



SPREP

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The Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures.

APPLICANT INFORMATION PACKAGE
CLIMATE CHANGE INSTITUTIONAL STRENGTHENING
ADVISER (CCISA)

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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.

INSTITUTIONAL STRENGTHENING OF PICs TO ADAPT TO CLIMATE CHANGE (ISACC) PROJECT

The ISACC Project funded by the United States Agency for International Development (USAID) seeks to respond to some of the key challenges which limit the ability of PICs to effectively implement national climate change priorities.

The objective of the ISACC Project is to strengthen the national institutional capacity of Pacific Islands Countries (PICs) to effectively plan, coordinate and respond to the adverse impacts of climate change and disaster risk. The project will build on existing multi-sector, whole-of-island approaches that have been implemented successfully in Kiribati and the Solomon Islands by existing regional climate change projects and continue to be sustained by a range of partners through pooling of resources and expertise.

The key result areas of the ISACC Project are:

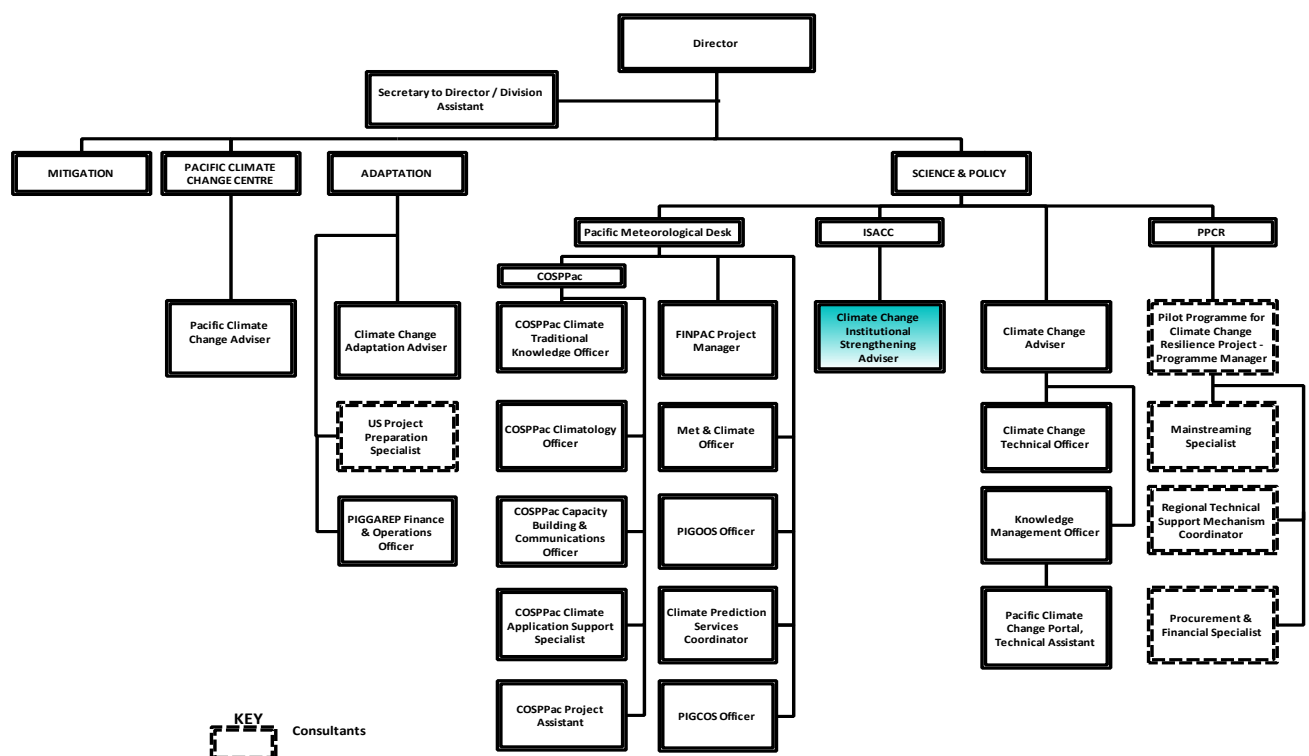
- Integrated institutional frameworks and national capacity strengthened to support multi-sectoral approaches to climate change and disaster risks;
- Access to new climate change finance enhanced through improved capacity, systems and tools;
- Regional cooperation and coordination strengthened through augmented national capacity delivered through shared learning to support PICs address climate and disaster risks.

The project will be delivered by a team of skilled professional specialists from the SPC, PIFS and SPREP in conjunction with stakeholders from national governments including central climate change, finance and planning agencies as well as engaging with US Embassies in PICs to ensure that activities complement new and existing regional programmes and US agencies.

B. JOB DESCRIPTION

Job Title:	Climate Change Institutional Strengthening Adviser (CCISA)
Division:	Climate Change
Team:	Policy & Science
Responsible To:	Director, Climate Change (as well as to the ISACC Project Manager)
Responsible For: (Total number of staff)	N/A
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> Provide direct climate change policy and technical support to PICs including the development and implementation of strategies, tools and content for training, communications, outreach and knowledge management targeted for a range of audiences.
Date:	April 2016

Organisation Context



Key Result Areas

The position of **Climate Change Institutional Strengthening Adviser (CCISA)** addresses the following Key Result Areas:

1. National Project Outputs
2. Regional trainings and technical exchange arrangements
3. Support to Project activities

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

Jobholder is accountable for	Jobholder is successful when
<p>1. NATIONAL PROJECT OUTPUTS</p> <p>a) Develop, implement and coordinate training programmes for prioritised capacity building activities depending on national requirements and priorities;</p> <p>b) Identify opportunities for delivering standardised training through accredited tertiary institutions, including appropriate training and technical attachments;</p> <p>c) Deliver capacity building trainings which will demonstrate skills and knowledge transfer and address national capacity gaps, the application of mainstreaming tools, plans and budgets, cost benefit analysis, log frame development, and gender and climate change;</p> <p>d) Develop integrated regional policies/plans to guide central climate change agencies in the coordination and implementation of multi-sector approaches to climate change and disaster risk in PICTs</p> <p>e) Prepare the terms of reference and oversee the provision of short and medium term technical assistance to the countries to meet their specific climate change capacity development needs.</p> <p>f) Organise and assist in the delivery of national consultations and workshops on climate change issues, especially in relation to integrating climate change into sector and/or national development policies and programmes.</p> <p>g) Assist with guidance and supervision of National Climate Change Coordinators in PICTs</p>	<ul style="list-style-type: none"> • National and regional activities and capacity building training programmes are consistent with priorities of the institutional mapping exercise. • Increased climate change projects • Programme proposals incorporate cost benefit analysis, log frames and integrated gender/social considerations • Increased number of PICs with dedicated capacity in central climate agencies and institutions with increased capacity to address climate change issues • Relevant short and medium technical assistance provided to the countries • National consultations and workshops implemented • Climate change and disaster risks strengthened and integrated into sector policies and/or national climate change policies and programmes. • National Climate Change Coordinators in place, effectively contributing to the coordination climate change activities , and their activities documented through regular progress reports

<p>2. REGIONAL TRAININGS AND TECHNICAL EXCHANGE ARRANGEMENTS</p> <p>a) Contribute to regional trainings and exchange arrangements with selected PICs, as well as promoting shared learning with PICs and US government partners</p> <p>b) Document experiences, achievements and lessons learnt from the project on an annual basis, including dissemination and communication of final reports to stakeholders;</p> <p>c) Deliver capacity building, skills and knowledge transfer through South-South cooperation and peer exchanges of climate change officials in established national climate change coordination mechanisms to support multi-sectoral approaches to climate change and disaster risks;</p> <p>d) Ensure experiences and lessons from the regional project are incorporated in regional and national climate change coordination, planning and implementation actions and plans.</p> <p>e) Work with national counterparts, and relevant technical experts, to identify and put in place appropriate reforms and budgetary/governance measures that enable countries to qualify for future direct budget support for climate change related response measures.</p> <p>f) Compile national capacity development needs assessment and identify, in conjunction with national counterparts, appropriate training and technical attachments to build national climate change capacity.</p> <p>g) Organise and assist in the delivery of national consultations and workshops on climate change and climate change finance issues, especially in relation to integrating climate change into sector policies and programmes.</p>	<ul style="list-style-type: none"> • Regional training and exchange arrangements, including shared learning, successfully implemented within project PICs and US government partners • National and regional project activities and lessons learned documented and disseminated widely • Minimum of lessons learnt from national and regional project activities incorporated into national government systems • Countries better informed about the processes and measures necessary for qualifying for international climate change finance. • Project proposals submitted for international climate change finance incorporate social (gender, youth, and culture) and environmental safeguards in project/programme designs. • National capacity training and policy needs for climate change adaptation identified and appropriate training identified and/or implemented.
<p>3. SUPPORT TO PROJECT ACTIVITIES</p> <p>a) Assist with the development of a new integrated regional climate change and disaster resilient framework through</p>	<ul style="list-style-type: none"> • Support is provided to the development of regional framework on climate change and DRR (SRDP) and is endorsed by PICTs

<p>national and regional consultations</p> <p>b) Coordinate project communications in collaboration with SPC and PIFS and ensure branding and marking activities are consistent with USAID guidelines.</p> <p>c) Support PICs in strengthening national and regional knowledge management systems through the production of project knowledge products and targeted trainings.</p> <p>d) Identify opportunities for joint partnership activities at the national and regional level to reduce duplication of activities and maximise limited resources.</p> <p>e) Identify and address risks to project delivery in a proactive manner, in collaboration with the Project Manager,</p> <p>f) Assist the Project Manager in monitoring, evaluation of project progress, preparation of progress reports, mid-term review and final evaluation reports and meet national level project operational needs.</p>	<ul style="list-style-type: none"> • Regional and national portals are regularly updated and utilised by users. • Accurate, regular reports are prepared and submitted to stakeholders on a timely basis. • Project achievements and lessons are documented and disseminated widely for shared learning through knowledge products (videos, briefs technical reports) • Increased coordinated activities with partners at the national and regional levels. • Risks to project delivery identified at an early stage and addressed in an effective manner by the Project Team. • Contributions provided so that high quality communication products highlighting the project's activities produced and distributed.
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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 Director/Supervisor as part of the Performance Development System.

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

Work Complexity

<p>Most challenging duties typically undertaken:</p> <ul style="list-style-type: none"> • Ensuring that high quality national project outputs, including climate change mainstreaming and implementation of climate change adaptation projects are delivered in the project time frame; • Providing high quality technical expertise to the countries in the area of climate change adaptation whilst at the same time developing capacity and delivering training to national counterparts with varying levels of expertise and understanding; • Delivering project outputs at the national level in a timely manner whilst also fully collaborating with the many similar activities being undertaken by other partners; • Bringing together the climate change community and the financial and economic planning community in each country to discuss and advance issues relating to climate change finance.
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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"> • Pacific Island Countries: all stakeholders – governmental, non-governmental, communities, private sector • ISSAC Project team members based at SPC and PIFS • Development Partners (USAID, GIZ, UNDP, EU) • United States Embassies in PICs • Consultants and technical experts • National Coordinators in PICs • International, regional and national media 	<ul style="list-style-type: none"> • Providing technical advice, assisting with implementation and evaluation; ensuring activities are well coordinated and all activities conducted in a participatory manner • Collaboration to ensure that project activities complement those being conducted by other similar projects • Recruitment and oversight of technical assistance • Assist with oversight, recruitment and direction • Providing information about project activities
<p>INTERNAL</p> <ul style="list-style-type: none"> • Director Climate Change • SPREP divisions and CC related programmes • Climate Change Project Managers and Advisers • SPREP Procurement/Administration/Human Resources 	<ul style="list-style-type: none"> • Reporting and providing information and outputs; consultation and discussion about all project activities; • Receiving and providing information, consultation and discussion; • Updates on status of work in progress and issues faced; • Team working, collaborating, establishing and supporting other team members Consultation about technical issues and ways to address them; sharing of technical information.

Level of Delegation

The position holder:

- Does not have an operations budget
- can seek funding opportunities for the work programmes

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 Master degree in natural resource management/social, economics, climate change, policy and planning/development studies or relevant field OR a 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 relevant work experience with at least 5 of those years at a senior advisory level, preferably in the Pacific Islands region.
3. Demonstrated knowledge and experience in: <ol style="list-style-type: none"> a) Climate Change projects design, planning and implementation including project monitoring and evaluation as well as project financial management, proposal and report writing b) Climate Change policy work at government, donor and/or development agencies c) Disaster Risk Management (DRM) and integration of DRM and CC.
4. Proven track record in managing the delivery of climate change technical assistance, on the ground projects (field work) and training activities.
5. Strong strategic advisory, coordination, analytical and facilitation skills with a demonstrated ability to motivate teams and establish and implement workplan objectives
6. Demonstrated ability to master and communicate complex technical concepts and policy positions on climate change and DRM as well as sound knowledge and experience of multi-stakeholder participatory and consultative approaches
7. Excellent written and verbal communication skills in English including high level of presentation and inter-personal skills, establishing and maintaining effective relationships with a diverse group of people 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"> • Facilitation, coordination and communications skills • Proposal & Report Writing • Decision making / Problem Solving • Strategic planning skills • Fundraising and budget management skills
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	<ul style="list-style-type: none"> • Ability to set priorities • Team Building • Integration of climate change and disaster risk management issues into sector planning including policies, plans and activities; • Understanding of climate change (climate and disaster integration, social and economic integration, and communication) in the Pacific island region; • Capacity building and mentoring; Efficient delivery of outputs, communications and writing skills
Advanced level	<ul style="list-style-type: none"> • Environmental issues in the Pacific islands region • Emerging environmental issues and challenges • Strong TA and capacity building capacity in an area relevant to the project (CC, Disaster, Mainstreaming, Policy Development)
Working Knowledge	<ul style="list-style-type: none"> • General management principles • Climate change and disaster • National planning processes • Negotiation
Awareness	<ul style="list-style-type: none"> • SPREP Strategic Plan • SPREP Work Programmes • Ability to deal with confidential information in a professional manner

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.

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 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 11 of SPREP's salary scale. Starting salary will be in the range of SDR35,440 to SDR39,870. Currently, the equivalent in Samoan Tala is SAT\$135,250 (USD\$51,622) to SAT\$152,156 (USD\$58,075) 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.

Cost of living differential allowance (COLDA): A Cost-of-Living Differential Allowance within the range of SDR4,695 to SDR 5,068 will also be paid to the successful candidate. The current equivalent in Samoan Tala is SAT\$17,917 (USD\$6,839) to SAT\$19,343 (USD\$7,383). 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\$2.62

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 point of recruitment 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\$4,198 (USD\$1,602).

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\$5,954) per annum per dependent child, with an overall maximum of Samoan Tala \$46,800 (USD\$17,863) per annum per family of 3 or more eligible children.

Housing Assistance: Internationally recruited staff shall receive housing assistance of 75% of the typical rent payable in Samoa for expatriate executive furnished housing. The current rate is SAT\$2,328 (USD\$889) 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\$916) 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, 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: An expatriate internationally recruited staff member will receive a superannuation allowance of 7% of basic salary. For nationals of Samoa, 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 spouse and financially dependent children 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 – 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 Climate Change Institutional Strengthening Adviser**” 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 Climate Change Institutional Strengthening Adviser**”

For further enquiries, contact the Assistant HR Officer, Ms Christine Purcell, on telephone (685) 21929 ext 325 or Email: christinep@sprep.org

Closing date: Friday 27th May 2016: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
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