



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

## **APPLICANT INFORMATION PACKAGE**

**EDF10 Hazardous Waste Project Officer**  
**(HWPO)**



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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.

### **HAZARDOUS WASTE MANAGEMENT BACKGROUND**

Pollution and the growing generation of solid and hazardous wastes and chemical contaminants 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 urbanization, 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 waste and pollution. Major pollution sources of current importance include household and industrial solid wastes, hazardous wastes and agricultural chemicals, oil and hazardous and noxious substance spills and marine invasive species from ships and shipping activities.

### **Background to the EDF10 PACWASTE Project**

Whilst significant progress has been made, or is underway in the management of solid wastes generated by households in many Pacific island communities, hazardous solid wastes such as asbestos, E-wastes and medical waste remain essentially unmanaged. These poorly managed hazardous wastes pose significant human health risks, and when disposed of inappropriately, also present a significant environmental hazard. A critical area of reform in the management of waste and pollution in the region will occur through the EU project "*Pacific Hazardous Waste Management (Pac Waste)*". This 4 year, 8M Euro PacWaste project supports Pacific countries' efforts to adopt cost-effective and self-sustaining priority hazardous waste management systems. The project will identify and implement cost-effective solutions in target countries by building local capacity to implement and manage technically-feasible and environmentally and financially sustainable solutions within each hazardous waste stream. Specifically, the PacWaste project has 4 key result areas:

- **Result 1:** Pacific regional hazardous waste status and management options are assessed and prioritized for asbestos, E-waste and health care waste.
- **Result 2:** Best available practices in asbestos, E-waste and health care waste management are implemented in demonstration Pacific countries.
- **Result 3:** Capacity is enhanced and appropriate policies and regulatory frameworks are adopted to mitigate and better manage each of the 3 hazardous waste streams in Pacific island countries.
- **Result 4:** Regional collaboration and information exchange on hazardous waste management practices is improved.

SPREP is the Executing Agency of the project which commenced on 17 May 2013. The project will operate in fourteen of the SPREP member countries (Cook Islands, FSM, Fiji, Kiribati, Marshall Islands, Nauru, Niue, Palau, PNG, Samoa, Tuvalu, Solomon Islands, Tonga and Vanuatu), as well as Timor Leste.

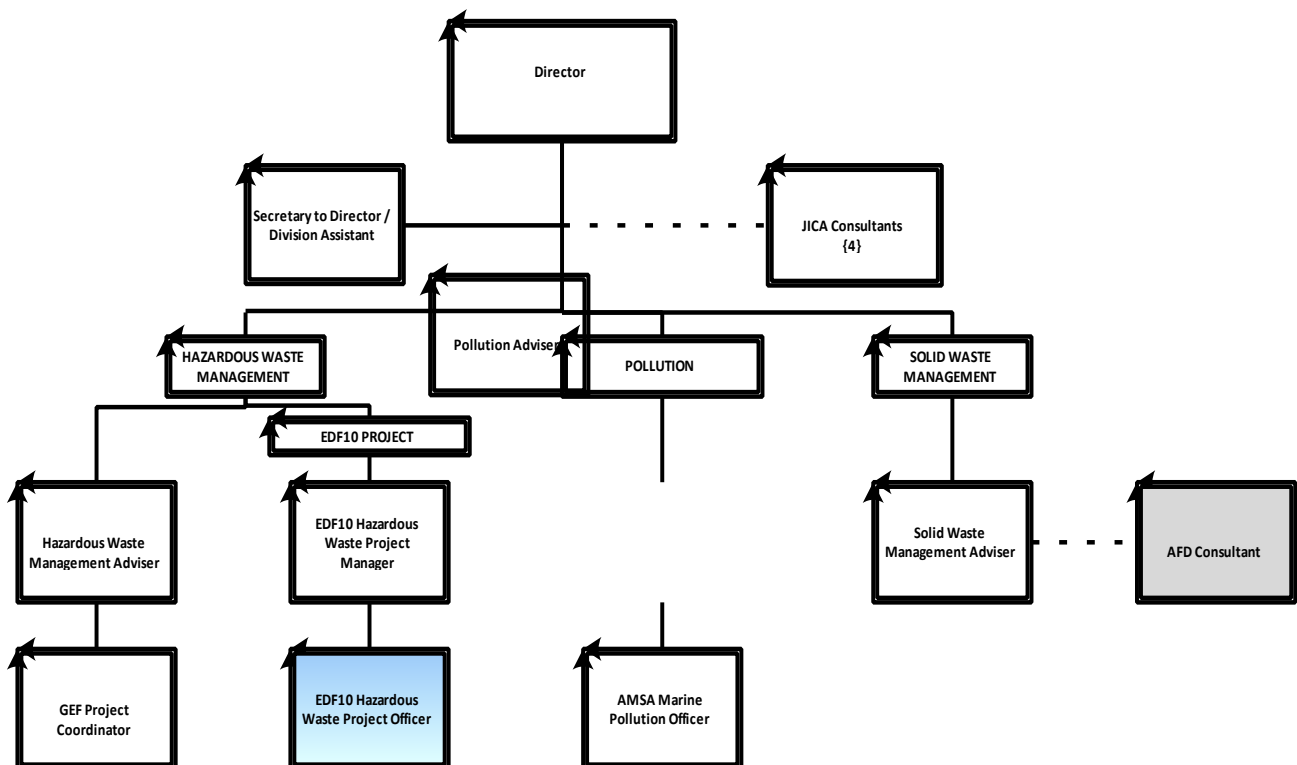
The EDF10 PACWASTE Project Officer's role will assist with the implementation of this highly complex project, particularly to assist SPREP and participating countries in complying with EU reporting and visibility requirements, and to facilitate and coordinate the implementation of the project. Specific areas of work covered by the multimillion dollar, four year project include:

1. Project Planning and Management
2. Financial Management
3. Technical and Administrative Support
4. Project Monitoring & Reporting
5. Regional Project Visibility

## B. JOB DESCRIPTION

<b>Job Title:</b>	EDF10 Hazardous Waste Project Officer
<b>Programme:</b>	Waste Management & Pollution Control
<b>Group / Team:</b>	Hazardous Waste
<b>Responsible To:</b>	EDF10 Hazardous Waste Project Manager
<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 EDF10 PacWaste Project, particularly to assist SPREP and participating countries in complying with EU reporting requirements, and to facilitate the visibility and operation of the project.</li> </ul>
<b>Date:</b>	July 2013

### Organisation Context



## Key Result Areas

The position of **EDF10 Hazardous Waste Project Officer** addresses the following Key Result Areas:

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

*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 Support;</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 EU 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 the EU 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>• Budget reports are prepared and submitted on a timely basis as required</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 national project teams in carrying</li> </ol>	<ul style="list-style-type: none"> <li>• Project Consultants recruited following due process</li> <li>• Project information and filing management systems well maintained and up to date</li> </ul>

<p>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 input provided to assist regional project coordination</li> <li>• Project meetings (Steering Committee and Technical Committee) well coordinated and managed</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 the EU and SPREP and as described in the Project Document, and compile project reports in advance of reporting deadlines.</p> <p>b) Compile progress reports, financial reports and other reports as per the monitoring schedule in the Project Document.</p> <p>c) Manage the regional monitoring and evaluation system according to the Project Document.</p> <p>d) Ensure that reports from project personnel in the participating countries are prepared as required.</p> <p>e) Supply information as required to SPREP, EU and external auditors for Project Mid-term and Final Evaluations.</p>	<ul style="list-style-type: none"> <li>• Financial and technical reports produced on time and according to EU 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>• Project audit and review documentation produced in a timely manner.</li> </ul>
<p><b>5. Project Visibility</b></p> <p>a) Develop plan and activities for enhancing project visibility to members</p> <ul style="list-style-type: none"> <li>• b) Assist in management of the public relations and information management for the projects. Participate in the preparation of publications or other technical reports that may result from the projects.</li> </ul>	<ul style="list-style-type: none"> <li>• Regular technical inputs provided to project web pages.</li> <li>• Regular press releases and information summaries produced and distributed.</li> <li>• Project documents produced for the scientific literature</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 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:

- Country liaison and coordination
- Quality control of reporting
- Meeting project timelines and milestones

### 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>• Suva-based EU Task Manager(s)</li> <li>• National (in-country) Project Staff</li> <li>• Project Consultants</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>• EDF10 Project Manager</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:

- can authorise costs in own budget
- 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



**Essential**

1. Minimum qualifications of a Bachelors Degree in Environmental Science or other relevant technical field OR applied relevant work experience in excess of the minimum required relevant work experience.

**Knowledge / Experience****Essential**

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.
3. Demonstrated working experience and broad knowledge of hazardous waste (asbestos, E-waste or healthcare waste) management issues, preferably within the Pacific islands region.
4. A sound knowledge of the Pacific Islands region and demonstrated ability to work and collaborate with diverse groups of stakeholders as well as ability to work as part of a team within a multi-disciplinary and multi-cultural environment.
5. Strong organizational and time management skills with a demonstrated ability to establish and implement workplan objectives.
6. Excellent written and verbal communication skills including high level of presentation and interpersonal skills.
7. Demonstrated experience in the development of project visibility and presentation materials and the use of Adobe© Indesign, Photoshop and Illustrator (or similar) would be regarded favourably.

**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>• Analytical skills</li> <li>• Communications and interpersonal skills</li> <li>• Report writing</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• Environmental issues in the Pacific islands region</li> <li>• Hazardous waste management</li> <li>• UNEP GEF project operational guidelines</li> <li>• Reporting and visibility/promotional materials</li> </ul>

Working Knowledge	<ul style="list-style-type: none"> <li>• Knowledge of the Stockholm and Waigani Conventions</li> <li>• Financial reporting</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 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\$43,734) to SAT\$158,752 (USD\$65,600) 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\$5,912) to SAT\$18,408 (USD\$7,607). 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\$2.42

**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\$1,737).

**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\$6,446) per annum per dependent child, with an overall maximum of Samoan Tala \$46,800 (USD\$19,339) 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\$962) 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\$992) 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.

**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 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 EDF10 Hazardous Waste Project Officer (HWPO)**” 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 EDF10 Hazardous Waste Project Officer (HWPO)**”

For further enquiries, the Assistant HR Officer can be contacted on telephone (685) 21929 ext 325 or Email: [jolynn@sprep.org](mailto:jolynn@sprep.org)

**Closing date: Friday, 2nd August 2013:** Late applications will not be considered.

SPREP is an Equal Opportunity Employer
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