



SPREP
Secretariat of the Pacific Regional
Environment Programme

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The Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures.

APPLICANT INFORMATION PACKAGE
SECRETARY TO DIRECTOR & DIVISION ASSISTANT, CLIMATE
CHANGE (SDDA CC)

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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. The head office is based in Apia, Samoa with about 100 staff. There is also a SPREP office in Fiji with four staff as well as SPREP Officers stationed in the Federated States of Micronesia, Republic of the Marshall Islands, Solomon Islands and Vanuatu. SPREP has an annual budget of USD \$15 million in 2017.

The establishment of SPREP sends a clear signal to the global community of the deep commitment of Pacific island Governments and Administrations for better management of the environment within the context of sustainable development.

The strategic direction for SPREP is clearly set out in the 2017-2026 SPREP Strategic Plan. The Plan outlines the mandate, vision and programmes for the organisation, and 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**: "A resilient 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 5 developed countries (Australia, France, New Zealand, United Kingdom and United States of America) with direct interests in the region.

Four regional goals to achieving resilience and sustainable Pacific communities:

- **Regional Goal 1:** Pacific people benefit from strengthened resilience to climate change
- **Regional Goal 2:** Pacific people benefit from healthy and resilient island and ocean ecosystems
- **Regional Goal 3:** Pacific people benefit from improved waste management and pollution control
- **Regional Goal 4:** Pacific people and their environment benefit from commitment to and best practice of environmental governance

These define the core priorities and focus of SPREP in the areas of:

1. Climate change resilience
2. Ecosystem and Biodiversity Protection
3. Effective Waste Management and Pollution Control
4. Environmental Governance

SPREP approaches the environmental challenges faced by the Pacific guided by four simple **Values**. These values guide all aspects of our work.

- We value the **Environment**
- We value our **People**
- We value high quality and targeted **Service Delivery**

- We value **Integrity**

The SPREP Secretariat continues to strengthen and realign its institutional capacities, competencies, and systems to best support its Members by delivering more integrated, responsive, and cost-effective services to Members and partners and by better coordinating regional efforts.

Organisation Goal 1: SPREP has information, knowledge, and communications systems that get the right information to the right people at the right time and influence positive organisational, behavioural and environmental change.

Organisation Goal 2: SPREP has multi-disciplinary processes in programme delivery and in supporting Members to develop national and regional policies and strategies.

Organisation Goal 3: SPREP has a reliable and sustainable funding base to achieve environmental outcomes for the benefit of the Pacific islands region and manages its programmes and operations to stay within its agreed budget.

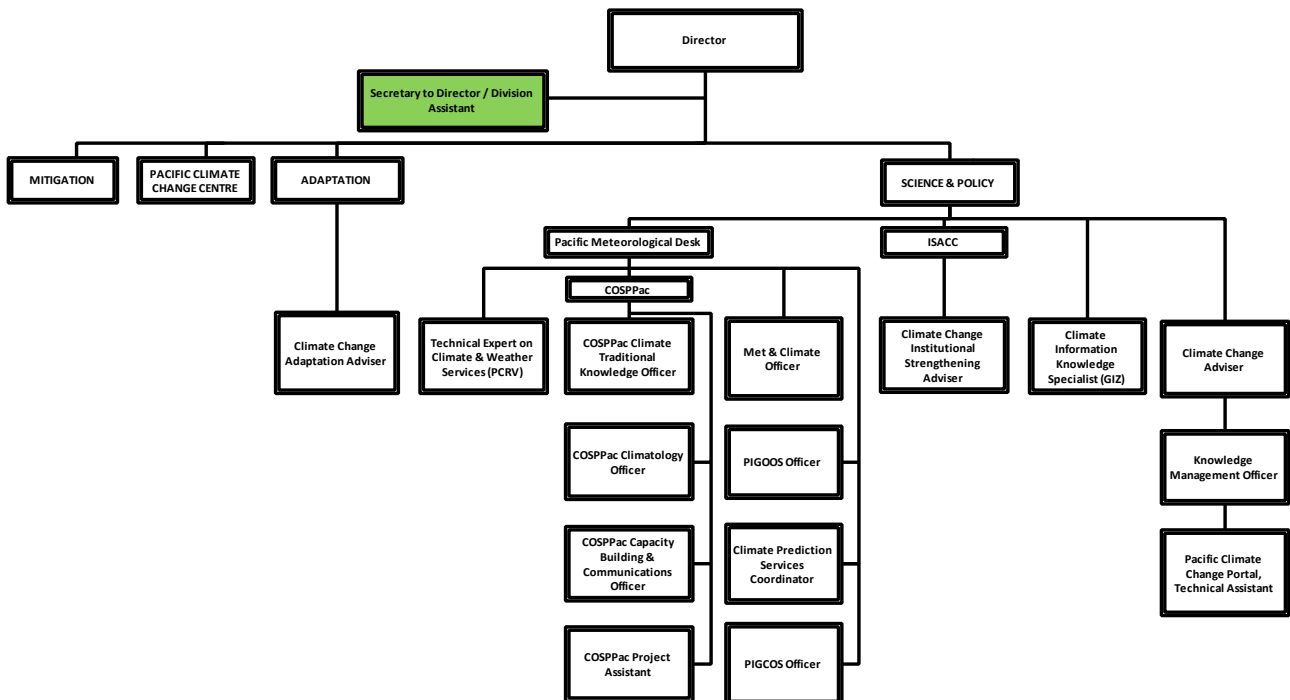
Organisation Goal 4: SPREP is leading and engaged in productive partnerships and collaboration.

Organisation Goal 5: SPREP has access to a pool of people with the attitudes, knowledge, and skills to enable it to deliver on its shared regional vision.

B. JOB DESCRIPTION

Job Title:	Secretary to Division Director/Division Assistant (SDD/DA)
Division:	Climate Change
Group / Team:	Climate Change
Responsible To:	Director, Climate Change
Responsible For: (Total number of staff)	N/A
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> • Provide administrative and secretarial services and support to the Director and the Climate Change Team
Date:	July 2017

Organisation Context



Key Result Areas

The position of **Secretary to Division Director/Division Assistant (SDD/DA)** addresses the following Key Result Areas:

1. Administrative and Secretarial services and support
2. Record Keeping
3. Travel Arrangements
4. Team Meetings
5. Team Support

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

Jobholder is accountable for	Jobholder is successful when
<p>1. Administrative and Secretarial services – and support</p> <p>a) Provide administrative services – including the following:</p> <ul style="list-style-type: none"> - Manage the Director and the Team's offices and schedules including arranging meetings and travel - Ensure relevant deadlines are tracked and met - Conduct research to support the work of the Director and staff - Prepare and write literature, correspondence and reports - Handle electronic documents - Handle information requests - Provide advice and coordinate work flow <p>b) Provide secretarial services – including the following:</p> <ul style="list-style-type: none"> - Schedule appointments and meetings - Manage all telephone calls and route as necessary - Draft official correspondences - Oversee visitors' schedules, provide information and re-direct where necessary <p>c) Ensure that the Director and staff are kept up to date on essential Programme and Corporate issues</p>	<ul style="list-style-type: none"> • Director and staff schedules and deadlines are met • Team Calendar is up-to-date and a schedule for key events and reminders is established • Short turnover time for requests on all administrative support issues • Research, reports and correspondences are timely and clear • Team is advised and updated on all key division and corporate advices and communications
<p>2. Record Keeping</p> <p>a) Ensure the Team files are up-to-date, secured and easily accessible and that relevant records and files are kept</p>	<ul style="list-style-type: none"> • Filing system is up-to-date, secured and easily accessible by the Team • Necessary information and publications are

<p>confidential at all times; b) Ensure that the Climate Change Office has all necessary information and publications</p>	<p>available</p> <ul style="list-style-type: none"> • No missing records
<p>3. Travel Arrangements</p> <p>a) Make travel arrangements and attend to all necessary travel requirements of the Director and Team; b) Provide necessary support to the Team as required during all travels.</p>	<ul style="list-style-type: none"> • Travels are arranged on time including all necessary travel permits and visas • All travel requirements in place before travel including insurance cards • Essential travel information is provided to all travelling staff of the Team • Lodge staff travel insurance claims with Finance Officer - Travel
<p>4. Team Meetings</p> <p>a) Provide secretarial and support services to Team Meetings including preparation of the agenda, setting up facilities, taking notes and distributing the meeting record to programme staff; b) Assist with arrangements for all other relevant team and official meetings.</p>	<ul style="list-style-type: none"> • Timely distribution of all meeting information • All meeting minutes clearly and accurately recorded • Meeting requirements provided
<p>5. Team Support</p> <p>a) Record and update the team's work by output as part of the Work Programme & Budget and Performance Monitoring & Evaluation Report.</p> <p>b) Provide assistance in the following areas:</p> <ul style="list-style-type: none"> - Obtain financial and budgetary information as required and monitor project accounts. - Ensure the accurate and timely processing of the Team's financial requirements (RFP's, PO's); - Review, update and finalise the Annual Calendar of Events/Activities and assist officers to ensure all events are entered on the Events Database Application; - Coordinate and arrange logistics for SPREP's official meetings and workshops; - Induct new division staff on generic division procedures, policies and routines; 	<ul style="list-style-type: none"> • Team workflow is effective and efficient and staff are updated regularly on relevant programme and corporate issues • Team procedures, policies and administrative requirements are provided regularly to officers • Financial requirements (RFP's, PO's) are processed and submitted on time. • Budget update provided where necessary

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 Plan.

Work Complexity

Most challenging duties typically undertaken:

- Conducting research and providing relevant information to the division
- Preparing and drafting literature reviews and reports
- Handling electronic documents
- Maintaining and updating filing system

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
External <ul style="list-style-type: none">• Public• Visitors• Catering Companies• Workshop participants	<ul style="list-style-type: none">• Answer Queries / Attend to Requests / Explain issues / Respond to correspondences / Answer the telephone / Liaise / Explain
Internal <ul style="list-style-type: none">▪ Management• All Staff	<ul style="list-style-type: none">• Answer Queries / Attend to Requests / Explain issues / Respond to correspondences / Answer the telephone / Liaise / Explain / Disseminate information

Level of Delegation

The position holder:

- Has no delegation of authority

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 Business Administration or Science or relevant field (A Bachelor degree in a relevant discipline would be an advantage)

Knowledge / Experience**Essential**

2. At least 2 years of administrative work experience (Bachelor degree holders with no prior experience are welcomed to apply)
3. Excellent knowledge and understanding of business administration and office management requirements including coordination, conducting research, report writing and events management and organisation.
4. Demonstrates initiative and ability to think outside the box in dealing with multiple tasks, demanding deadlines and with little supervision
5. Excellent communications and public relations skills including a high level of diplomacy and tact
6. Good understanding and appreciation of team work and performance culture with optimistic attitude to diverse opportunities and challenges
7. Shows positive approach to continuous learning and development

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"> • Administration and Office Management • Diplomacy and tact • Problem Solving • Research and report writing • Communication and inter-personal skills • Team work • Positive attitude • Willingness to learn • Dealing with sensitive and confidential information
Advanced level	<ul style="list-style-type: none"> • Understanding of office protocols, policies and procedures
Working Knowledge	<ul style="list-style-type: none"> • Multi-disciplinary teams • Project work

Awareness	<ul style="list-style-type: none"> • SPREP Strategic Plan • SPREP Work Programmes • Environmental issues in the Pacific islands region • Emerging environmental issues and challenges
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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 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.

Salary: Remuneration is at Band 6 of SPREP's salary scale for locally recruited staff. Starting salary will be in the range of SAT\$26,654 to SAT\$29,986 per annum. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required. Progress in the salary scale will be based on annual performance reviews.

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).

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 leave (without pay).

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.

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.

Transport: Transport from and to central Apia before and after work is provided.

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 Secretary to Director/Divisional Assistant_Climate Change**” 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 Secretary to Director/Divisional Assistant_Climate Change**”

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

Closing date: Friday, 11th August 2017: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
