



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

APPLICANT INFORMATION PACKAGE
CONFERENCE & TRAVEL OFFICER (CTO)



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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 80 staff and an annual budget of USD \$19 million in 2013.

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.

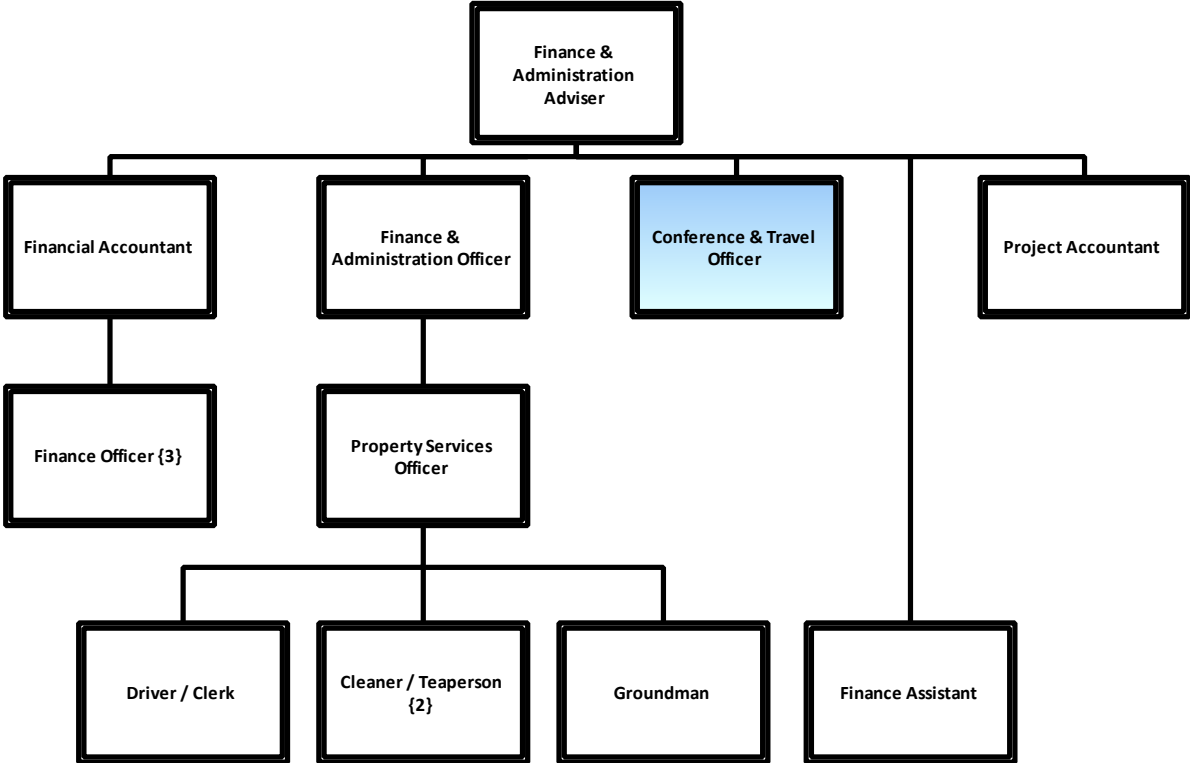
Corporate Services

Corporate Services provide the necessary 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.

B. JOB DESCRIPTION

Job Title:	Conference & Travel Officer (CTO)
Division:	Corporate Services
Programme:	Finance and Administration
Responsible To:	Finance and Administration Adviser (FAA)
Responsible For: (Total number of staff)	N/A
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> • Provide advice, guidance, services and support for all the Secretariat's travels and conferences
Date:	September 2013

Organisation Context



Key Result Areas

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

1. Conference and travel policy, advice, information and communications
2. Travel services coordination and management
3. Conference and workshop planning and arrangements
4. Financial and Administration support

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

Jobholder is accountable for	Jobholder is successful when
<p>1. Conference and travel policy, advice, information and communications</p> <ol style="list-style-type: none"> a) Provide advice and relevant information on official conferences and travel b) Ensure relevant conference and travel information is presented in a user-friendly and timely manner c) Provide and advise on the travel policy and compliance and ensure the travel policy is regularly updated and reflects international best practice d) Prepare a regular update to all staff on essential travel information including, but not limited to, country profiles, security, medical, insurance, visa requirements and cultural issues e) Provide regular presentations to staff on essential travel issues and guidelines f) Provide advice and regular updates to the Executive Team on important conference and travel issues g) Review travel processes and procedures on a regular basis and where necessary, recommend changes h) Ensure the Travel Insurance policy is up-to-date and regular advice and information is provided to staff 	<ul style="list-style-type: none"> • Relevant and timely advice are provided to all staff • Staff and travel participants are well informed on relevant travel issues • Country profiles for travel are created and regularly updated with all essential information, and distributed to staff • The Travel Policy is up-to-date and consistent with best practice in this area • At least 3 refresher and information sessions are carried out throughout the year • Regular travel summaries and advice are provided to the Senior Management Team (SMT) • Regular reviews of travel processes and procedures are carried out and recommended improvements suggested to the SMT • Staff are fully aware of Travel Insurance, conditions and requirements • All staff are issued with Travel Insurance cards and all claims are processed within a month of submission
<p>2. Travel services coordination and management</p> <ol style="list-style-type: none"> a) Ensure effective oversight of services provided by the Travel Provider b) Organise all official travel and ensure all essential requirements are completed in a timely manner, including but not limited to, visa applications, itineraries, ticketing, accommodation, per diems, etc. c) Check and verify that all travel organised and recommended by Divisional Assistants (DAs) comply with travel policies and guidelines. d) Analyse and provide advice on travel costs for 	<ul style="list-style-type: none"> • Services provided by the Travel Provider are effectively delivered and that the Executive is advised of any problems or issues • All essential travel requirements are completed and arranged on time and communicated clearly to staff and stakeholders • Staff and stakeholders are well informed about travel plans • All official travel complies with the Travel Policy and are arranged on a timely basis • Most economical travel deals are provided for

<p>budgetary issues</p> <p>e) Ensure negotiation is carried out with the Travel provider and relevant travel partners for corporate rates and packages for Staff and ensure this information is regularly updated and communicated to all staff</p>	<p>staff</p> <ul style="list-style-type: none"> • Corporate packages are arranged and regularly updated with relevant stakeholders and widely communicated to staff • Essential travel information is monitored and included in a database which is easily accessible to staff
<p>3. Conference and workshop planning and arrangements;</p> <p>a) Establish the SPREP annual Calendar of Events in consultation with Programme staff.</p> <p>b) Provide advice and cost-analysis for all official conferences and workshops so that responsible staff are able to decide on the best cost-effective options</p> <p>c) Oversee the allocation and maintenance of conference and meeting rooms including the development of agreements for hire of the TEC and advice on necessary maintenance issues</p> <p>d) Supervise and provide guidance to the administration staff providing support during all official conferences</p>	<ul style="list-style-type: none"> • The Calendar of Events is issued on time and updated on a monthly basis • Travel is as cost-effective as possible • Planning and arrangement for all conferences and workshops are made in a responsive and timely manner and payments collected promptly • Conference facilities and supporting equipment are well maintained • Use of the TEC is increased • Positive feedback on Secretariat support from meeting participants
<p>4. Financial and administration support</p> <p>a) Reconcile all financial requirements for travel on a timely basis</p> <p>b) Ensure all travel records are maintained and secured</p> <p>c) Establish a system for monitoring all travel processes and procedures and update regularly</p>	<ul style="list-style-type: none"> • Payments and reconciliation of all financial travel requirements are completed on time • Travel records provide a clean internal audit report • High standard of service and support provided to SPREP's programmes and approved work plans

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

<p>Most challenging duties typically undertaken:</p> <ul style="list-style-type: none"> • Ensuring compliance with policy versus flexibility to individual situations • Keeping up with changes in the region and international and ensuring up-to-date information is provided to staff on travel issues • Managing late travel requests from staff and countries • Managing last minute requests for changes to travel arrangements • Providing the best possible cost-effective travel option
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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 • Travel Agents / Accommodation partners • CROP counterparts 	<ul style="list-style-type: none"> • Negotiation / liaising • Giving/receiving information • Facilitating/responding to correspondences
<p>Internal</p> <ul style="list-style-type: none"> • Executive Management • Programme staff • Support staff 	<ul style="list-style-type: none"> • Advice and support • Reporting/providing and receiving information • facilitation / responding to correspondences • Providing assistance

Level of Delegation

The position holder:
<ul style="list-style-type: none"> • 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 Bachelor degree in Business Administration / Business Management / Accounting / Finance or relevant discipline)

Knowledge / Experience

Essential
2. At least 5 years experience in coordinating and managements of international conferences and travel, preferably within the Pacific region
3. Demonstrated experience in policy advisory work, monitoring and evaluation, proposal and report writing including financial management and analysis experience

4. 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 judgement, diplomacy and tact within a multi-disciplinary and multi-cultural team environment
5. Demonstrated ability to set and meet work-plan priorities and deadlines with minimal supervision; monitor and evaluate work targets , problem solving skills and demonstrates initiative to think outside the box
6. Demonstrated knowledge of accepted and emerging travel issues and challenges in the Pacific islands region
7. Excellent written and verbal communication skills including high level of presentation and interpersonal skills, with excellent word processing, computer and administrative skills

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"> • Knowledge of the travel industry and current practices • Communication skills • Public relations • Negotiations • Reporting
Advanced level	<ul style="list-style-type: none"> • Advisory and analytical skills • Dealing with sensitive and confidential information
Working Knowledge	<ul style="list-style-type: none"> • Financial systems software
Awareness	<ul style="list-style-type: none"> • Work plan development and understanding • SPREP Annual Work Programme and Budget

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 only. Renewal will be subject to availability of funds, continuity of programme activities and performance during the initial term.

Salary: Salary is denominated in International Monetary Fund Special Drawing Rights (SDRs). Remuneration for this post falls within Band 8 of SPREP's salary scale and will be in the range of SDR21,946 to SDR32,918 per annum. Currently, the equivalent base salary in Samoan Tala is SAT\$83,884 (USD\$34,952) to SAT\$125,822 (USD\$52,426) 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 SDR3,298 – SDR4,148 per annum will be paid to the successful candidate. The current equivalent in Samoan Tala is SAT\$12,606 (USD\$5,253) to SAT\$15,855 (USD\$6,606) per annum. 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\$2.40

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 home and Apia, and return, by the shortest and most economical route. This includes:

- economy class airfares;
- reasonable cost of packing, insuring, shipping and transporting furniture, household and personal effects on a 20ft container; and,
- up to 20 kilos of excess baggage each for the appointee and family.

Establishment Grant: A lump sum, of SDR1, 100 is payable upon taking up appointment and arrival in Apia. This is currently equivalent to SAT\$4,205 (USD\$1,752).

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.

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\$6,500) per annum per dependent child, with an overall maximum of Samoan Tala \$46,800 (USD\$19,500) 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\$970) 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\$1,000) 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 Conference & Travel 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 Conference & Travel Officer**”

All enquiries to be directed to the Assistant HR Officer on telephone (685) 21929 ext 328 or Email: christinep@sprep.org

Closing date: Friday, 25th October 2013: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
