



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

APPLICANT INFORMATION PACKAGE
HUMAN RESOURCES OFFICER (HRO)



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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 80 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.

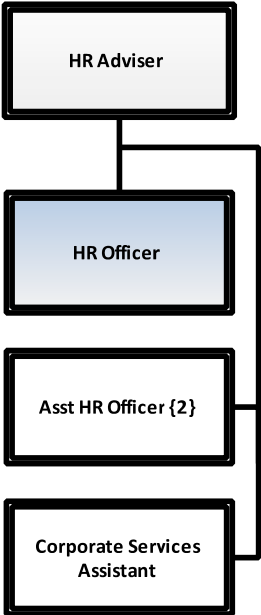
Corporate Services

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:	Human Resources Officer (HRO)
Programme:	Corporate Services
Group / Team:	Human Resources
Responsible To:	Human Resources Adviser
Responsible For: (Total number of staff)	N/A
Job Purpose:	This job exists to: <ul style="list-style-type: none">• Provide advice, guidance, services and support for all Human Resources policies, issues and procedures
Date:	September 2013

Organisation Context



Key Result Areas

The position of **Human Resources Officer (HRO)** addresses the following Key Result Areas:

1. Human Resources policies and procedures
2. Staff entitlements
3. Human Resources Information System
4. HR Newsletter
5. General administration

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

Jobholder is accountable for	Jobholder is successful when
<p>1. Human Resources policies and procedures;</p> <p>a) Implement HR policies and procedures including;</p> <ul style="list-style-type: none"> • Recruitment & Selection • Performance Development Plans • Employment Contracts • Relocations and repatriations • Induction • Staff terms and conditions • Learning and development • Personal Accident & Life Insurance • Occupational Health & Workplace Safety • Code of Conduct <p>b) Provide advice and support to staff on policies and procedures and all other staffing issues</p> <p>c) Ensure processes and practices comply with policies</p> <p>d) Take part and provide guidance in recruitment and selection processes where required</p> <p>e) Monitor and advise on the Performance Development System and Process</p> <p>f) Develop and implement the annual Learning & Development calendar in collaboration with Directors and Team Leaders based on annual priorities</p> <p>g) Collaborate with the Accounting & Administration Officer (AAO) on the Occupational Health & Safety (OHS) policy and procedures and assist in the implementation of the Disaster Management Plan</p>	<ul style="list-style-type: none"> • HR policies and procedures are effectively implemented • Processes are completed on time and within the minimum time possible • Staff queries are responded to in a timely manner • Positive feedback from staff is provided regarding advice and services provided • Staff are aware of HR policies and procedures • HR guidance is provided in recruitment and selection processes • The annual Performance Development Process is completed on time • The Annual Learning & Development calendar is developed and implemented in support of priorities agreed to with Directors and Team Leaders • OHS policy and procedures are in place and effectively applied and regularly updated • Advice and support provided to the AAO regarding the Disaster Management Plan
<p>2. Staff entitlements and support;</p>	

<p>a) Review, process and provide relevant advice on all staff claims and entitlements in accordance with the Staff Regulations including:</p> <ul style="list-style-type: none"> • Medical • Education • Expatriate entitlements • Leave entitlements <p>b) Oversee the relocation and repatriation procedures and other employment requirements for all staff;</p> <p>c) Provide guidance and support to staff on all HR matters</p>	<ul style="list-style-type: none"> • Staff claims are processed in a timely manner and according to established policies and procedures • Relocation and repatriation processes are implemented on time • HR database is maintained and updated • Timely and relevant guidance and support is provided to all staff and partners
<p>3. Human Resources Information System</p> <p>a) Ensure the staff and payroll data are up-to-date and entered in the system</p> <p>b) Check that data is correct for fortnightly and monthly payrolls</p> <p>c) Report any irregularities relating to the data and system</p> <p>d) Attend to queries from staff</p>	<ul style="list-style-type: none"> • Payroll is processed on time and data is up-to-date and error-free • Irregularity reports and problems are identified and addressed at the earliest possible • Staff queries are addressed and resolved at the earliest possible opportunity
<p>4. HR Newsletter</p> <p>a) Oversee the development and circulation of the HR Newsletter</p> <p>b) Provide guidance to the HR staff to ensure the HR newsletter includes up-to-date information and advice to staff</p>	<ul style="list-style-type: none"> • Newsletter is prepared, edited and circulated on a monthly basis • Positive feedback from staff on the Newsletter • Newsletter is informative, up-to-date and accurate
<p>5. General administration ;</p> <p>a) Provide regular updates to Management on the status of the HR processes</p> <p>b) Provide timely advice to Finance on staffing remuneration issues;</p> <p>c) Ensure all relevant records are updated and maintained and all Personal Files safeguarded and kept confidential at all times;</p> <p>d) Oversee the administration requirements for the HR section including provision of training and coaching to HR staff;</p> <p>e) Provide a monthly report to HRA on HR issues.</p>	<ul style="list-style-type: none"> • Monthly updates are provided to HRA and to the Senior Management Team • Timely advice on remuneration issues is provided • Records are maintained and safeguarded • The Attendance Book is accurate • Administration requirements are implemented in line with established policies and procedures

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:

- Ensuring HR policies and procedures are maintained and implemented and that staff are aware of HR's established procedures and policies
- Ensuring staff entitlements and claims comply with HR policies and procedures and in accordance with SPREP's staff regulations and are processed in a timely basis
- Providing timely advice and support to staff on all HR issues and remuneration and getting staff to comply with HR policies and procedures
- Providing update to HRA and Management on status of recruitment and HR issues
- Ensuring staff issues and official HR correspondences are kept confidential at all times

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"> • Media outlets • HR sections of CROP agencies • Public and Businesses • Private and Public organisations • Insurance providers • 	<ul style="list-style-type: none"> • Advertisement and payments • Discussions and information sharing • Meetings • Business transactions • Communications
<p>Internal</p> <ul style="list-style-type: none"> • Executive Management • Programme staff • Support staff 	<ul style="list-style-type: none"> • Advice and support • Guidance • Processing claims • Reporting

Level of Delegation

The position holder:

- Has no delegation of authority

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 Bachelor degree in Human Resources / Management / Business Administration or relevant discipline

Knowledge / Experience

Essential
2. At least 5 years experience in Human Resources / Business Management operations, preferably within the Pacific region
3. Excellent knowledge and experience in HR policies, systems and processes including policy advisory work, monitoring and evaluation, proposal and report writing and analytical work
4. Excellent organisational and public relations skills with demonstrated ability to establish and maintain effective relationships with a diverse group of people, ability to exercise good sense of judgment, diplomacy and tact within a multi-disciplinary and multi-cultural team environment
5. Demonstrated knowledge of accepted and emerging Human Resources issues and challenges and application to the Pacific islands region
6. Excellent written and verbal communication skills including high level of presentation and interpersonal skills, with excellent understanding and knowledge of HR databases and Microsoft Office
7. Demonstrated ability to set and meet work-plan priorities and deadlines with minimal supervision; monitor and evaluate work targets , problem solving skills and demonstrates initiative to think outside the box

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"> • HR best practices • Occupational Health and Safety issues • Learning & Development • Administration • Monitoring and evaluation • People skills • Communications and Public Relations • Reporting
Advanced level	<ul style="list-style-type: none"> • Advisory and analytical skills

Working Knowledge	<ul style="list-style-type: none"> • Recent developments and initiatives in HR
Awareness	<ul style="list-style-type: none"> • SPREP Strategic Plan • SPREP Work Programmes • Environmental issues in the Pacific islands region • Emerging environmental issues and challenges

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 8 of SPREP's salary scale and will be in the range of SDR21,946 to SDR32,918 per annum. Currently, the equivalent base salary in Samoan Tala is SAT\$83,884 (USD\$34,952) to SAT\$125,822 (USD\$52,426) 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 SDR3,298 – SDR4,148 per annum will be paid to the successful candidate. The current equivalent in Samoan Tala is SAT\$12,606 (USD\$5,253) to SAT\$15,855 (USD\$6,606) per annum. 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\$2.40

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\$1,752).

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.

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\$970) 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\$1,000) 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 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 Human Resources 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, 25th October 2013: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
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