



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

APPLICANT INFORMATION PACKAGE
ENVIRONMENTAL PLANNING OFFICER (EPO)



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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 70 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 five 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 and Communications & Outreach..

ENVIRONMENTAL PLANNING OFFICER BACKGROUND

SPREP's role is to coordinate and support environmental planning in Pacific countries and territories to coordinate, in collaboration with members, partners and donors. SPREP's role started in the 1980s with general environment country reports and evolved to more comprehensive National Environment and Management Strategies (NEMS) in the 1990s, and to the establishment of

Environmental Impact Assessment (EIAs), and more recently Integrated Environmental Assessment (IEA) and Strategic Environmental Assessment (SEA) systems in the last decade, often linked to National Sustainable Development Plans.

Various forms of environmental monitoring and assessment have also been implemented in the region, including national and regional State of the Environment (SOE) reporting and reporting on key Multilateral Environment Agreements (MEAs) These have guided and assisted the achievement of environmentally sustainable development of the region.

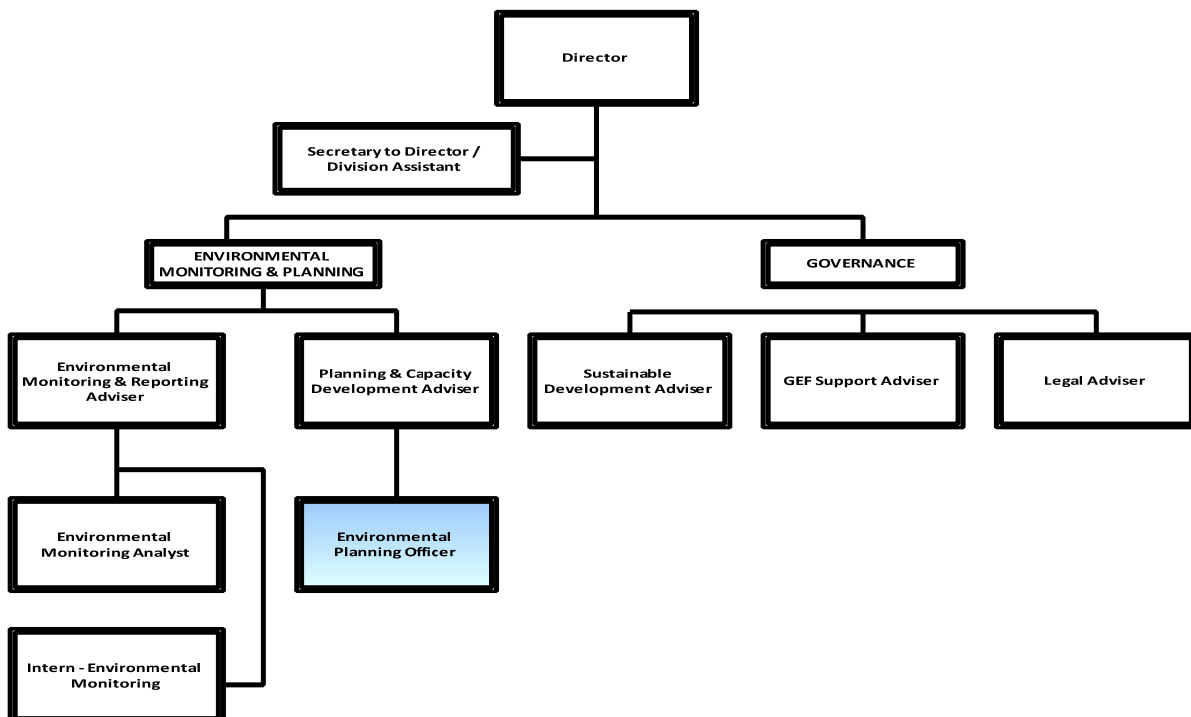
SPREP has recently established an Environmental Monitoring and Governance (EMG) Division to strengthen the coordination and implementation of national environment strategies and policies in a more coherent and balanced way.

The Environmental Planning Officer is a key position within the EMG division which will support and strengthen the environmental planning and monitoring systems of Pacific member countries and territories. This will be achieved through training, capacity building and application of different planning approaches which support sustainable development, such as EIAs, SEAs and IEAs.

B. JOB DESCRIPTION

Job Title:	Environmental Planning Officer (EPO)
Programme:	Environmental Monitoring and Governance (EMG)
Group / Team:	Environmental Monitoring & Planning
Responsible To:	Planning & Capacity Development Adviser (PCDA)
Responsible For: (Total number of staff)	N/A
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> • Provide technical expertise in the area of environmental policy and planning and to assist with monitoring and reporting.
Date:	March 2013

Organisation Context



Key Result Areas

The position of **Environmental Planning Officer (EPO)** addresses the following Key Result Areas:

1. Coordination and development
2. Technical advice, support and assistance
3. Networking and capacity building
4. Funding and resourcing

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

Jobholder is accountable for	Jobholder is successful when
<p>1. Coordination and development</p> <ol style="list-style-type: none"> a) Work with the PCDA to develop and deliver a coherent programme of work for the Secretariat in relation to environmental planning and assessment; b) Assist the EMRA with monitoring and reporting as required; c) Ensure effective coordination of relevant SPREP activities with donors, international and regional organisations and collaborating institutions working in the region; 	<ul style="list-style-type: none"> • Clear and relevant processes, with associated tools for environmental assessment and planning processes – EIA, SEA and IEA – are established in Pacific Island Countries and Territories (PICTs) • Partnerships are strengthened with members, partners and donors to support application of environmental assessment and planning processes in PICTs
<p>2. Technical advice, support and assistance;</p> <ol style="list-style-type: none"> a) Provide expert advice to SPREP member countries on key environmental planning, reporting and monitoring and ensure that best practice in these technical areas is reflected, where appropriate, across the whole of SPREP’s Strategic Programme activities in the region; b) Provide advice within the Secretariat and to SPREP members in relation to the following issues: environmental policy and planning and assist with environmental assessment, state of environment monitoring and reporting; c) Develop assessment tools and provide technical advice to SPREP members in relation to approaches and techniques for environmental assessment, monitoring and reporting and integrated planning systems; d) Provide support to members for the strengthening and management of their EIA processes; e) Provide input into projects and activities 	<ul style="list-style-type: none"> • Relevant training programmes are effectively implemented in PICTs on environmental planning and assessment processes, to assist members build their assessment and planning capacities • This training is supported by preparation and distribution of relevant manuals and guidelines, covering areas such as: climate risk assessment, rapid environmental assessment, and key thematic impact assessments (ecological, health, etc.) • Robust and efficient SPREP planning processes are implemented in environmental planning and assessment • Relevant international tools are adapted and applied in PICTs, with the development of regional tools and examples.

related to the SPREP Strategic Plan process	
3. Networking and capacity building <ul style="list-style-type: none"> a) Identify and implement ways of enhancing the national and regional capacity for planning and assessment b) Identify and implement ways of improving access to and use of strategic environmental planning tools and mechanisms (including Environmental Impact Assessments) in the region c) Work with the PCDA to conduct national capacity building in planning and assessment 	<ul style="list-style-type: none"> • Regional and National networks for EIA, SEA & IEA have been developed • Systems are in place for the regular review and updating of NEMS that integrate relevant thematic national plans (e.g. NBSAP, NAPA, NAP, etc); and are linked to the NSDSs • Regional and thematic guidelines for environmental assessment and planning are developed, covering issues such as: mining; tourism; and agriculture.
4. Funding and resourcing <ul style="list-style-type: none"> a) Identify and secure funds and other support for the work programme, in conjunction with other programme staff and Management 	<ul style="list-style-type: none"> • An integrated funding strategy is in place for key regional and national environmental assessment and planning priorities. • Funds are secured to provide technical assistance and capacity building for PICTs.

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/Immediate Supervisor as part of the performance development process.

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

Work Complexity

Most challenging duties typically undertaken:

- Adapting, planning and assessment of guidelines (or manuals) in a more effective, streamlined and coherent way to meet the needs of the region.

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
External <ul style="list-style-type: none"> • Member countries • Donors / Partners • Professional / Scientific organisations • Regional / International organisations 	<ul style="list-style-type: none"> • Advice and assistance • Consultations • Negotiations

<p>Internal</p> <ul style="list-style-type: none"> • Executive Management • Programme staff • Support staff 	<ul style="list-style-type: none"> • Advice and support • Programme and cross cutting work and collaboration • Reporting
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Level of Delegation

<p>The position holder:</p>
<ul style="list-style-type: none"> • manages an operational budget • can authorise costs in own budget up to a certain limit • can carry out negotiations on behalf of SPREP • can seek funding opportunities for work programme 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

<p>Essential</p>
<ol style="list-style-type: none"> 1. Minimum qualifications of a Bachelor degree in Environmental Management or other relevant technical field

Knowledge / Experience

<p>Essential</p> <ol style="list-style-type: none"> 2. At least 5 years' experience in Environmental Governance or relevant area, preferably within the Pacific islands region
<ol style="list-style-type: none"> 3. Demonstrated knowledge and understanding of environmental policies; environmental planning, assessments, monitoring and reporting in the region
<ol style="list-style-type: none"> 4. Demonstrated experience in programme and project management including monitoring and evaluation, financial management, proposal and report writing with a high level of organisational, analytical and problem-solving skills
<ol style="list-style-type: none"> 5. Demonstrated experience in working within a multi-disciplinary and multi-cultural team environment with a demonstrated ability to motivate teams and establish and implement work plans objectives, including strong coordination and facilitation skills amongst key partners and member countries

6. Excellent written and verbal communication skills including high level of presentation and inter-personal skills with sound experiencing in capacity building and maintaining effective relationships with a diverse group of people.
7. Demonstrated knowledge and understanding of accepted and emerging environmental issues and challenges in the Pacific Island 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"> • EIA, SEA & IEA expert • Project management • Advisory and analytical • Environmental knowledge • Programme monitoring and evaluation • Work programme planning, budgeting and implementation • Proposal development • Environmental issues, key agreements and conventions
Advanced level	<ul style="list-style-type: none"> • Environmental issues in the Pacific islands region • Emerging environmental issues and challenges • Using GIS, Analogs, and other relevant planning tools where appropriate • Trainer experience
Working Knowledge	<ul style="list-style-type: none"> • General management principles
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 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 10 of SPREP's salary scale and will be in the range of SDR27,689 to SDR41,533. Currently, the equivalent base salary in Samoan Tala is SAT\$105,836 (USD\$45,619) to SAT\$158,752 (USD\$68,428) per annum. **Starting salary will be based on the Secretariat's established remuneration guidelines.**

Cost of living differential allowance (COLDA): A Cost-of-Living Differential Allowance within the range of SDR3,743 – 4,816 will also be paid to the successful candidate. The current equivalent in Samoan Tala is SAT\$14,307 (USD\$6,167) to SAT\$18,408 (USD\$7,934). 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\$2.32

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\$1,813).

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\$6,724) per annum per dependent child, with an overall maximum of Samoan Tala \$46,800 (USD\$20,172) 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\$1,003) 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\$1,034) 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 Disability Insurance: All employees are covered by SPREP's 24 hour Personal Life, Accidental Death & 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 General, 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 Environmental Planning Officer (EPO)**” and send to recruitment@sprep.org (*Most preferred option*) OR
- b) **BY POST OR FAX:** Application to be addressed and sent to: The Director, SPREP, P O Box 240, Apia or fax number (685)20231 and clearly marked “**Application for Environmental Planning Officer (EPO)**”

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

Closing date: Friday, 19th April 2013: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
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