



**SPREP**

Secretariat of the Pacific Regional  
Environment Programme

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*The Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures.*

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**APPLICANT INFORMATION PACKAGE**  
**HUMAN RESOURCES ADVISER (HRA)**

## **CONTENTS**

A. BACKGROUND INFORMATION ON SPREP

B. JOB DESCRIPTION

C. REMUNERATION PACKAGE – TERMS & CONDITIONS

D. ADMINISTRATIVE INFORMATION

## 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 100 staff and an annual budget of USD \$19 million in 2016.

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. This Plan is being reviewed in 2016.

### **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.

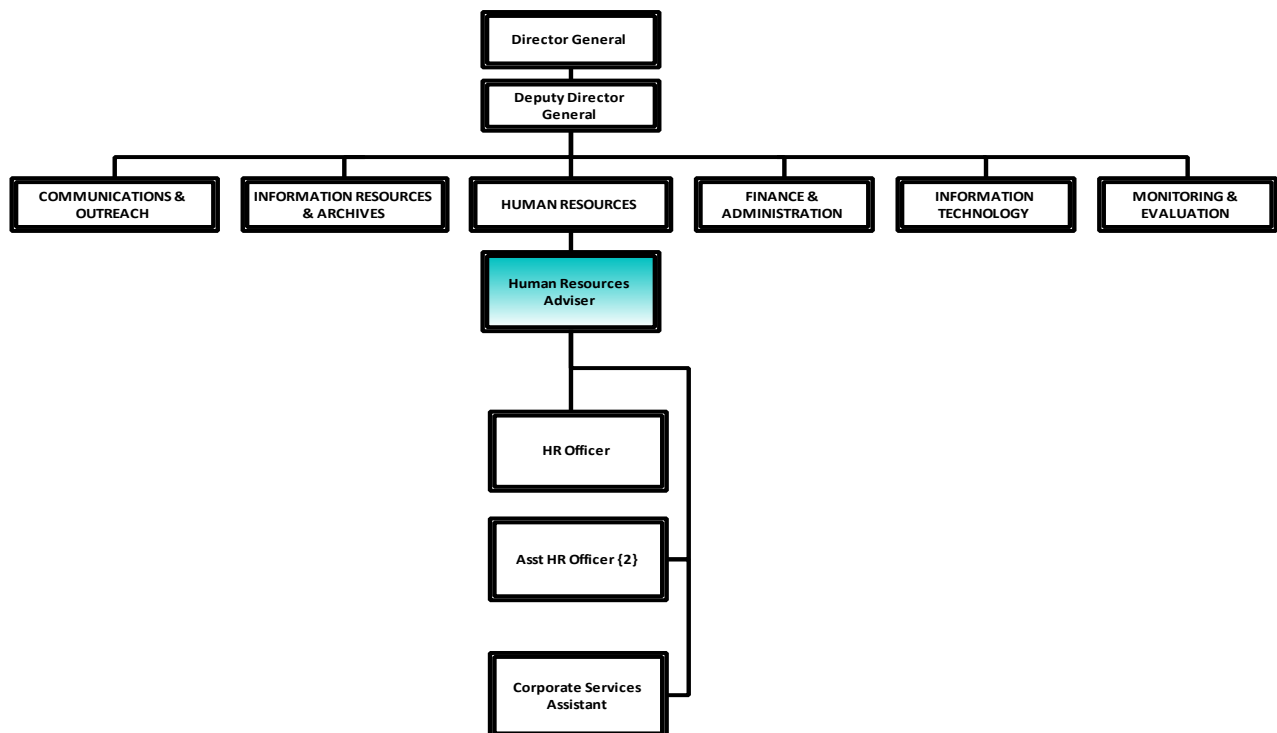
### **Corporate Services & Internal Audit**

- Corporate Services provide corporate support to the delivery of the Secretariat's strategic priorities and include Finance & Administration, Human Resources, Information Technology, Information Resources & Archives, Communications & Outreach and Monitoring & Evaluation. The Internal Audit Unit provides independent monitoring of the organisation's operations and governance procedures including risk management and internal controls.

## B. JOB DESCRIPTION

<b>Job Title:</b>	Human Resources Adviser (HRA)
<b>Division:</b>	Corporate Services
<b>Team:</b>	Human Resources
<b>Responsible To:</b>	Deputy Director General
<b>Responsible For: (Total number of staff)</b>	4 staff
<b>Job Purpose:</b>	<p><b>This job exists to:</b></p> <ul style="list-style-type: none"> <li>• Provide strategic leadership and management of the Human Resources Team</li> <li>• Provide strategic advice and services on all Human Resources matters</li> </ul>
<b>Date:</b>	April 2016

### Organisation Context



## Key Result Areas

The position of **Human Resources Adviser (HRA)** addresses the following Key Result Areas:

1. Senior Management Team
2. Strategic HR Advisory, Planning & Management
3. HR Policy and Regulations
4. CROP Harmonisation Working Group
5. Management & Leadership
6. 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. Senior Management Team</b></p> <p>a) Work collaboratively with Senior Management team colleagues to provide an integrated approach to strategic and organisational planning, programme design, work programme and budget implementation, performance monitoring and evaluation, and building partnerships to ensure the ongoing success of SPREP.</p> <p>b) Provide strategic policy advice and assistance to the Executive particularly on key strategic Human Resources issues and opportunities for the Secretariat, building insights into planning and priority setting and bringing critical and emerging issues to the attention of the Senior Management Team.</p> <p>c) Take part in Senior Management Team meetings and effectively contribute to discussions and decision making on key strategic issues for the organisation.</p>	<ul style="list-style-type: none"> <li>• Key HR priorities are achieved</li> <li>• Strategic and HR advice and inputs are provided to organisational strategic planning and all relevant institutional development</li> <li>• Submissions relating to changes to the Staff Regulations and other HR matters are prepared and presented to annual SPREP Meeting (SM)</li> <li>• Senior Management Team accepts and values advice and assistance</li> <li>• Critical and emerging issues are brought to Executive attention in a timely manner</li> <li>• Staff concerns and morale issues are addressed in an effective and timely manner</li> <li>• Staff participation is regular and effective, and staff contributions are acknowledged and valued</li> </ul>
<p><b>2. Strategic Advisory, Planning &amp; Management</b></p> <p>a) Plan and manage the Secretariat's Human Resources function and requirements to ensure all HR and staffing issues for the efficient and effective operations of the Secretariat are met and consistent with the SPREP Staff Regulations</p> <p>b) Provide strategic HR policy advice to the Secretariat as a member of the Senior Management Team</p>	<ul style="list-style-type: none"> <li>• HR needs of the organisations are well planned and fulfilled</li> <li>• HR objectives to support the Strategic Plan are successfully achieved</li> <li>• Accurate and timely advice is provided to the Senior Management Team</li> <li>• HR and staffing advice reflects best practice</li> </ul>
<p><b>3. Human Resources Policy and Regulations;</b></p>	

<ul style="list-style-type: none"> <li>a) Develop, implement and regularly update HR policies and regulations for the efficient and effective operations of the Secretariat</li> <li>b) Carry out regular checks and reviews of all HR processes and systems</li> <li>c) Manage and maintain the Human Resources Information Systems including the PayGlobal Payroll and Employee Connect</li> </ul>	<ul style="list-style-type: none"> <li>• HR policies and processes in place and implemented in an efficient and effective manner</li> <li>• HR policies and practices reflect best practice</li> <li>• Staff support for HR policies and practices through the Staff Satisfaction Survey</li> <li>• Continuous improvements to the SPREP HR systems are planned and implemented.</li> <li>• Staff queries and claims and processed in timely manner and in line with policies and procedures</li> </ul>
<p><b>4. CROP Harmonisation Working Group</b></p> <ul style="list-style-type: none"> <li>a) Represent SPREP at the Council of Regional Organisations in the Pacific (CROP) Harmonisation Working Group on Staff Remuneration</li> <li>b) Participate and contribute to CROP driven HR initiatives including developments in remuneration and HR policies</li> <li>c) Provide advice to the Senior Management Team on relevant issues</li> </ul>	<ul style="list-style-type: none"> <li>• Active participation and contribution to the CROP Harmonisation Working Group initiatives including annual workplan</li> <li>• Senior Management Team are kept informed of relevant developments on CROP HR and remuneration issues</li> <li>• Positive feedback including developments from CROP CEOs on outcomes of Working Group annual workplan</li> </ul>
<p><b>5. Management &amp; Leadership</b></p> <ul style="list-style-type: none"> <li>a) Provide oversight and coordinate the day to day management of the HR Section, including quality control and the provision of technical guidance and assistance to staff.</li> <li>b) Lead and manage the staff of the HR Section to achieve its objectives and establish and supervise individual Performance Development Plans, overall output delivery and identification of staff development needs;</li> <li>c) Lead and provide advice on the development and preparation of the Team's annual budget including all remuneration issues</li> </ul>	<ul style="list-style-type: none"> <li>• HR section achieves its Annual Work Plan and Budget (AWP&amp;B)</li> <li>• HR section achieves their annual priority targets</li> <li>• Positive feedback from staff on services provided to support the Strategic Programmes and overall operations of the Secretariat</li> </ul>
<p><b>6. Monitoring &amp; Reporting</b></p> <ul style="list-style-type: none"> <li>a) Provide all necessary reports for the Senior Management team and staff;</li> <li>b) Ensure all reporting requirements and commitments to staff and other stakeholders are fulfilled</li> <li>c) Ensure all HR records are updated, maintained and safeguarded.</li> </ul>	<ul style="list-style-type: none"> <li>• SPREP management and staff have access to accurate and relevant HR information</li> <li>• Annual Staff Satisfaction Survey is carried out and reports prepared to SMT and staff</li> <li>• Staff are regularly updated on HR developments and policies and procedures</li> <li>• Records are up-to-date and secured</li> </ul>

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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 System.

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

**Work Complexity**

**Most challenging duties typically undertaken:**

- Ensuring strategic and policy advice to the Senior Management Team is accurate, relevant, timely and reflects best practices
- Application of flexibility in addressing staff issues whilst maintaining compliance with Staff Regulations and audit requirements
- Dealing with different personalities and approaches in order to arrive at a mutually accepted position for a staff policy and procedure
- Managing changing priorities
- Implementing workplans with limited resources

**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>• CROP Harmonisation Working Group</li> <li>• Professional HR and Employment institutions</li> <li>• Consultants</li> <li>• General Public</li> </ul>	<ul style="list-style-type: none"> <li>• Advice and assistance</li> <li>• Consultations and reporting</li> <li>• Discussions and negotiations</li> <li>• Survey participation</li> <li>• Communications and information sharing</li> <li>•</li> </ul>
<p><b>INTERNAL</b></p> <ul style="list-style-type: none"> <li>• Executive Management</li> <li>• SPREP All Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Strategic policy advice</li> <li>• Supervision and advice</li> <li>• Advice, negotiations and support</li> <li>• Guidance and information sharing</li> <li>• Supervision, delegation, coaching and training</li> </ul>

**Level of Delegation**

The position holder:

- manages an operational budget and has oversight of the Team's budget
- can authorise costs in Team's budget including payroll, recruitment, performance rewards and all staff remuneration-related payments
- can carry out relevant negotiations on behalf of SPREP
- can seek funding opportunities for core 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

### Essential

1. A Master degree in Human Resources Management/Business Management/Organisational Development or related field OR a Bachelor degree in lieu, with applied relevant work experience in excess of the minimum required relevant work experience (Certified qualification and membership from a recognised HR body would be an advantage)

## Knowledge / Experience

### Essential

2. At least 10 years extensive high level experience in HR management, with at least 7 of those years in senior management and leadership roles, preferably in the Pacific islands region
3. Extensive leadership and management experience including management and supervision of medium to large teams and consultants, ability to motivate teams and establish and implement workplans, preferably in a multicultural and multi-disciplinary environment
4. Strong strategic advisory, financial and analytical skills including extensive knowledge of emerging HR and management issues and challenges in the Pacific Islands region with sound understanding and appreciation of environmental ethics, values and priorities
5. Excellent written and verbal communication skills including high level of negotiation work as well as excellent presentation and inter-personal skills with sound experiencing in capacity building and maintaining effective relationships with a diverse group of people
6. Proven project management experience and ability to prepare proposals, meeting papers and reports and to meet project deadlines often under difficult circumstances;



7. Excellent understanding and knowledge of HR Information Systems as well as Microsoft Office and relevant databases

### Key Skills / Attributes / Job Specific Competencies

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

<b>Expert level</b>	<ul style="list-style-type: none"> <li>• Leadership and management</li> <li>• Remuneration issues</li> <li>• Learning &amp; Development</li> <li>• Work programme planning, budgeting and implementation</li> <li>• Policy advice</li> <li>• Analytical skills</li> </ul>
<b>Advanced level</b>	<ul style="list-style-type: none"> <li>• Report writing</li> <li>• Communications skills</li> <li>• General management skills</li> </ul>
<b>Working Knowledge</b>	<ul style="list-style-type: none"> <li>• Environmental issues in the Pacific islands region</li> </ul>
<b>Awareness</b>	<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

All managers and supervisors are expected to uphold SPREP's established Leadership and Management Behaviours forming part of the Performance Development Plan.

### 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 12 of SPREP's salary scale. Starting salary will be in the range of SDR40,801 to SDR45,901. Currently, the equivalent in Samoan Tala is SAT\$155,710 (USD\$59,431) to SAT\$175,173 (USD\$66,860) per annum. 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 SDR5,147 to SDR 5,577 will also be paid to the successful candidate. The current equivalent in Samoan Tala is SAT\$19,642 (USD\$7,497) to SAT\$21,283 (USD\$8,123). 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\$2.62

**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 point of recruitment 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\$4,198 (USD\$1,602).

**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\$5,954) per annum per dependent child, with an overall maximum of Samoan Tala \$46,800 (USD\$17,863) 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\$889) 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\$916) per annum as stipulated under SPREP's Security Assistance policy.

**Annual Leave:** 25 working days a year (up to a maximum accumulation of 50 days).

**Sick Leave:** 30 working days a year (up to a maximum accumulation of 90 days).

**Other Leave:** Provisions also exist for maternity, compassionate, paternity, examination and special leave (without pay).

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

**Life and Accidental Death and Disability Insurance:** All employees are covered by SPREP's 24 hour

Life and Accidental Death and Disability Insurance Policy.

**Medical Benefits:** All employees and their dependants are entitled to have all reasonable medical, dental and optical expenses met, under the terms and conditions of the SPREP in-house Medical Treatment Scheme.

**Superannuation:** An expatriate internationally recruited staff member will receive a superannuation allowance of 7% of basic salary. For nationals of Samoa, SPREP will pay 7% of basic salary to the Samoa National Provident Fund.

### **Learning and Development**

Learning and development opportunities will be based on the approved SPREP Performance Development System and individual Performance Development Plans.

### **Definitions:**

'Dependant' means the spouse and financially dependent children of an employee.

'Dependent child' means an employee's unmarried, financially dependent, natural or legally adopted child who is:

- under the age of 16 years; or
- under the age of 19 years if undertaking full-time study at a secondary school; or
- under the age of 25 years if enrolled and undertaking full-time study at a university or other tertiary institution; or
- mentally or physically incapacitated.

'Expatriate' means an internationally recruited staff member, who is not a citizen or permanent resident of Samoa, and who resides in Samoa only by virtue of employment with SPREP.

**Equal Opportunities:** SPREP is an Equal Opportunity Employer. Men and women are equally eligible for all posts in SPREP.

**General:** Appointment will be under the terms and conditions of SPREP's Staff Regulations, a copy of which will be made available to the successful applicant.

## 4. ADMINISTRATIVE INFORMATION

**ESSENTIAL:** Applications should include:

1. Completed Application Form – can be downloaded from the Employment Section of our website;
2. A detailed Curriculum Vitae.

**Applications that do not complete the SPREP Application Form and submit all the requirements stated above will not be considered.**

**Submitting applications:**

- a) **BY EMAIL:** Subject matter to be clearly marked “**Application for Human Resources Adviser**” 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 Human Resources Adviser**”

For further enquiries, contact the HR Officer, Ms Luana Jamieson, on telephone (685) 21929 ext 230 or Email: [luanac@sprep.org](mailto:luanac@sprep.org)

**Closing date: Friday, 27<sup>th</sup> May 2016:** Late applications will not be considered.

SPREP is an Equal Opportunity Employer
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