



Secretariat of the Pacific Regional Environment Programme (SPREP)

Job Opportunity:

- ***Project Officer, Pacific Adaptation to Climate Change_2 (POPACC_2)***

Applications are invited for the above position with SPREP at Apia.

This is an exciting and challenging opportunity to work with SPREP, one of the world's leading regional environmental organisations. The Secretariat is seeking a suitably qualified and motivated Project Officer for the Pacific Adaptation to Climate Change (PACC) project. This second project officer post aims at strengthening PACC's capacity on implementing the project and will assist with the coordination and implementation of the PACC project's activities, with particular emphasis on up-scaling and replication activities to be carried out through the project amendment termed PACC+. The successful candidate will also liaise and serve as agency interlocutor with AusAID Fiji on the PACC+ project.

Full details of the POPACC_2's responsibilities, requirements, remuneration package and lodging an application can be obtained from the Employment section of our website: www.sprep.org or by contacting the Personnel Officer on telephone: +685 21929 Ext. 230, Fax: +685 20231, or direct Email: luanac@sprep.org

Closing date: Friday, 19 August 2011

SPREP is an Equal Opportunity Employer



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

APPLICANT INFORMATION PACKAGE
PROJECT OFFICER, PACIFIC ADAPTATION TO CLIMATE CHANGE (2)
(POPACC2)



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 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

Pacific Adaptation to Climate Change

Climate change will be a major impediment to the achievement of sustainable development in Pacific islands countries (PICs), as all economic and social sectors are likely to be adversely affected, and the cost of adaptation will be disproportionately high, relative to GDP. In attempting to mainstream adaptation strategies into their sustainable development agendas, PICs SIDS have been confronted by many challenges including

insufficient resources, equity considerations, prioritization of adaptation measures and uncertainties over climate change projections and adaptation strategies.

Climate change, climate variability and sea-level rise are not only environmental issues but also of economic, social and political issues for the PICs. The impacts and particularly the related economic and social shocks pose serious political and financial management issues as extreme climatic events can adversely affect gross domestic product, balance of payments, budget deficits, foreign debt, unemployment and living standards. Many PICs, given their smallness, location of their populations, agricultural activities, socioeconomic activities and key infrastructure at or near the coastal zone, any climate extremes and rise in sea-level will have significant and profound effects on their economies and their living conditions.

Current work in helping vulnerable populations adapt to climate change and variability has shown that socioeconomic, environmental and climatic stresses are all connected and therefore the full range of potential future stresses must be considered in adapting to the adverse impacts of climate change. Given the lack of human, financial and technological resources, partly due to their geography, accessibility, the smallness of the economic base and fragile economies vulnerable to external shocks, PICs' ability to adapt to climate change remains a major challenge for sustainable development.

The need to implement adaptation measures in small islands has been highlighted by the IPCC TAR where it was suggested that risk-reduction strategies together with other sectoral policy initiatives in areas such as sustainable development planning, disaster prevention and management, integrated coastal zone management and health care planning should be employed. Given this urgency for adaptation in small island states there has been an increase in *ad-hoc* stand alone projects, rather than a programmed or strategic approach to the funding of adaptation options and measures.

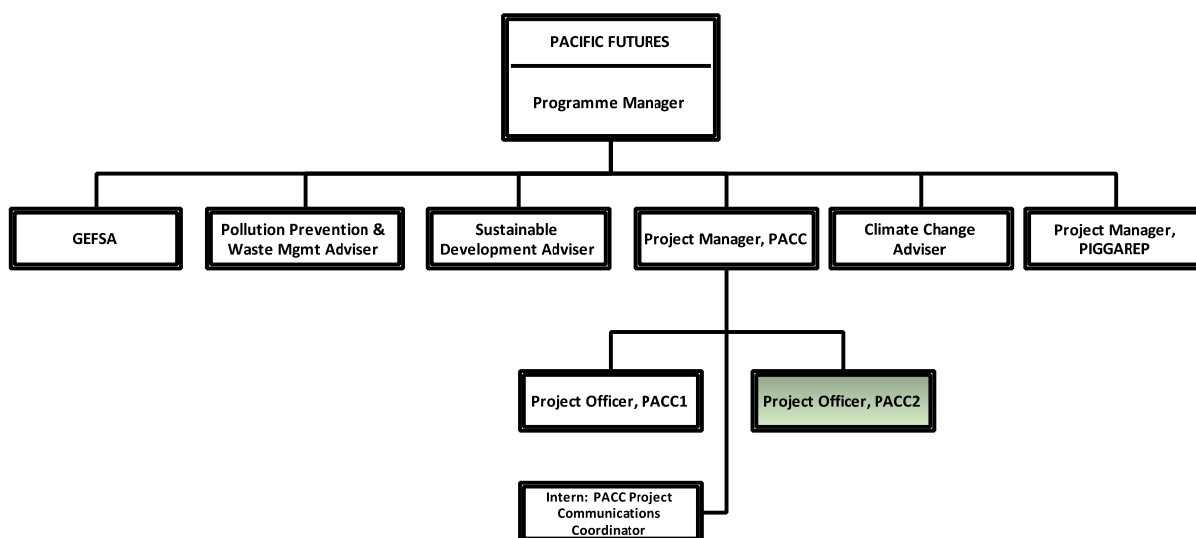
The Regional Pacific Adaptation to Climate Change Project (PACC), is aimed at building resilience to the adverse effects of climate change in 14 PICTs; Cook Islands, Federated States of Micronesia, Fiji, Nauru, Niue, Palau, Papua New Guinea, Republic of the Marshall Islands, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, and Vanuatu in the key vulnerable socio-economic sectors of coastal zone and associated infrastructure, water resources, food production and food security.

The Project Officers for the PACC will be providing support on the implementation and reporting of project activities.

B. JOB DESCRIPTION

Job Title:	Project Officer, Pacific Adaptation to Climate Change (POPACC2)
Programme:	Pacific Futures
Group / Team:	Climate Change
Responsible To:	Project Manager, Pacific Adaptation to Climate Change
Responsible For: (Total number of staff)	N/A
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> • Strengthen PACC’s capacity on implementing the project. • Assist with the coordination and implementation of the PACC project’s activities, with particular emphasis on up-scaling and replication activities to be carried out through the project amendment termed PACC+. • Liaise and serve as agency interlocutor with AusAID Fiji on the PACC+ project.
Date:	July 2011

Organisation Context



Key Result Areas

The position of **Project Officer, Pacific Adaptation to Climate Change (PO,PACC2)** addresses the following Key Result Areas:

1. Technical Advice & Programmes

2. Financial Management and Reporting
3. Programme functional support

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

Jobholder is accountable for	Jobholder is successful when
<p>1. Technical Advice & Programmes</p> <p>a) Assist with the implementation of the Pacific Adaptation to climate change Project (PACC) with particular focus on the upscaling of community-level practical adaptation measures supported from the additional funds received from AusAID (termed as PACC+), in the water, food security and coastal sector</p> <p>b) Assist PACC countries to link the implementation of on-the-ground adaptation measures with climate change mainstreaming into their relevant policies and plans as identified in the PACC outcome area 1</p> <p>c) Assist in technical support and knowledge management activities, as part of the regional PACC deliverables in outcome area</p>	<ul style="list-style-type: none"> • There is timely advice given through regular communications with stakeholders and agencies. • There is timely completion of the implementation of adaptation activities in the 14 PICs of PACC project, with particular focus on the countries addressed through the AusAID contribution. • The PO is resourceful in addressing member's needs.
<p>2. Financial Management & Reporting</p> <p>a) Assist with SPREP's reporting obligations of the project to UNDP and AusAID, in particular the annual and quarterly work plans and budgets, progress and financial reports, the Annual Work Plans, Annual Project Report and Project Implementation Report, annual project audit reports and all other reporting requirements as per standard UNDP/GEF procedures</p> <p>b) Liaise with UNDP and AusAID on emerging issues which may have implications for project execution</p>	<ul style="list-style-type: none"> • Funding proposals are approved for funding. • Reports provide timely and accurate updates and practical advice
<p>3. Programme Functional Support</p> <p>a) Take the lead role in ensuring timely and within budget implementation of PACC work plan.</p> <p>b) Assist with the tracking of the impacts of the PACC project's adaptation intervention at the national or community level.</p> <p>c) Assist with the documentation and sharing of best practices and lessons learnt generated by PACC countries.</p>	<ul style="list-style-type: none"> • Impacts of PACC's Climate Change adaptation effort correctly recorded. • Best practices on Climate Change adaptation in the PICTs are documented and openly shared. • Improved sharing of information and awareness about Climate Change adaptation in the PICTs and globally.

d) Assist with SPREP's Climate Change adaptation communication, advocacy activities and the update of the PACC Climate Change adaptation web-page.	
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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 manager as part of the performance development process.

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

Work Complexity

<i>Most challenging duties typically undertaken:</i>
<ul style="list-style-type: none"> • Implement project activities in remote locations • Create synergies and joint implementation between SPREP's activities and related national and regional activities of other agencies and donors • Assistance to countries in preparing funding proposals

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"> • SPREP CC focal points • PACC National Coordinators and core teams • UNDP – Implementing Agency • Various project partners (donors or recipient governments) • Consultants 	<ul style="list-style-type: none"> • Written submissions/advice • Verbal discussions/negotiations • Report Writing • Facilitation
<p>Internal</p> <ul style="list-style-type: none"> • Executive & Management • Programme Manager, Pacific Futures • CCA & PM-PACC • CC team • Other Programme Staff • Corporate Services 	<ul style="list-style-type: none"> • Report Writing • Verbal Discussions

Level of Delegation

The position holder:

- manages an operational budget
- can authorise costs in own budget up to a certain limit
- can seek funding opportunities for work programme activities

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.

Nationality Requirement

Essential

- Must be a national of a Pacific island country or territory

Qualifications

Essential

1. Minimum qualifications of a Bachelor Degree in Water, Natural Resources Management, and Coastal Management or Economics or other field relevant to Climate Change Adaptation

Knowledge / Experience

Essential

2. At least 5 years work experience in areas relevant to Climate Change Adaptation and development issues within the Pacific Island Countries and Territories (PICTs) region
3. Experience in project management or implementing donor funded projects;
4. Excellent oral and written communications and interpersonal skills;
5. Ability to meet project deadlines;
6. Proven ability to work as part of an interdisciplinary and/or multi-cultural team preferably with experience at representation at regional and international meetings;

Desirable:

- Well-established networks, regionally or internationally, with sector peers.
- Technical expertise in the water, agriculture and coastal management areas

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"> • Proposal and report writing • Problem solving • Facilitation skills • Fluency in English • Excellent communications • Ability to set priorities • Team building
Advanced level	<ul style="list-style-type: none"> • Flexible approach • Willingness to assist with other programmes
Working Knowledge	<ul style="list-style-type: none"> • Interpersonal skills and cultural sensitivity • Commitment to continuous improvement
Awareness	<ul style="list-style-type: none"> • Ability to work well with other programmes

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 2 years initially with possible extension 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 9 of SPREP's salary scale and will be in the range of SDR 22,754 to SDR 34,132. Currently, the equivalent in Samoan Tala is SAT\$85,473 (USD\$37,820) to SAT\$128,213 (USD\$56,731) per annum. A Cost-of-Living Differential Allowance within the range of SDR4,253 – SDR5,404 will also be paid to the successful candidate. This is currently equivalent to SAT\$15,976 (USD\$7,069) – SAT\$20,300 (USD\$8,982). Starting salary will be based on the Secretariat's established remuneration guidelines.

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\$2.26

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\$1,828).

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 recognized 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:

Cost of living differential allowance (COLDA): 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.

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\$6,903) per annum per dependent child, with an overall maximum of Samoan Tala \$46,800 (USD\$20,708) 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\$946) 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\$1,062) per annum as stipulated under SPREP's Security Assistance policy.

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

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.

Life & 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 Project Officer, Pacific Adaptation to Climate Change (2)**” 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 Project Officer, Pacific Adaptaton to Climate Change (2)**”

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

Closing date: 19th August 2011: Late applications will not be considered.

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