



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

APPLICANT INFORMATION PACKAGE  
**PROPERTY SERVICES OFFICER (PSO)**



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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 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.

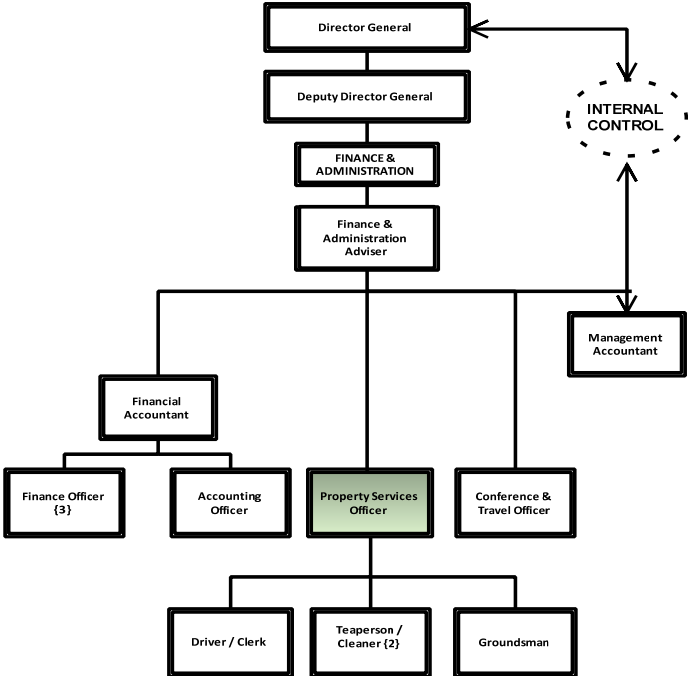
### **Corporate Services**

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.

# B. JOB DESCRIPTION

<b>Job Title:</b>	Property Services Officer (PSO)
<b>Programme:</b>	Corporate Services
<b>Group / Team:</b>	Finance & Administration
<b>Responsible To:</b>	Finance & Administration Adviser
<b>Responsible For: (Total number of staff)</b>	4 staff (directs)
<b>Job Purpose:</b>	<p>This job exists to:</p> <ul style="list-style-type: none"> <li>• Manage and supervise the Property section</li> <li>• Provide property management and administration of all SPREP properties</li> </ul>
<b>Date:</b>	September 2012

## Organisation Context



## Key Result Areas

The position of **Property Services Officer (PSO)** addresses the following Key Result Areas:

1. Property management and maintenance
2. SPREP Green Plan and Disaster Plan implementation
3. Monitoring and supervision
4. General administration

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

Jobholder is accountable for	Jobholder is successful when
<p><b>1. Property management and maintenance;</b></p> <ol style="list-style-type: none"> <li>a) Carry out preventive maintenance and renovations and establish a property maintenance schedule for the Secretariat compound and ensure the security of all properties and assets;</li> <li>b) Prepare and implement an annual Maintenance Work Plan for the Properties Section and ensure the Secretariat compound, properties and all essential utilities are properly maintained and appropriately serviced;</li> <li>c) Prepare and implement a Landscaping Plan for the Secretariat compound</li> <li>d) Maintain and update the Asset Register in collaboration with the Finance section;</li> <li>e) Ensure all survey plans, building layouts and essential records for operations and expenditures for the Secretariat compound, property and assets are monitored and properly maintained;</li> <li>f) Ensure insurance and registration for all properties and assets are provided and renewed on time;</li> <li>g) Provide advice as required on aspects relevant to property management and maintenance</li> </ol>	<ul style="list-style-type: none"> <li>• The Secretariat compound is secured at all times</li> <li>• Properties, assets and utilities are well maintained, monitored, registered and/or insured at all times</li> <li>• Property maintenance and renovations' annual workplan is prepared and implemented according to approved budget</li> <li>• A Landscaping Plan is prepared and implemented</li> <li>• The Asset Register is maintained and updated</li> <li>• All property records and documents are maintained and secured.</li> </ul>
<p><b>2. SPREP Green Plan and Disaster Plan Implementation</b></p> <ol style="list-style-type: none"> <li>a) Collaborate with relevant programme staff to ensure the goals of the Green Plan relating to SPREP's compound and assets are effectively implemented through the Properties workplan</li> <li>b) Ensure systems and procedures are in place to support the sustainability of the</li> </ol>	<ul style="list-style-type: none"> <li>• Relevant Green Plan goals and objectives are implemented through the Properties workplan</li> <li>• Staff are familiar with the SPREP Disaster Plan and the Plan provides the most appropriate response for SPREP to respond to natural Disasters</li> </ul>

<p>objectives and activities of the Green Plan;</p> <p>c) Provide advice as required on aspects relevant to implementation of the Green Plan</p> <p>d) Ensure staff are familiar with the SPREP Disaster Plan and implement periodic training sessions and review of the Plan to ensure it is relevant and effective</p>	
<p><b>3. Monitoring and supervision;</b></p> <p>a) Lead and supervise the work of the Property Services staff and provide coaching and ensure performance development plans and reviews are carried out in a timely manner;</p> <p>b) Monitor and supervise all service contractors hired by the Secretariat including the timely commencement of the procurement process for renewal of contracts and provide advice where necessary;</p> <p>c) Ensure the Occupational Workplace Health and Safety procedures are implemented and suggest improvements where appropriate, in close collaboration with the HR team;</p>	<ul style="list-style-type: none"> <li>• Staff are supervised and coached to ensure they perform their jobs efficiently and effectively</li> <li>• Contractors meet requirements and performance is certified in accordance with contracts requirements</li> <li>• The Occupational Workplace Health and Safety procedures is implemented and conditions in the workplace improved</li> </ul>
<p><b>4. General administration ;</b></p> <p>a) Attend to all administration requirements for the Property Services section including procurement of goods, services and capital items necessary for the professional and proper maintenance and safeguarding of the compound, property and assets and for the general operation of the section;</p> <p>b) Oversee setup of approved arrangements and equipment for SPREP official conferences and functions held in Apia;</p> <p>c) Plan and supervise schedule for all official transport services and ensure all requirements of the transport pool relating to proper servicing and utilisation of motor vehicles are observed;</p> <p>d) Provide a monthly report to FAA on all the Section's responsibilities</p>	<ul style="list-style-type: none"> <li>• Timely and quality execution of all administration requirements for the operations of the property section</li> <li>• Service is provided to organisation of conference and functions</li> <li>• Transport schedule is implemented and satisfies staff and office requirements</li> <li>• A monthly report is provided to FAA.</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**

Most challenging duties typically undertaken:

- Prioritising property demands against available budget
- Managing and monitoring contractors

**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>• Service Contractors</li> <li>• Utility providers</li> <li>• Public and Businesses</li> <li>• Disaster management committee</li> </ul>	<ul style="list-style-type: none"> <li>• Property services</li> <li>• Monitoring and supervision</li> <li>• Maintenance services</li> <li>• Discussions</li> <li>• Meetings</li> </ul>
<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• Executive Management</li> <li>• Programme staff</li> <li>• Support staff</li> </ul>	<ul style="list-style-type: none"> <li>• Property and transport services and maintenance</li> <li>• Advice and support</li> <li>• Reporting</li> </ul>

**Level of Delegation**

The position holder:

- Has no authority of delegation

**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 Diploma in Management/Administration, Property management or relevant field (A Bachelor degree in a relevant discipline will be an advantage)

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

2. At least 5 years experience in property management operations, at least 2 of those years in a supervisory role
3. Excellent knowledge and experience in property maintenance and services, systems and processes
4. Excellent organisational and public relations skills with demonstrated ability to meet work-plan deadlines with minimal supervision;
5. Demonstrated ability to set priorities; schedule maintenance work and monitor and evaluate work targets within budgets.
6. Excellent communication and interpersonal skills with a high command of spoken and written English with ability to lead, motivate and supervise staff
7. Valid Driver's License.

**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>• Properties Management</li> <li>• Occupational Health and Safety issues</li> <li>• Supervision</li> <li>• Monitoring and evaluation</li> <li>• Reporting</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• Advisory and analytical skills</li> </ul>
Working Knowledge	<ul style="list-style-type: none"> <li>• Property requirements</li> <li>• Energy efficiency and environmental friendly systems</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• SPREP Strategic Plan</li> <li>• SPREP Work Programmes</li> <li>• Environmental issues in the Pacific islands region</li> <li>• Emerging environmental issues and challenges</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 three years and may be renewable for a further term(s) based on the needs of SPREP at the time, its funding situation and proven merit and work performance.

**Grade:** Appointment will be at Band 7 of SPREP's authorised salary scale for locally recruited staff.

**Salary:** The salary range for this position is from SAT\$31,428 to SAT\$47,142 per annum. **Starting salary will be based on the Secretariat's established remuneration guidelines.**

**Term:** 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.

**Annual Leave:** 15 working days a year (up to a maximum accumulation of 50 days). Annual leave entitlement progression based on annual leave schedule for locally recruited staff.

**Sick Leave:** 30 working days a year (up to a maximum accumulation of 90 days).

**Other Leave:** Provisions also exist for examination, 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.

**Life and 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 General, under the terms and conditions of the SPREP in-house Medical Treatment Scheme.

**Superannuation:** SPREP will pay 7% of basic salary to the Samoa National Provident Fund.

**Overtime:** Locally recruited staff at Band 7 and below may claim overtime or time off in lieu of overtime for the hours they are required to work in excess of their normal working hours. A meal allowance and transport assistance are also available subject to terms and conditions set out by the Staff Regulations.

**Gratuity Payment:** The appointee is entitled to a gratuity payment equivalent to two week's salary, upon successful completion of 2 consecutive 3-year contracts, provided the contract is not extended or renewed.

**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.

**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 Property Services 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, SPREP, P O Box 240, Apia or fax number (685)20231 and clearly marked “**Application for Property Services Officer**”

All enquiries to be directed to the Assistant HR Officer, Ms Christine Purcell on telephone (685) 21929 ext 328 or Email: [christinep@sprep.org](mailto:christinep@sprep.org)

**Closing date: Friday, 26 October 2012:** Late applications will not be considered.

SPREP is an Equal Opportunity Employer
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