



SPREP

Secretariat of the Pacific Regional
Environment Programme

APPLICANT INFORMATION PACKAGE
TECHNICAL WASTE OFFICER - PAWES PROJECT (TWO-PP)

CONTENTS

A. BACKGROUND INFORMATION ON SPREP

B. JOB DESCRIPTION

C. REMUNERATION PACKAGE – TERMS & CONDITIONS

D. ADMINISTRATIVE INFORMATION

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 and Vanuatu.

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**

The PAWES Project Description

Two shared challenges of all Pacific nations are solid waste management and energy security. In many countries, rapid development and population growth have outpaced the capacity to deal with the waste produced. In parallel, large sections of communities lack access to clean, affordable energy sources. Addressing a lack of energy with an abundance of waste is a truly innovative way to make needed progress toward the aspirations of the Sustainable Development Goals (SDGs), the guiding regional frameworks of the Framework for Energy Security and Resilience in the Pacific (FESRIP) and the Pacific Regional Waste and Pollution Management Strategy 2016-2025, as well as country commitments to the Paris Agreement (2016) through Nationally Determined Contributions (NDCs), national priorities in their climate change National Action Plans (NAPs) and national development frameworks.

The Pacific Adoption of Waste to Energy (WtE) Solutions Project (PAWES) seeks to provide simultaneous solutions to sustainably reduce the volume of waste within landfill systems while providing new renewable energy sources. In essence, PAWES addresses two major problems; a lack of information regarding the viability and sustainability of WtE technologies and the need for policy setting and cross-sectoral coordination to support a WtE sector.

PAWES is funded by the European Union and draws on the collaborative strengths of the Pacific's peak organisations for waste management and energy security, SPREP and SPC. The project will deliver various activities under its 6 Work_Packages

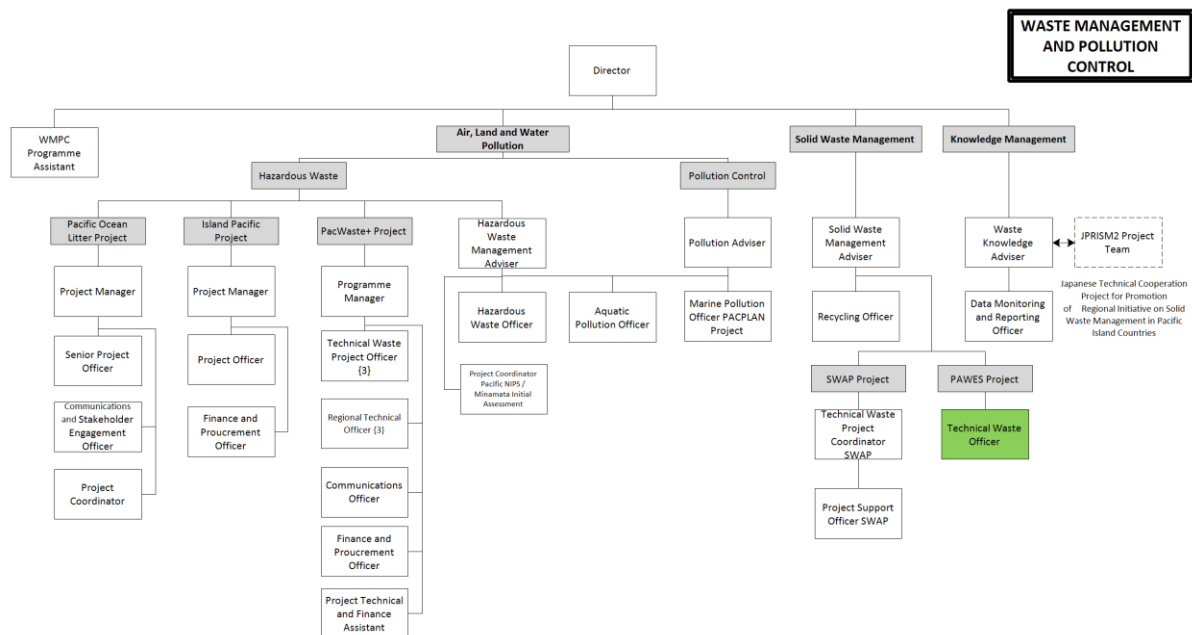
1. Capacity strengthening of government entities in the application of support tools for evidence-based decision-making in WtE.
2. Collection and consolidation of data on SWM and RET in the Pacific region.
3. Promotion of cross-sectoral collaboration among government entities and the educational, research and private sector.
4. Adapting and developing WtE training courses for tertiary education providers.
5. Developing WtE solutions through tertiary education providers.
6. Project management.

Due to the markedly different country profiles found in the Pacific region, there will not be 'one WtE solution' that is appropriate for all nations. Where possible, PAWES will seek regional participation. Where in-country implementation is required, an initial three countries, one from each of the three sub-regions (Papua New Guinea – Melanesia; Republic of Marshall Islands – Micronesia; Samoa – Polynesia), have been selected to represent common contexts that make up the rich Pacific regional community; from weak to strong WtE sector maturity, SWM coverage, government coordination, private sector participation, and the natural environment. Tuvalu and Solomon Islands will also be considered in order to provide greater balance between volcanic and atoll island nations, and also between various levels of development. This will provide data and experiential learning that can be used to scale successful activities across the region.

B. JOB DESCRIPTION

Job Title:	Technical Waste Officer - PAWES Project (TWO-PP)
Programme:	Waste Management & Pollution Control (WMPC)
Team:	PAWES Project
Responsible To:	Solid Waste Management Adviser (SWMA) & Project Manager – PAWES Project (SPC)
Responsible For: (Total number of staff)	Nil
Job Purpose:	This job exists to: <ul style="list-style-type: none"> Lead the implementation of the PAWES Project
Date:	February 2023

Organisation Context



Key Result Areas

The position of **Technical Project Officer - PAWES Project (TPO-PP)** addresses the following Key Result Areas:

1. Support capacity strengthening of government entities in WtE and the collection and consolidation of data.
2. Collection and consolidation of data on SWM and RET in the Pacific region
3. Promote and support cross-sectoral collaboration among government entities and the educational, research and private sector
4. Coordinate the development of WtE training courses and solutions for tertiary education providers

The requirements, expectations and performance standards for the above duties are broadly identified below.

The Jobholder is accountable for:	Jobholder is successful when:
<p>1. Support capacity strengthening of government entities in WtE and the collection and consolidation of data.</p> <p>a) Actively participate in baseline assessment on decision-making processes at governmental level on the waste and renewable energy sectors through the following activities:</p> <ol style="list-style-type: none"> i. Set up of the baseline assessment team and execute the baseline assessment. ii. Execution of the baseline assessment. iii. Analysis of the assessment data of the sample sites. iv. Dissemination of assessment results. <p>b) Lead feasibility assessment of WtE for the beneficiary countries through:</p> <ol style="list-style-type: none"> i. Reviewing potential working WtE options for the Pacific. ii. Assisting the Team Leader in selecting options that meet technical and environmental merit and public adoption. iii. Assessing feasibility of potential WtE options and scaling up at national and regional levels. <p>c) Participate in training on WtE policy making adapted to the Pacific through:</p> <ol style="list-style-type: none"> i. the design training course and training methodology. 	<ul style="list-style-type: none"> • Baseline assessments on decision making processes at government level on waste and renewable energy sectors are undertaken. • Feasibility assessment of WtE in all beneficiary countries are completed. • Design, develop and deliver training courses on WtE including developing course materials.

<ul style="list-style-type: none"> ii. the development of training materials on WtE sector. iii. the setting up of a team of trainers. iv. the delivery of workshops to national and subnational governments in consultation with the Project Trainer. 	
<p>2. Collection and consolidation of data on SWM and RET in the Pacific region</p> <p>a) Updating of existing data/databases through:</p> <ul style="list-style-type: none"> i. Desktop review of available national and regional datasets. ii. National consultations to determine un-reported or un-discoverable data. iii. Enter un-reported or un-discovered data into existing national and regional datasets where necessary. <p>b) Participate in the analysis of the use of data through:</p> <ul style="list-style-type: none"> i. Promotion and advocacy of new or updated databases. ii. Training or workshops on how to access and use the data. iii. Analysis of data. 	<ul style="list-style-type: none"> • Existing data and database on solid waste management and renewable energy technologies are updated. • Promote and advocate for the new data/database on WtE. • Data is analysed and users are trained on how to access and use data.
<p>3. Promote and support cross-sectoral collaboration among government entities and the educational, research and private sector</p> <p>a) Collaborate with the Project Team Leader to deliver Pacific WtE presentations at international/regional conferences through:</p> <ul style="list-style-type: none"> i. Reviewing past and ongoing RET and SWM conferences/meetings/workshops. ii. Planning and arranging dedicated WtE sessions in planned conferences. iii. Facilitating WtE sessions. iv. Disseminating meeting outcomes. <p>b) Strengthen existing Private Sector - Government Partnership initiatives through:</p> <ul style="list-style-type: none"> i. Enhancing collaboration between relevant regional (e.g., SEIAPI) and national agencies. ii. Enhancing collaboration between national / private energy and waste 	<ul style="list-style-type: none"> • Develop and deliver high quality WtE presentations at regional and selected regional and international forums. • Increased and enhanced partnerships between public and private sector organizations with an interest in WtE. Participate in Trade Missions on WtE.

<p>agencies (e.g. national energy and waste associations).</p> <p>iii. Stimulating private sector engagement in WtE.</p> <p>c) Participate in WtE Trade Missions by:</p> <p>i. Reviewing international WtE meetings.</p> <p>ii. Presenting in selected international WtE meetings.</p> <p>iii. Initiating potential collaborations.</p>	
<p>3. Coordinate the development of WtE training courses and solutions for tertiary education providers</p> <p>a) Participate in the co-development of short courses on WtE with tertiary education providers through:</p> <p>i. Skills gap analysis</p> <p>ii. Review of existing international WtE short courses</p> <p>iii. Assisting in adapting existing WtE short courses to the Pacific context</p> <p>b) Participate in the co-design and development of pilot projects with tertiary education providers through:</p> <p>i. Selection of feasible WtE options for the Pacific</p> <p>ii. Designing pilot WtE projects.</p> <p>iii. Executing pilot WtE projects and developing pilot solutions.</p> <p>iv. Analysing the pilot projects and solutions.</p>	<ul style="list-style-type: none"> • Short courses specific to the Pacific context are developed with selected tertiary education providers in the Pacific • Pilot projects are developed and implemented in partnership with selected tertiary institutions and WtE stakeholders • Lesson learnt from pilot projects are documented and shared widely

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 Project Manager/Director as part of SPREP’s Performance Development System.

This section may be reflected in the successful applicant’s Performance Development Plan.

Work Complexity

Most challenging duties typically undertaken:

- Developing a robust methodology for undertaking baseline assessments
- Data analysis
- Options analysis including cost benefit analysis
- Project design, planning and implementation

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
External <ul style="list-style-type: none"> • EU • Beneficiary countries • Partner organisations • Service Providers • Regional/international organisations 	<ul style="list-style-type: none"> • Access to financial and procurement records and information • Advice and assistance • Consultations and collaboration • Negotiations, communications, and reporting
Internal <ul style="list-style-type: none"> • Project management unit • SPREP • SPC • Other SPREP Programmes • Other SPC Programmes 	<ul style="list-style-type: none"> • Access to data and information • Advice and support • Collaboration and coordination

Level of Delegation

The position holder:

- Has oversight of the project activities under relevant activity matrix in the Logical Framework
- Can seek funding opportunities in particular cost-sharing and complementarity with other SPREP/SPC projects that could fund project activities of similar nature subject to authorisation.
- Can present WtE information at regional and international audiences
- Can deliver training on WtE to selected individuals.

Person Specification

This section is designed to capture the expertise required for the role at the 100% fully effective level. 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 Environmental Science or Management, Chemistry, Renewable Energy, Waste Management, Environmental Engineering or relevant technical field.

Knowledge / Experience

Essential
2. At least 5 years of relevant experience in the area of environmental science/engineering particularly in waste management and renewable energy, with at least 3 years of this experience in a role requiring a similar degree of versatility and responsibility, preferably in the Pacific region.
3. Excellent experience/expertise in the following: <ol style="list-style-type: none"> a) Baseline assessments including gap analysis b) Feasibility studies including cost benefit analysis and options analysis c) Project design and development d) Waste management and renewable energy policy development and analysis e) Database development f) Research on waste management and renewable energy
4. Excellent knowledge of current and emerging project-related environmental issues and challenges facing the Pacific region with excellent understanding and appreciation of environmental ethics, values and priorities as well as comprehensive knowledge and experience in waste management
5. Excellent written and verbal communication skills including high level of writing, presentation and interpersonal skills, collaboration with donors and partners with sound experience in maintaining effective relationships with a diverse group of people within a multi-disciplinary and multi-cultural team environment
6. Excellent experience in administration and financial reporting management and operations of procurement processes including tender work and assessment as well as appreciation of policies, systems, processes and databases.
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"> • Environmental and economic research skills • Analytical skills • Project management • Stakeholder engagement and management
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	<ul style="list-style-type: none"> • Data management
Advanced level	<ul style="list-style-type: none"> • Analytical skills • Understanding of financial policies and regulations • Communications, representation and interpersonal skills • Organisational skills
Working Knowledge	<ul style="list-style-type: none"> • Accreditation of tertiary qualifications • Knowledge of SPREP financial procedures • Corporate policies • Ability to work well with section colleagues and staff at all levels • Waste management and renewable energy issues in the Pacific island's region • Emerging financial / donor issues and challenges
Awareness	<ul style="list-style-type: none"> • SPREP Strategic Plan 2017-2026 • Cleaner Pacific 2025 • SPREP Work Programme • EU work programme and funding mechanism

Key Behaviours

All staff are expected to uphold SPREP's Organisational Values and Code of Conduct which are Key Behaviours forming part of 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 initially with possible renewal in line with the project time frame, subject to performance during the initial term, continuity of related project activities and availability of funds. This is a project specific position which will complete at the end of the project.

Salary: Salary is denominated in International Monetary Fund Special Drawing Rights (SDRs). Remuneration for this post falls within Band 9 of SPREP's salary scale. Starting salary will be SDR26,802 per annum. This is currently equivalent to SAT102,286 (USD42,619) per annum. Upon confirmation of probation, salary will be adjusted to SDR30,153 which is current equivalent to SAT115,072 (USD47,947) 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 SDR3,967 will be paid to the successful candidate. The current equivalent in Samoan Tala is SAT\$15,139 (USD\$6,308) 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\$2.40

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, 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\$1,749).

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\$6,500) per annum per dependent child, with an overall maximum of Samoan Tala \$46,800 (USD\$19,500) 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 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\$1,188) 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 SAT\$2,400 (USD\$1,000) 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 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 existing 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 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:

'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.

D. 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 “**Technical Waste Officer - PAWES Project**” 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 “**Technical Waste Officer - PAWES Project**”

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

For further enquiries, contact Ada-Fanua Ott on telephone (685) 21929 ext 391 or Email: adao@sprep.org

CLOSING DATE: Friday 10th March 2023: Late applications will not be considered.

SPREP is an Equal Opportunity Employer