Secretariat of the Pacific Regional Environment Programme (SPREP)

APPLICANT INFORMATION PACKAGE
INFORMATION TECHNOLOGY MANAGER (ITM)

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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

Corporate Services
Corporate services provide the necessary support to ensure the efficient and effective delivery of the Programmes through: Finance, Human Resources & Administration, Information Technology, Information Resources and Communications.

B. JOB DESCRIPTION

Job Title:	Information Technology (IT) Manager
Programme:	Corporate Services
Group / Team:	Information Technology
Responsible To:	Deputy Director
Responsible For: (Total number of staff)	3 Programme staff: • Web Application Developer Specialist • Database Developer & Analyst • IT Network & Systems Support Engineer
Job Purpose:	This job exists to: ▪ Provide leadership and management to the IT Team ▪ Provide strategic policy and technical advice and services on all IT issues
Date:	June 2011

Organisation Context
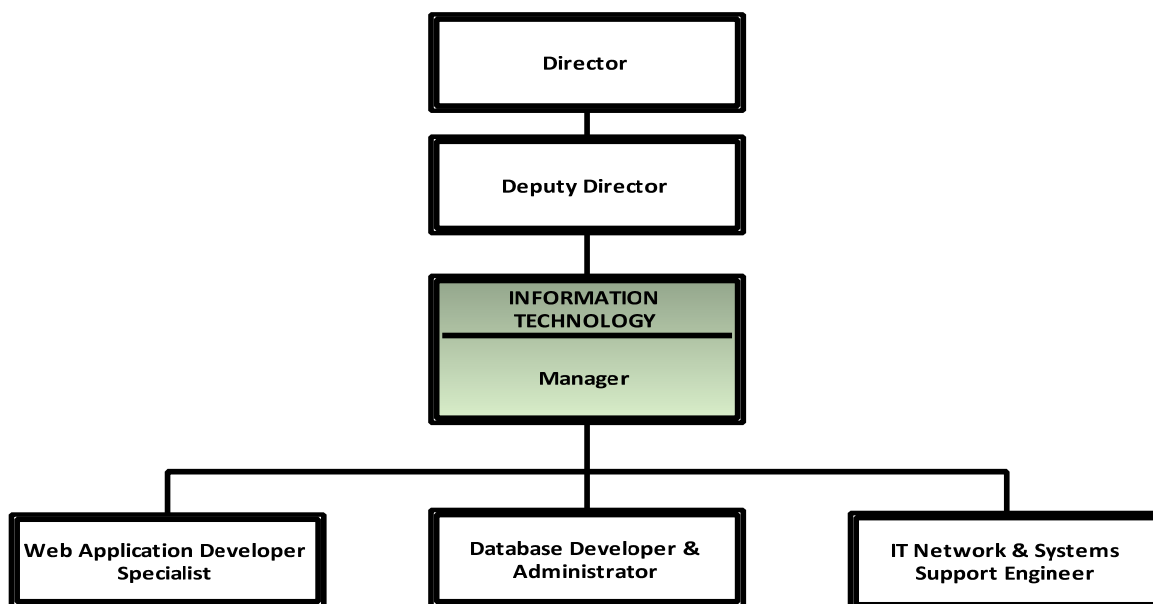
Key Result Areas

The position of **Information Technology (IT) Manager** addresses the following Key Result Areas:

1. Leadership and management
2. Strategic policy and technical advice
3. Development, management and implementation of IT systems
4. Participation in CROP driven ICT initiatives
5. Capacity building

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

Jobholder is accountable for	Jobholder is successful when

1. Leadership and management
  a. Provide leadership and management to the IT Unit and ensure IT services are aligned to the strategic direction of the organisation including:
  • Information systems design, development and implementation;
  • Communications systems design, development and implementation;
  • Software, hardware, database & file security.
  b. Lead and guide the IT team in the development, implementation and monitoring and evaluation of individual and sectional work plans and that performance and development issues are addressed and completed on a timely basis;
	a. The IT Unit provides reliable services aligned with the strategic direction and needs of the organisation and based on resources being made available
	  • key existing Business Systems are well supported and reliable
	  • new information systems are successfully developed
	  • key existing communication systems are well supported and reliable
	  • new communication systems are successfully developed
	  • key organisational databases are maintained, supported and made available
	  • new organisational databases are developed
	  • key software/hardware are procured, well supported, maintained and reliable
	  • security is provided for organisational data materials and intellectual property
	  • risks to IT systems (software and hardware) mitigated and removed
	  b. The IT Unit performs its services and functions efficiently with IT staff being properly managed and their performance evaluated on a timely basis

2. Strategic policy and technical advice
  a. Provide strategic and technical advice to the Executive Management on all IT matters as well as important regional and global emerging issues in IT and their potential implications for the Secretariat and its work;
	a. Executive Management is consistently advised on IT related issues, nationally, regionally and globally highlighting potential impact, and risks to the work of SPREP
	  b. A fully developed IT strategy and policies are available

b. Lead the development, implementation and review of an IT strategy and related policies for IT services c. Provide advice and assistance to SPREP staff on all IT-related needs	• Policies are enforced and strategies are being used as a guide to developments c. Assistance and advice on IT issues is provided whenever requested by SPREP staff or member countries through SPREP supported projects
3. Development, management and implementation of IT systems a. Develop, implement and continuously review and update an IT plan for the organisation including resourcing issues b. Lead and participate in the development and enhancement of SPREP integrated data and information management initiatives c. Lead and participate in the development and technical management of SPREP IT infrastructure, systems and services	a. An IT work plan for the Unit had been fully developed based on SPREP needs and the Strategic Work Plan for the next five years • The IT work plan is regularly up dated b. SPREP should have all the requirements in place for an integrated data and information management system based on the funding availability and the technology available c. SPREP's IT infrastructure and IT services are able to meet IT needs of the organisation.
4. Participation in CROP driven ICT initiatives a. Participate and contribute to CROP driven ICT initiatives and capacity building activities in member countries	a. Active participation and contribution to CROP driven ICT initiatives and capacity building activities in member countries
5. Capacity building a. Prepare and coordinate IT training programmes for SPREP staff	a. IT training materials are prepared and training coordination is provided b. IT training is delivered for staff

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:
• Keep abreast with constantly changing technologies, funding implications and the need for updated training e.g Almost every year a new version of software becomes available and the need to upgrade has to be evaluated in addition to the impacts the change will have on the services • Provide essential IT services on a consistent basis with minimum available resources and doing it from a small island state e.g when something breaks down, a part has to be ordered from overseas which takes time

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
External • CROP ICT members and staff • National, regional and international organisations **Internal** • Executive Management • Programme staff • Corporate Services	 • Assistance / support / training programmes • Communications / negotiations / business transactions / sharing systems • Reporting / communications / participation • Advice / support / assistance • Enquiries / staff issues

Level of Delegation

The position holder:
▪ manages an operational budget ▪ has authority to commit funds and approve payments up to a certain limit in own operational budget ▪ can seek funding opportunities for own work area

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 Masters degree in Information & Communications Technology (ICT), Computer Science or another relevant field OR relevant Bachelor degree in lieu, with applied relevant work experience in excess of the minimum required relevant work experience

Knowledge / Experience

Essential
2. At least 7 years work experience in the Information Technology or related field, with at least 5 of those years at the senior management level within an international or regional organisation, preferably within the Pacific islands region 3. Demonstrated management and leadership qualities with experience in leading and working within a multi-disciplinary and multi-cultural team environment 4. Strong strategic advisory and analytical skills, specifically on IT issues and development, with a demonstrated ability to motivate teams establish and implement work-plan objectives 5. Demonstrated knowledge of accepted and emerging ICT concepts, principles and practices, and application of appropriate IT systems for the Secretariat 6. Demonstrated knowledge and experience of financial management with a high level of organisational, analytical, problem-solving and facilitation skills 7. Fluent in English with excellent communications, presentation and inter-personal skills 8. Demonstrated experience in computing and/or network management (especially with Microsoft server and back-officer technology, network management and design, internet connectivity and application)

Key Skills / Attributes / Job Specific Competencies

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

Expert level	• Ability to set priorities • Tact and diplomacy • Team building and management • High proficiency in technical experience in ICT field; • Aptitude for the provision of high quality service; • Flexible approach and demonstrated ability to meet deadlines; • Ability to work as part of a small team, with a high level of interpersonal skills and minimal supervision; • Demonstrated professional ethics; • Ability to work effectively in a cross cultural environment and awareness of the need for gender sensitivity;
Advanced level	• Flexible approach • Willingness to assist with other programmes
Working Knowledge	• Interpersonal skills and cultural sensitivity • Commitment to continuous improvement

Awareness	• Ability to work well with other 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.

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.

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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 12 of SPREP's salary scale and will be in the range of SDR35,272 to SDR52,908. Currently, the equivalent in Samoan Tala is SAT$132,496 (USD$57,110) to SAT$198,744 (USD$85,666) per annum.   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 SDR5,519 – SDR7,302 per annum will also be paid to the successful candidate. The current equivalent in Samoan Tala is SAT$20,732 (USD$8,936) to SAT$27,429 (USD$11,823). 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.

Security Assistance: Security-related expenses maybe reimbursed against actual receipts up to SAT$2,400 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, 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 Information Technology Manager**" 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 Information Technology Manager**"

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

Closing date: Friday, 22nd July 2011 (Samoan Time): Late applications will not be considered.

SPREP is an Equal Opportunity Employer