



APPLICANT INFORMATION PACKAGE  
**TURTLE DATABASE AND CONSERVATION OFFICER (TDCO)**

## **CONTENTS**

A. BACKGROUND INFORMATION ON SPREP

B. JOB DESCRIPTION

C. REMUNERATION PACKAGE – TERMS & CONDITIONS

D. ADMINISTRATIVE INFORMATION

## 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 is also a SPREP office in Fiji with four staff as well as SPREP Officers stationed in the Federated States of Micronesia, Republic of the Marshall Islands, Solomon Islands and Vanuatu. SPREP has an annual budget of USD \$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

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.

## EDF-11 Pacific-European Union Marine Partnership Programme

SPREP is implementing Key Result Area 5 of the Pacific-European Union Marine Partnership Programme, known as the By-catch and Integrated Ecosystem Management (BIEM) Initiative.

The Pacific-European Union Marine Partnership (PEUMP) Programme addresses some of the most serious challenges faced by the region. Among these are the increasing depletion of coastal fisheries resources; the threats to marine biodiversity, including negative impacts of climate change and disasters; the uneven contribution of oceanic fisheries to national economic development; the need for improved education and training in the sector; and the need to mainstream a rights-based approach and to promote greater recognition of gender issues within the sector.

This five-year programme is funded by the European Union (EUR 35 million) with additional targeted support from the government of Sweden (EUR 10 million). The programme provides direct assistance through regional organisations to support regional and national level activities in the Pacific.

The PEUMP Programme combines a regional and national approach, paying specific attention to actions and services delivered at country level to promote and direct positive changes for target groups, in particular women, youth and the most vulnerable groups.

The PEUMP Programme's overall objective is to 'Improve the economic, social and environmental benefits for 15 PACPs arising from stronger regional economic integration and the sustainable management of natural resources and the environment'.

The specific objective (outcome) is to 'support sustainable management and development of fisheries for food security and economic growth, while addressing climate change resilience and conservation of marine biodiversity'.

To address the main priority areas identified in the formulation phase, a demand-driven approach, recognising the diversity of needs and opportunities across the 15 PACP countries, the Programme adopts an integrated approach, with inter-related components implemented by several agencies,

revolving around six KRAs and the Programme Management Unit based in Suva, Fiji. Four main agencies are implementing / or have been implementing the KRAs through a multisectoral approach: 1) The Pacific Community (SPC), which is the lead agency for the programme and will be responsible for its overall management, 2) the Pacific Islands Forum Fisheries Agency (FFA), 3) SPREP and 4) The University of the South Pacific (USP). In addition, the PEUMP is also partnering with Non-Government Organisations (NGOs), which include the Locally Managed Marine Areas (LMMA), Pacific Islands Tuna Industry Association (PITIA), International Union for the Conservation of Nature (IUCN) and the World Wildlife Fund (WWF).

SPREP has been awarded 6.5 million Euros to implement the BIEM Initiative. BIEM activities will be designed to ensure they are relevant to all south Pacific countries. However, to maximise the positive impact of the work with the funding and time available, the BIEM team will focus the majority of activities in Fiji, PNG, Solomon Islands, Tonga and Vanuatu.

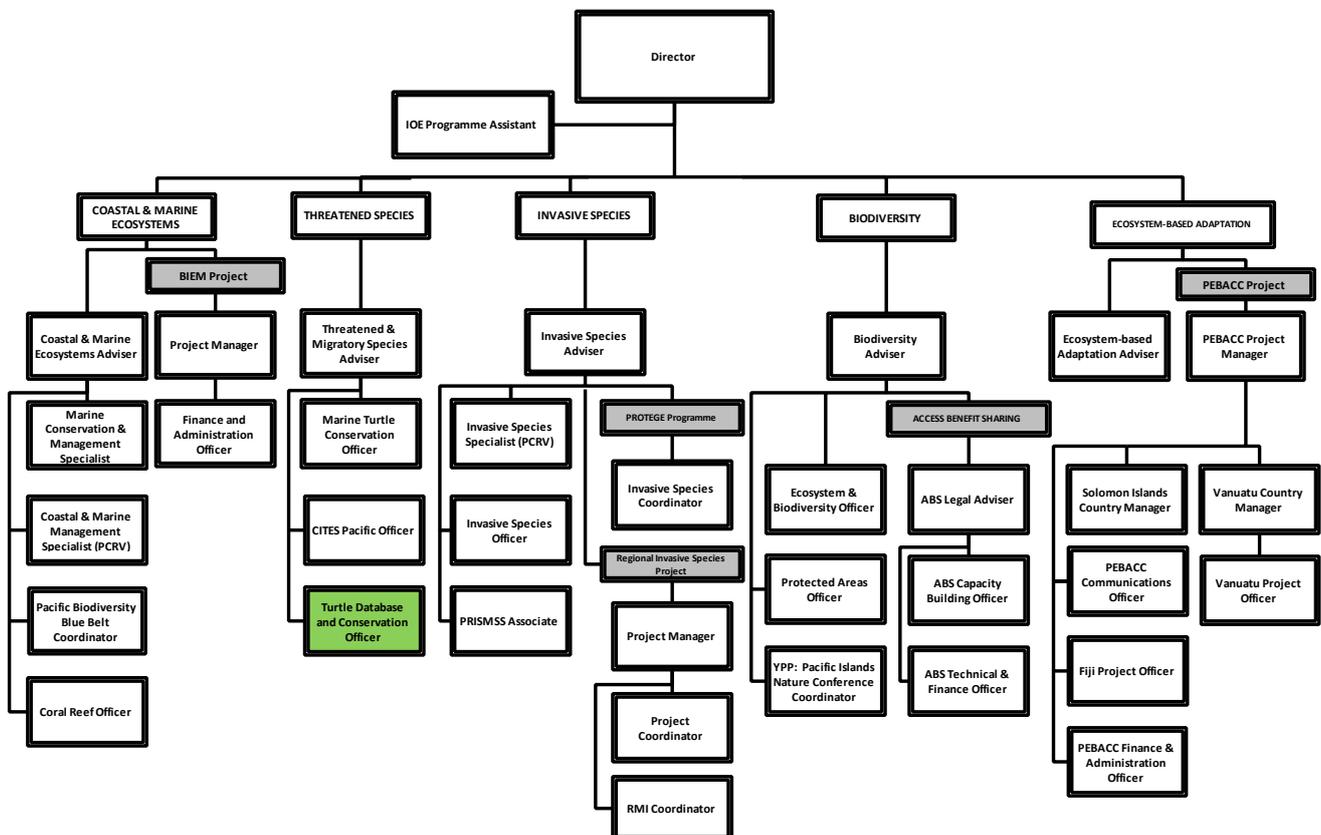
SPREP and its partners are dedicated to working to assist these Pacific countries meet their priorities in the sustainable management of their coastal resources and marine biodiversity, focusing on eight integrated key result areas (KRAs) identified below.

<b>KRA-5 Component</b>	<b>Geographical scope:</b>
5.1 Marine Spatial Planning	Solomon Islands, Fiji
5.2 Integrated ecosystem strategies and coastal zone management planning	Fiji, Vanuatu
5.3 Development and integration of climate change adaptation strategies into coastal community plans	Fiji, Vanuatu
5.4 Assessment of by-catch of endangered species and extinction risk evaluated	Regional
5.5 Development and implementation of by-catch mitigation strategies	Fiji, Solomon Islands, Papua New Guinea, Tonga, Vanuatu
5.6 Capacity development through research grants to citizens of the Pacific Islands	Regional
5.7 Support for community monitoring and protection of endangered species	Fiji, Solomon Islands and Vanuatu
5.8 Capacity development on Non-Detrimental Findings process for CITES partners	Regional - CITES partner countries

## B. JOB DESCRIPTION

<b>Job Title:</b>	Turtle Database and Conservation Officer (TDCO)
<b>Programme:</b>	Island and Ocean Ecosystems (IOE)
<b>Team:</b>	Threatened & Migratory Species
<b>Responsible To:</b>	Threatened and Migratory Species Adviser
<b>Responsible For: (Total number of staff)</b>	N/A
<b>Job Purpose:</b>	This job exists to support the delivery of KRA 5 of the PEUMP Programme and other SPREP initiatives in relation to promoting the turtle monitoring and conservation.
<b>Date:</b>	December 2019

### Organisation Context



## Key Result Areas

The position of **Turtle Database and Conservation Officer (TDCO)** addresses the following Key Result Areas:

1. Turtle Research and Monitoring Database System (TREDS) upgrade process and training;
2. Research and conservation programmes utilising TREDS and satellite tagging;
3. Implementation of other turtle monitoring and conservation
4. SPREP turtle conservation related activities.

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

Jobholder is accountable for	Jobholder is successful when
<p><b>1. Turtle Research and Monitoring Database System (TREDS) upgrade process and training</b></p> <ol style="list-style-type: none"> <li>a) Undertake in-depth instruction on the functioning and operational aspects of the new TREDS database once it is operational.</li> <li>b) Arrange in-country training for the new database</li> <li>c) Maintain ongoing co-ordination and provision of database services including troubleshooting support and additional training</li> <li>d) Produce annual reports and disseminate them to TREDS users as per TREDS Information Sharing Policy and others in the region working on marine turtle conservation</li> </ol>	<ul style="list-style-type: none"> <li>• Has attained a high level of facility in utilising the new database</li> <li>• In-country training on the new TREDS database is underway and will be completed within 2 years of database becoming 'live'</li> <li>• Annual TREDS reports are produced and shared</li> </ul>
<p><b>2. Research and conservation programmes utilising TREDS and tagging</b></p> <ol style="list-style-type: none"> <li>a) Develop a regional tagging/monitoring protocol and establish a system of training standards for tagging and monitoring of turtles and provide training the trainers;</li> <li>b) Work with partners to facilitate turtle monitoring and research programmes to help answer key conservation questions around population trends especially for key species: leatherback, green and hawksbill turtles;</li> <li>c) Assist with tagging programmes as appropriate.</li> </ol>	<ul style="list-style-type: none"> <li>• Regional tagging/monitoring protocol and training standards established and training undertaken.</li> <li>• Resources secured for further research and conservation activities</li> </ul>
<p><b>3. Implementation of other turtle monitoring and conservation</b></p>	<ul style="list-style-type: none"> <li>• Advice on effectiveness of turtle mitigation in WCPFC provided</li> </ul>

<ul style="list-style-type: none"> <li>a) Provide advice on effectiveness of turtle mitigation in the Western and Central Pacific Fisheries Commission (WCPFC)</li> <li>b) Seek improvement of turtle mitigation measure Conservation and Management Measures (CMM)at WCPFC through collaboration with SPC and BIEM</li> </ul>	<ul style="list-style-type: none"> <li>• Improvement to CMM for turtles at WCPFC achieved</li> </ul>
<p><b>4. SPREP turtle conservation related activities</b></p> <ul style="list-style-type: none"> <li>a) Support regional and international co-operation in marine species management, conservation and/or recovery;</li> <li>b) Develop education and awareness resources related to marine species management, conservation and/or recovery;</li> <li>c) Assist in the planning and implementation of the Regional Marine Species Action Plan (2020-2025);</li> <li>d) Ensure effective linkages are made, and assist with initiatives as required within SPREP’s Island Ecosystem Programme;</li> <li>e) Represent SPREP in national and regional fora especially relevant MEA’s such as CITES and CMS</li> </ul>	<ul style="list-style-type: none"> <li>• Support provided;</li> <li>• Education and awareness resources developed and used by stakeholders;</li> <li>• Regional Marine Species Action Plan finalised and being implemented;</li> <li>• Linkages connected;</li> <li>• Representation fulfilled</li> </ul>

**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 manager 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:*

- TREDs upgrade support and roll-out of training;
- Producing information outputs;
- Maintaining positive relationships and communications with stakeholders,
- Frequent requirements to travel long distances within the Pacific region

**Functional Relationships & Related Skills**

<b>Key internal and/or external contacts</b>	<b>Nature of the contact most typical</b>
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<p><b>External</b></p> <ul style="list-style-type: none"> <li>▪ SPREP focal points</li> <li>▪ Various project partners (donors or recipient governments)</li> <li>▪ Database Consultants / Specialists</li> </ul> <p><b>Internal</b></p> <ul style="list-style-type: none"> <li>▪ Executive</li> <li>▪ Senior Management Team</li> <li>▪ All Staff</li> </ul>	<ul style="list-style-type: none"> <li>▪ Written submissions/advice</li> <li>▪ Verbal discussions/negotiations</li> <li>▪ Report Writing</li> <li>▪ Facilitation</li> <li>▪ Monitoring</li> </ul> <ul style="list-style-type: none"> <li>▪ Report Writing</li> <li>▪ Discussions</li> </ul>
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### Level of Delegation

*The position holder:*

- Has no delegation of authority

### Person Specification

*This section is designed to capture the expertise required for the role at the 100% fully effective level (this does not necessarily reflect what the current jobholder has). This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.*

### Qualifications

#### Essential

1. Minimum qualifications of a Bachelor degree in marine biology, law, international relations or relevant field in marine species conservation and management

### Knowledge / Experience

#### Essential

2. At least 3 years relevant experience in marine turtle research, management, conservation and/or recovery programmes
3. Sound knowledge and experience of database applications including data management systems and processes, information systems and databases and appreciation of policies, systems and processes

4. Sound knowledge of conservation issues related to the marine environment and marine species, as well as current and emerging issues and challenges in data management and reporting with good understanding and appreciation of environmental ethics, values and priorities
5. Excellent communication skills including good level of presentation and inter-personal skills, capacity building and networking with diverse stakeholders
6. Strong research, analytical and coordination and organisational skills with the ability to work with integrity and exercise good sense of judgement, diplomacy and tact within a multi-disciplinary and multi-cultural team environment
7. Shows initiative to think outside the box particularly in problem-solving, setting priorities and meeting work-plan deadlines as well as meeting challenges and demands of a regional project

## 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"> <li>• Data analysis &amp; reporting</li> <li>• Computing</li> <li>• Problem solving</li> <li>• Facilitation skills</li> <li>• Fluency in English</li> <li>• Excellent communications</li> <li>• Ability to set priorities</li> <li>• Team building</li> <li>• Flexible approach</li> <li>• Work across programmes</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• Environmental issues in the Pacific islands region</li> <li>• Emerging environmental issues and challenges</li> </ul>
Working Knowledge	<ul style="list-style-type: none"> <li>• General management principles</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• SPREP Strategic Plan</li> <li>• SPREP Work Programmes</li> </ul>

## 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 2 years with a possible extension in line with the project time frame and subject to performance, continuity of related project activities and availability of funds.

There is no expectation of renewal at the end of contract as this is a project specific position.

**Salary:** Remuneration is at Band 8 of SPREP's salary scale for locally recruited staff. Starting salary will be SAT\$45374 per annum. 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 Samoan Tala \$1,000.

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

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

**Other Leave:** Provisions 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:** The employee and SPREP will pay the 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.

## 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 Turtle Database and Conservation Officer (TDCO)” and send to [recruitment@sprep.org](mailto: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 Turtle Database and Conservation Officer (TDCO)”

More Information on SPREP and its work in the region can be found on the SPREP website [www.sprep.org](http://www.sprep.org)

For further enquiries, contact Mr Sepasitiano Paulo, HR Officer, on telephone (685) 21929 ext 285 or Email: [sepasitianop@sprep.org](mailto:sepasitianop@sprep.org)

**Closing date: Friday, 31<sup>st</sup> January 2020:** Late applications will not be considered.

<b>SPREP is an Equal Opportunity Employer</b>
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