



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

APPLICANT INFORMATION PACKAGE
Pacific Met Desk Project Assistant (PMDPA)
READVERTISEMENT

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. It is based in Apia, Samoa, with about 100 staff and an annual budget of USD \$19 million in 2016.

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. This Plan is being reviewed in 2016.

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.

The FINPAC Project

The FINPAC Project is a regionally coordinated project targeting the most pressing need of Pacific Islands' communities in the coming years: adapting to the effects of Climate Change. The overall objective of the Project is:

Reduced vulnerability of the Pacific Island Country villagers' livelihoods to the effects of Climate Change

The adaptation approach developed in the Project is based on the development of capacity of the National Meteorological Services (NMSs) in the region to respond to the growing needs of communities to prepare and respond to the changing weather patterns and climate trends by using improved services.

The FINPAC Project will partner NMSs with Non-Governmental Organisations (NGOs) to work with communities and villages from participating Pacific Island Countries (PICs) and their NMSs to develop early warning systems and improved dialogue between disaster managers and NMSs and with end users of weather and climate information for the benefit of the life of all people living in PICs. A particular focus will be on those living in rural communities and villages.

Climate and Ocean Services Programme for the Pacific (COSPPac) Background and Transition Plan

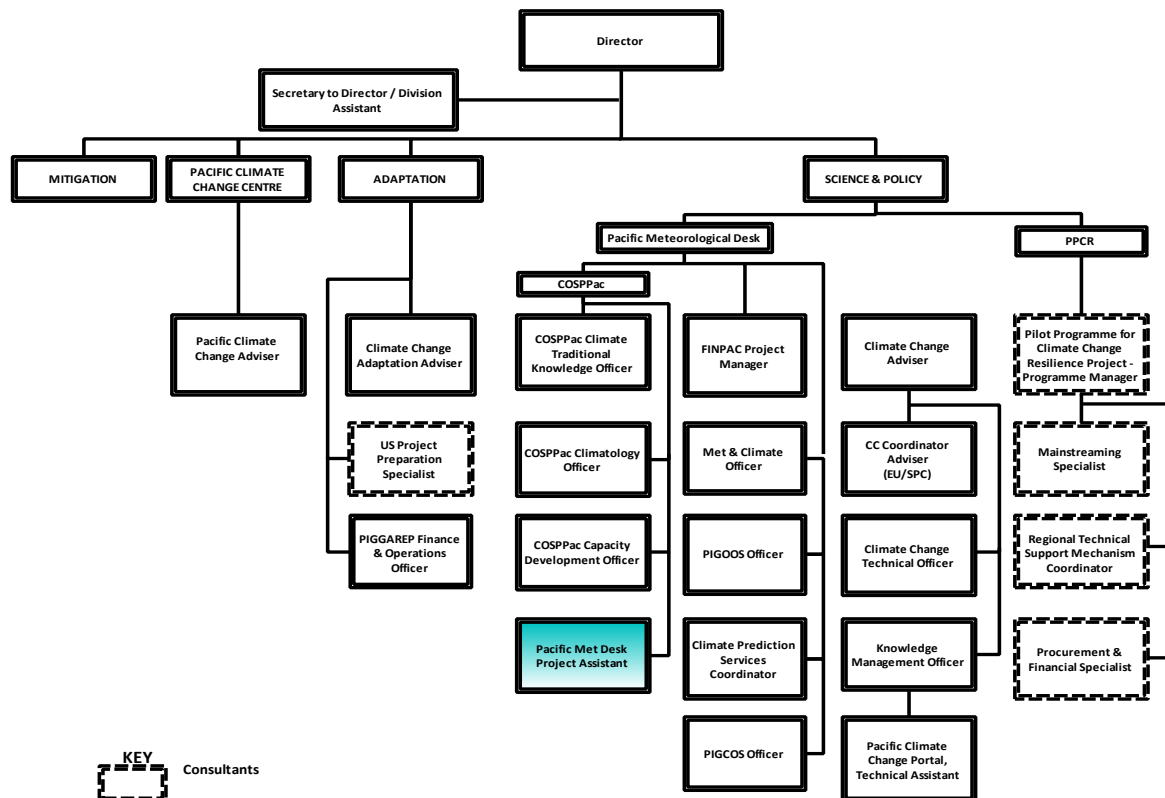
The Climate and Ocean Services Programme for the Pacific is an Australian Department of Foreign Affairs and Trade supported effort that is being implemented by the Australian Bureau of Meteorology in partnership with SPREP, the Secretariat of the Pacific Community, the University of the South Pacific, and Geoscience Australia. COSPPac works with Pacific Island stakeholders to analyse and interpret climate, oceans and tidal data to produce valuable services for island communities. This information helps island communities to prepare for, and mitigate the impacts of severe climate, tidal and oceanographic events. COSPPac is operating in the Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Marshall Islands, Niue, Nauru, Papua New Guinea, Palau, Samoa, Solomon Islands, Tonga, Tuvalu and Vanuatu. The programme consists of the fifth phase of the South Pacific Sea Level and Climate Monitoring Project, the third phase of the Pacific Islands Climate Prediction Project (renamed the Climate and Oceans Monitoring and Prediction Project under COSPPac), a new Capacity Development and Communications programme and a Management Unit within the Bureau of Meteorology.

As part of the recommendations programmes mid-term review and to ensure long-term sustainability, the programme has started to transition the tools and products that have been developed to its regional partners. SPREP, which hosts the PMDP, will be managing the climate based tools and products including maintaining the SCOPIC tool, delivering the OCOF and Climate Bulletin, maintaining and expanding the climate Traditional Knowledge database, and leading Capacity Development and Communications activities related to climatology in the region.

B. JOB DESCRIPTION

Job Title:	<u>Pacific Met Desk Project Assistant (PMDPA)</u>
Division:	Climate Change
Team:	Science & Policy
Responsible to:	Director, Climate Change Division
Responsible For: (Total number of staff)	N/A
Job Purpose:	<p>This position exists to:</p> <ul style="list-style-type: none"> Provide administrative and finance support to the FINPAC project, the COSPPac transition and the Pacific Meteorological Desk Partnership (PMDP).
Date:	February 2016

Organisation Context



Key Result Areas

The Pacific Met Desk Project **Assistant (PACA)** addresses the following Key Result Areas:

1. Financial and procurement services
2. Communications, outreach, media activities
3. Administrative and secretariat services and support
4. Research

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

Jobholder is accountable for	Jobholder is successful when
<p>1. Financial management assistance;</p> <ol style="list-style-type: none"> a) Obtain regular financial updates from SPREP Finance Division b) Reconcile project account updates with the project budget and provide regular overviews of the different project's financial status c) Liaise with SPREP Finance Division in preparing project financial reports. d) Maintain a filing system for all receipts related documents e) Obtain quotations for goods and services as per the SPREP Procurement Manual f) Verify requests for purchase orders, supporting documents and account codes for validity, accuracy and completeness and prepare timely and accurate purchase orders g) Coordinate processes required to evaluate and select service providers, in collaboration with SPREP's Procurement Officer. 	<ul style="list-style-type: none"> • Clear financial overviews of project expenditures are regularly provided to the Project Managers • Requests for funds are successfully prepared and submitted to the donor • Financial reports are well prepared and submitted on time to the donor • An effective filing system is in place • Project procurements are effectively documented and managed according to SPREP procurement procedures
<p>2. Communications, outreach and media activities</p> <ol style="list-style-type: none"> a) Assist with preparing press releases and information products for FINPAC, COSPPac and other related activities of the PMDP. b) Prepare draft content/text for promotional products and outreach material c) Keep track of country updates against the FINPAC and COSPPac milestones and write press releases and/or articles as appropriate. d) File all images for the project for future 	<ul style="list-style-type: none"> • Project communication products are completed and published on time • Project and Meteorology activities are featured in the Climate Change Matters bulletin each month, through at least one key article. • Communication support to Project and Meteorology side events and related activities is provided • A simple catalogued photo gallery established for Project and Meteorology relevant images • Project and Meteorology web pages and the

<p>access</p> <p>e) Update the FINPAC and Meteorology pages on the SPREP website.</p> <p>f) Update SPREP staff and key stakeholders regularly on FINPAC and COSPPac activities</p>	<p>Pacific Climate Change Portal are updated regularly with new information</p> <ul style="list-style-type: none"> • Regular and timely internal and external flow of information with SPREP staff and key partners
<p>3. Administrative and secretariat support services</p> <p>a) Process travel requests from FINPAC, COSPPac, and PacMetDesk staff and partners</p> <p>b) Obtain quotations from travel agencies where required</p> <p>c) Provide administrative support services including filing, procurement, organising travel, record keeping and maintenance, minutes of meetings, conducting research and managing the flow of correspondence for FINPAC and COSPPac, and where possible the PacMetDesk Partnership.</p> <p>d) Provide secretariat support services to the FINPAC, COSPPac and the PMDP including scheduling appointments and meetings, managing telephone calls and route as necessary, typing official correspondence, overseeing visitors' schedules, providing information and redirect as necessary.</p> <p>e) Manage and monitor the timely compilation and completion of set tasks</p>	<ul style="list-style-type: none"> • Project travel is effectively managed • All required tasks are completed within designated timeframes to required standards. • SPREP reporting, filing, and procurement procedures are followed as directed by SPREP policies. • Outputs are delivered in a timely and cost effective manner
<p>4. Research</p> <p>a) Conduct key research to support the work of FINPAC, COSPPac and the PacMetDesk on climate and weather services</p>	<ul style="list-style-type: none"> • Reliable and accurate technical information is available in a timely manner

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 System.

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

Work Complexity

Most challenging duties typically undertaken:

- Maintaining effective administration of project expenditure
- Logistical arrangements for project events (sometimes in remote areas)
- Coordinating requests from FINPAC, COSPPac, and the PMDP

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
<p>External</p> <ul style="list-style-type: none"> • Directors of the National Meteorological Services • Project Partners (mainly International Federation of the Red Cross and National Societies) • Suppliers and Vendors • Public • Partners 	<ul style="list-style-type: none"> • Email and/or phone liaison • Providing and receiving information/answer queries/explain/assistance/respond to correspondence
<p>Internal</p> <ul style="list-style-type: none"> • Communications Unit • Climate Change Staff • PMDP Team • All Staff 	<ul style="list-style-type: none"> • Face to face contact • Email updates • Reporting/team work/receiving and providing financial input/clarifying needs/support/respond to correspondence/explain

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. A Certificate/Diploma in Accounting, Office Management, Administration or relevant discipline from a recognised institution (a higher qualification would be an advantage)

Knowledge / Experience

Essential

2. At least 3 years experience in a Finance / Administration role or relevant field (experience with projects and some knowledge in Geography, Science (meteorology) or communications would be an advantage)
3. Sound knowledge and understanding of Finance and Administration processes including experience in computerised accounting systems, excel spreadsheets and Microsoft Office as well as appreciation of policies, systems, processes and databases
4. Excellent written and verbal communication skills including high level of presentation of financial and accounting information as well as excellent administrative, inter-personal and problem solving skills
5. Excellent organisational and public relations skills with demonstrated ability to establish and maintain effective relationships with a diverse group of people, within a multi-disciplinary and multi-cultural team environment
6. Demonstrated research and analytical skills to assist with monitoring and evaluation as well as ability to set and meet work-plan priorities and deadlines with minimal supervision
7. Shows initiative to think outside the box as well as demonstrated knowledge of good practices and emerging issues in finance and administration, particularly in supporting multiple projects and processes

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

Duty Station: Apia, Samoa.

Duration: : Appointment is for a term of 1.5 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: Remuneration is at Band 6 of SPREP's salary scale for locally recruited staff. Starting salary will be in the range of SAT\$26,654 to SAT\$29,986 per annum. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required. Progress in the salary scale will be based on annual performance reviews.

Term: 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.

Performance Reviews: Annual performance assessments and performance rewards will be based on the Secretariat's Performance Development System.

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 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 dependants 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: SPREP will pay 7% of basic salary to the Samoa National Provident Fund.

Overtime: Locally recruited staff at Band 7 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:

'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.

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;
2. A detailed Curriculum Vitae.

Previous Applicants need not reapply as all applications received will be considered

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 (MOST PREFERRED OPTION):** Subject matter to be clearly marked “**Application for Pacific Met Desk Project Assistant (PMDPA)**” 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 “**Application for Pacific Met Desk Project Assistant (PMDPA)**”

For further enquiries, Ms Christine Purcell, Assistant HR Officer can be contacted on telephone (685) 21929 ext 328 or Email: christinep@sprep.org

Closing date: Friday, 15th April 2016: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
