



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

APPLICANT INFORMATION PACKAGE  
**INFORMATION RESOURCE CENTRE & ARCHIVES MANAGER**  
**(IRCAM)**



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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.

## **INFORMATION RESOURCES & ARCHIVES CENTRE**

Key functions include the management of the library, knowledge management functions, archives and records management and all information resources for SPREP including the PEIN and ACP MEAs.

### **PACIFIC ENVIRONMENT INFORMATION NETWORK [PEIN]**

The objectives of the Pacific Environment Information Network are to:

- Strengthen environmental information flow to and within, member countries in a variety of print and electronic formats
- Develop and manage information dissemination networks for both hardcopy and electronic information resources utilising the SPREP website, a network of in-country partners and repository libraries, and web 2.0 social networks and communities of practice
- Develop and manage targeted online environmental information resources to support the work of the Secretariat and its stakeholders. These resources include virtual environment libraries for each of the Pacific island countries and territories and a range of online directories and pathfinders.
- Develop capacity at the regional and national level to better manage and provide access to critical environmental information. This include technical advice and assistance to PICTS in the development and management of environment information resource centres and libraries

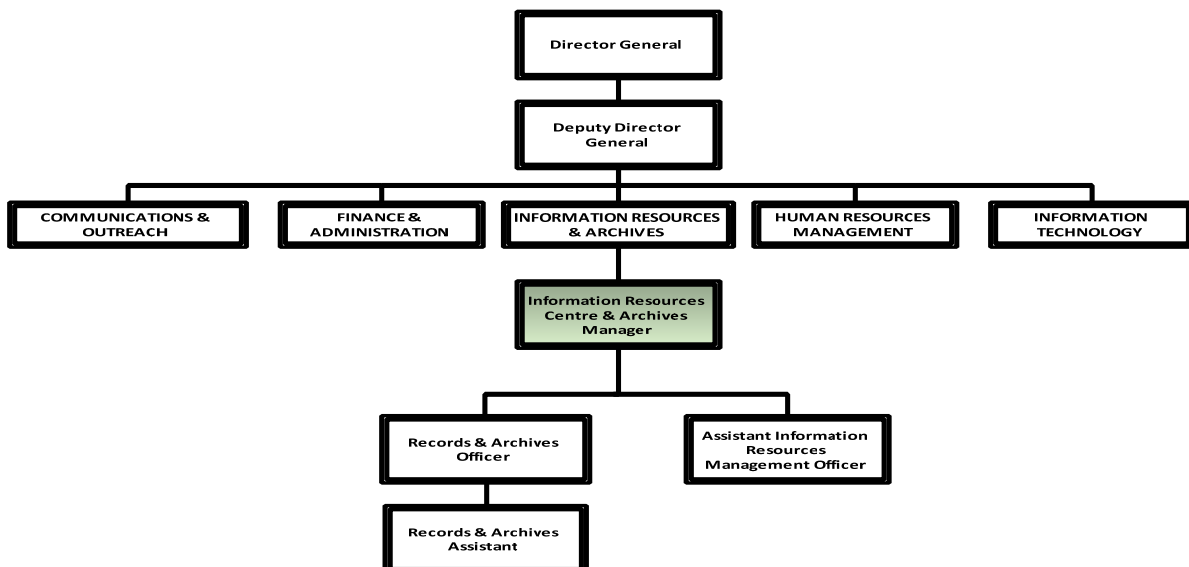
### **AFRICAN, CARIBBEAN & PACIFIC (ACP) MULTILATERAL ENVIRONMENTAL AGREEMENTS (MEAs) PROJECT**

The Pacific Hub of the ACP MEA project, which ran from 2009 to 2013, will foster the intra-governmental networks for cost-effective compliance with MEAs. The Pacific Hub is implementing activities worth a total of 1.3 million Euros over the four years. These activities will focus on providing technical assistance, training, and policy and advisory support services to enable participating countries to fulfil their MEA obligations. Two key information components of the ACP MEA project are the development and management of a Pacific clearinghouse mechanism and database for MEAs and the strengthening of capacity at a national level in PICTs to manage environment information.

## B. JOB DESCRIPTION

<b>Job Title:</b>	Information Resource Centre & Archives Manager (IRCAM)
<b>Division:</b>	Corporate Services / Environmental Monitoring & Governance (PEIN project)
<b>Programme:</b>	Information Resource Centre & Archives
<b>Responsible To:</b>	Deputy Director General / Director, EMG (on PEIN Project)
<b>Responsible For: (Total number of staff)</b>	3 staff
<b>Job Purpose:</b>	<p>This job exists to:</p> <ul style="list-style-type: none"> <li>• Manage the SPREP Information Resource Centre, Library and Archives, provide leadership and management to the IRCA team and provide advice to the Secretariat on all information related issues.</li> <li>• Coordinate the Pacific Environment Information Network (PEIN), and</li> <li>• Implement the information component of the ACP Multilateral Environmental Agreements (MEAs) project that runs to 2013</li> </ul>
<b>Date:</b>	February 2012

### Organisation Context



## Key Result Areas

The position of **Information Resource Centre & Archives Manager (IRCAM)** addresses the following Key Result Areas:

1. SPREP library-based information systems and services;
2. Knowledge resources including the Pacific Environment Information Network;
3. Advice and support to PICTs and SPREP Secretariat
4. Leadership and management of the IRCA Team;
5. Capacity building
6. Funding proposals.

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

Jobholder is accountable for	Jobholder is successful when
<p><b>1. SPREP library-based information systems and services;</b></p> <p>a) Develop and manage the SPREP library-based information service in accordance with the organisation's strategic objectives;</p> <p>b) Develop and maintain relevant collections to support information needs of the Secretariat and its various programmes;</p> <p>c) Maintain and improve the library computerised system (InMagic DBText), and development of the SPREP Library website;</p>	<ul style="list-style-type: none"> <li>• The SPREP library-based information service meets the needs of the Secretariat and its stakeholders</li> <li>• The SPREP library collections supports the information needs of the Secretariat and its various programmes</li> <li>• The SPREP IRC and library is operating efficiently and systems for acquiring, cataloguing and providing access to library materials via both the library database and SPREP website are well maintained and meet user needs.</li> </ul>
<p><b>2. Knowledge resources including the Pacific Environment Information Network;</b></p> <p>a) Advise the Secretariat on the development and integration of knowledge resources into SPREP programme activities</p> <p>b) Establish and maintain cooperative links with regional and international networks of information repository and providers;</p> <p>c) Maintain knowledge resources developed through the PEIN Virtual Libraries &amp; Country Profiles and develop new information resources to strengthen SPREP's role as an information clearinghouse for Pacific environment information</p>	<ul style="list-style-type: none"> <li>• Knowledge resources are developed and fully integrated into SPREP programme activities</li> <li>• Links with regional and international networks of information repositories and providers are active and fostering enhanced information flow</li> <li>• Utilise Web 2.0 to share and disseminate environmental information to members and stakeholders</li> <li>• The SPREP Information Resource Centre and the Pacific Environment Information Network (PEIN) is recognised regionally and internationally as the leading clearinghouse for Pacific environment information.</li> </ul>
<p><b>3. Advice and support to Member countries and territories</b></p> <p>a) Provide tailored research and reference services, analysis and advice to the Secretariat and to SPREP member countries;</p> <p>b) Provide advice and support to the Pacific Islands Marine Resources Information System (PIMRIS)</p>	<ul style="list-style-type: none"> <li>• Research and reference services to the SPREP Secretariat and its stakeholders meet user needs</li> <li>• SPREP is an active participant and supporter of the Pacific Islands Marine Resources Information System (PIMRIS)</li> </ul>

<p><b>4. Leadership and management;</b></p> <p>a) Plan, implement, monitor and report on Library-related activities and outputs of SPREP's work programmes, and ensure that Library information services are well integrated within all SPREP programmes and activities;</p> <p>b) Lead and manage the staff of the Information Resource Centre &amp; Archives Section to achieve its objectives and establish and supervise individual Performance Development Plans, timely performance evaluations, overall output delivery and identification of staff development needs.</p> <p>c) Provide oversight and coordinate the day to day management of the IRCA Section, including quality control and the provision of technical guidance and assistance to staff.</p> <p>d) Lead and provide advice on the development and preparation of the Section's annual budget including all remuneration issues</p>	<ul style="list-style-type: none"> <li>• Library and information services are well integrated within all SPREP programmes and activities</li> <li>• Staff of the Information Resource Centre are working effectively and efficiently with regular performance evaluation and development need identification</li> <li>• IRCA section achieves its Annual Work Plan and Budget (AWP&amp;B)</li> <li>• IRCA 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>5. Capacity building</b></p> <p>a) Plan and manage programmes to include technical assistance in the establishment of environmental libraries and the strengthening of information management capacity in SPREP member countries under the PEIN and ACP MEA Projects;</p>	<ul style="list-style-type: none"> <li>• Programmes for technical assistance and advice to strengthen information management capacity in PICTS are developed and implemented</li> </ul>
<p><b>6. Funding proposals</b></p> <p>a) Develop or initiate the writing of funding proposal(s) to support library related initiatives for the development of information capacity in SPREP and for SPREP Pacific Island Members;</p>	<ul style="list-style-type: none"> <li>• Library related initiatives for the development of information capacity in SPREP and for Pacific Island members are funded</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**

<p>Most challenging duties typically undertaken:</p>
<ul style="list-style-type: none"> <li>• Advising Secretariat on knowledge management issues</li> <li>• Leading process for improving knowledge management at SPREP</li> <li>• Ensuring library policies and procedures are effective and meet user requirements</li> </ul>

- Exercising judgment on the strategic development of the SPREP library collection
- Planning and prioritising work to ensure the information needs of the SPREP staff and regional stakeholders are met
- Developing and implementing regional capacity building programmes in information management
- Developing new information resources to meet stakeholder needs
- Collaborating with other regional organisations to improve regional capacity building in the information management sector

### 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>• PICT Librarians and Information Officers</li> <li>• PICT stakeholders and focal points</li> <li>• Researchers</li> <li>• General Public</li> <li>• Publishers / Suppliers</li> </ul>	<ul style="list-style-type: none"> <li>• Information dissemination;</li> <li>• Advice and assistance</li> <li>• Leading capacity building initiatives in information management</li> <li>• Information retrieval and reference services</li> <li>• Information literacy</li> <li>• Acquisitions of resources</li> </ul>
<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• IRC Staff</li> <li>• Programme staff</li> <li>• Support staff</li> <li>• SPREP Executive</li> </ul>	<ul style="list-style-type: none"> <li>• Supervision, management and delegation</li> <li>• Information support</li> <li>• Cooperation</li> <li>• Advice and support</li> </ul>

### Level of Delegation

#### The position holder:

- manages an operational budget
- can authorise costs in own budget
- can undertake negotiations on behalf of SPREP, subject to Executive Management endorsement
- 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

<b>Essential</b>
1. A Bachelors degree in Library work, Information Resource Management or relevant field

## Knowledge / Experience

<b>Essential</b>
2. At least 5 years experience in library management or relevant field (preferably in a specialised / corporate library / department / section) preferably within the Pacific Islands region. Experience in an environment related field highly desirable.
3. Demonstrated experience in information resource management, and information work within Pacific island country contexts with some knowledge and awareness of international law (eg copyright) and its application to library services.
4. Strong strategic advisory and analytical skills, capacity building and negotiation experience, and ability to establish and implement workplan objectives as well as experience in project management including project development, design and implementation.
5. Demonstrated technical and working knowledge of: <ul style="list-style-type: none"> <li>• Cataloguing, classification and reference work and sound working knowledge of library standards in particular AACR2, LCSH, DDC20;</li> <li>• DBTextWorks, DBText WebPublisher, Joomla and other computer applications in information work;</li> </ul>
6. Demonstrated leadership and management of medium to large teams including ability to motivate teams preferably in a multicultural and multi-disciplinary environment qualities
7. Excellent written and verbal communication skills including presentation and inter-personal skills as well as proven experience of high level negotiation work with financial and relevant institutions and partners

## 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>• Knowledge management</li> <li>• Information resources</li> <li>• Implementing programmes and/or projects</li> <li>• Work programme planning and budgeting</li> <li>• Developing proposals</li> <li>• Ability to source information</li> <li>• Competency in appropriate Information Technology and Communication software</li> <li>• Communication, representation and interpersonal skills</li> <li>• Teamwork in an interdisciplinary and multicultural environment</li> </ul>
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Advanced level	<ul style="list-style-type: none"> <li>• Knowledge of key environmental information networks</li> <li>• General management principles</li> </ul>
Working Knowledge	<ul style="list-style-type: none"> <li>• Data analysis and reporting</li> <li>• Environmental issues in the Pacific islands region</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

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 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\$45,222) to SAT\$156,015 (USD\$67,833) 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\$7,417) to SAT\$21,919 (USD\$9,530). 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\$2.30

**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\$1,797).

**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\$6,783) per annum per dependent child, with an overall maximum of Samoan Tala \$46,800 (USD\$20,348) 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\$930) 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\$1,043) 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 Information Resources Centre & Archives Manager**” 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 Information Resources Centre & Archives Manager**”

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, 23<sup>rd</sup> March 2012**: Late applications will not be considered.

<b>SPREP is an Equal Opportunity Employer</b>
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