



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

APPLICANT INFORMATION PACKAGE
MARINE SPECIES OFFICER (MSO)



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A. Background Information on SPREP

SPREP is the regional organisation established by the Governments and Administrations of the Pacific region to protect and manage the environment. It has grown from a small programme attached to the South Pacific Commission (SPC) in the 1980s into the Pacific region's major intergovernmental organization charged with protecting and managing the environment and natural resources of the Pacific. It is based in Apia, Samoa, with about 60 staff.

SPREP works on behalf of Pacific island Governments and Administrations as the conduit for concerted environmental action at the regional level. The establishment of SPREP also sends a clear signal to the global community of the deep commitment of Pacific island Governments and Administrations to sustainable development, especially in light of the outcomes of the World Summit on Sustainable Development, the Millennium Development Goals, the Barbados Plan of Action and Agenda 21.

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 four developed countries (Australia, France, New Zealand and United States of America) with direct interests in the region.

Programmes

The SPREP Strategic Programmes is delivered through two programmes: Island Ecosystems and Pacific Futures. These Programmes are currently responsible for delivery of the 2011-2015 Strategic Plan outcomes in the following areas:

- The **Island Ecosystems Programme** has lead responsibility for biodiversity and ecosystem management, capacity development, education and social communications, and knowledge management.
- The **Pacific Futures Programme** has lead responsibility for climate change, waste management and pollution control, environmental monitoring and governance.
- Both Programmes work in an integrated way and will be increasingly involved in joint programme development and implementation

MARINE SPECIES BACKGROUND

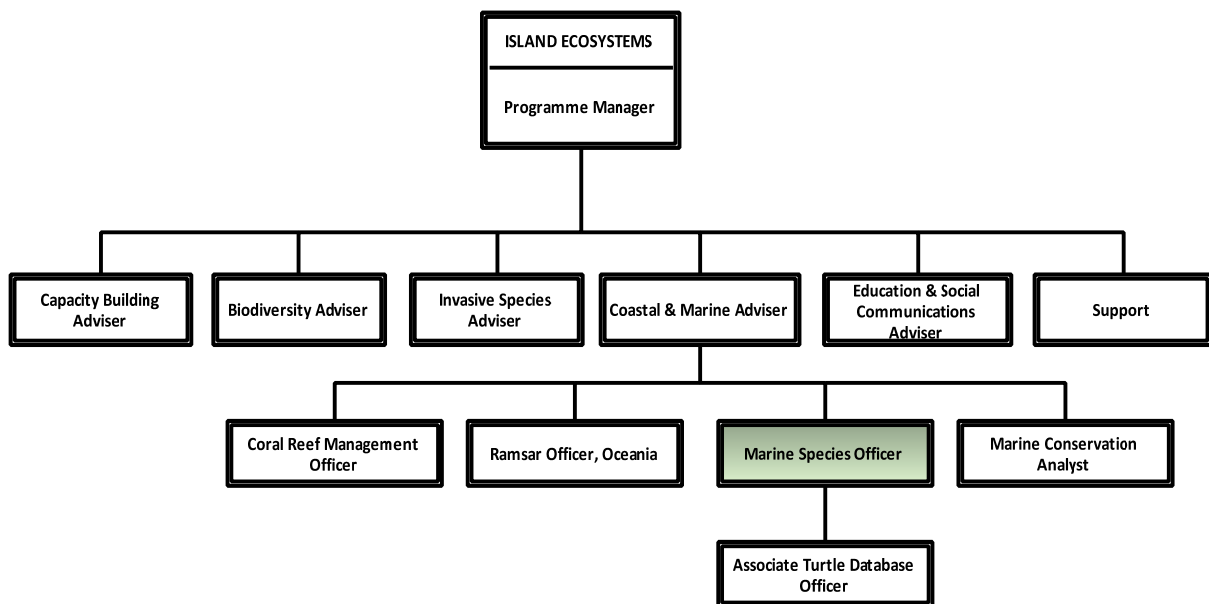
Marine Species is a component of the Island Ecosystems Programme which aims to address issues of ecosystem conservation and sustainable management of natural resources in ways that support life

and livelihoods. The marine species programme contributes to Strategic Plan 2011-2015 Priority on Biodiversity and Ecosystem Management, BEM2 - Threatened and migratory species.

B. JOB DESCRIPTION

Job Title:	Marine Species Officer (MSO)
Programme:	Island Ecosystems
Group / Team:	Coastal & Marine
Responsible To:	Coastal & Marine Adviser
Responsible For: (Total number of staff)	1 programme staff
Job Purpose:	▪ This job exists to oversee and facilitate the implementation of SPREP regional policies and programmes related to marine species, including the Regional Marine Species Conservation Programme for dugongs, marine turtles and whales and dolphins.
Date:	June 2011

Organisation Context



Key Result Areas

The position of **Marine Species Officer (MSO)** addresses the following Key Result Areas:

1. Policy and strategy development and implementation
2. Technical advice and assistance
3. Capacity building
4. Staff management

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

Jobholder is accountable for	Jobholder is successful when
1. Policy and strategy development and implementation a) Contribute to the development and implementation of the SPREP marine species programme in the Pacific region b) Contribute to related policies and programmes including the Action Strategy for Nature Conservation in the Pacific Islands and the Regional Ocean Policy and Framework for Integrated Strategic Action; c) Develop and implement a funding strategy for implementing a marine species programme in the Pacific region	• A relevant and effective marine species programme is implemented • Appropriate implementation and incorporation of marine species issues into broader strategy documents • Funds are secured to implement marine species work, in particular the SPREP regional action plans for dugongs, marine turtles, whales and dolphins (as well as the regional action plan for sharks).
2. Technical advice and assistance a) Provide technical advice and assistance on marine species issues to the Secretariat, member countries and territories, the SPREP meeting, other CROP agencies, including the Pacific Islands Forum Secretariat and other fora as required;	• Appropriate actions by SPREP including workable arrangements and closer collaboration with international species conventions and partners; • Improved mechanisms for regional arrangement and participation of members in marine species conventions; • Increased/improved implementation of regional marine species action plans at national, regional and international levels; • Improved management/protection and monitoring of marine species.
3. Networking and capacity building a) Establish/coordinate networks of technical experts and managers within the region and internationally; b) Facilitate the implementation of in country marine species management through training and awareness activities;	• Fully functional marine species networks resulting in improved and consistent dissemination, exchange and sharing of marine species related information. Specific databases, e.g. marine mammal stranding, established and updated.

c) Act as a focal point for marine species management, and represent SPREP in the region and internationally in regional and international technical fora as required;	- Improved in-country capacity in the management and monitoring of marine species, and on-going national programme, improved collaboration with partners in the coordination of in-country training, and increased stakeholders e.g. communities participation in marine species work. - Marine species conservation issues and management in the region known regionally and internationally.
4. Staff management a) Supervise the Assistant Turtle Database Officer	ATDO attains tasks successfully in a timely manner with high level of achievement

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 process.

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

Work Complexity

Most challenging duties typically undertaken:
- Ensuring that the activities are adequately delivered by SPREP and its partners and reported to the donors and communicated through regional and international fora; - Ensuring commitment and consistency to establishment and maintaining on-going national programmes and activities for marine species; - Ensuring that PICT marine species activities are supported in-country. - Securing adequate funding to implement activities of the regional marine species programme

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
External - SPREP focal points - Member environment agencies - CROP counterparts - Funding agencies - Partners, including research institutions, NGOs, and any other relevant agencies - Consultants	- Consultations for collaboration, development, planning and implementation of marine species activities, including joint activities as well as the necessary administrative and corporate requirements to fulfil these activities. - Negotiations on activities, participation, level

Communities	of funding etc.
Internal - Executive and Management - Programme staff, - Corporate Services staff	Collaboration, development, planning and implementation of marine species activities, including the necessary corporate requirements to fulfil these activities

Level of Delegation

The position holder:
- manages an annual operational budget - can authorise costs in own budget up to a certain limit - can seek funding opportunities for the marine species work programmes

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. Tertiary qualifications in environmental science, environmental management or related natural Science discipline

Knowledge / Experience

Essential
2. At least 5 years of experience in the development and implementation of policies and programmes, preferably related to marine species management in the Pacific region or similar environment; 3. Good programme management skills including development of workplans, sound budget management, ability to develop funding proposals and to deliver on agreed programme outputs; 4. Good written and oral communication, representation and interpersonal skills, including the capacity to build and maintain effective relationships with a diverse group of people; 5. Knowledge and appreciation of marine species issues and marine species related agreements of relevance to the region;

Highly Desirable

6. An ability to work in a multi disciplinary and multicultural team environment and to supervise staff and must be prepared to travel extensively in the region.
7. Some knowledge of the French language would be an advantage.

Key Skills / Attributes / Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	• Facilitation and communications skills • Proposal & Report Writing • Problem Solving • Fundraising and budgeting skills • Ability to set priorities • Team Building • Development and implementation of policies, programmes and projects related to marine species management in the Pacific region; • Programme management including development of work plans, sound budget management, ability to develop funding proposals and to deliver on agreed programme outputs. • Data analysis
Advanced level	• Flexible approach • Willingness to assist with other programmes
Working Knowledge	• Interpersonal skills and cultural sensitivity • Commitment to continuous improvement • Marine species issues and related agreements of relevance in the region
Awareness	• Ability to work well with other programmes • Ability to work in a multi disciplinary and multicultural team environment and to supervise staff

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.

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 10 of SPREP's salary scale and will be in the range of SDR25,597 to SDR38,395 per annum. Currently, the equivalent in Samoan Tala is SAT\$96,153 (USD\$41,445) to SAT\$144,227 (USD\$62,167). Starting salary will be based on the Secretariat's established remuneration guidelines.

Cost of living differential allowance (COLDA): A Cost-of-Living Differential Allowance within the range of SDR4,541 – SDR5,835 per annum will also be paid to the successful candidate. The current equivalent in Samoan Tala is SAT\$17,058 (USD\$7,353) to SAT\$21,919 (USD\$9,448). 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: Professional staff salaries and appropriate allowances 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\$2.32

Term: For those 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 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.

For staff recruited from outside Samoa, the following applies:

Relocation Expenses: SPREP will meet certain appointment and termination expenses for professional staff recruited from outside Apia, Samoa, including transport and accommodation en-route for the appointee and accompanying dependant(s) between home 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\$4,132 (USD\$1,781).

Temporary Accommodation and Assistance: On arrival in Apia, the appointee and dependant(s) are entitled to temporary accommodation at a suitable hotel or other fully furnished accommodation for up to 6 working days. The appointee will be assisted to settle into Apia. This will include help in finding suitable rental accommodation.

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.

Home Leave Travel: Return economy class airfares between Apia and the recognised home for the staff member and dependants after completing 18 months of service for 3-year contracts providing no travel is undertaken within the final 12 months of the contract.

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 professional 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\$6,724) per annum per dependent child, with an overall maximum of Samoan Tala \$46,800 (USD\$20,172) per annum per family of 3 or more eligible children.

Housing Assistance: Professional staff shall receive housing assistance of 75% of the typical rent payable in Samoa for expatriate executive furnished housing. The current rate is SAT\$2,138 (USD\$921) per month. This assistance shall be reviewed annually and adjusted on relative movement in the local rental market.

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, family (compassionate and paternity) and special (without pay) leave.

Duty Travel: SPREP meets travelling expenses at prescribed rates necessarily incurred by staff required to travel away from Apia on official business.

Personal Accident Insurance: All employees are covered by SPREP's 24 hour Life and Personal Accident Insurance Policy.

Medical Benefits: All employees and their dependants are entitled to have all reasonable medical, dental and optical expenses met, as determined by the Director, under the terms and conditions of the SPREP in-house Medical Treatment Scheme.

Superannuation: An expatriate contract staff member will receive a superannuation allowance of 7% of basic salary. For local contract staff, SPREP will pay 7% of basic salary to the Samoa National Provident Fund.

Definitions:

'Dependant' means the financially dependent spouse or dependent child 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 a professional staff member, not a citizen or permanent resident of Samoa, 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;
2. A detailed Curriculum Vitae.

Applications that do not complete the SPREP Application Form and submit all the requirements stated above will not be considered.

Submitting applications:

- a) By email: Subject matter to be clearly marked “**Application for Marine Species Officer**” and send to recruitment@sprep.org (***Most preferred option***) OR
- b) By post or fax: Application to be addressed and sent to: The Director, SPREP, P O Box 240, Apia or fax number (685)20231 and clearly marked “**Application for Marine Species Officer**”

All enquiries to be directed to the Personnel Officer on telephone (685) 21929 ext 230 or Email: luanac@sprep.org

Closing date: 15th July 2011: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
