



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

APPLICANT INFORMATION PACKAGE  
**PUBLICATIONS OFFICER (PBO)**



## **CONTENTS**

A. Background Information on SPREP

B. JOB DESCRIPTION

C. REMUNERATION PACKAGE – TERMS & CONDITIONS

D. ADMINISTRATIVE INFORMATION

## A. Background Information on SPREP

SPREP is the regional organisation established by the Governments and Administrations of the Pacific charged with protecting and managing the environment and natural resources of the Pacific. It is based in Apia, Samoa, with about 75 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 divisions 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.

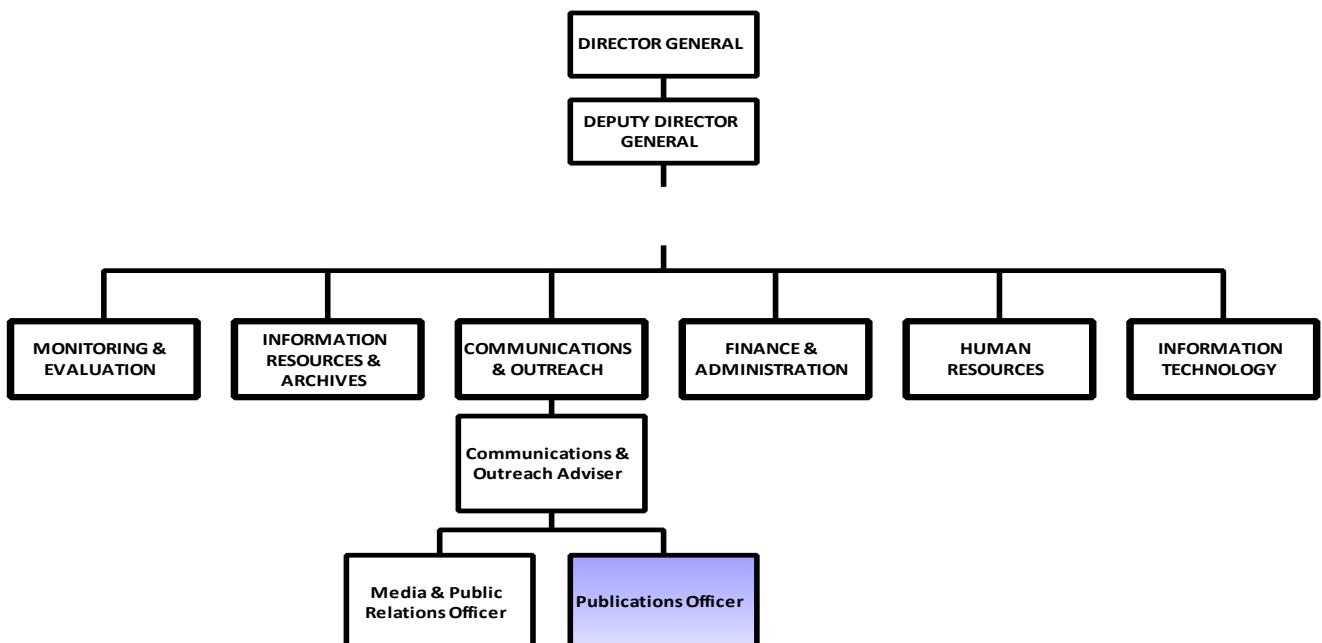
## **CORPORATE SERVICES**

Corporate Services provide the necessary support to the delivery of the Secretariat's strategic priorities and include Monitoring & Evaluation, Finance & Administration, Human Resources , Information Technology, Information Resources & Archives and Communications & Outreach.

## B. JOB DESCRIPTION

<b>Job Title:</b>	Publications Officer (PBO)
<b>Division:</b>	Corporate Services
<b>Programme:</b>	Communications & Outreach
<b>Responsible To:</b>	Communications & Outreach Adviser
<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>• Coordinate, design, develop and manage SPREP's web-based communications;</li> <li>• Oversee and coordinate all official publications, productions and reporting</li> <li>• Support and assist in the implementation of the Communications Strategy</li> </ul>
<b>Date:</b>	July 2013

### Organisation Context



## Key Result Areas

The position of **Publications Officer (PBO)** addresses the following Key Result Areas:

1. Web-based outreach and communications
2. Editing, translation and designing of publications, audio visuals and promotional materials
3. Storage and distribution of publications
4. Communication strategy and other Communications-related functions

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

Jobholder is accountable for	Jobholder is successful when
<p><b>1. Web-based outreach and communications</b></p> <ol style="list-style-type: none"> <li>a. Coordinate, design and develop all web-based outreach and communications</li> <li>b. Develop content for the SPREP Website as per the Communications strategy</li> <li>c. Maintain and continuously update the Secretariat's website and contents in collaboration with the Web Application Developer Specialist</li> </ol>	<ul style="list-style-type: none"> <li>• All sections of the SPREP website, including the calendar of events, are updated weekly in accordance with the Communications Strategy</li> <li>• The SPREP website contains information that is current and accurate</li> <li>• A relationship and understanding is in place regarding the preparation of online information for the different sections of SPREP.</li> <li>• The SPREP website contains information that is in line with the SPREP style guide</li> </ul>
<p><b>2. Editing, translation and designing of publications, audio visuals and promotional materials</b></p> <ol style="list-style-type: none"> <li>a. Coordinate and oversee all publication, audio visuals and promotional materials</li> <li>b. Coordinate the production of SPREP's Annual Report with the Communications unit</li> <li>c. Carry out basic layout, design and editing of documents in accordance with the SPREP style guide</li> <li>d. Coordinate the outsourcing of production of all SPREP publications, audio visuals and public awareness products in line with approved Communication Strategy</li> <li>e. Provide professional and technical assistance on editing and publications issues where necessary</li> <li>f. Coordinate the translation of all official publications and productions, as and when required</li> </ol>	<ul style="list-style-type: none"> <li>• The SPREP Annual Report is produced by end of April each year and is available in electronic format and in hard copy, both in English and French</li> <li>• A working relationship has been established between the Publications Officer and the Programme Staff to coordinate production of publications from the different work areas in SPREP.</li> <li>• All publications, audio visuals and public awareness products are produced in a timely manner and in accordance with guidelines in the Communications Strategy and related policies</li> <li>• All SPREP products have been edited in accordance with the SPREP style guide.</li> <li>• Official SPREP documents have been translated in the French language and are available in electronic format</li> </ul>

<p><b>3. Storage and distribution of publications</b></p> <p>a. Work in partnership with the Information and Resources Centre &amp; Archives (IRCA) to ensure all SPREP produced materials are stored and distributed within and from the IRCA, to ensure that all necessary SPREP products contain the necessary publications information (ISBN - International Standard Book Number and CIP - Cataloging in Publication)</p> <p>b. Update and maintain the SPREP Environment Education/Education for Sustainable Development (EE/ESD) activities database and Media mailing lists, in collaboration with the Media &amp; Public Relations Officer (MPRO) and the Communications and Outreach Adviser.</p>	<ul style="list-style-type: none"> <li>• All SPREP publications by SPREP are correctly referenced, catalogued with and available through the IRCA</li> <li>• The SPREP publications are prepared according to international standards, in particular, with the necessary publications information.</li> <li>• EE/ESD and Media lists updated on 3-monthly basis</li> <li>• The SPREP “People and Organisations Database” (POD) is updated on a 3-monthly basis to reflect media and EE/ESD contacts</li> </ul>
<p><b>4. Communication strategy and other Communications-related functions</b></p> <p>a. Provide support in developing and implementing communications initiatives and strategies</p>	<ul style="list-style-type: none"> <li>• Input on web-based outreach is provided to the development of SPREP communications initiatives</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 System.

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

**Work Complexity**

*Most challenging duties typically undertaken:*

- Preparing, editing and maintaining the content on the SPREP website to a high standard.
- Coordinating and preparing the SPREP Annual Report in English and French to a high standard.
- Updating and maintaining website and any social media sites, including developing and/or editing content.
- Editing written material and ensuring quality control of published material
- Managing and delivering publications on time

## 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>• Printing companies, graphic artists and other service providers</li> <li>• Member countries</li> <li>• National, regional and international organisations</li> </ul>	<ul style="list-style-type: none"> <li>• Communications / publications</li> <li>• negotiations / business transactions / sharing systems</li> </ul>
<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• Communications and Outreach Adviser</li> <li>• Executive and Management</li> <li>• Programme staff</li> <li>• Corporate Services staff</li> </ul>	<ul style="list-style-type: none"> <li>• Supervision, advice, support</li> <li>• Service / Reporting / Web communications / publications</li> <li>• Enquiries / staff issues</li> </ul>

## Level of Delegation

*The position holder:*

- manages an operational budget
- can authorise costs in own budget up to a certain limit
- 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 Bachelor Degree in Communications or relevant field

### Knowledge / Experience

#### Essential

2. At least 3 years work experience in developing publications and web-communications work, preferably related to environmental communications and within the Pacific islands region

3. Demonstrated knowledge of accepted and emerging publications and web-communication concepts, principles and practices, and application of appropriate systems, especially in relation to the environment and sustainable development
4. Demonstrated ability in editing and designing communications and publications
5. Demonstrated experience in computing and web-communications-related technology programmes including coordinating web-outreach and communications work and coordinating development of publications and other official promotional materials
6. Excellent written and verbal communication skills including high level of presentation and inter-personal skills and experience in developing and maintaining effective relationships with a diverse group of people
7. Proven ability to work as part of a team within a multi-disciplinary and multi-cultural environment with a demonstrated ability to motivate teams and establish and implement workplan objectives

### 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>• Computing – website content management</li> <li>• Managing service providers (print, multi-media, graphic design)</li> <li>•</li> <li>• Experience in developing publications</li> <li>• Fluency in English and excellent writing skills</li> <li>• Excellent communications</li> <li>• Ability to set priorities and manage time</li> <li>• Problem solving</li> <li>• Work across programmes/team</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• Editing, particularly scientific and technical material</li> <li>• Environmental issues in the Pacific islands region</li> <li>• Emerging environmental issues and challenges</li> </ul>
Working Knowledge	<ul style="list-style-type: none"> <li>• Experience in any of the Adobe Creative Design suites.</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 9 of SPREP's salary scale and will be in the range of SDR 24,542 to 36,812. Currently, the equivalent in Samoan Tala is SAT\$93,807 (USD\$38,763) to SAT\$140,707 (USD\$58,143) 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 SDR3,499 – 4,450. The current equivalent in Samoan Tala is SAT\$13,374 (USD\$5,526) to SAT\$17,009 (USD\$7,029). 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 those 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 months' 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\$1,738).

**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 (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.

**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 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, not a citizen or permanent resident of Samoa, 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 our 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 Publications Officer**” 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 Publications Officer**”

All enquiries to be directed to the Assistant HR Officer on telephone (685) 21929 ext 325 or Email: [jolynnf@sprep.org](mailto:jolynnf@sprep.org)

**Closing date: Friday, 16th August 2013:** Late applications will not be considered.

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