



Secretariat of the Pacific Regional Environment Programme (SPREP)

Vacancy: Coastal Management Adviser (CMA)

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

This is an exciting and challenging opportunity to work with a team of professionals. The Secretariat is seeking a suitably qualified and experienced person to fill the role of Coastal Management Adviser to lead and manage the work of the Coastal Management team. The successful candidate will also deliver technical support, assistance and advice to SPREP Members to assist them to develop, implement and/or monitor appropriate conservation and management activities for coastal and marine ecosystems and species; climate change adaptation measures; and to fulfill and comply with relevant multilateral environmental agreements, as well as other regional instruments and initiatives.

Applicants should have at a minimum a Masters Degree in coastal and marine resource planning or the equivalent in a relevant discipline with more than seven (7) years relevant experience working at a senior advisory level, including management of staff and resources, preferably in the Pacific Islands region (or Bachelor degree in lieu, with applied relevant work experience in excess of the minimum required relevant work experience).

The appointment carries a competitive remuneration and benefits package including a base salary in the range of SDR30,639 to SDR45,985 which is currently equivalent to SAT\$121,149 to SAT\$181,829 per annum as well as a Cost-of-Living Differential Allowance (COLDA), housing & education allowances, medical benefits, life & personal accident insurance, etc.

Full details of the CMA'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: 21929 Ext. 230, Fax: 20231, or direct Email: luanac@sprep.org

Applications should include:

1. A detailed curriculum vitae containing full personal details;
2. A statement to address how each Essential Selection Criteria is met;
3. Names and contact details of at least three professional referees who are prepared to provide testimonials – prefer the most recent employers and/or supervisors; and,
4. Indication of possible starting date if successful.

All applications to be clearly labeled "**Application for Coastal Management Adviser**". We encourage all interested applicants to send their applications through email to sprep@sprep.org. Alternatively, please send to: The Director, SPREP, P O Box 240, Apia, SAMOA.

Closing date: Friday, 7 January 2011.

Late applications and those that do not submit all the requirements stated above will not be considered.

SPREP is an Equal Opportunity Employer



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

APPLICANT INFORMATION PACKAGE
COASTAL MANAGEMENT ADVISER (CMA)



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A. Background Information on SPREP

SPREP is a regional organization established by the Governments and Administrations of the Pacific region to look after its 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. It is based in Apia, Samoa, with about 60 staff.

The Pacific island Governments and Administrations saw the need for SPREP to serve 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 the Pacific island Governments and Administrations towards sustainable development, especially in light of the outcomes of the World Summit on Sustainable Development in the form of the Plan of Implementation, the Millennium Development Goals and Declaration, the Barbados Plan of Action and Agenda 21.

Mandate

SPREP's **mandate** is to promote cooperation in the Pacific islands region and to provide assistance in order to protect and improve the environment and to ensure sustainable development for present and future generations.

Vision

SPREP's **vision** is that people of the Pacific islands are better able to plan, protect, manage and use their environment for sustainable development.

Focus

SPREP's unique **focus** is to sustain the integrity of the ecosystems of the Pacific islands region to support life and livelihoods today and tomorrow.

Members

SPREP has 21 Pacific island member countries (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.

- The Island Ecosystems Programme includes components of terrestrial ecosystems management, coastal and marine ecosystems management, species of special interest and people and institutions.
- The Pacific Futures Programme includes components of waste management and pollution control, environmental planning, climate change and atmosphere, environment monitoring, reporting and multilateral environmental agreements and regional coordination mechanisms. The climate change team is assisting the region to understand and respond to climate change, variability, sea level rise and stratospheric ozone depletion, and provides services to meet an essential element of the SPREP mandate.

COASTAL MANAGEMENT FUNCTIONS

The work of the coastal and marine component of the Island Ecosystems Programme is fundamental to the delivery of the SPREP Strategic Plan. It is responsible for providing advice and technical assistance to SPREP Member governments on:

- Coastal and marine planning and management, and oceans policy
- Coral reef conservation and management
- Conservation and sustainable use of coastal and marine resources, including establishment of marine protected areas and similar areas
- Conservation and management of marine species, especially threatened species
- Implementation of the Ramsar Convention on Wetlands in the Pacific region
- Climate change adaptation as it relates to conservation and sustainable use of coastal and marine ecosystems

The coastal and marine team works closely with a range of intergovernmental and non-government partners to provide support to SPREP Members. For example, CROP agencies, in particular the Marine Sector Working Group, Secretariat of the Pacific Community, Pacific Islands Forum, Forum Fisheries Agency, etc; Ramsar Secretariat; Convention on Migratory Species; UNEP; Conservation International; IUCN; and so on.

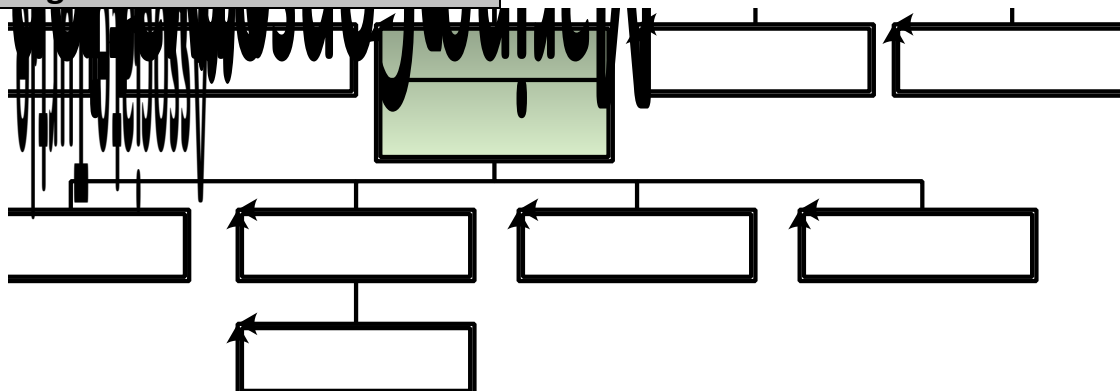
The coastal and marine team helps Members develop and implement important regional policies, action plans and guidelines, such as the Pacific Islands Regional Ocean Policy; Framework for Pacific Oceanscape; Pacific Islands Regional Marine Species Programme 2008-2012; Regional Wetlands Action Plan for the Pacific Islands 2011-2013.

The coastal and marine team also provides assistance to other programme components within the Secretariat, such as biodiversity, environmental monitoring, pollution control and waste management and climate change.

B. JOB DESCRIPTION

Job Title:	Coastal Management Adviser (CMA)
Programme:	Island Ecosystems
Group / Team:	Coastal Management
Responsible To:	Programme Manager, Island Ecosystems
Responsible For: (Total number of staff)	5 professional staff
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> Deliver technical support, assistance and/or advice to SPREP Members to assist them to develop, implement and/or monitor appropriate conservation and management activities for coastal and marine ecosystems and species); climate change adaptation measures; and to fulfil and comply with relevant multilateral environmental agreements, as well as other regional instruments and initiatives.
Date:	19 November 2010

Organisation Context



Key Result Areas

The position of **Coastal Management Adviser (CMA)** encompasses the following major functions or Key Result Areas:

1. Technical support, assistance and/or advice to SPREP members;
2. Leadership and management of the Coastal Management Team;
3. Sourcing appropriate funding.

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

Jobholder is accountable for	Jobholder is successful when
<p>1. Technical support, assistance and/or advice to SPREP members</p> <p>a) Provide technical support, assistance and/or advice to SPREP Members to develop, implement and/or monitor appropriate conservation and management activities for coastal and marine ecosystems and species; climate change adaptation measures; and to fulfil and comply with relevant multilateral environmental agreements, as well as other regional instruments and initiatives</p> <p>b) Promote public awareness of coastal and marine environmental and social issues in relation to sustainable coastal resource use and management, and climate change adaptation measures in the coastal zone;</p> <p>c) Serve as an expert resource for relevant various national, regional and/or international committees and working groups as required</p>	<ul style="list-style-type: none"> • Appropriate implementation of coastal and marine ecosystems and species conservation and management activities; climate change adaptation measures • Fulfilment and compliance with relevant multilateral environmental agreements, as well as other regional instruments and initiatives • Increased awareness of coastal and marine environmental and social issues in relation to sustainable coastal resource use and management, and climate change adaptation measures in the coastal zone; • Successful completion or implementation of various activities as determined by these committees and/or working groups
<p>2. Leadership and management of the Coastal Management Team</p> <p>a) Prepare annual work plans and budgets for the coastal and marine components of the annual SPREP Work Programme and Budget and provide input to SPREP Governing Council and other meetings as required</p> <p>b) Provide leadership, technical guidance and mentoring to other colleagues, particularly members of the Coastal and Marine Team and ensure all staff</p>	<ul style="list-style-type: none"> • All required corporate and administrative requirements for a team leader are carried out and completed in line with established policies and procedures • The Coastal and Marine Team are happy and competently conducting their required work duties, and as reported in their Performance Development Plan

<p>requirement including the Performance Development Plans are implemented and monitored</p> <p>c) Prepare Terms of References for consultants and/or contractors and manage their work as and when required</p>	<ul style="list-style-type: none"> • Consultants and/or contractors have completed their associate work outputs under their Terms of References
<p>3. Sourcing appropriate funding</p> <p>a) Identify coastal and marine management priorities and appropriate funding mechanisms in collaboration with appropriate Member government agencies, other CROP counterparts, other relevant research agencies, NGOs, and/or community groups</p>	<ul style="list-style-type: none"> • The coastal and marine management priorities have been identified and funding has been secured to address these identified priorities

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"> • Ensuring that adequate funding is secured to have an operational program; • Ensuring that the Coastal and Marine Team are effectively implementing their work programmes; • Ensuring the presence of SPREP remains at the fore in the regional and international arena, and initiatives; and • Ensuring that SPREP is regarded as a credible national, regional and/or international partner
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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"> • SPREP focal points • Member fisheries and environment agencies • Other appropriate Member government agencies • CROP counterparts, particularly SPC, FFA and USP • Marine Sector Working Group • Various funding agencies • Various partners, including research institutions, NGOs, and any other relevant agencies • Consultants • Communities 	<p>Consultation for collaboration, development, planning and implementation of various activities; including joint activities; as well as the necessary administrative and corporate requirements to fulfil these activities</p>
<p>Internal</p> <ul style="list-style-type: none"> • Executive and Management • Island Ecosystems Program Manager • Island Ecosystems Program staff, particularly the Coastal and Marine team • Pacific Futures Program staff • Corporate Services staff ▪ Information Technology staff 	<p>Collaboration, development, planning and implementation of various activities; including the necessary administrative and corporate requirements to fulfil these activities</p>

Level of Delegation

The position holder:

- manages an operational budget
- can authorise costs in own budget
- can begin negotiations on behalf of SPREP, ensuring that the Executive and Management are informed, and as long as the negotiations are in line with the SPREP Strategic Plan
- can seek funding opportunities for work program 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.

Qualifications

Essential
1. A Masters degree in coastal and marine resource planning or a relevant discipline or Bachelor degree in lieu, with applied relevant work experience in excess of the minimum required relevant work experience

Knowledge / Experience

Essential
2. More than seven (7) years relevant experience working at a senior advisory level, including management of staff and resources, preferably in the Pacific Islands region
3. Demonstrated experience in natural resource management project development, design and implementation with a proven record on successful programme and/or project implementation
4. Demonstrated fundraising ability specifically for projects and programmes implemented in developing countries with a proven record of developing successful proposals and ongoing relationships with various funding agencies
5. Demonstrated capacity to provide leadership, strong analytical capacity, be highly productive under pressure and meet deadlines
6. Proven high level oral and written communication skills to broad technical and non-technical stakeholder audiences, including meeting papers and reports
7. Demonstrated ability to live, work and operate effectively in multi-disciplinary and multi-cultural team

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"> • Implementing programmes and/or projects • Work programme planning and budgeting • Developing proposals • Ability to source information • Data analysis and reporting • Competency in appropriate Information Technology and Communication software • Communication, representation and interpersonal skills
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	<ul style="list-style-type: none"> • Teamwork in an interdisciplinary and multicultural environment
Advanced level	As above
Working Knowledge	<ul style="list-style-type: none"> • Climate change adaptation • Fisheries Management • GIS
Awareness	<ul style="list-style-type: none"> • Knowledge of coastal and marine issues in the Pacific Islands region

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 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 and will be in the range of SDR30,639 to SDR45,985. Currently, the equivalent base salary in Samoan Tala is SAT\$121,149 to SAT\$181,829 per annum. A Cost-of-Living Differential Allowance within the range of SDR5,000 – SDR7,000 will also be paid to the successful candidate.

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\$2.41

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.

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 recognized 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 may be reimbursed against actual receipts for dependent children, to cover up to 75% of the actual cost of tuition and boarding fees only. Currently the allowance is up to a maximum of Samoan Tala \$15,600 per annum per dependent child, with an overall maximum of Samoan Tala \$46,800 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 per month. This assistance shall be reviewed annually and adjusted on relative movement in the local rental market.

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.

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. A detailed curriculum vitae containing full personal details;
2. A statement to address how each Essential Selection Criteria is met;
3. Names and contact addresses of at least three professional referees who are prepared to provide testimonials – prefer the most recent employers and/or supervisors; and,
4. Indication of possible starting date if successful.

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

All applications to be clearly marked “**Application for Coastal Management Adviser**” and addressed to: The Director, SPREP, P O Box 240, Apia or alternatively to email address: sprep@sprep.org

For further enquiries, the Personnel Officer can be contacted on telephone (685) 21929 ext 230 or Email: luanac@sprep.org

Closing date: Friday, 7 January 2011: Late applications will not be considered.

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