



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

APPLICANT INFORMATION PACKAGE  
**ECOSYSTEM & BIODIVERSITY OFFICER (EBO)**



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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 85 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.

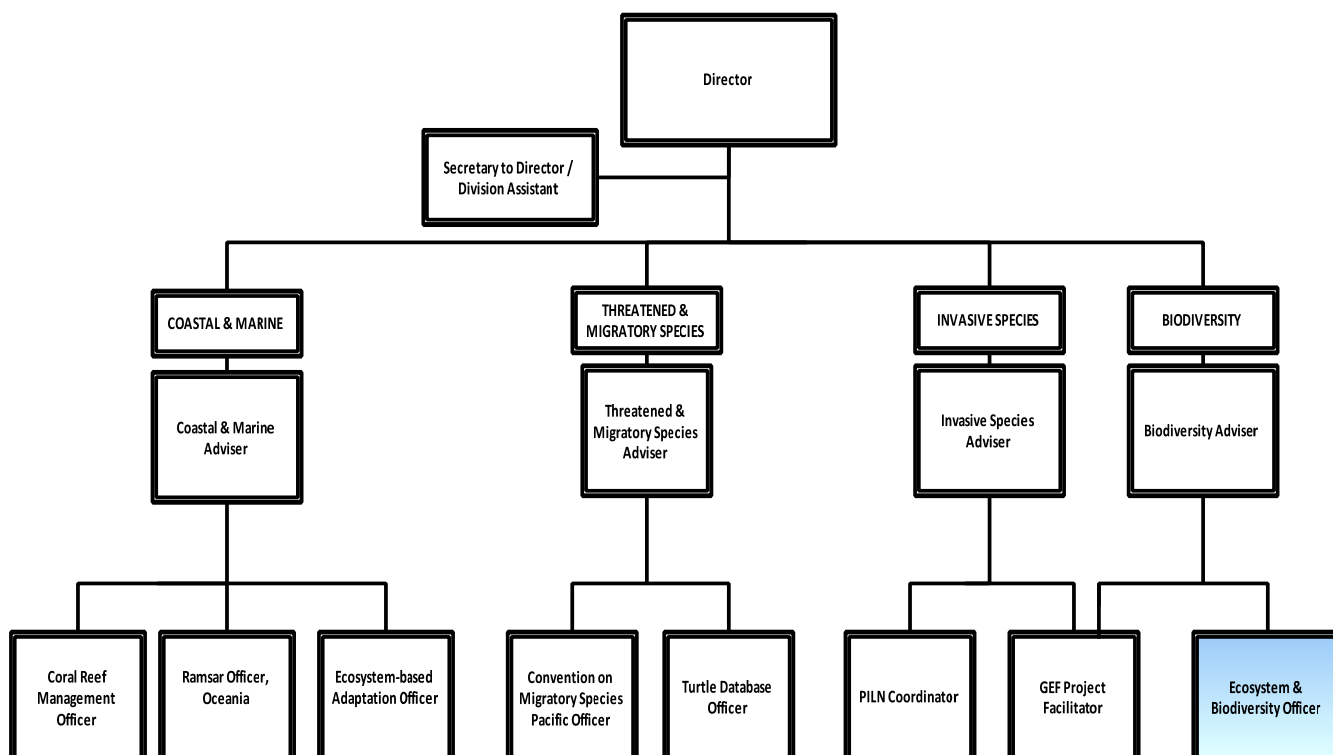
### Corporate Services

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

<b>Job Title:</b>	Ecosystem & Biodiversity Officer (EBO)
<b>Programme:</b>	Biodiversity & Ecosystem Management
<b>Group / Team:</b>	Biodiversity
<b>Responsible To:</b>	Biodiversity Adviser
<b>Responsible For: (Total number of staff)</b>	N/A
<b>Job Purpose:</b>	<p>This job exists to:</p> <ul style="list-style-type: none"> <li>• Provide technical advice and support to Pacific Island members on biodiversity and ecosystem conservation and management</li> </ul>
<b>Date:</b>	November 2013

### Organisation Context



## Key Result Areas

The position of Ecosystem & Biodiversity Officer (**EBO**) addresses the following Key Result Areas:

1. Support on biodiversity and ecosystem conservation and management
2. Technical advice and assistance on ecosystem management strategies, implementation plans and funding framework
3. Training, knowledge sharing and capacity building programmes
4. Technical advice and support on the Convention on Biological Diversity (CBD) and other key biodiversity MEAS
5. Networking and partnerships
6. Strategic work planning and implementation

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

Jobholder is accountable for	Jobholder is successful when
<p><b>1. Support on biodiversity and ecosystem conservation and management</b></p> <p>a) Work closely with the Biodiversity Adviser, other relevant programme officers including the Ramsar Oceania Officer, partners such as LifeWeb, and the Roundtable for Nature Conservation, to strengthen SPREP's support to Pacific island Members on ecosystem conservation and management including protected areas, resource use issues including land and marine degradation, and species conservation.</p>	<ul style="list-style-type: none"> <li>• Work outputs are designed and successfully achieved in collaboration with key staff, partners and PICTs</li> <li>• SPREP support to Pacific island members on ecosystem conservation and management is effective and strengthened</li> </ul>
<p><b>2. Technical advice and assistance on ecosystem conservation and management strategies, implementation plans and funding frameworks</b></p> <p>a) Provide technical advice and assistance to Pacific island members and other international or regional organisations on ecosystem management strategies, including protected areas design and management, and species management strategies.</p> <p>b) Develop, promote and oversee the implementation of conceptual frameworks, methods and tools for ecosystem conservation, planning and management.</p> <p>c) Contribute to the development and implementation of SPREP's work on</p>	<ul style="list-style-type: none"> <li>• Technical advice is accepted by PICTs and/or partners and strategies are implemented.</li> <li>• Conceptual frameworks, methods and tools are developed, promoted and successfully implemented.</li> <li>• Constructive contributions are made to SPREP's climate change agenda, especially with regard to promoting ecosystem based adaptation</li> <li>• Funding is secured for ecosystem conservation, planning and management priorities</li> </ul>

<p>climate change and ecosystem-based approaches to adaptation.</p> <p>d) Assist management and PICTs to identify priorities and appropriate funding mechanisms for ecosystem conservation, planning and management and prepare funding proposals.</p>	
<p><b>3. Training, knowledge sharing and capacity building programmes</b></p> <p>a) Design and implement training, knowledge sharing and capacity building activities on biodiversity and ecosystem conservation and management to meet specific PICTs needs.</p>	<ul style="list-style-type: none"> <li>• Capacity building programmes and activities are designed and implemented</li> <li>• Positive responses from participants to the training etc</li> </ul>
<p><b>4. Technical advice and support on the Convention on Biological Diversity (CBD) and other key biodiversity MEAS</b></p> <p>a) Provide technical and advisory support to Pacific island countries on the UN Convention on Biological Diversity (CBD) under the guidance of the Biodiversity Adviser, especially in relation to the CBD Programme of Work (PoW) on Protected Areas and the PoW on Island Biodiversity.</p> <p>b) Provide technical and advisory support to Pacific island countries on other key conventions and agreements to ensure synergies and linkages between the CBD and the Ramsar Convention, Convention on Migratory Species (CMS), the World Heritage Convention, and the Convention on International Trade in Endangered Species (CITES).</p>	<ul style="list-style-type: none"> <li>• PICs are supported with technical and specific advice on relevant aspects of UNCBD, and other specified multilateral environmental agreements (MEAs)</li> <li>• Technical advice is accepted by PICTs and synergies and linkages strengthened with partners</li> </ul>
<p><b>5. Networking and partnerships</b></p> <p>a) Identify and develop opportunities for networking and partnership with key partners to work collaboratively on biodiversity and ecosystem conservation and management</p>	<ul style="list-style-type: none"> <li>• Outputs relating to biodiversity and ecosystem conservation and management issues are successfully achieved in collaboration with relevant partners</li> </ul>
<p><b>6. Strategic work planning and implementation</b></p> <p>a) Prepare annual work plans and budgets in conjunction with the Division Director and Biodiversity Adviser.</p> <p>b) Prepare and provide input into the PMER</p>	<ul style="list-style-type: none"> <li>• Annual work plans and budgets produced</li> <li>• PMER input completed</li> <li>• Expert advice provided</li> </ul>

<p>and other key reporting requirements of SPREP, Action Strategy for Nature Conservation, and other key reporting instruments</p> <p>c) Serve in relevant SPREP committees and working groups, where required.</p>	
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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 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"> <li>• Developing strategic and technical approaches to resolving critical and often complex ecosystem management (EM) issues in Pacific island countries and territories (PICTs)</li> <li>• Developing coherent linkages and solutions between EM issues and climate change</li> <li>• Providing support to PICs for a number of MEAs</li> <li>• Developing, strengthening and maintaining strong, effective partnerships</li> </ul>
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**Functional Relationships & Related Skills**

Key internal and/or external contacts	Nature of the contact most typical
<p><b>External</b></p> <ul style="list-style-type: none"> <li>• PICTs</li> <li>• NGO partners</li> <li>• CROP agencies</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing liaison and support for in-country focal points and thematic counterparts</li> <li>• Developing joint activities and common approaches</li> <li>• Developing joint activities and common approaches and advisory role on relevant working groups</li> </ul>

<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• Division Director</li> <li>• Biodiversity Adviser</li> <li>• Other programme staff</li> <li>• Programme staff and Management</li> </ul>	<ul style="list-style-type: none"> <li>• Supervision and direction received</li> <li>• Collaboration on joint activities</li> <li>• Development of organisation-wide strategies on relevant issues</li> </ul>
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### Level of Delegation

The position holder:

- manages an operational budget
- can authorise costs in own budget up to a certain limit
- 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. At least a Bachelor degree in biodiversity-related environmental science, environmental management, resource management or related natural science discipline;

### Knowledge / Experience

#### Essential

2. At least 5 years relevant work experience in conservation planning and management, natural resource management or related area, preferably in the Pacific region
3. Excellent strategic advisory, coordination, analytical, communication and facilitation skills with a demonstrated ability to motivate teams and establish and implement workplan objectives



4. Demonstrated knowledge and understanding of accepted and emerging environmental issues and challenges, particularly conservation issues in PICTs and conservation related conventions, agreements and policies relevant to the Pacific islands region
5. Demonstrated experience in programme and project management and monitoring and evaluation including financial management, proposal and report writing
6. Excellent written and verbal communication skills including high level of presentation and inter-personal skills with sound experience in establishing and maintaining effective relationships with a diverse group of people
7. Demonstrated experience in leading, managing and working 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"> <li>• Proposal &amp; Report Writing</li> <li>• Problem Solving</li> <li>• Facilitation Skills</li> <li>• Excellent communications</li> <li>• Fluency in English</li> <li>• Ability to set priorities</li> <li>• Team Building</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• Environmental issues in the Pacific islands region</li> <li>• Emerging environmental issues and challenges</li> <li>• Conservation planning methodologies</li> </ul>
Working Knowledge	<ul style="list-style-type: none"> <li>• General management principles</li> <li>• Accountability and transparency principles</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• SPREP Strategic Plan</li> <li>• SPREP Work Programmes</li> <li>• Organizational values</li> </ul>

## 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 10 of SPREP's salary scale and will be in the range of SDR27,689 to 41,533. Currently, the equivalent in Samoan Tala is SAT\$105,836 (USD\$44,846) to SAT\$158,752 (USD\$67,268) 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 SDR3,743 to 4,816. The current equivalent in Samoan Tala is SAT\$14,307 (USD\$6,062) to SAT\$18,408 (USD\$7,800). 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\$2.36

**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 (USD1,782).

**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\$6,610) per annum per dependent child, with an overall maximum of Samoan Tala \$46,800 (USD\$19,831) 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\$986) 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\$1,017) 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 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 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.

## D. 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 Ecosystem & Biodiversity Officer**” and send to [recruitment@sprep.org](mailto: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 Ecosystem & Biodiversity Officer**”

All enquiries to be directed to the Assistant HR Officer on telephone (685) 21929 ext 325 or Email: [jolynnf@sprep.org](mailto:jolynnf@sprep.org)

**Closing date: Friday, 20<sup>th</sup> December 2013:** Late applications will not be considered.

**SPREP is an Equal Opportunity Employer**