



*Secretariat of the Pacific Regional Environment Programme
(SPREP)*

APPLICANT INFORMATION PACKAGE
DIRECTOR GENERAL (DG)



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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. It is based in Apia, Samoa, with about 90 staff and an annual budget of USD \$22 million in 2014.

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

The future directions for SPREP are clearly set out in the 2011-2015 SPREP Strategic Plan. This Plan outlines the mandate, vision and programmes for the organisation. The Strategic Plan 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**: "The 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.

Divisions

The SPREP Strategic priorities are delivered through four divisions:

- **Climate Change:** has lead responsibility for Adaptation, Science & Policy and Mitigation.
- **Biodiversity & Ecosystem Management:** has lead responsibility for Coastal & Marine, Threatened & Migratory Species, Invasive Species and Biodiversity.
- **Waste Management & Pollution Control:** has lead responsibility for Hazardous Waste Management, Pollution and Solid Waste Management.
- **Environmental Monitoring & Governance:** has lead responsibility for Environmental Monitoring & Planning and Governance.

The divisions work in an integrated way on project development and implementation.

Corporate Services & Internal Audit

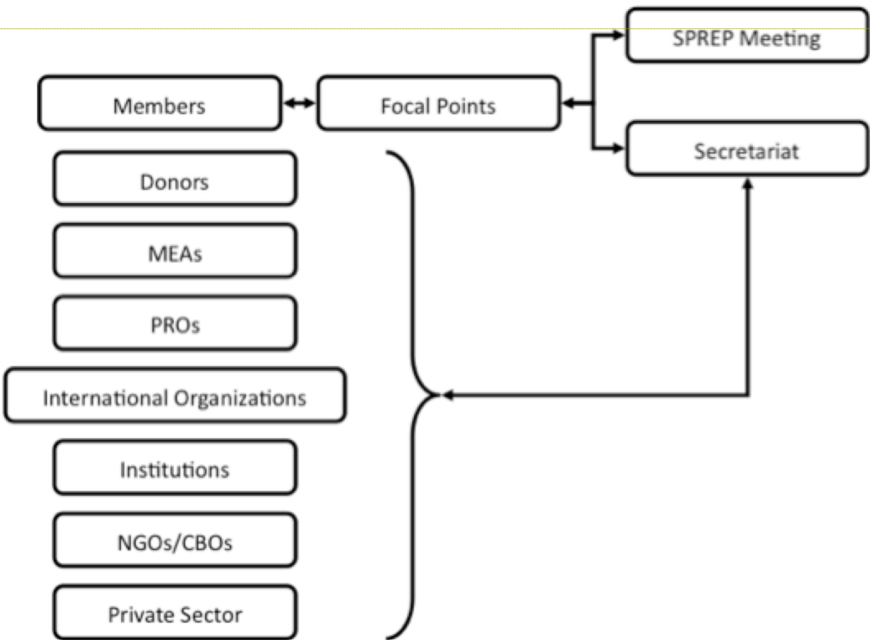
Corporate Services provide corporate support to the delivery of the Secretariat's strategic priorities and include Finance & Administration, Human Resources Management, Information Technology, Information Resources & Archives, Communications & Outreach and Monitoring & Evaluation. The Internal Audit Unit provides independent monitoring of the organisation's operations and governance procedures including risk management and internal controls.

B. JOB DESCRIPTION

Job Title:	SPREP Director General (DG)
Division:	Corporate Services
Group / Team:	Senior Management Team
Responsible To:	Members, principally through the SPREP Meeting and its Chair
Responsible For: (Total number of staff)	All Staff
Job Purpose:	<div>This job exists to:<ul style="list-style-type: none">• Provide strategic leadership, direction and management to the Secretariat• Be fully informed on stakeholder needs and realities, especially those of Members• Keep Members fully informed on all aspects of the Organisation's operations</div>
Date:	August 2014

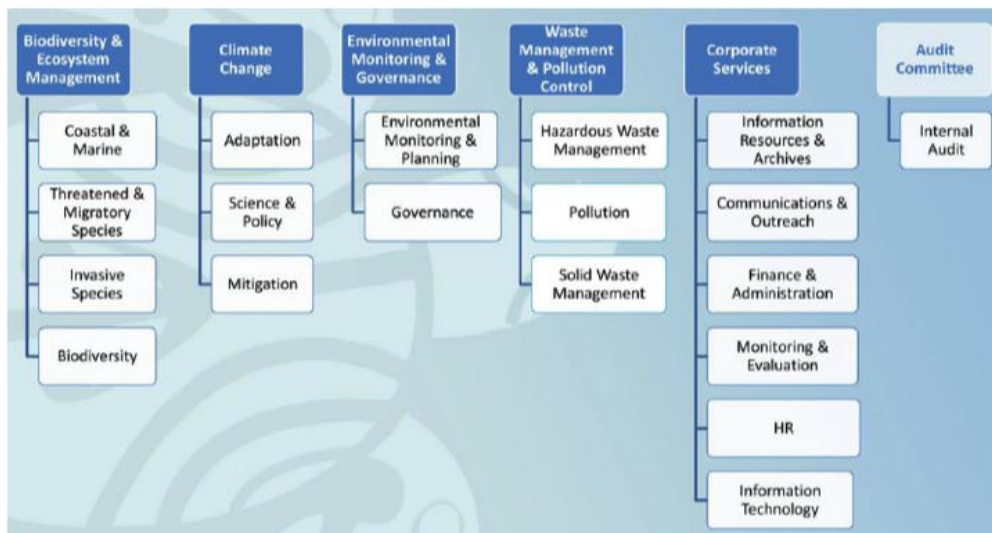
Organisation Context

A. ORGANISATION



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B. SECRETARIAT



Key Result Areas

The position of Director General (DG) addresses the following Key Result Areas:

1. [High Quality](#) Strategic Leadership and direction
2. [High Quality](#) Strategic Organisational Management and Planning
3. [Effective and Efficient Preparation and](#) Implementation of the Strategic Plan
4. [Successful](#) SPREP Meetings and [Effective](#) Environmental Advocacy
5. [Effective and Productive](#) Donor Liaison, [Networking and](#) Regional [Coordination and](#) Cooperation, [and Networking](#)

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

Jobholder is accountable for	Jobholder is successful when
1. High Quality Strategic Leadership and direction; <ol style="list-style-type: none"> a) Provide strategic leadership and direction for the Secretariat b) Lead the Executive Management team in providing an integrated approach to strategic and organisational planning, programme design, work programme and budget implementation, performance monitoring and evaluation, and building partnerships to ensure the ongoing success of SPREP. c) Lead the Executive-Senior Management Team meetings and discussions on all key decision making for the strategic direction 	<ul style="list-style-type: none"> • Innovative, charismatic, Effective and efficient leadership and management of the Secretariat • The SPREP meeting is kept fully informed of the leadership and management of the Secretariat • Demonstrates accountability to Members, and a high level of Member satisfaction • The SPREP Chair is kept regularly and fully briefed on relevant management and other issues at SPREP • The Secretariat has a strong and effective Senior Executive Management Team • The Secretariat has a strong, and active and

<p>and management of the Secretariat.</p> <p>d) Provide guidance to the SPREP Meeting on key strategic issues for the effective and efficient management of the Secretariat</p> <p>e) <u>Lead evaluation of strategic leadership of the Secretariat</u></p>	<p><u>effective</u> team of <u>programme</u> professionals and <u>administrative</u> support staff</p> <ul style="list-style-type: none"> • <u>Transparent executive management performance review accepted by Members and by stakeholders</u>
<p>2. <u>High Quality Strategic Organisational Management & Planning;</u></p> <p>a) Provide leadership and management of SPREP's Work Programmes, Staff and Assets;</p> <p>b) Keep up to date with knowledge of strategic management and organisational issues and identify implications and opportunities for SPREP.</p>	<ul style="list-style-type: none"> • Annual Work Plan and Budget successfully achieved and accepted by SPREP Meeting • SPREP shows <u>is a leadership and constructive cooperation and collaboration at a regional level, especially with other CROP agencies in innovation and organisational management</u> • <u>Sound appreciation of the Pacific regional context is demonstrated</u>
<p>3. <u>Effective and Efficient Preparation and Implementation of the Strategic Plan</u></p> <p>a) <u>Lead the process to prepare the Strategic Plan</u></p> <p>b) Ensure that the Strategic Plan is successfully implemented</p> <p>c) Increase the delivery of relevant programmes and activities that benefit Member countries</p>	<ul style="list-style-type: none"> • <u>Strategic Plan prepared, and meets the identified priorities of the SPREP mandate and of Members</u> • Strategic Plan successfully implemented • Strategic priorities successfully achieved • Member countries are satisfied with level of services provided by SPREP
<p>4. <u>Successful SPREP Meetings & Effective Environmental Advocacy</u></p> <p>a) <u>Support Members leading up to, during and following</u> ensure the SPREP Meeting and <u>ensure this and</u> other key strategic meetings for SPREP are effectively implemented and achieve successful results</p> <p>a) Advocate strongly for environment concerns of the regions</p> <p>b) Represent SPREP at high level regional and international meetings</p>	<ul style="list-style-type: none"> • Successful <u>annual</u> SPREP meetings • Key SPREP meetings enhance membership engagement, increase profile for the environment and increase <u>the</u> technical focus, <u>effectiveness and relevance</u> of SPREP's work • SPREP recognised and respected as premier environmental organisation for the region • Engagement at high level meetings is effective <u>and productive</u>
<p>5. <u>Effective and Productive Donor Liaison, Networking and Regional Coordination and Cooperation, and Networking</u></p> <p>a) Develop and maintain <u>successful and</u> effective relationships through networking and interaction with other</p>	<ul style="list-style-type: none"> • Constructive relationships with Members, donors and partners results in increased and/or continuous funding and support • Effective partnerships are established with

regional organisations, donors and stakeholders b) Lead and oversee donor and country liaison, including negotiation and acquisition of funding and Members support for the Secretariat's work c) Increase communication of SPREP activities in Member countries, to both <u>Members, and partners and other stakeholders</u>	relevant organisations • Funding is secured for Secretariat programme activities and operations • SPREP activities in Member countries are effectively communicated to Members , donors, and partners <u>and to other stakeholders</u>
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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/Supervisor as part of the performance development process.

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

Work Complexity

Most challenging duties typically undertaken:

- Ensuring continuing effective leadership and management of the Secretariat
- Representation and advocacy of SPREP and Pacific Island positions at high level international and regional meetings and other fora, including Ministerial meetings
- ~~Seeking~~ Securing long term funding for the operations and management of the Secretariat
- Ensuring Members, donors and partners have continuing full confidence in the management of the Secretariat

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
External <ul style="list-style-type: none"> • Leaders of Member countries • Ministers within Member countries • CROP Executives • SPREP Meeting • Donors / Partners, including agency heads • Professional / Scientific <u>/ Academic</u> organisations • Regional / International organisations 	<ul style="list-style-type: none"> • <u>Advocacy for SPREP, including the work of the Secretariat</u> • <u>Strategic planning and harmonisation</u> • Advice, and assistance <u>and resource mobilisation</u> • Consultations • Technical discussions and support • Collaborative discussions and financial and technical support • Reporting

Internal <ul style="list-style-type: none"> Executive Management Programme staff Support <u>Administrative</u> staff 	<ul style="list-style-type: none"> Management and leadership Supervision and delegation <u>Advice and support</u> <u>Resolution of human resources concerns</u>
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Level of Delegation

The position holder:
<ul style="list-style-type: none"> Has decision making and delegation authority Leads negotiations on behalf of SPREP Accountable for the Secretariat's performance

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. A Masters degree or higher <u>degree</u> in relevant Management/Development/Environment or related fields.

Knowledge / Experience

Essential
2. <u>At least 15 years of significant and relevant practical experience and educational background in extensive strategic leadership and management, experience in at the senior executive level work at including working in senior management and leadership at senior executive level, preferably in a multicultural and multi-disciplinary work environment in the Pacific region</u>
3. <u>Outstanding credentials in his or her individual field of expertise, demonstrated sound judgement and strong analytical and strategic planning skills</u>
2.4. <u>Established track record of performance, and E</u> extensive high level experience and competency, in dealing with regional and extra-regional governments and institutions and in negotiations with donors and development agencies, with a very good understanding of donor policies and processes
5. <u>Demonstrated experience of operating in the unique Pacific way and in partnership building, including capacity and resource mobilisation</u>

3-6. <u>A vision for, C</u> commitment to, and empathy with, the sustainable social, economic and environment development aspirations of the Pacific island countries and territories
4-7. <u>Confidence and A</u> ability to advocate for, and promote, the environmental concerns, the protection and development of the environmental resources of the region and proven experience of high level negotiation work with Governments, especially SPREP M Member countries and partners
8. <u>Exposure to development issues and opportunities, and to living conditions in developing countries, and an ability to engage and build rapport and trust with stakeholders around various and complex issues</u>
9. <u>Hands on experience working in multicultural and multidisciplinary teams, as both a team leader and member, with flexibility to adapt to a shifting and demanding work load</u>
5-10. <u>Excellent capability to write ten and verbal communicate ion verbally in English, and good computer and related technical skills, including an ability to communicate and interact effectively with Governments, development partners, the private sector and civil society</u>
6-11. <u>Deep interest in, and an Eextensive knowledge of, the Pacific Islands region, including a and good understanding of the environmental management issues in the Pacific and challenges facing Pacific Island Countries and Territories, and the region as a whole.</u>
DESIRABLE
<ul style="list-style-type: none"> Excellent <u>ability to write and communicate verbally and to write in SPREP's two knowledge of both working languages</u>

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"> Strategic Leadership Strategic Management Diplomacy Visionary Environmental knowledge Programme monitoring and evaluation Work programme planning, budgeting and implementation Negotiation and advisory Proposal development <u>Resource Mobilisation</u>
Advanced level	<ul style="list-style-type: none"> <u>Current Environmental issues and opportunities in the Pacific islands region</u>

	<ul style="list-style-type: none"> • Emerging environmental issues and challenges • General management and organisational issues
Working Knowledge	<ul style="list-style-type: none"> • General Financial principles • General Human Resources Management principles • SPREP Strategic Plan • SPREP Work Programmes • SPREP Business Plan • SPREP Performance Monitoring, Evaluation and Reporting processes • SPREP Cross-cutting and Safeguards policies
Awareness	<ul style="list-style-type: none"> • SPREP Strategic Plan • SPREP Work Programmes • Appreciation of the social and economic development challenges facing the region, including the importance of promoting sustainable development and good governance, and the need to balance these objectives against the requirements of economic growth • Willing to travel within the region and internationally

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

All managers and supervisors are expected to uphold SPREP's established Leadership and Management Behaviours forming part of the Performance Development Plan.

[The Director General will have impeccable personal and professional integrity, sound judgement, and intellectual rigour, and must be able to command trust from staff and across a broad and diverse range of stakeholders.](#)

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

4. ADMINISTRATIVE INFORMATION

Closing date: _____: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
