



**Project Assistant – National Broadcast Disaster and Climate
Resilience Plans (PS-NBDCRP)**
Temporary Employment Opportunity

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 Member Governments and Territories of the Pacific charged with protecting and managing the environment and natural resources of the Pacific. It is based in Apia, Samoa, with about 90 staff and an annual budget of USD \$22 million in 2014.

The establishment of SPREP sends a clear signal to the global community of the deep commitment of Member Governments and Territories to better manage 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 5 metropolitan 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 & Internal Audit

- Corporate Services provide corporate support to the delivery of the Secretariat's strategic priorities which includes Finance & Administration, Human Resources, Information Technology, Information Resources & Archives, Communications & Outreach and Monitoring & Evaluation. The Internal Audit Unit provides independent monitoring of the organisation's operations and governance procedures including risk management and internal controls.

Background Information on PACMAS

The Pacific Media Assistance Scheme (PACMAS) is a 10-year project (2008-2018) that supports better governance in the Pacific region by contributing to the development of a diverse, independent and professional Pacific media system that informs all the people of the Pacific and gives them a voice in public life at local, national and regional levels.

The programme takes a 'system-wide approach' to media strengthening that addresses the broader role of communication, information and media in governance strengthening and development. The project is funded by the Australian Government under its development assistance programme, and Phase Two (November 2011 to June 2015) is managed by ABC International Development, and will form partnerships with a number of Pacific media organisations.

PACMAS involves the Pacific countries of Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Nauru, Niue, Palau, Papua New Guinea, Republic of Marshall Islands, Samoa, Solomon Islands, Tonga, Tuvalu and Vanuatu.

Background Information on the National Broadcasters Climate and Disaster Resilience Plan

Funded by PACMAS, the Pacific Media Assistance Scheme, this activity aims to support National Broadcasting Organisations to improve their capacity to provide quality and timely information all the time and specifically deliver timely communication to enable communities to prepare and respond to natural disasters in the Pacific. To achieve this, PACMAS has recruited SPREP as an implementing partner to carry out the project. SPREP and SPC will work in partnership with national broadcasters and relevant regional and national organisations to develop and implement harmonised national broadcasters climate and disaster resilience plans in eight Pacific island countries.

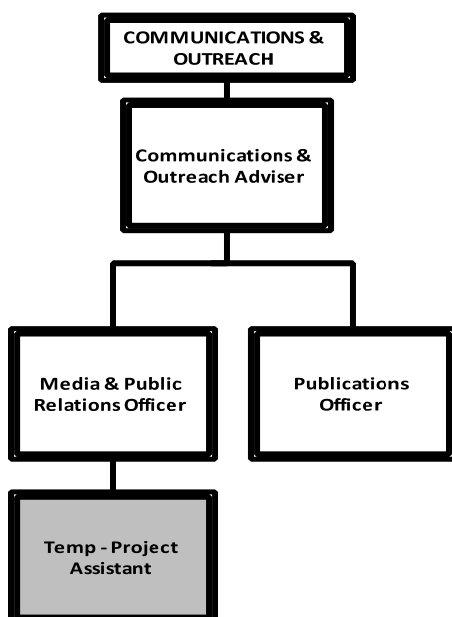
Outputs for this project include:

- Seeking input and agreement on final broadcasters climate and disaster resilience plans from both media organisations and National Disaster Management Organisations;
- Facilitating and formalising a Standard Operating Procedure (SOP) between national broadcasters and NDMOs and National Meteorology and Hydrological Services (NMH's) to agree on communications procedures in times of emergency in the context of relevant national policies;
- Training of media practitioners on systematic implementation and testing of Emergency Broadcasting Plan;
- Media practitioners to receive training on thematic areas relating to natural disasters, including climate change and disaster preparedness to ensure that sustained capacity. This will also involve information on relevant organisations and sources of information.

B. JOB DESCRIPTION

Job Title:	Project Assistant – National Broadcast Disaster & Climate Resilience Plans
Division:	Corporate Services
Team	Communications and Outreach
Responsible To:	Media and Public Relations Officer
Responsible For: (Total number of staff)	N/A
Job Purpose:	This job exists to: <ul style="list-style-type: none">• Help successfully implement the National Broadcasting Climate and Disaster Resilience Plan Project.
Date:	June 2014

Organisation Context



Key Result Areas

The position of Project Assistant - NBDCRP addresses the following Key Result Areas:

1. **Monitoring and Evaluation**
2. **Publicity and awareness**
3. **Training**
4. **Publications and Standard Operations Procedure**
5. **Reporting and Administrative Support**

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

Jobholder is accountable for	Jobholder is successful when
<p>1. Monitoring and Evaluation (M&E)</p> <ol style="list-style-type: none"> a) Carry out a desk review to complete a baseline study across all the project countries and compile the information to complete the M&E baseline. b) Work with SPREP and partners to ensure the M&E plan is implemented for the duration of, and after the project. c) Prepare the evaluation forms before and after each country visit into a short synthesis d) Table and prepare all evaluation input into the M&E report as per the PACMAS M&E template. 	<ul style="list-style-type: none"> • A baseline study is completed within the first 6 weeks of employment. • The M&E component of this project is successfully carried out.
<p>2. Publicity and awareness</p> <ol style="list-style-type: none"> a) Ensure the visibility of all partners is clearly followed throughout this project b) Develop and/or support all media and otherwise publicity of this project c) Support the consultation work within partners for all part of media development/awareness of this project d) Compile a living list of all media publicity developed and incorporate this into the M&E Plan 	<ul style="list-style-type: none"> • A media information note for this project is developed. • All media and awareness is successfully carried out in line with the media information note for the project.
<p>3. Training</p> <ol style="list-style-type: none"> a) Carry out activities and provide support to help coordinate training for the newsrooms of the broadcasters involved to provide training on how to report in times of disasters and climate change 101 	<ul style="list-style-type: none"> • Training for newsrooms of the project broadcasters is conducted across all project countries.
<p>4. Publications and Standard Operating</p>	<ul style="list-style-type: none"> • Resources are developed under this project

<p>Procedure</p> <ol style="list-style-type: none"> a) Provide support to SPREP and partners to collate all publication materials needed (included training materials developed) and support the coordination of procurement for completing these b) Work with the IRC Manager to ensure correct publications data and regional distribution of the materials c) Work with the MPRO and partners to develop a Lessons Learnt document as part of the M&E Report d) Action activities and provide support to complete a draft SoP for in-country use where required 	<p>including (but not limited to) those for training, a case study and lessons learnt document.</p> <ul style="list-style-type: none"> • Resources are available on the SPREP website • A SoP is developed for the project countries.
<p>5. Reporting & Administrative Support</p> <ol style="list-style-type: none"> a) Store and track all incoming narrative reports for each country activity b) Ensure there is consistency throughout all country activities as per the provided guide c) Coordinate, support and compile draft reports as required by the donor d) Complete the reports as required by the donor which may entail seeking services of an editor, as well as compilation of images and other materials required to support the activities. e) Carry out the administrative support required for any of the above activities and ensure that they are in line with the SPREP procurement processes. Key ones being – publications work, supporting the M&E work and the reporting component, but may branch to others as the project is implemented. f) Coordinate travel as per the SPREP processes g) Keep the financial side of the project continuously updated for MPRO to track h) Ensure that all support work that required procurement is procurement work completed is done within the SPREP procedures and guidelines i) Compile project updates regularly for all partners to be updated on activities and events on a fortnightly to monthly basis j) Keep the project calendar and schedule updated at all times 	<ul style="list-style-type: none"> • Copies of all narrative reports, consistent in style for all the project countries • Reports required by the donor are completed and submitted • Travel is successfully carried out as part of the project country visits • Regular budget reports are submitted successfully • Regular updates take place for the duration of the project • All information required and developed during this project is successfully filed • Mailing lists are developed • All monitoring of the project is completed through the variety of different activities required under the PACMAS M&E template.

k) Coordinate all partner discussions and meetings l) Support SPREP national country visits m) Compile living list of all stakeholders and partners worked with within each country	
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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 Supervisor/Director as part of the performance development process.

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

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
External <ul style="list-style-type: none"> • SPC • BCDRP project countries • In country project participants 	<ul style="list-style-type: none"> • Coordination and collaboration • Organising travel and logistical details • Regular updates • Meetings and discussions
Internal <ul style="list-style-type: none"> • All SPREP Staff 	<ul style="list-style-type: none"> • Assistance and support • Coordination and collaboration • Facilitation • Meetings and discussions

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 Bachelors Degree in media or relevant field or in lieu of this, work experience should be in excess of the minimum required relevant work experience)

Knowledge / Experience

Essential

2. At least 3 years experience in media or other relevant field
3. Strong organisational and office management skills, including ability to keep track of budgets, multi task and implement office processes in line with office place policies.
4. Excellent communications and networking skills with high command of spoken and written English, as well as excellent computer skills, particularly in Microsoft word and excel
5. Demonstrated research and analytical skills to assist with monitoring and evaluation
6. Demonstrated ability to show initiative in providing support required for the project and ability to meet deadlines with minimal supervision including strong self-motivation and commitment.
7. Ability to work with integrity, tact and diplomacy with excellent work ethics and demonstrates ability and experience to maintain confidentiality and use of discretion when handling sensitive political and financial information

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 and Conditions

Duty Station: Apia, Samoa.

Duration: This is a temporary assignment - for 10 months only.

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

Salary: The base salary for this position will be in the range of SAT\$32,999 - \$49,499 per annum.

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

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.

D. 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 ***“Project Assistant – National Broadcast Disaster & Climate Resilience Plans”*** and send to 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 ***“Project Assistant – National Broadcast Disaster & Climate Resilience Plans”***

For further enquiries, Ms Jolynn Managreve-Fepuleai, Assistant HR Officer, can be contacted on telephone (685) 21929 ext 325 or Email: jolynnf@sprep.org

Closing date: Monday, 30th June 2014: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
