



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

APPLICANT INFORMATION PACKAGE  
**Adaptation Support Officer - Climate Change (ASO-CC)**



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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 65 staff and an annual budget of USD \$14 million in 2012.

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 20 Pacific island member countries and territories (American Samoa, Cook Islands, Federated States of Micronesia, Fiji, French Polynesia, 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.

### **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**

Corporate Services provide the necessary support to the delivery of the Secretariat's strategic priorities and include Finance & Administration, Human Resources Management, Information Technology, Information Resources & Archives and Communications & Outreach.

## **CLIMATE CHANGE - BACKGROUND**

Global climate change is already disproportionately affecting the islands of the Pacific. Although islanders have done little to contribute to the cause – less than 0.03% of current global greenhouse gas emissions – they are among the first to be affected. Most islands are experiencing such impacts on communities, infrastructure, water supply, coastal and forest ecosystems, fisheries, agriculture,

and human health. The consequences of sea level rise, sea temperature increases, ocean acidification, altered rainfall patterns, and overall temperature rise will be increasingly felt.

SPREP has been designated by Pacific Heads of Government as the lead agency to coordinate the region's response to this challenge. Under this first strategic priority, the Secretariat will support Members in planning and implementing national adaptation strategies (pilot projects included), and integrating climate change considerations into national planning and development processes. The emphasis is on guidelines for the most appropriate and best practices in policy development and adaptation. SPREP will lead the coordination of regional climate change policies and programmes through the Pacific Climate Change Roundtable (PCCR), the Pacific Islands Framework for Action on Climate Change (PIFACC) and the CROP Working Group on Climate Change. With donors, it will develop partnerships for implementing adaptation and mitigation policies and programs in the region. Increased awareness and understanding of the potential impacts on communities and livelihoods is essential. The strategies and targets support education and awareness programmes as well as regional networks and information portals: these will improve the availability of climate change information to scientists, policy makers, and decision makers. It is also important to strengthen Members' ability to engage in climate change negotiations, access international funding sources, and meet their international responsibilities such as under the United Nations Framework Convention on Climate Change (UNFCCC).

The 2005-2015 PIFACC and the 2011-2015 SPREP Strategic Plan direct SPREP's Climate Change Programme for delivery. PIFACC's vision is 'Pacific island people, their livelihoods and the environment resilient to the risks and impacts of climate change. The implementation of this vision is through the SPREP's strategic plan climate change goal is 'By 2015, all Members will have strengthened capacity to respond to climate change through policy improvement, implementation of practical adaptation measures, enhancing ecosystem resilience to the impacts of climate change, and implementing initiatives aimed at achieving low-carbon development. Three action strategies are to be implemented in the next five years are:

- Implementing adaptation measures
- Improving capacity, knowledge, and understanding of climate change and risk reduction
- Contributing to global green house gas (GHG) reduction

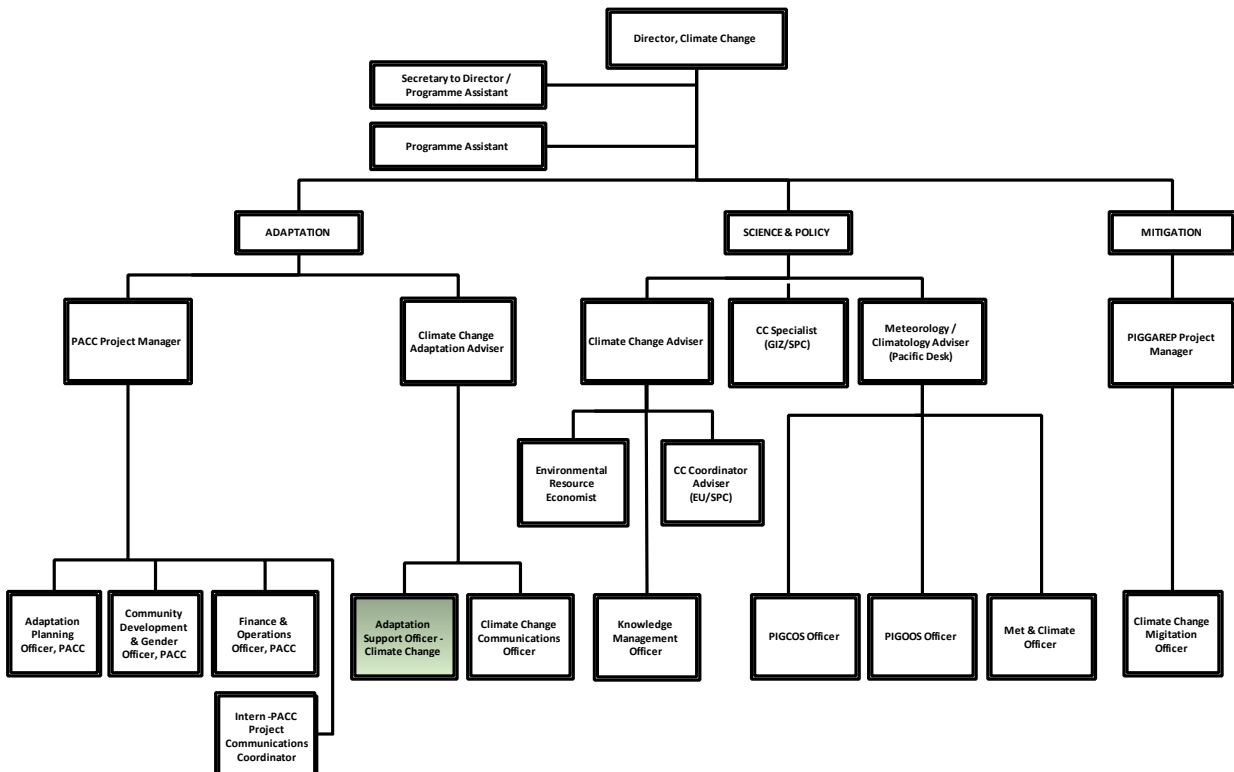
In the context of implementing adaptation measures, the Secretariat's 2011-2015 Strategic Plan put in place strategies and targets to support members to implement and manage national adaptation measure which is also reflected in the secretariat Climate Change Programme three sub-programmes namely, Adaptation, Science and Policy and Mitigation. There are two main regional adaptation initiatives currently executed by SPREP; the Pacific Adaptation to Climate Change Project (PACC). The PACC project is funded by the Global Environment Facility (GEF) and the Australian Government (AusAID) and implemented by the UNDP in partnership with SPREP and the USAID climate adaptation support is to complement PACC and support adaptation work in the Pacific. This position was then created to provide support SPREP's adaptation framework through:

- a) Replication and up-scaling of adaptation and disaster risk interventions to other islands and communities of the Pacific ;
- b) Promotion of integrated and multi-sectoral approaches to address climate change, based on lessons learned through current interventions; and
- c) Enhancing relevant human and institutional capacities in targeted countries in the Pacific through the consolidated and coordinated training programmes.

## B. JOB DESCRIPTION

<b>Job Title:</b>	Adaptation Support Officer, Climate Change (ASOCC)
<b>Division:</b>	Climate Change
<b>Programme:</b>	Adaptation
<b>Responsible To:</b>	Climate Change Adaptation Adviser
<b>Responsible For: (Total number of staff)</b>	N/A
<b>Job Purpose:</b>	<p>This job exists to:</p> <ul style="list-style-type: none"> <li>Provide support to the coordination, operation and implementation of SPREP's adaptation programmes through provision of technical support and reporting requirements, working with the sub-programmes of SPREP's Climate Change Programme, key partners, regional agencies and countries, and to coordinate delivery at the national level based on identified national priorities.</li> </ul>
<b>Date:</b>	February 2012

### Organisation Context



## Key Result Areas

The position of Adaptation Support Officer - Climate Change (**ASO-CC**) addresses the following Key Result Areas: (in line with Climate Change Strategic Priority CC1: Implementing Adaptation Measures and its relevant strategies, goals and targets given in the 2011-2015 Strategic Plan)

1. Technical support and facilitation
2. Project planning and management
3. Financial management
4. Synthesis and report writing

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

Jobholder is accountable for	Jobholder is successful when
<p><b>1. Technical support and facilitation;</b></p> <ol style="list-style-type: none"> <li>a) Provide technical background on climate change, water management, and ecosystem based adaptation.</li> <li>b) Facilitate workshops and meetings with various stakeholders and partners in country to elucidate threats, vulnerabilities and develop adaptation options.</li> <li>c) Familiarise with integrated vulnerability assessment and ecosystem based Adaptation options in an island context.</li> <li>d) Work with partners and countries to deliver implementation actions on Ecosystem based Adaptation priorities.</li> <li>e) Familiarise with relevant scientific literature, ability to write concise, accurate, appropriately referenced summaries on specific topics of relevance.</li> </ol>	<ul style="list-style-type: none"> <li>• Accurate technical information is provided to stakeholders and partners, both nationally and regionally.</li> <li>• Effective communication of technical information related to adaptation, resulting in high engagement from stakeholders and partners in the development of key outcomes.</li> <li>• Sustainable adaptations options are identified.</li> <li>• Effective implementation on the ground.</li> <li>• Current scientific literature is referenced, synthesized and utilised as appropriate.</li> </ul>
<p><b>2. Project Planning &amp; Management;</b></p> <ol style="list-style-type: none"> <li>f) Ensure that planning for all project activities is carried out to highest standards of efficiency.</li> <li>g) Facilitate operational management of the project according to SPREP operating standards, and other requirements as appropriate.</li> <li>h) Organise and facilitate project activities according to the project work plans, in order to produce the project outputs in a timely manner.</li> </ol>	<ul style="list-style-type: none"> <li>• Clear project plans are developed in co-ordination with partners and countries.</li> <li>• SPREP and funding agency operating procedures are met.</li> <li>• Project plans are successfully implemented and project tasks successfully completed.</li> </ul>
<p><b>3. Financial Management</b></p> <ol style="list-style-type: none"> <li>a) Maintain an overview of the planning,</li> </ol>	<ul style="list-style-type: none"> <li>• Projects are successfully completed within</li> </ul>

<p>execution and financial management of projects.</p> <p>b) Revise budgets and allocations to ensure output delivery within budget.</p> <p>c) Provide information to SPREP and appropriate funding agencies, as well as feedback to countries on progress and financial status of the projects.</p>	<p>allocated budget.</p> <ul style="list-style-type: none"> <li>• Reporting requirements are met accurately and in a timely fashion.</li> <li>• Countries and partners are regularly informed of project goals, status and future activities.</li> </ul>
<p><b>4. Synthesis and report writing</b></p> <p>a) Lead the preparation of project technical reports and work with partners to synthesize key outputs of the project, providing regular and effective feedback to partners and country participants.</p> <p>b) Produce synthetic communications products for dissemination to a broad audience.</p> <p>c) Compile 6-monthly progress and annual financial reports.</p> <p>d) Liaise with appropriate partners to facilitate public relations and information management for the projects.</p>	<ul style="list-style-type: none"> <li>• Technical reports produced on time and according to SPREP and funding agency requirements.</li> <li>• Synthetic communications are produced in a timely fashion and are accessible to multiple audiences.</li> <li>• Monitoring and evaluation plans finalised and implemented in cooperation with national agencies and coordinators.</li> <li>• Regular public relations releases produced as needed and appropriate.</li> </ul>

**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**

<p>Most challenging duties typically undertaken:</p> <ul style="list-style-type: none"> <li>• Delivery of technical support in identifying and implementing Adaptation activities on the ground</li> <li>• Timely and successful completion of project components</li> <li>• Writing and development of project technical reports and syntheses</li> <li>• Co-ordinating multiple projects, with multiple partners and several communities.</li> </ul>
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## Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
<p><b>External</b></p> <ul style="list-style-type: none"> <li>• Within country partners</li> <li>• SPREP national focal points</li> <li>• Key partners (NGO's and agencies)</li> </ul>	<ul style="list-style-type: none"> <li>• Guidance and technical support</li> <li>• Engagement and collaboration</li> <li>• Communications and information sharing</li> </ul>
<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• All programmes through the Climate Change Adaptation Programme</li> <li>• Executive Management</li> </ul>	<ul style="list-style-type: none"> <li>• Advice and assistance</li> <li>• Consultations and reporting</li> <li>• Discussions and negotiations</li> <li>• Communications and information sharing</li> </ul>

## Level of Delegation

The position holder:
<ul style="list-style-type: none"> <li>• manages an operational budget</li> <li>• can authorise costs in project budget in consultation with the Adaptation Team</li> <li>• can seek funding opportunities for project activities</li> </ul>

## 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 Bachelor degree in Science, specialising in Water or Coastal Management, Climate Change or Environmental Management

### Knowledge / Experience

#### Essential

2. At least 5 years of extensive project and programme management experience relating to climate change adaptation in the area of climate change impact of the water sector – including monitoring and evaluation,



multi-project coordination, project financial management, proposal and report writing and resource mobilization preferably in climate related projects in Pacific island countries
3. Demonstrated experience and broad knowledge of island ecosystem functions and management as related to climate change and adaptation, preferably on small islands and atolls and preferably with demonstrated experience in both marine and terrestrial habitats.
4. Excellent computer skills with experience in using GIS or other tools such as Computer-Based Assessments.
5. Sound knowledge of climate change issues facing the Pacific Islands region with demonstrated ability to work effectively with multiple levels of government, NGOs and diverse groups of stakeholders
6. Ability to establish and implement workplan objectives including strong organisational, time management, coordination and facilitation skills
7. Excellent written and verbal communication in English, with proven ability to synthesize information and communicate effectively to multiple audiences, as well as proven experience working in a team within a multi-cultural and multi-disciplinary environment.

### 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"> <li>• Project management</li> <li>• Organisational and time management</li> <li>• self-motivated</li> <li>• Analytical skills</li> <li>• Facilitation and interpersonal skills</li> <li>• Report writing and science synthesis</li> <li>• Support of local communities in the implementation of adaptation projects.</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• Environmental and climate change issues in the Pacific islands region</li> <li>• Knowledge of Integrated Water Management</li> </ul>
Working Knowledge	<ul style="list-style-type: none"> <li>• Demonstrated fund-raising ability in fields related to the projects</li> <li>• Demonstrated success in working with diverse cultures and communities in the use of funds for action implementation.</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• SPREP Strategic Plan</li> <li>• SPREP Work Programmes and structure</li> </ul>

### 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 – 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 availability of funds, continuity of related programme activities and performance during the initial term

**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 SDR27,689 to 41,533. Currently, the equivalent in Samoan Tala is SAT\$104,011 (USD\$45,420) to SAT\$156,015 (USD\$68,129) 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 SDR4,541 – 5,835 per annum will also be paid to the successful candidate. The current equivalent in Samoan Tala is SAT\$17,058 (USD\$7,449) to SAT\$21,919 (USD\$9,572). 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\$2.29

**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 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\$1,804).

**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 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\$6,812) per annum per dependent child, with an overall maximum of Samoan Tala \$46,800 (USD\$20,437) 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\$934) 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\$1,048) 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.

### **Learning and Development**

Learning and development opportunities will be based on the approved SPREP performance development system and individual Performance Development Plans.

### **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 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.

## 4. ADMINISTRATIVE INFORMATION

**ESSENTIAL:** Applications should include:

1. Completed Application Form – Form can be downloaded from the Employment Section of our website [www.sprep.org](http://www.sprep.org)
2. A detailed Curriculum Vitae.

***Applications that do not submit all the requirements stated above will not be considered.***

**Submitting applications:**

- a) By email: Subject matter to be clearly marked “**Application for Adaptation Support Officer, Climate Change**” and send to [recruitment@sprep.org](mailto: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 Adaptation Support Officer**”

All enquiries to be directed to the Human Resources Officer on telephone (685) 21929 ext 230 or Email: [luanac@sprep.org](mailto:luanac@sprep.org)

**Closing date: Friday, 16<sup>th</sup> March 2012:** Late applications will not be considered.

<b>SPREP is an Equal Opportunity Employer</b>
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