically the Organisational Goals of the Strategic Plan 2017 – 2026 as follows:

Organisational Goal 2.1 Objective: Promote integrated programme approaches to address environmental management challenges.

Target: This priority will assist in strengthening the engagement of the Secretariat with Pacific island member countries through the development and implementation of Country and Territory Strategic Partnership Frameworks (CTSPF) linked to the Performance Implementation Review process.

Organisation Goal 4.1 Objective: Improve SPREP partnerships, including development of mutually beneficial agreements, with clearly defined roles for both partners and measurable results that are regularly maintained.

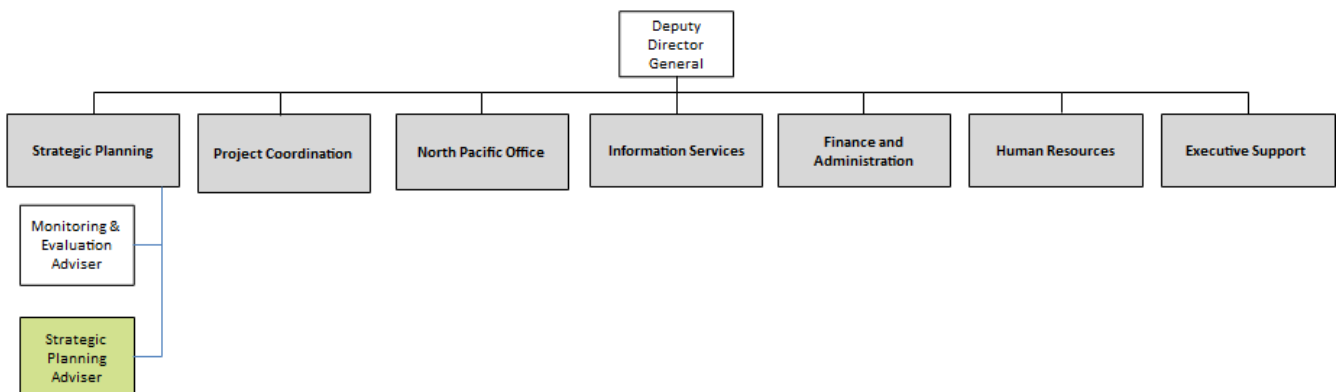
Target: Strengthened SPREP partnerships based on mutually beneficial agreements with defined partner roles for sustained ownership.

The position will also lead the process for developing Country and Territory Strategic Partnership Frameworks, a process which was approved the Executive Board in September 2020. This process will involve working closely with SPREP Pacific Island Members to ensure greater alignment of national and regional priorities through the SPREP Strategic Plan, Performance Implementation Plan (PIP) and work planning process.

B. JOB DESCRIPTION

Job Title:	Strategic Planning Adviser (SPA)
Department:	Governance and Operations – Strategic Planning and Project Coordination
Team:	Strategic Planning, Performance, Monitoring and Reporting
Responsible To:	Deputy Director General
Responsible For: (Total number of staff)	N/A
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> • Provide strategic planning advice and support to the SPREP Strategic Plan 2017 – 2026, PIP, Results Framework, and work planning processes. • To ensure planning and performance practices, lessons and approaches within SPREP are applied effectively to strengthen strategic planning, programming processes and future initiatives.
Date:	March 2023

Organisation Context



Key Result Areas

The position of **Strategic Planning Adviser (SPA)** addresses the following Key Result Areas:

1. Strategic planning advice and coordination
2. Institutional strengthening and capacity building
3. Strategic planning and policy frameworks
4. Networking, partnerships, and collaboration
5. Communication and visibility

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

Jobholder is accountable for	Jobholder is successful when
<p>1. Strategic planning advice and coordination</p> <p>a) Provide strategic planning advice on the current SPREP Strategic Plan 2017 – 2026, biennial PIP, work programme and budget, CTSPFs, including the formulation of future strategic plans.</p> <p>b) Collaborate with the Executive, M&E Adviser, Directors, Managers, and staff to coordinate and facilitate the preparation of the biennial PIP, work plans and budget for each biennial planning cycle.</p> <p>c) Lead the coordination and formulation of Country and Territory Strategic Partnership Frameworks in close collaboration with SPREP Programmes and SPREP National Focal Points and officials.</p> <p>d) Provide advice and lead the process for the formulation of the next SPREP Strategic Plan.</p> <p>e) Provide advice to the Executive, SLT and SPREP Meeting on strategic issues, opportunities, and direction for SPREP.</p> <p>f) Support the drafting of the SPREP Meeting agenda and assist the Executive with the review of strategic, governance, and programmatic papers.</p>	<ul style="list-style-type: none"> • Appropriate advice and support on strategic issues and opportunities are provided to SPREP Executive, SLT, Members and partners in a timely manner to inform key decisions. • Members are actively engaged and supportive of the formulation and implementation of CTSPFs. • There is greater alignment between the SPREP Strategic Plan and country priorities articulated through the CTSPFs. • Results based management practice and approaches are adopted, integrated, and applied as integral aspects of strategic planning within and across SPREP. • Timely preparation and submission of the biennial PIP, work programme and budgets. • Lessons and recommendations from independent reviews of the Strategic Plan are used to inform and strengthen strategic planning and decision making within SPREP. • SPREP Meeting papers are strategically focused.

<p>2. Institutional strengthening and capacity building</p> <p>a) Lead and support the continued strengthening of institutional and systemic capacity of SPREP on strategic planning, performance process and practice including the development of high-quality planning tools for effective, coherent, and integrated strategic planning across SPREP programmes, projects, governance, and operations.</p> <p>b) Design, implement and drive institutional and systemic capacity building and training on strategic and corporate planning within SPREP.</p> <p>c) Collaborate with the M&E Adviser to develop and implement an integrated approach to strategic planning, performance, monitoring, evaluation, and learning.</p> <p>d) Lead the design and implementation of appropriate planning templates, tools, and systems to support data driven and results based strategic planning and reporting.</p> <p>e) Lead the socialisation of the enhanced strategic planning tools, systems, and processes across SPREP.</p>	<ul style="list-style-type: none"> • Data driven and results based strategic planning approaches are fully integrated and applied effectively across SPREP programmes, projects, and initiatives. • Evidence of positive feedback from SPREP Members and donors on outcome and results-based reporting by SPREP. • Strategic planning tools, systems, and processes are effectively used to support strategic and corporate planning. • SPREP staff are supportive of efforts to enhance strategic and corporate planning within SPREP.
<p>3. Strategic planning and policy frameworks</p> <p>a) Facilitate and support linkages between SPREP strategic planning and SPREP policy frameworks and corporate strategies and plans, including key regional and global commitments and frameworks.</p> <p>b) Develop a roadmap showing linkages between the SPREP Strategic Plan, National Sustainable Development Plans, National Environment Management Strategy or equivalent, the 2050 Strategy for the Blue Pacific, and other relevant regional and global MEAs and commitments. This would guide SPREP's</p>	<ul style="list-style-type: none"> • Greater alignment between the SPREP Strategic Plan and SPREP Policies including administrative/operational policies. • Strategic driven interventions, initiatives and strategies are supported across the organisation. • Recognition and integration of SPREP strategic priorities into key regional policy frameworks and strategies.

<p>engagement in relevant national and regional strategic planning processes.</p> <p>c) Ensure alignment and linkages between SPREP Policy Frameworks, corporate strategies, and the Strategic Plan to support and inform a coherent and integrated approach to planning.</p> <p>d) Provide strategic advice and support for the development and implementation of organisational/institutional focused strategies – for example, the People Strategy, Digital Transformation, Knowledge Management, Funding and Resourcing Strategy, Partnership Engagement and Resource Mobilisation Strategy etc.</p>	
<p>4. Networking, partnerships, and collaboration</p> <p>a) Establish, maintain, and strengthen engagement with Members, development partners, key stakeholders including CROP, academic institutions, and relevant regional coordination mechanisms on SPREP strategy, results, and performance.</p> <p>b) Lead the coordination of SPREP’s engagement and participation in strategic discussions and dialogue with Members, Partners, CROP, and key stakeholders.</p> <p>c) Identify and develop strategic partnerships that are aligned to and support the achievement of SPREP strategic priorities.</p> <p>d) Lead SPREP’s engagement in the 2050 Strategy for the Blue Pacific Continent including other key regional frameworks and ensure linkages with SPREP’s strategic planning process.</p>	<ul style="list-style-type: none"> • A well-coordinated integrated whole of SPREP approach is adopted for all engagement externally with partners. • New partnerships are established to support the achievement of strategic priorities of SPREP. • SPREP is actively engaged in the 2050 Strategy for the Blue Pacific Continent and relevant regional framework processes.

<p>5. Communication and visibility</p> <p>a) Ensure SPREP strategic outcomes and results are properly documented, highlighted, and promoted in the SPREP Annual Report, key donor reports, SPREP governance and related meetings and events.</p> <p>b) Prepare and present results-based reports to the SPREP Meeting including the PIP and related reports.</p> <p>c) Raise the visibility of SPREP strategic outcomes, results and impacts through the Annual Report, donor reports, meetings, and other appropriate platforms such as the SPREP website and social media outlets.</p>	<ul style="list-style-type: none"> • Greater acknowledgement and positive feedback from Members, donors, and partners of SPREP key outcomes, results, and impacts. • Results/outcome-based reporting is embedded in SPREP reporting processes.
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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 Supervisor as part of the Performance Development System.

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

Work Complexity

<p>Most challenging duties typically undertaken:</p> <ul style="list-style-type: none"> • Ensuring strategic and technical advice to the Executive is accurate, timely and reflects best practices • Developing effective strategic planning processes, tools, and systems • Coordination and facilitation of strategic planning across the organisation • Engagement with Members, partners, and donors • Keeping abreast of latest trends and issues globally, regionally and at the national levels • Ensuring alignment with national, regional, and global frameworks and commitments
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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"> • Relevant representatives of Member countries • Environment Sector stakeholders • Development partners and donors • Regional and international organisations 	<ul style="list-style-type: none"> • Information sharing/negotiation/dialogue • Advisory and technical assistance • Networking and partnerships • Partnership engagement and funding opportunities

<p>Internal</p> <ul style="list-style-type: none"> • Executive • Senior Leadership Team • SPREP staff • Internal corporate committees and coordination mechanisms 	<ul style="list-style-type: none"> • Strategic policy and technical advice • Reporting • Coordination/facilitation/integration • Capacity building/training/knowledge sharing
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Level of Delegation

The position holder:

- Manages operational budget including donor funded projects
- Can authorise costs in own budget up to a certain limit
- Can makes deals and negotiations on behalf of SPREP
- Can seek funding opportunities for own work programme

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 qualifications of a Master degree in a specialised field such as Public Policy and Administration, International development, Business administration, Economics, or relevant discipline OR bachelor degree in lieu, with applied relevant work experience in excess of the minimum required work experience.

Knowledge / Experience

Essential

2. At least 10 years extensive experience in leading or advising on strategic, business, and corporate planning with at least seven of those years at the strategic and senior advisory level.
3. Excellent knowledge and understanding of current and emerging environmental issues and challenges in the Pacific islands region as well as sound understanding and appreciation of environmental ethics, values, and priorities.
4. Demonstrated leadership and management experience in multi-sector, integrated planning and programming, including practical experience in developing/designing planning processes, systems and tools with a good understanding of gender mainstreaming, risk management, and results based planning, budgeting, and reporting.

5. Strong and competent report writing skills with high level of computer literacy and experience in using virtual platforms with an appreciation of organisational policies, systems, processes
6. Excellent written and verbal communication skills with good command of spoken and written English, high level of presentation and inter-personal, representational and diplomatic skills, negotiations, and networking with diverse stakeholders and audiences.
7. Good understanding and appreciation of teamwork and performance culture with a positive approach to diverse opportunities and challenges including cultural awareness and sensitivities, and ability to work in a multi-cultural and gender sensitive 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"> • Leadership and management • Facilitation, coordination and communications skills • Proposal & Report Writing • Innovation and analytical skills and attention to detail • Strategic planning skills • Networking and ability to build and strengthen partnerships • Fundraising and budget management skills • Understanding of donor requirements • Understanding of environmental and sustainable development issues
Advanced level	<ul style="list-style-type: none"> • Collaboration, learning and adaptability, and consultation • Innovation and creativity • Change management • Sustainable development • Familiarity with SPREP strategic and programmatic areas • Proficiency in IT including knowledge of digital platforms, software programmes and applications
Working Knowledge	<ul style="list-style-type: none"> • Adaptability • Cross cultural skills and ability to work in a multicultural environment • Risk management approaches • Resulted based methodologies and approaches • Monitoring and evaluation

Awareness	<ul style="list-style-type: none"> • SPREP Strategic Plan • SPREP Work Programmes • Environmental issues in the Pacific islands region • Emerging environmental issues and challenges
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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 up to a maximum of 6 years subject to performance during the initial term, continuity of related programme activities and availability of funds.

Salary: Salary is denominated in International Monetary Fund Special Drawing Rights (SDRs). Remuneration for this post falls within Band 12 of SPREP’s salary scale. Starting salary will be SDR41,822. Currently, the equivalent in Samoan Tala is SAT159,604 (USD66,502) per annum. Upon confirmation of probation, salary will be adjusted to SDR47,049 which is equivalent to SAT179,554 (USD74,814) per annum. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required.

Cost of living differential allowance (COLDA): A Cost-of-Living Differential Allowance of SDR5,233 will be paid to the successful candidate. The current equivalent in Samoan Tala is SAT19,970 (USD8,321). 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\$2.40

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 including completed COVID-19 vaccinations and a clean police report, 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 dependant(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 SAT4,198 (USD1,749).

Temporary Accommodation and Assistance: On arrival in Apia, the appointee and dependant(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 SAT15,600 (USD6,500) per annum per dependent child, with an overall maximum of SAT46,800 (USD19,500) 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 dependants 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 SAT2,850 (USD1,188) 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 SAT2,400 (USD1,000) 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 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 Medical Insurance.

Superannuation: All employees are required to contribute to the Samoa National Provident Fund. An expatriate internationally recruited staff member has the option to participate in the local Superannuation Fund or nominate another recognised Fund in their recognised home for their superannuation. SPREP will pay the minimum legal requirement of basic salary to the Samoa National Provident Fund or another approved nominated Fund. For Samoa, this is currently 10%.

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 spouse and financially dependent children of an employee.

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

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

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

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

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

4. ADMINISTRATIVE INFORMATION

ESSENTIAL: Applications should include:

1. Completed Application Form – can be downloaded from the Employment Section of our website (*you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the criteria – DO NOT refer us to your CV. Failure to do this will mean your application will not be considered*);
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 Strategic Planning Adviser**” 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 Strategic Planning Adviser**”

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 Ms. Marion Tuipulotu – Chan Chui on telephone (685) 21929 ext 328 or Email: marionc@sprep.org

Closing date: 31st March 2023: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
