

JOB DESCRIPTION
SYSTEMS DEVELOPER & ANALYST (SysDA)

A. Background Information on SPREP

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

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

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

Mandate

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

Vision

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

Members

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

Four regional goals to achieving resilience and sustainable Pacific communities:

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

These define the core priorities and focus of SPREP in the areas on:

1. Climate change resilience
2. Ecosystem and Biodiversity Protection
3. Effective Waste Management and Pollution Control
4. Environmental Governance

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.

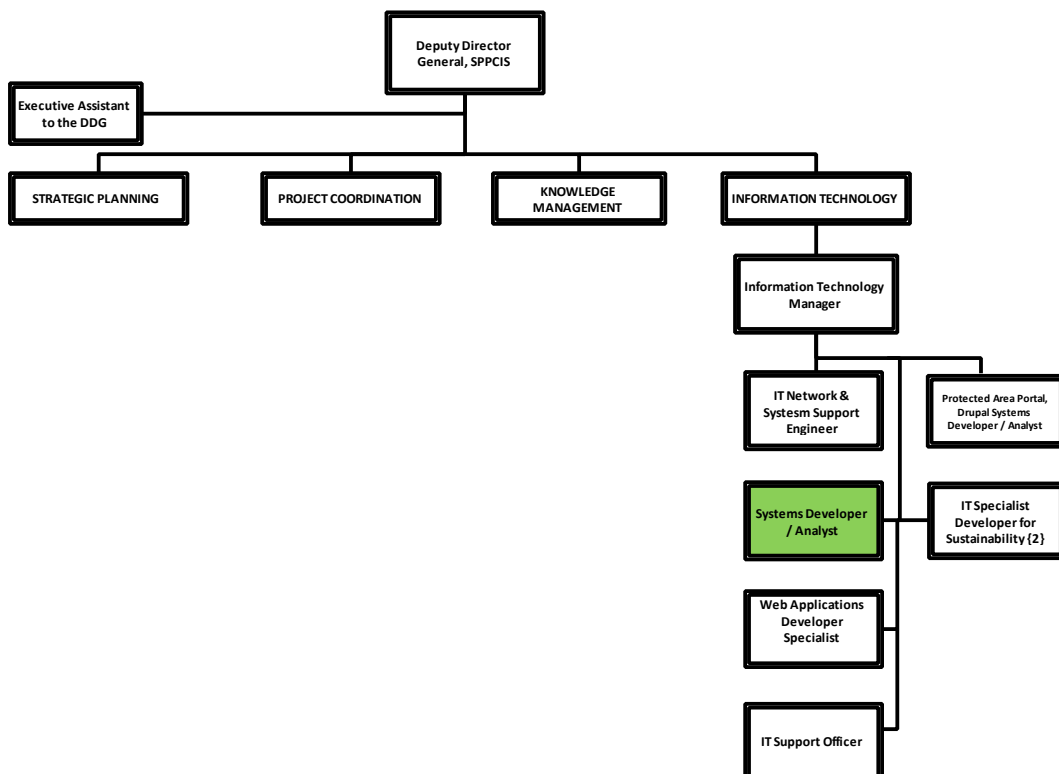
Organisation Goal 4: SPREP is leading and engaged in productive partnerships and collaboration.

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:	Systems Developer & Analyst (SysDA)
Department:	Strategic Planning, Project Coordination and Information Services (SPPCIS)
Team:	Information Technology (IT)
Responsible To:	Information Technology Manager (ITM)
Responsible For: (Total number of staff)	N/A
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> Design, develop and administer all SPREP-wide corporate applications; technical solutions to business requirements and provide advice and assistance on all database related developments and SPREP supported projects in member countries Undertake the development and maintenance of approved IT portfolio of Regional Information, Communication and Technology (ICT) tools and applications
Date:	May 2019

Organisation Context



Key Result Areas

The position of **Systems Developer & Analyst** (SysDA) addresses the following Key Result Areas:

1. Analysis, design and development of databases and software applications
2. Technical advice, support and assistance
3. Review, enhancement and updating of SPREP information systems and applications
4. Administration and management of SPREP information systems and databases
5. Capacity building, reporting and technical assistance on all ICT-related functions

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

Jobholder is accountable for	Jobholder is successful when
<p>1. Analysis, design and development of databases and software applications</p> <p>a) Review, design and develop core SPREP-wide applications, ERP systems, in particular SPREP's financial (FMIS) and human resources information systems (HRIS) and Project Management applications.</p> <p>b) Work with staff and users to analyse requirements, and translate these into practical requirements, design and technical solutions</p> <p>c) Develop, manage and test Disaster recovery plans for SPREP administered information systems, applications and databases</p>	<ul style="list-style-type: none"> • Minimal disruptions to SPREP-wide applications and Business systems • Technical solutions developed and implemented meet user requirements and core needs of the organisation • New database applications developed for SPREP Programmes and projects • Project databases are managed and hosted successfully in SPREP • Disaster Recovery plans for SPREP administered information systems, applications and database systems are regularly and successfully developed and tested
<p>2. Technical advice, support and assistance</p> <p>a) Provide technical advice on important emerging IT issues relating to database development and management and their potential implications for the Secretariat and its work</p> <p>b) Provide technical advice and solutions to SPREP staff on all IT-related issues</p> <p>c) Provide technical advice and project status reports and updates to Management and Project Stakeholders</p>	<ul style="list-style-type: none"> • Timely reports, updates and technical advice is provided to Management Team and stakeholders • Secretariat is kept up to date on relevant database issues • Staff issues are addressed in a timely and satisfactory manner
<p>3. Review, enhancement and updating of SPREP information systems and applications</p> <p>a) Review existing information systems, analyse and document priority business requirements identified by staff and stakeholders, and provide timely and</p>	<ul style="list-style-type: none"> • System requirements are successfully developed; • Revised design, operational and recovery documentation on databases and

<p>appropriate recommendations and/or solutions</p> <p>b) Review, analyse, develop and keep the SPREP corporate information systems framework and applications current and conform to best practices and standards.</p> <p>c) Review procedures in database management system manuals for making changes to database, establish and maintain database systems documentation</p> <p>d) Ensure Information and Knowledge Management elements are incorporated into the development of new information systems</p> <p>e) Ensure “state of the art” IT is applied at SPREP, within the existing SPREP budget</p>	<p>applications, timely recommendations and solutions are provided</p> <ul style="list-style-type: none"> • Procedural manuals for making changes to applications and databases successfully are developed • SPREP corporate information systems framework and applications are kept up to date and relevant • Information and knowledge management is strengthened
<p>4. Administration and management of SPREP information systems and databases</p> <p>a) Administer and maintain core corporate and customised regional information systems and databases, in particular Microsoft and open source SQL database platforms</p> <p>b) Administer and maintain approved IT portfolio of regional applications and related products</p> <p>c) Schedule, plan, and manage the installation and testing of new products and improvements to SPREP administered information systems and databases</p> <p>d) Identify and evaluate new industry developments in database systems and provide recommendations to IT Manager before deployment</p>	<ul style="list-style-type: none"> • Minimal disruptions to corporate and SPREP administered information systems and databases • SPREP administered information systems and IT portfolio of approved applications and products are maintained and meet the core needs of the secretariat and stakeholders • Database systems are developed in line with current industry developments and aligned to organisational and strategic objectives • Recommendations are regularly provided to ITM on upgrades for core and SPREP administered information systems and software
<p>5. Capacity building, reporting and assistance on all IT-related functions</p> <p>a) Prepare and deliver Information and Communications Technology (ICT) training for staff, particularly in the use of corporate applications</p> <p>b) Provide ICT training to member country participants through SPREP programmes and partners</p> <p>c) Design, develop and create custom reports based on business requirements and respond to ad hoc queries</p>	<ul style="list-style-type: none"> • Relevant training for staff and member countries are prepared and delivered successfully • Assistance and advice are provided for programme staff in managing data sets • Customised reports are developed and provided • Prompt and quality support is provided to staff • annual reports on costs for support and upgrades of business systems are provided

<ul style="list-style-type: none"> d) Contribute to the development of the corporate budget by identifying information systems and database activity costs for the coming year e) Participate in supporting the corporate and SPREP regional Helpdesks pertaining to ICT and provide prompt and quality ICT support to SPREP staff and stakeholders f) Ensure the best available IT service providers are used by SPREP and that a consistently high level of service is maintained throughout any contracts that may be managed through SPREP. 	<p>to IT Manager and relevant Management staff</p> <ul style="list-style-type: none"> • Assistance and advice is provided on ICT matters through participation in Working Groups, forums and Helpdesks • Support and assistance on other IT requirements are provided • IT Service providers contracted by SPREP provide the highest level of service and support to SPREP
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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/Immediate 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:
<ul style="list-style-type: none"> • Analyse, propose and design technical solutions, and undertake its implementation to meet project specifications and user requirements • Collaborate and coordinate with stakeholders, member countries on modifications and enhancements to regional databases and applications/tools • Review, analyse and update SPREP corporate-wide information systems framework and applications

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
<p>External</p> <ul style="list-style-type: none"> • Member countries • National, regional and international organisations <p>Internal</p> <ul style="list-style-type: none"> • Executive Management • Senior Management Team • Programme staff • All Staff 	<ul style="list-style-type: none"> • Assistance / support / training programmes • Communications / negotiations / business transactions / sharing systems / consultations and reporting • Service / Reporting / communications • Advice / support / assistance • Enquiries / staff issues

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Level of Delegation

The position holder:
<ul style="list-style-type: none"> manages an operational budget can authorise costs in own budget up to a certain limit can carry out negotiations on behalf of SPREP 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

Essential
<ol style="list-style-type: none"> Minimum qualifications of a Master degree in Computer Science, Information Technology / Data Management / or related field OR a Bachelor degree in lieu, with applied relevant work experience in excess of the minimum required relevant work experience. (Relevant IT professional certifications from Microsoft or Acquia would be an advantage).

Knowledge / Experience

Essential
<ol style="list-style-type: none"> At least 10 years relevant work experience in the following areas, preferably in the Pacific islands region: <ol style="list-style-type: none"> applications development and information systems administration/management technical project management and the successful implementation of medium to large financial, HR and related application systems Excellent knowledge and experience in the following technical areas: <ol style="list-style-type: none"> Programming in a client server environment and demonstrated in depth knowledge and experience in object-oriented programming (preferably PHP 7.1 (or higher), C#, Java, Python, Microsoft.Net technologies)

<ul style="list-style-type: none"> b) Experience across the software development lifecycle and using software development tools such as IDE's, code repositories, version control (git), package managers (composer, yum, apt-get, pip, nuget), project management and integration tools. c) Script in powershell, perl or other scripting languages d) Database analysis, scoping, data and process mapping including practical experience in various Data Base Management Systems especially MS SQL Server 2008 or later, Opensource SQL databases (Maria Db, Postgres/PostGIS) with various database connectivity APIs (pgadmin, SQL workbench, SQL management studio) e) Internet and associated technologies, such as websites, web services and portals (Drupal, DNN, Inmagic Presto, Discourse, Integrated Publishing Toolkit (GBIF IPT), Ms SharePoint, Confluence, JIRA) including systems integration using a Service Oriented Architecture approach. f) Financial applications (experience in TechnologyOne FMIS will be an advantage) and HRIS/payroll applications (Payglobal and Employee Connect will be an advantage) g) knowledge and experience with administering Microsoft Products, open source operating systems and configurations such as Linux, Redhat/Centos, Apache, etc. h) technical working knowledge of GIS/mapping applications is desirable (preferable GeoNode, GeoServer and QGIS) i) Experience with maintaining virtual/cloud environments (docker/ docker compose, v-sphere, AWS, wodby) j) Experience with Electronic Document Management systems (preferably Alfresco)
4. Excellent advisory and analytical skills (working knowledge of Agile Methodology preferred)
5. Extensive knowledge of accepted and emerging information technology issues and challenges in the Pacific islands with sound understanding and appreciation of environmental ethics, values and priorities
6. Demonstrated experience working within a multi-disciplinary and multi-cultural team environment as well as good knowledge and understanding of designing and implementing relevant IT capacity building programmes
7. Excellent written and verbal communication skills including high level of presentation and inter-personal skills with sound experience in establishing and maintaining effective relationships with a diverse group of people

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"> • Computing • Problem Solving • Reporting Skills • Excellent communications
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	<ul style="list-style-type: none"> • Fluency in English • Ability to set priorities • Team Building • Commitment to continuous improvement • Interpersonal skills and cultural sensitivity • Work well across programmes
Advanced level	<ul style="list-style-type: none"> • IT issues in the Pacific islands region • Flexible approach
Working Knowledge	<ul style="list-style-type: none"> • Environmental issues in the Pacific islands region
Awareness	<ul style="list-style-type: none"> • SPREP Strategic Plan • SPREP Work Programmes

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 11 of SPREP’s salary scale. Starting salary will be SDR35,440 per annum. This is currently equivalent to Samoan Tala \$135,250 (USD\$52,019) 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 SDR4,695 will be paid to the successful candidate. The current equivalent in Samoan Tala is SAT\$17,917 (USD\$6,891) 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 may be 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 – 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 “**Systems Developer & Analyst**” 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 “**Systems Developer & Analyst**”

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 Jolynn Fepuleai on telephones (685) 21929 ext 325 or Email:
jolynnf@sprep.org

Closing date: Friday, 28th June 2019: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
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