



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

APPLICANT INFORMATION PACKAGE
ADMINISTRATION AND CONFERENCE OFFICER (ACO)
(READVERTISEMENT)



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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 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.

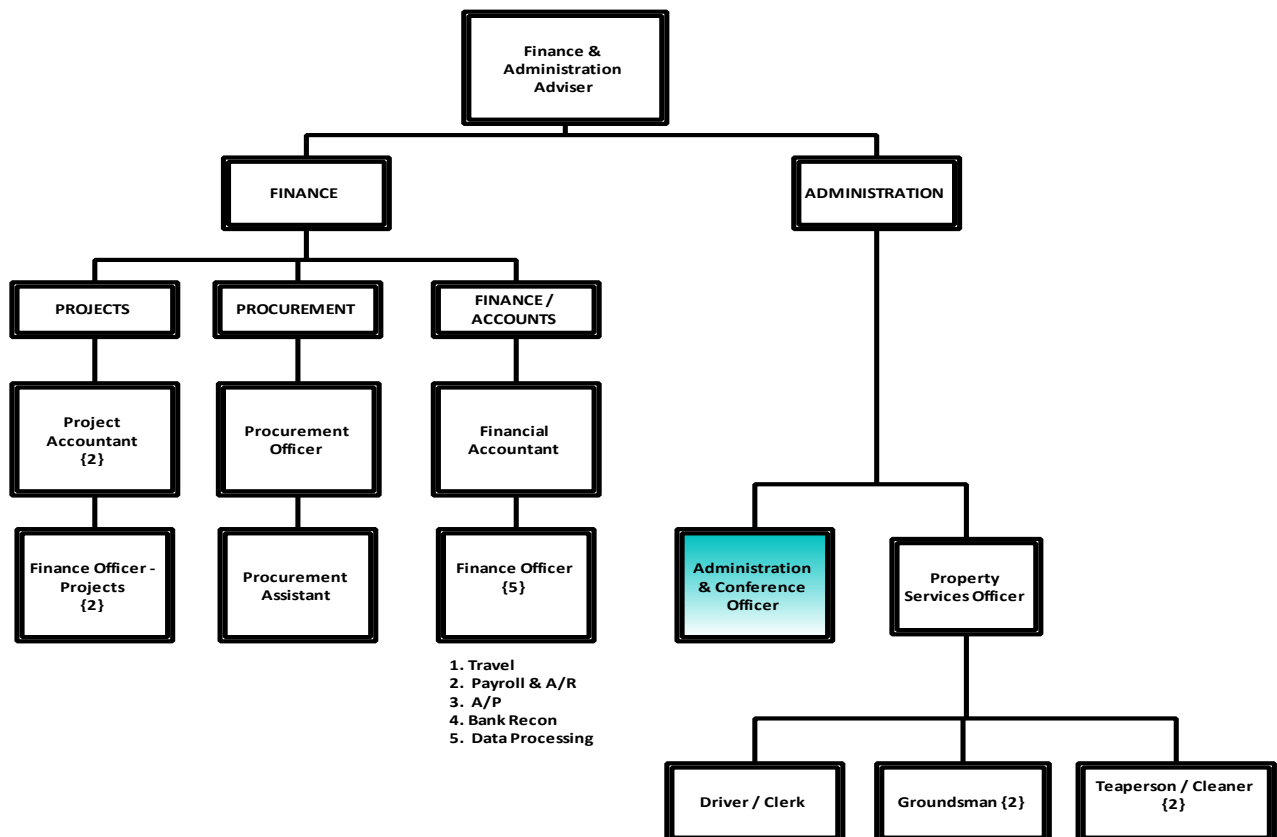
Corporate Services & Internal Audit

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.

B. JOB DESCRIPTION

Job Title:	Administration & Conference Officer (ACO)
Division:	Corporate Services
Team:	Finance & Administration
Responsible To:	Finance & Administration Adviser
Responsible For: (Total number of staff)	None
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> Oversee and provide all Administration and Conference services and support
Date:	February 2016

Organisation Context



Key Result Areas

The position of **Administration & Conference Officer (ACO)** addresses the following Key Result Areas:

1. Administration services
2. Protocol Services
3. SPREP Disaster Plan
4. Conference Services and Facilities

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

Jobholder is accountable for	Jobholder is successful when
<p>1. Administration services</p> <ul style="list-style-type: none"> a) Oversee and provide administration services and support to the Secretariat b) Develop and monitor the budget for the administration services and provide relevant recommendations to the FAA where necessary c) Collaborate with the Human Resources Team and provide input on regular updates to the Occupational Workplace Health and Safety procedures and ensure processes are in place for the Administration team to implement and make improvements, where appropriate 	<ul style="list-style-type: none"> • Timely, relevant and reliable administration services, information and responses are provided • High standard of administration services and support is provided to all areas of SPREP • Administration work operates smoothly and efficiently and budget and workplan developed on time • Administration expenditures are within the approved budget with outputs achieved as outlined in the annual work plan. • The Occupational Workplace Health and Safety procedures are implemented and conditions in the SPREP workplace progressively improve
<p>2. Protocol Services</p> <ul style="list-style-type: none"> a) Process visas for all official travels on a timely basis and ensure a database is developed to keep track of all staff visas b) Compile a SPREP database on essential travel information and relevant country profiles for the information of travelling staff c) Ensure all SPREP staff have travel insurance cards and that all staff are aware of Travel insurance cover and conditions d) Process documentation for duty free goods and develop a database for records e) Assist with logistical planning of SPREP Meetings f) Oversee setup of approved arrangements and equipment for SPREP official conferences and functions held in Apia 	<ul style="list-style-type: none"> • Staff and participants visas are submitted to relevant authorities, processed and approved on time. • A SPREP database of essential travel information including country profiles is compiled and regularly updated for travelling • Travelling staff are kept up-to-date on key travel issues and they are fully aware of Travel Insurance, conditions and requirements • All logistical arrangements for the SPREP meetings are completed satisfactorily and on time • Service is provided to organisation of conference and functions

<p>3. SPREP Disaster Plan</p> <p>a) Ensure the Disaster Plan is effectively implemented, regularly reviewed and recommend changes and improvements where necessary</p> <p>b) Ensure staff are well aware of the Disaster Plan and how it will be implemented in a disaster situation.</p>	<ul style="list-style-type: none"> • Staff are familiar with the SPREP Disaster Plan and Plan continues to be relevant and up to date • The Plan provides the most appropriate response for SPREP to respond to Disasters • Effective training for staff is implemented, with at least 3 training sessions implemented each year.
<p>4. Conference Services and Facilities</p> <p>a) Provide support to the Executive and Divisional Secretaries with conference arrangements as well as relevant travel where necessary</p> <p>b) Provide logistical support to the Executive on the SPREP Meeting</p> <p>c) Process booking requests for hire of SPREP conference facilities including logistics arrangements within required time</p> <p>d) Process requirements for payments for hire of conference facilities and process reimbursements where necessary</p> <p>e) Review Conference Hire Policy periodically in line with market place</p> <p>f) Ensure the conference facilities are well maintained and secured and recommendations are made to address any problems</p> <p>g) Review and document conference centre and protocol policies and procedures</p>	<ul style="list-style-type: none"> • All official conferences are well supported and requests and logistic arrangements are completed satisfactorily and on time • The SPREP Meeting logistics are arranged in an efficient and effective manner • Requests and requirements for hire of conference facilities including relevant conference arrangements are competently and successfully met • Full payments received promptly on hire and reimbursement disbursed accordingly on time • Approved and updated Conference Hire Policy is followed • Conference facilities are well maintained and secured • Policy and procedure on hire of conference centres approved by Senior Management and implemented accordingly

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 Plans.

Work Complexity

<p>Most challenging duties typically undertaken:</p> <ul style="list-style-type: none"> • Ensuring efficient administration and protocol procedures support all organisational work and activities • Ensure efficient support is provided for the SPREP Meeting logistics and all other conference arrangements as well maintenance of the Conference centres
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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"> • Official contacts of Member countries • CROP counterparts • Conference Facilities Partners • Immigrations Attachés' • Public 	<ul style="list-style-type: none"> • Negotiations / liaison • Providing and receiving information • Answering queries • Assistance/ correspondences
<p>Internal</p> <ul style="list-style-type: none"> • All Staff • Finance & Administration team 	<ul style="list-style-type: none"> • Advice and support • Reporting/ receiving and providing financial input/resolving minor conflicts/clarifying needs/respond to correspondences/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 Diploma in Business Administration / Business Management / Accounting / Finance or relevant discipline (A Bachelor degree in a relevant discipline will be an advantage)

Knowledge / Experience

Essential

2. At least 3 years' experience in Administration or relevant field

3. Sound knowledge and understanding of Administration processes including experience in computerised accounting systems, excel spreadsheets and Microsoft Office as well as providing analysis and reporting and appreciation of policies, systems, processes and databases
4. Demonstrated knowledge of good practices and emerging issues in administration and events coordination work in the Pacific islands region
5. Excellent verbal and written communication skills as well as high level of presentation of financial and accounting information, with excellent administrative and inter-personal skills
6. Demonstrated ability to set and meet work-plan priorities and deadlines with minimal supervision as well as ability to monitor and evaluate work targets; problem solving skills and demonstrates initiative to think outside the box
7. Excellent organisational and public relations skills with demonstrated ability to establish and maintain effective relationships with a diverse group of people,; ability to exercise good sense of judgment, diplomacy and tact within a multi-disciplinary and multi-cultural team 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"> • Administration and management • Event coordination and conference organisation • Disaster Plan and preparations • Occupational health and safety issues • Communication and public relations skills • Ability to respond and work well with others
Advanced level	<ul style="list-style-type: none"> • Good administration practices • Finance knowledge • Analytical skills • Understanding of policies and regulations • Analytical skills • Dealing with sensitive and confidential information
Working Knowledge	<ul style="list-style-type: none"> • Corporate policies • Accounting practices • Financial system software
Awareness	<ul style="list-style-type: none"> • SPREP Strategic Plan • SPREP Annual Work Programme and Budget • SPREP Disaster Plan

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 three years and may be renewable for a further term(s) based on the needs of SPREP at the time, its funding situation and proven merit and work performance.

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.

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.

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:** Subject matter to be clearly marked “**Application for Administration & Conference Officer**” and send to recruitment@sprep.org (**MOST PREFERRED OPTION**)
OR
- b) **BY POST OR FAX:** Application to be addressed and sent to: The Director General, SPREP, P.O. Box 240, Apia or fax number (685)20231 and clearly marked “**Application for Administration & Conference Officer**”

For further enquiries, contact Ms Christine Purcell, Assistant HR Officer, 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
