



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

APPLICANT INFORMATION PACKAGE
PACC FINANCE & OPERATIONS OFFICER (PACCFOO)



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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 \$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 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.

Pacific Adaptation to Climate Change

Climate change as an issue has been recognised at the very highest level of government in the Pacific islands. In April 2004, the Pacific Leaders meeting in Auckland reaffirmed the importance of strengthening and broadening regional cooperation to address climate change and have continued to call for urgent assistance.

SPREP is currently implementing a climate change adaptation project called the Pacific Adaptation to Climate Change (PACC) project. The PACC project is the first adaptation project to be implemented in the region that responds directly to this call for urgent action while supporting the systemic and institutional capacity to address adaptation across the Pacific islands region. The project addresses these key issues on three fronts: Improving capacity in Pacific islands' governments to mainstream climate change adaptation into government policies and plans; Addressing the urgent need for adaptation measures through developing systematic

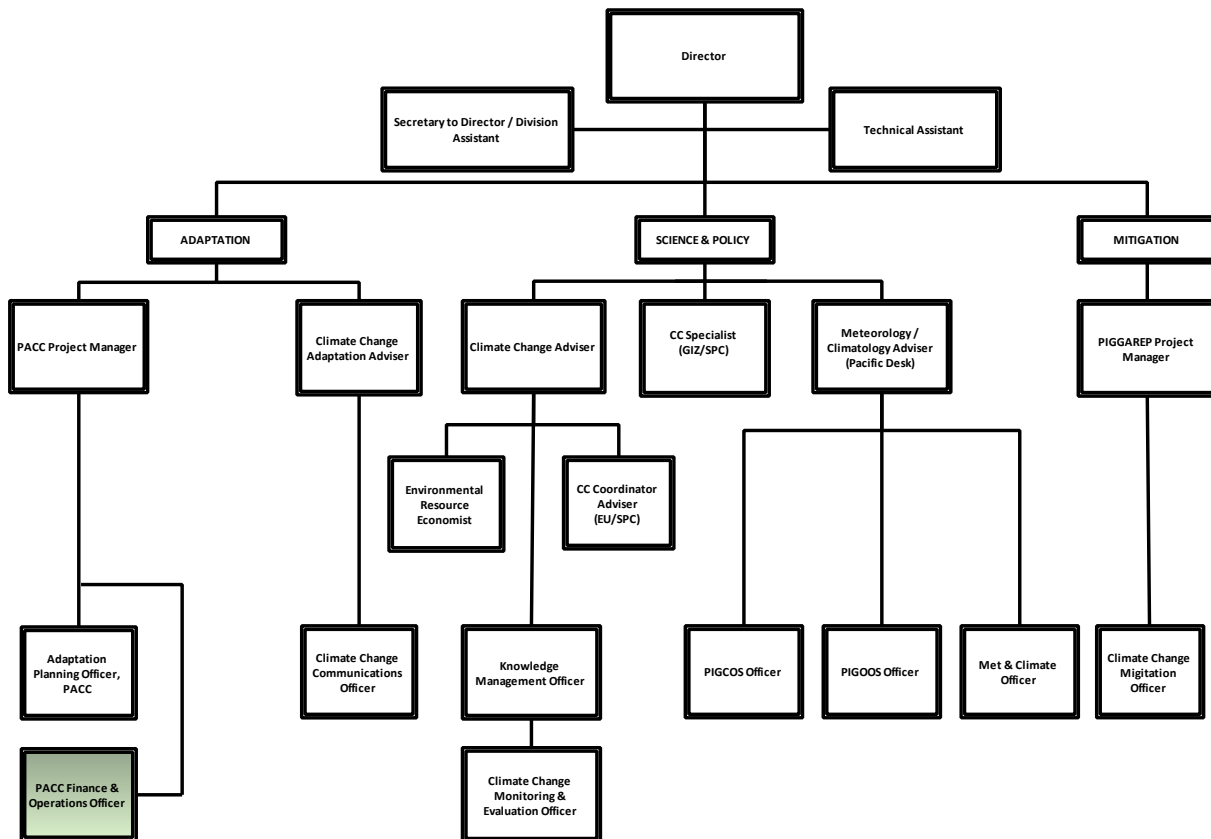
guidelines for adaptation and demonstrating their use at a pilot scale in the coastal management, food security and water resources sectors; and laying the foundation for a comprehensive approach to address adaptation over the medium-long term at the regional level.

In order to strengthen SPREP's capacity to implement the PACC project, SPREP aims to recruit a Finance & Operations Officer to its PACC Project team. The duties and responsibilities are detailed below.

B. JOB DESCRIPTION

Job Title:	PACC Finance & Operations Officer
Division:	Climate Change (CC)
Programme:	Pacific Adaptation to Climate Change Project
Responsible To:	Project Manager, PACC
Responsible For: (Total number of staff)	N/A
Job Purpose:	This job exists to provide financial reporting and operational compliance, monitoring and analysis of the project
Date:	November 2012

Organisation Context



Key Result Areas

The position of PACC Finance & Operations Officer (PACFOO) addresses the following Key Result Areas:

1. Reporting and Compliance
2. Financial Monitoring and Analysis
3. Troubleshooting related to financial processes and reporting
4. Capacity Building

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

Jobholder is accountable for:	Jobholder is successful when:
<p>1. Reporting and Compliance</p> <ol style="list-style-type: none"> a) Collect and maintain the PACC project financial records for 14 countries and the Regional Project Management Unit (RPMU) b) Work closely with PACC Project Coordinators to ensure receipt of reports by set deadlines and respond to queries regarding individual country budgets and related financial management and reporting issues. c) Review financial reports received from countries and ensure they comply with SPREP, UNDP and donor requirements. d) Work in collaboration with SPREP Finance on aligning financial records of the PACC project with SPREP financial management processes and procedures e) Work closely with UNDP to submit required reports and information within the deadline f) Attend to all project administrative requirements, including support to procurement. g) Keep abreast of latest changes related to requirements affecting reporting by Countries or by SPREP 	<ul style="list-style-type: none"> • PACC project financial records are documented in a timely and accurate manner; • Accurate country financial reports are submitted within the proposed deadlines to all relevant partners; • Expenditures reported and advances requested are provided with full supporting documentation, balanced, within budget and workplans, and reported to UNDP within the required timeframe; • Funding Authorization and Certificate of Expenditures (FACE) forms of the project, including member countries, are updated, balanced and all required supporting documentation is kept; • All child-coded expenditures at budget code levels are reviewed and screened for accuracy and compliancy • Reported expenditures of the project in FACE forms are reviewed and balanced against Combined Delivery Reports (CDRs) provided by UNDP; • All reported expenditures are relevant to the project activities and inconsistencies of expenditures against activities, outputs, outcomes, and budget codes are reported to the management unit of the project; • Procurement procedures are followed and communicated to relevant stakeholders; and • The Officer is fully effective in addressing the project management unit and member countries needs.
<p>2. Financial Monitoring and Analysis</p> <ol style="list-style-type: none"> a) Ensure compliance of project financial activities, financial recording/reporting system and audit follow up with SPREP rules, regulations, policies and strategies b) Ensure reporting is consistent and 	<ul style="list-style-type: none"> • Country and Overall Financial Summaries are up-to-date and readily available; • Country and overall advance funds requested are balanced, summarised and comply with budget and annual work plans approved;

<p>streamlined, meeting requirements of SPREP and the donors</p> <p>c) Perform regular analysis and monitoring of the project's financial status; document and present results to supervisor/RPMU staff for project communication materials, internal/external requests for information, management decisions, and resource mobilisation efforts.</p> <p>d) Advise the PACC Programme Manager regularly on the financial status of the 14 countries' financial situations and ensure funding availability for all the 14 countries' project activities</p> <p>e) Develop and routinely monitor financial exception reports for unusual activities, transactions, and investigate anomalies or unusual transactions and inform supervisors and other SPREP staff of the results of the investigation when satisfactory answers are not obtained.</p>	<ul style="list-style-type: none"> • Audit recommendations are effectively followed up and any outstanding issues are reported; • Financial status of 14 countries are kept up to date and available for sharing with countries; and • Responses to results of routine monitoring and or investigations are satisfactory
<p>3. Troubleshooting related to financial processes and reporting</p> <p>a) Ensure reporting is consistent and streamlined, meeting requirements of UNDP and the donors</p> <p>b) Work closely with Countries and RPMU staff to prepare quarterly, six monthly and annual financial statements and supporting documents for projects and programmes, to be consistent with UNDP and SPREP's procedural and reporting requirements;</p> <p>c) Provide 'ad hoc' management and financial information and reports, as and when required internally by the PACC Project Manager;</p> <p>d) Compile quarterly performance output reports against budgets and analyses and interpret data in order to provide financial management information for decision making</p>	<ul style="list-style-type: none"> • Financial Country Summaries are updated, consistent and accurate; • Six monthly and annual reports are produced within the required timeframe; • Quarterly performance updates and reports are prepared and communicated to the project management unit and countries
<p>4. Capacity Building</p> <p>a) Identify capacity needs, and develop guidance material and/or training as necessary.</p> <p>b) Conduct, facilitate and co-ordinate regional and national training activities, seminars, and workshops related to PACC Finances and Operational procedures.</p> <p>c) Collect, document and distribute lessons learned and best practices related to effective financial management and reporting processes of the PACC.</p>	<ul style="list-style-type: none"> • Capacity needs are assessed and documented; • Satisfactory evaluation results are achieved for trainings, and workshops on PACC Finances and Operational procedures; • Results of lessons learned and practices are shared and are satisfactory; and • A Financial and Operational Manual is developed, distributed and communicated

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:
<ul style="list-style-type: none">• Reconciliation of financial expenditures at the output and activity levels of the project;• Up-to-date collection, collation and analysis of financial documentation from all countries and reconciling against reported expenditures

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
External <ul style="list-style-type: none">• Project management units in country• Suppliers and vendors• Public	<ul style="list-style-type: none">• Providing and receiving information• Answer queries , seek information, discuss, respond to correspondences
Internal <ul style="list-style-type: none">• Finance Division• All Staff	<ul style="list-style-type: none">• Reconciliation, consolidation of information, develop management responses• Discussion, clarification, reporting

Level of Delegation

The position holder:
<ul style="list-style-type: none">• administers an operational budget

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 Accounting / Finance or relevant discipline (A certified qualification and membership from a recognised professional accounting institute would be an advantage)

Knowledge / Experience

Essential

2. At least 5 years relevant experience in a financial or project accountant role with demonstrated ability to provide project financial reports to meet tight deadlines, preferably in the Pacific region;
3. Proven experience in Microsoft Office spreadsheet applications and computerised accounting systems, with sound knowledge of Performance Based Output Budgeting systems
4. Demonstrated financial advisory, operational and analytical skills including high level of organisational, analytical, problem-solving, administration and facilitation skills
5. Excellent written and verbal communication skills including high level of presentation and inter-personal skills, collaboration with donors and partners with sound experience in capacity building and maintaining effective relationships with a diverse group of people
6. Demonstrated experience in programme and project work including monitoring and evaluation, financial management, proposal and report writing, within a multi-disciplinary and multi-cultural team environment
7. Demonstrated knowledge of accepted and emerging financial and project management issues and challenges in the Pacific islands region

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"> • Advanced accounting and management principles • Mobilise resources
Advanced level	<ul style="list-style-type: none"> • General management principles • General accounting principles • Fund raising
Working Knowledge	<ul style="list-style-type: none"> • Environmental issues in the Pacific islands region • Emerging environmental issues and challenges
Awareness	<ul style="list-style-type: none"> • SPREP Strategic Plan

	<ul style="list-style-type: none">• Climate Change Division Work Programmes
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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 2 years. There is a possibility of extension subject to availability of funds, continuity of project 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\$82,438 (USD\$35,687) to SAT\$123,653 (USD\$53,529) 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 SDR4,011 – SDR5,040 per annum will also be paid to the successful candidate. The current equivalent in Samoan Tala is SAT\$15,067 (USD\$6,523) to SAT\$18,932 (USD\$8,196). 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\$2.31

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\$1,789).

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\$6,753) per annum per dependent child, with an overall maximum of Samoan Tala \$46,800 (USD\$20,260) 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\$926) 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\$1,039) 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, 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 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 PACC Finance & Operations Officer (PACCFOO)**” and send to 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 PACC Finance & Operations Officer (PACCFOO)**”

All enquiries to be directed to the Assistant HR Officer on telephone (685) 21929 ext 328 or Email: christinep@sprep.org

Closing date: Friday, 4th January 2013: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
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