



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

APPLICANT INFORMATION PACKAGE
ENVIRONMENTAL MONITORING AND REPORTING OFFICER
(EMRO)



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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 \$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.

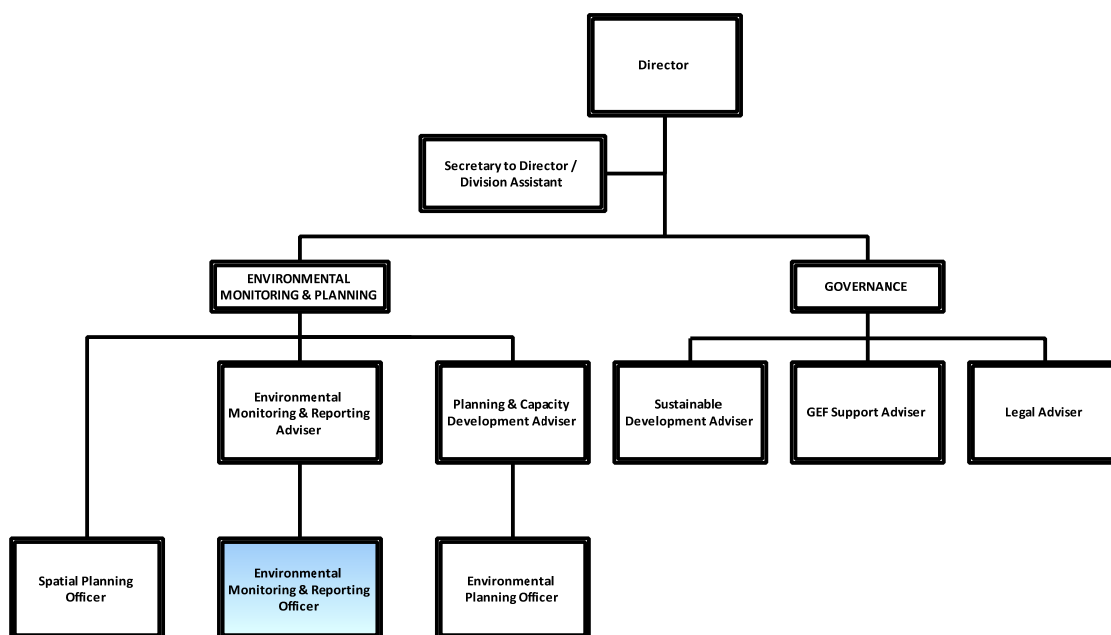
Corporate Services

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:	Environmental Monitoring & Reporting Officer (EMRO)
Programme:	Environmental Monitoring & Governance
Group / Team:	Environmental Monitoring & Planning
Responsible To:	Environmental Monitoring & Reporting Adviser
Responsible For: (Total number of staff)	N/A
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none">• Assist members and the Secretariat to improve collection, access, analysis and management of data to enable effective monitoring and evaluation of progress towards achieving environmental outcomes in particular through the State of Environment reports.• Assist the monitoring, evaluation and reporting of the African, Caribbean and Pacific Multilateral Environmental Agreements (ACP MEAs)project.
Date:	November 2013

Organisation Context



Key Result Areas

The position of **Environmental Monitoring & Reporting Officer (EMRO)** addresses the following Key Result Areas:

1. Measurement and reporting of core environmental and linked developmental issues
2. Development of metrics and frameworks for measuring achievement
3. Capacity building for environmental monitoring
4. Support for regional scale environmental monitoring, frameworks and assessment
5. Assistance to members on reporting obligations under MEAs
6. Assistance for the monitoring, evaluation and reporting of the ACP MEAs Project

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

Jobholder is accountable for	Jobholder is successful when
<p>1. Measurement and reporting of core environmental and linked developmental issues</p> <p>a) Collate, analyse and report on core regional and country level environmental indicators and trends in collaboration with all Secretariat technical divisions</p> <p>b) Assist PICTs to monitor environmental trends in terrestrial and marine ecosystems and to develop programmes for national level monitoring of key indicators</p>	<ul style="list-style-type: none"> • Monitoring metrics for environmental indicators and trends are developed, described and delivered to PICTs • A two way flow of information is created. • PICTs have developed programmes for environmental monitoring
<p>2. Development of metrics and frameworks for measuring achievement</p>	

<p>a) Plan, oversee and facilitate activities related to improving access, analysis and management of ecosystems information, using GIS, to support environmental management interventions in PICTs</p> <p>b) Develop and maintain SPREP regional GIS-based relevant resource information systems including developing protocols to facilitate the acquisition and maintenance of regional GIS data.</p>	<ul style="list-style-type: none"> • SPREP environmental monitoring database is developed and relevant data, maps and information provided to PICTs and partners.
<p>3. Capacity building for environmental monitoring</p> <p>a) Provide advice and guidance to island Members, in consultation with key stakeholders, on developing monitoring skills, preparing outputs and providing training opportunities to facilitate access, exchanges, and sharing of information and methodologies.</p>	<ul style="list-style-type: none"> • Technical skills of PICTs, Secretariat and partners strengthened to increase capacity for environmental monitoring and reporting.
<p>4. Support for regional scale environmental monitoring, frameworks and assessment</p> <p>a) Provide support for regional scale environmental monitoring</p> <p>b) Liaise with and build working relationships with relevant regional organisations, programmes and research institutions as appropriate, to strengthen access to, analysis of and reporting on key Pacific environmental data as a basis for ongoing monitoring and production of periodic regional State of the Environment reports.</p> <p>c) Act as a focal point for environmental GIS information and represent SPREP in the region and internationally in technical fora as required.</p>	<ul style="list-style-type: none"> • SPREP's environmental monitoring database on regional scale issues is developed and periodic regional State of Environment reports produced. • Represent SPREP in a professional and diplomatic manner
<p>5. Assistance to members on reporting obligations under MEAs</p> <p>a) Provide support for national level MEA reporting</p>	<ul style="list-style-type: none"> • SPREP's environmental monitoring database is applied to national MEA reporting
<p>6. Assistance for the monitoring, evaluation and reporting of the ACP MEAs Project</p> <p>a) Provide support to the management and reporting of ACP MEA's project and ensure all necessary project requirements are met</p>	<ul style="list-style-type: none"> • Management and reporting of ACP MEA's project meets UNEP and EU requirements

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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

Most challenging duties typically undertaken:
<ul style="list-style-type: none"> • Ensuring that the EMA’s work is fully integrated across all SPREP technical divisions ; • Developing and expanding SPREP role as the regional environmental monitoring data repository and information source. • Securing data and resources for effective delivery of regional State of Environment reports.

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 environment, fisheries, forestry and land agencies • CROP counterparts • Funding agencies • Partners, including research institutions, NGOs, and any other relevant agencies • Consultants • Communities 	<ul style="list-style-type: none"> • Consultations • Collaboration/partnerships • Delivery of training, capacity building • Technical advice • Graphical and spatial conservation products, maps • Securing data
<p>Internal</p> <ul style="list-style-type: none"> • Executive and Management • Programme staff, • All staff 	<ul style="list-style-type: none"> • Collaboration • Development and planning • Corporate and administrative requirements • GIS support for internal SPREP needs

Level of Delegation

The position holder:
<ul style="list-style-type: none"> ▪ 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. Minimum qualifications of a Bachelor degree in Environmental Science / Natural Resource Management or relevant field with an emphasis on Spatial Analysis

Knowledge / Experience

Essential

2. At least 5 years relevant experience in the management of spatial natural resources management information and databases or related field preferably in the Pacific islands region;
3. Demonstrated experience in the analysis and presentation of environment /natural resource data using relational databases (such as Oracle RDBMS or MS access) MAPINFO and or ESRI GIS products (such as Arc SDE, ArcGIS, Arcview and ArcIMS);
4. Programme and project management skills including development of work plans, sound budget management, ability to develop proposals, manage consultancies and to deliver on agreed programme outputs;
5. Demonstrated knowledge of accepted and emerging issues and challenges in the management of spatial natural resources management information and databases and application to the Pacific islands region
6. Excellent written and verbal communication skills, including high level of presentation and interpersonal skills, with the capacity to build and maintain effective relationships with a diverse group of people and to identify and address needs information needs of users;
7. Demonstrated ability to work with teams in a multi-cultural and multi-disciplinary environment and is able to travel extensively in the region.

Key Skills / Attributes / Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	<ul style="list-style-type: none"> • Facilitation and communications skills • Proposal & Report Writing • Problem Solving • Fundraising and budgeting skills • Ability to set priorities • Team Building
Advanced level	<ul style="list-style-type: none"> • Flexible approach • Willingness to assist with other programmes
Working Knowledge	<ul style="list-style-type: none"> • Interpersonal skills and cultural sensitivity • Commitment to continuous improvement • Ability to work well with other programmes • Environmental issues in the Pacific islands region <ul style="list-style-type: none"> • Emerging environmental issues and challenges
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

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 SAT4,205 (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\$6,500) 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\$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 Environmental Monitoring & Reporting 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 Environmental Monitoring & Reporting 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, 13th December 2013: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
