



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

APPLICANT INFORMATION PACKAGE  
**GLOBAL ENVIRONMENT FACILITY, PROJECT COORDINATOR**  
**(GEFPC)**



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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 65 staff and an annual budget of USD \$14 million in 2012.

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 20 Pacific island member countries and territories (American Samoa, Cook Islands, Federated States of Micronesia, Fiji, French Polynesia, Kiribati, Marshall Islands, Nauru, New Caledonia, Niue, Northern Marianas, Palau, Papua New Guinea, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, Vanuatu and Wallis & Futuna) and four developed countries (Australia, France, New Zealand 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.

### **Waste Management and Pollution Control Background**

Pollution and the growing generation of solid and hazardous wastes are major threats to the environments and sustainable development of the Pacific islands and their management is one of the major foci of SPREP activities. Globalization is accelerating the transition of Pacific nations and their communities towards consumer economies with attendant increases in urbanisation, migration and participation in international trade. The resultant escalation in generation of solid and liquid wastes,

increase in shipping and land based transport and the development of infrastructure and industry throughout the region is increasing the risk of coastal and marine pollution. These trends and the lack of controls on chemicals imported into the region, together with the lack of capacity to manage this array of pollutants threatens to undermine the quality and health of vulnerable island ecosystems on which Pacific islanders depend. The Waste Management and Pollution Control (WMPC) Division helps create a cleaner, healthier Pacific environment by assisting in the regional management and control of pollution. Major pollution sources of current importance include household and industrial solid wastes, hazardous wastes and agricultural chemicals, and wastes sourced from ships and shipping activities. The Waste Management and Pollution Control Division also plays a major role in regional oil spill management and the prevention of the introduction of marine invasive species.

### **GEF Project Background**

A critical area of reform in the management of waste and pollution in the region is in the control and minimisation of incomplete combustion processes which occur through open and uncontrolled burning across the Pacific region. This GEFPAS project *“Pacific POPs release reduction through Improved Management of Solid and Hazardous wastes”* will introduce integrated whole-system approaches to the environmentally sound management of solid and hazardous wastes, which will help reduce the unintentional formation of persistent organo-chlorines (POPs) in the region.

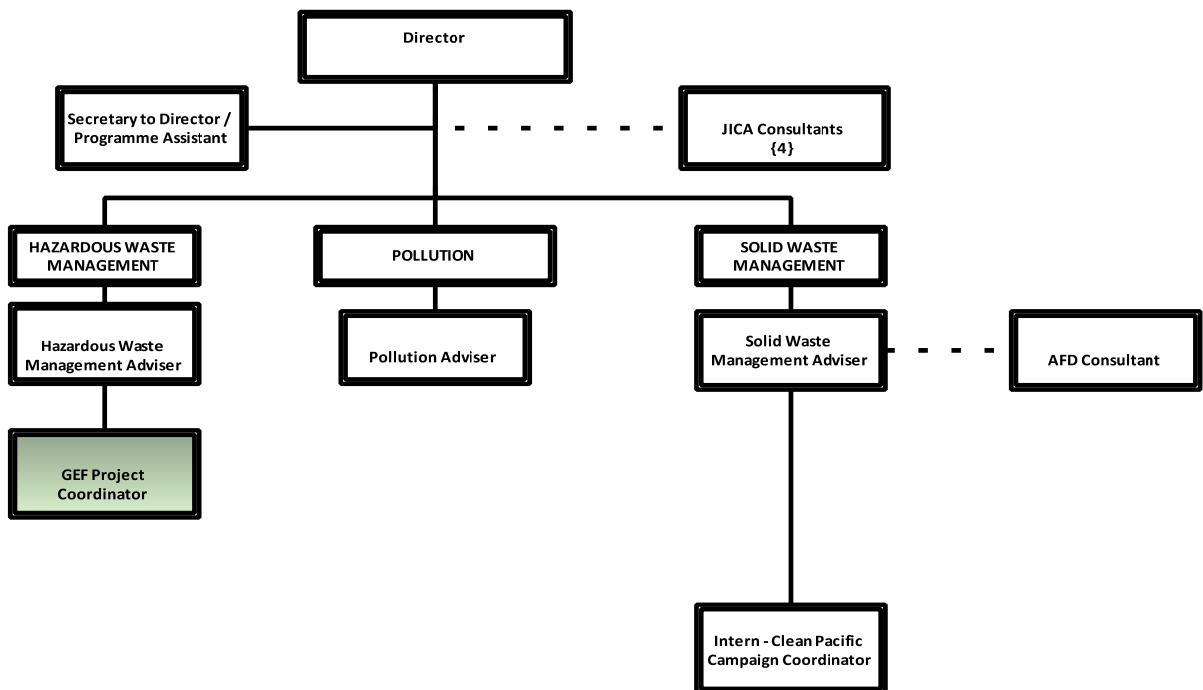
SPREP is the GEF Executing Agency of the project which is expected to commence in the first six months of 2012. The project will operate in eleven of the SPREP member countries (Cook Islands, FSM, Marshall Islands, PNG, Samoa, Tuvalu, Kiribati, Niue, Nauru, Vanuatu, and Fiji). The GEF Project Coordinator’s role will oversee and assist with the implementation of this highly complex project, particularly to assist SPREP and participating countries in complying with UNEP and GEF reporting requirements, and to facilitate and coordinate the implementation of the project. Specific areas of work covered by the project include:

1. Development of national and regional uPOPs prevention and management strategies;
2. Training and awareness raising in solid and hazardous waste management best practices;
3. Enhanced, post-NIP Inventory, stockpile management and safe disposal strategies for unwanted pesticides (including POPs) and school laboratory chemicals;
4. Waste oil export and reuse in Polynesia and Melanesia; and
5. National technical assistance for country-specific post-NIP activities.

## B. JOB DESCRIPTION

<b>Job Title:</b>	Global Environment Facility, Project Coordinator (GEFPC)
<b>Division:</b>	Waste Management & Pollution Control
<b>Programme:</b>	Hazardous Waste
<b>Responsible To:</b>	Hazardous Waste Management 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>Assist with the implementation of the GEF uPOPs Project, particularly to assist SPREP and participating countries in complying with UNEP and GEF reporting requirements, and to facilitate the operation of the projects.</li> </ul>
<b>Date:</b>	February 2012

### Organisation Context



## Key Result Areas

The position of Global Environment Facility Project Coordinator (**GEFPC**) addresses the following Key Result Areas:

1. Project Planning and Management
2. Financial Management
3. Technical and Administrative support
4. Project Monitoring & Reporting

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

Jobholder is accountable for	Jobholder is successful when
<p><b>1. Project Planning &amp; Management;</b></p> <ol style="list-style-type: none"> <li>a) Ensure that planning for all project activities is carried out to highest standards of efficiency.</li> <li>b) Facilitate the operational management of the project according to the Project Document, the procedures in the official UNEP Operational Guidelines, and SPREP operating standards.</li> <li>c) Organise and facilitate project activities according to project work plans (including key regional meetings and training workshops), in order to allow production of project outputs in a timely manner; updating and regular reviewing of the project work plan.</li> </ol>	<ul style="list-style-type: none"> <li>• Project plans are prepared in a comprehensive and timely manner.</li> <li>• Project staff/consultants are well-informed of guidelines and requirements.</li> <li>• Project staff/consultants are provided with effective guidance and facilitation for planning and implementation.</li> <li>• Relevant activities are well-coordinated with other ongoing complementary projects</li> </ul>
<p><b>2. Financial Management</b></p> <ol style="list-style-type: none"> <li>a) Maintain an overview of the planning, execution and financial management of the project</li> <li>b) Revise budgets and allocations to ensure output delivery within budget.</li> <li>c) Provide information to SPREP and UNEP and feedback to countries on progress and financial status of the project.</li> <li>d) Assist countries and SPREP in attracting further co-financing from international, regional and national sources to finance both regional and national activities.</li> </ol>	<ul style="list-style-type: none"> <li>• Project managers, supervisors and staff are well-informed of status and progress of both projects.</li> <li>• Cash-flow is adequately planned.</li> <li>• Project and organisation staff receive useful assistance in attracting funding.</li> </ul>
<p><b>3. Technical and Administrative Support;</b></p> <ol style="list-style-type: none"> <li>a) Coordinate technical support from regional and international sources during planning and execution.</li> <li>b) Support the national (in-country)</li> </ol>	<ul style="list-style-type: none"> <li>• National (in-country) project staff recruited (year 1).</li> <li>• Regular technical inputs provided to project web pages.</li> </ul>

<p>coordinators and project teams in carrying out the project activities, especially by providing coordination and facilitating timely completion of tasks.</p> <p>c) Draft terms of reference and initiate national, regional and international consultant contracts.</p> <p>d) Coordinate and participate in project meetings (virtual and/or personal), and external meetings (conferences, seminars, workshops, and electronic networks), providing secretariat support as required.</p>	<ul style="list-style-type: none"> <li>• Project information and filing management systems well maintained and up to date</li> <li>• Project input provided to assist regional project coordination</li> </ul>
<p><b>4. Project Monitoring &amp; Reporting</b></p> <p>a) Ensure that reporting on all activities is carried out according to the requirements of GEF, UNEP and SPREP and as described in the Project Document, and compile project reports in advance of reporting deadlines.</p> <p>b) Prepare inception report</p> <p>c) Compile 6-monthly progress reports, quarterly financial reports and other reports as per the monitoring schedule in the Project Document.</p> <p>d) Manage the regional monitoring and evaluation system according to the Project Document.</p> <p>e) Ensure that reports from project personnel in the participating countries are prepared as required.</p> <p>f) Supply information as required to SPREP, UNEP and External auditors for Project Implementation Reviews and Mid-term and Final Evaluations.</p> <p>g) Assist in management of the public relations and information management for the projects.</p> <p>h) Participate in the preparation of publications or other technical reports that may result from the projects.</p>	<ul style="list-style-type: none"> <li>• Financial and technical reports produced on time and according to GEF, UNEP and SPREP specifications in the Project Document.</li> <li>• Project meetings documented.</li> <li>• Monitoring and evaluation plans finalised and implemented in cooperation with national agencies and coordinators.</li> <li>• Regular press releases and information summaries produced and distributed.</li> <li>• Project documents produced for the scientific literature</li> <li>• Project audit and review documentation produced in a timely manner.</li> </ul>

**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 manager 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:

- Country liaison and coordination.
- Quality control of reporting, and meeting exacting standards and timelines.

**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>• UNEP Task Manager</li> <li>• National (in-country) Project Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Advice and assistance</li> <li>• Consultations and reporting</li> <li>• Discussions and negotiations</li> <li>• Communications and information sharing</li> </ul>
<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• Executive Management</li> <li>• SPREP Programme Staff</li> <li>• AFD Project Team Leader</li> </ul>	<ul style="list-style-type: none"> <li>• Advice and assistance</li> <li>• Consultations and reporting</li> <li>• Discussions and negotiations</li> <li>• Communications and information sharing</li> <li>• Staff issues</li> </ul>

**Level of Delegation**

The position holder:

- manages an operational budget
- can authorise certain costs within project budgets
- can seek funding opportunities for project 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

<b>Essential</b>
1. Minimum qualifications of a Bachelor degree in a relevant environmental field

## Knowledge / Experience

<b>Essential</b>
2. At least 5 years experience of managing complex projects, and in a role requiring a similar degree of versatility and responsibility, including technical and financial reporting on an internationally-funded project with regional scope, preferably in the Pacific islands region
3. Demonstrated experience and broad knowledge of waste management and/or hazardous chemicals, and ecosystem management, preferably within the Pacific islands region
4. Proven experience in Oceania, sound knowledge of the Pacific Islands region and demonstrated ability to work and collaborate with donors and partners, senior government officials, NGOs and diverse groups of stakeholders
5. Strong organisational and time management skills with a demonstrated ability to motivate teams and establish and implement workplan objectives
6. Proven ability to work as part of a team within a multi-disciplinary and multi-cultural environment and developing and maintaining effective relationships with a diverse group of people
7. Excellent written and verbal communication skills including high level of presentation and interpersonal skills
8. Fluency in French would be considered an advantage

## 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>• Project management</li> <li>• Organisational and time management</li> <li>• Self-motivated</li> <li>• Policy advice</li> <li>• Analytical skills</li> <li>• Communications and interpersonal skills</li> </ul>
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	<ul style="list-style-type: none"> <li>• Report writing</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• Environmental issues in the Pacific islands region</li> <li>• UNEP GEF project operational guidelines</li> </ul>
Working Knowledge	<ul style="list-style-type: none"> <li>• Training in facilitation techniques</li> <li>• Demonstrated fund-raising ability in fields related to the projects</li> <li>• Knowledge of the Stockholm and Waigani Conventions</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• SPREP Strategic Plan</li> <li>• SPREP Work Programmes</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 initially with possible renewal, up to a maximum of 6 years, subject to availability of funds, continuity of related 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\$104,011 (USD\$45,420) to SAT\$156,015 (USD\$68,129) 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 SDR4,541 – 5,835 per annum will also be paid to the successful candidate. The current equivalent in Samoan Tala is SAT\$17,058 (USD\$7,449) to SAT\$21,919 (USD\$9,572). 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\$2.29

**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\$4,132 (USD\$1,804).

**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\$6,812) per annum per dependent child, with an overall maximum of Samoan Tala \$46,800 (USD\$20,437) per annum per family of 3 or more eligible children.

**Housing Assistance:** Professional staff shall receive housing assistance of 75% of the typical rent payable in Samoa for expatriate executive furnished housing. The current rate is SAT\$2,138 (USD\$934) 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\$1,048) 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, family (compassionate and paternity) and special (without pay) leave.

**Duty Travel:** SPREP meets travelling expenses at prescribed rates necessarily incurred by staff required to travel away from Apia on official business.

**Personal Accident Insurance:** All employees are covered by SPREP's 24 hour Life and Personal Accident 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 contract staff member will receive a superannuation allowance of 7% of basic salary. For local contract staff, 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.

## 4. ADMINISTRATIVE INFORMATION

**ESSENTIAL:** Applications should include:

1. Completed Application Form – Form can be downloaded from the Employment Section of the SPREP website [www.sprep.org](http://www.sprep.org)
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 GEF Project Coordinator**” 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, SPREP, P O Box 240, Apia or fax number (685)20231 and clearly marked “**Application for GEF Project Coordinator**”

For further enquiries, the HR Officer can be contacted on telephone (685) 21929 ext 230 or Email: [luanac@sprep.org](mailto:luanac@sprep.org)

**Closing date: Friday, 16<sup>th</sup> March 2012:** Late applications will not be considered.

SPREP is an Equal Opportunity Employer
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