



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

APPLICANT INFORMATION PACKAGE
COASTAL & MARINE ADVISER (CMA)



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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 90 staff and an annual budget of USD \$22 million in 2014.

The establishment of SPREP sends a clear signal to the global community of the deep commitment of Pacific island Governments and Administrations to better management of the environment as a key element of sustainable development.,

The future directions for SPREP are clearly set out in the 2011-2015 SPREP Strategic Plan. This Plan outlines the mandate, vision and programmes for the organisation. The Strategic Plan places strong emphasis on effective delivery of services to SPREP Member countries and territories.

Mandate

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

Vision

SPREP is guided by its **vision for the future**: "The Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures".

Members

SPREP has 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

- Corporate Services provide the 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.

COASTAL & MARINE FUNCTIONS

The work of the coastal and marine component of the Biodiversity and Ecosystem Management Division 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

- Coastal habitat conservation and management, including coral reefs
- Conservation and sustainable use of coastal and marine resources, including establishment of marine protected areas and other marine management approaches
- 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, specifically including Ecosystem based Adaptation approaches

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; UNEP; Conservation International; IUCN; and so on.

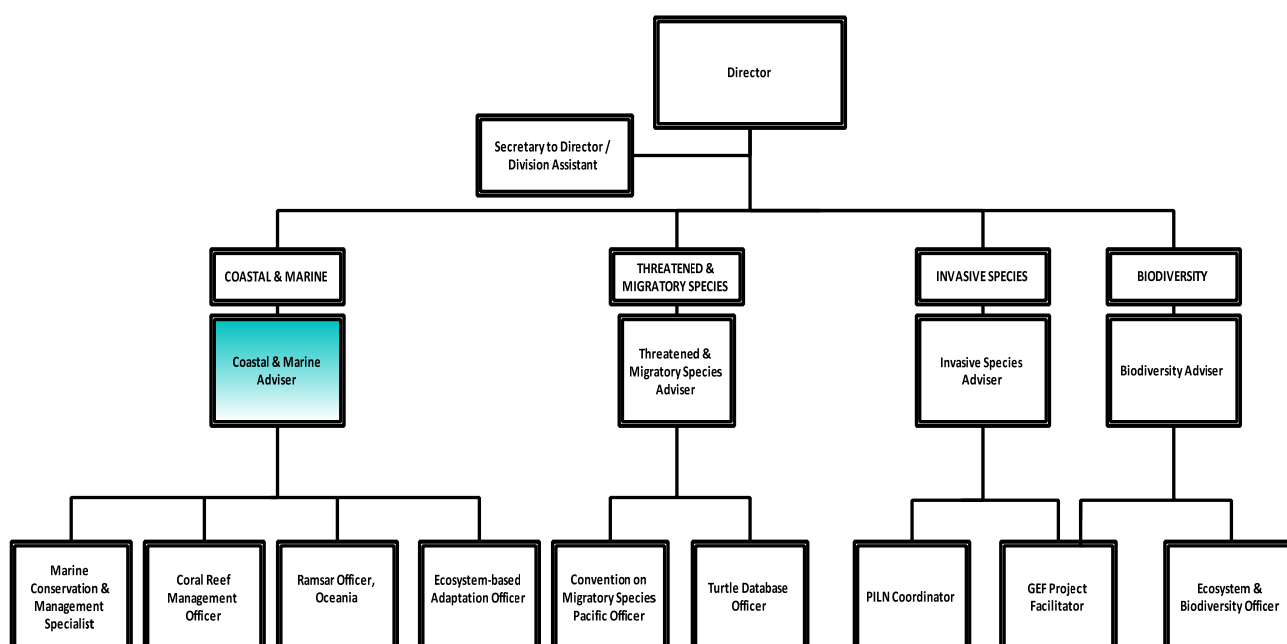
The coastal and marine team helps Members develop and implement important regional policies, action plans and guidelines, such as the Pacific Islands Regional Ocean Policy; Framework for Pacific Oceanscape; Pacific Islands Regional Marine Species Programme 2013-2017; Regional Wetlands Action Plan for 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, waste management and climate change.

B. JOB DESCRIPTION

Job Title:	Coastal & Marine Adviser (CMA)
Division:	Biodiversity & Ecosystem Management
Team:	Coastal & Marine
Responsible To:	Director, Biodiversity & Ecosystem Management
Responsible For: (Total number of staff)	4 staff
Job Purpose:	<p>This job exists to: 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; climate change adaptation measures; and to fulfil and comply with relevant multilateral environmental agreements, including the Noumea Convention and other regional instruments and initiatives.</p>
Date:	February 2014

Organisation Context



Key Result Areas

The position of **Coastal & Marine Adviser (CMA)** addresses the following Key Result Areas:

1. Technical support, assistance and/or advice to SPREP members;
2. Leadership and management of the Coastal & Marine Team;
3. Sourcing appropriate funding.
4. Work plan development, monitoring & reporting
5. Networking and capacity building

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, including marine protected areas; 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 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 & Marine 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 • Consultants and/or contractors have completed their associate work outputs under

<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>	<p>their Terms of References</p>
<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
<p>4. Work plan development, monitoring & reporting</p> <p>a) Contribute and provide technical advice to SPREP Senior Management Team on the development, implementation, monitoring and evaluation of the Secretariat's strategic plans and work programmes and budgets</p> <p>b) Prepare technical and performance reports to Management and Donors, where necessary</p>	<ul style="list-style-type: none"> • An annual work plan and budget for the coastal and marine programme is developed, submitted and implemented on a prioritised basis taking into account funding restraints • Timely performance and annual reports required for programme outputs are prepared and delivered
<p>5. Networking and capacity building</p> <p>a) Facilitate liaison, partnership and networking with current and potential partners and donors as well as member countries</p> <p>b) Develop and implement relevant capacity building programmes within SPREP and for members to ensure priority issues in work are understood and sustained</p>	<ul style="list-style-type: none"> • Effective partnerships with stakeholders and potential partners and donors • Capacity building programmes in place addresses key priorities in work areas

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 process.

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

Work Complexity

Most challenging duties typically undertaken:

- Developing and implementing effective programmes and projects that address the key coastal and marine issues of Pacific island countries and territories;
- Managing and expanding the Coastal and Marine Programme to ensure that SPREP is a credible national, regional and/or international partner;
- Ensuring that adequate funding is secured to have an operational programme;
- Developing and maintaining diverse collaborative network, maximising synergies for greatest benefit to SPREP members

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 coastal resource and environment agencies • Other appropriate Member government agencies • CROP counterparts, particularly SPC, FFA, PIFS and USP • Marine Sector Working Group • Various funding agencies • Various partners, including research institutions, NGOs, and any other relevant agencies • Consultants • Communities 	<ul style="list-style-type: none"> • 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>Internal</p> <ul style="list-style-type: none"> • Director - Biodiversity and Ecosystem Management • Executive and Management • BEM staff, particularly the Coastal and Marine team ▪ Staff of other divisions including Corporate Services and 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. At least seven (7) years experience in the development and implementation of policies, programmes and projects related to coastal and marine planning and management, with at least 5 of those at the senior advisory level, including management of staff and resources, preferably in the Pacific Islands region
3. Extensive experience in coastal and marine planning and management including programme and project development, design and implementation, fundraising and developing and sustaining productive relationships with partner organisations
4. Strong strategic advisory and analytical skills with experience in monitoring and evaluation, financial management, proposal and report writing including a high level of organisational, analytical, problem-solving and facilitation skills
5. Demonstrated knowledge of current and emerging environment concepts, principles and practices, and their application to coastal and marine issues in the Pacific islands
6. Excellent written and verbal communication skills including high level of presentation and interpersonal skills with strong capacity building background
7. Demonstrated experience in leading, managing and working within a multi-disciplinary and multi-cultural team environment with ability to motivate teams, be highly productive and to meet strict deadlines under pressure

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

All Directors, 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 and will be in the range of SDR35,440 to SDR53,160. Currently, the equivalent base salary in Samoan Tala is SAT\$135,462 (USD\$57,157) to SAT\$203,193 (USD\$85,735) per annum.

Salary on Appointment: Starting salary will be made in the lower end of the salary scale based on the Secretariat's established remuneration guidelines. 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 SDR4,344 to SDR 5,717 will also be paid to the successful candidate. The current equivalent in Samoan Tala is SAT\$16,604 (USD\$7,006) to SAT\$21,852 (USD\$9,220). 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\$2.37

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\$4,205 (USD\$1,774).

Temporary Accommodation and Assistance: On arrival in Apia, the appointee and dependant(s) are entitled to temporary accommodation at a suitable hotel or other fully furnished accommodation for up to 6 working days. The appointee will be assisted to settle into Apia. This will include help in finding suitable rental accommodation.

School Holiday Travel: One return economy class flight each year between the place of education (taken to be recognised home) and Apia by (i) each dependent child being educated outside Samoa or (ii) the staff member or spouse to visit the child, providing the journey is not made within the final 6 months of the contract.

Home Leave Travel: Return economy class airfares between Apia and the recognised home for the staff member and dependants after completing 18 months of service for 3-year contracts providing no travel is undertaken within the final 12 months of the contract.

Privileges and Immunities: SPREP remuneration is tax-free for non-citizens or non-residents of Samoa, including duty-free importation of household and personal effects which have been owned and used by them for no less than six months, within 6 months of taking up appointment.

Repatriation allowance: The appointee is entitled to a repatriation allowance equivalent to two week's salary, upon successful completion of contract, provided the contract is not extended or renewed.

For ALL internationally recruited staff, the following applies:

Education Allowance: Education expenses maybe reimbursed against actual receipts for dependent children, to cover up to 75% of the actual costs, as stipulated under SPREP's Education Allowance policy. Currently the allowance is up to a maximum of Samoan Tala \$15,600 (USD\$6,582) per annum per dependent child, with an overall maximum of Samoan Tala \$46,800 (USD\$19,747) 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\$982) 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\$1,013) 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, as determined by the Director, 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 Coastal & Marine Adviser (CMA)**” 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 Coastal & Marine Adviser (CMA)**”

All enquiries to be directed to Ms Jolynn Fepuleai, Assistant HR Officer, on telephone (685) 21929 ext325 or Email: jolynnf@sprep.org

Closing date: Friday, 28 March 2014: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
