



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

APPLICANT INFORMATION PACKAGE
Spatial Planning Officer (SPO)



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 80 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 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 5 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, Communications & Outreach and Monitoring & Evaluation.

Environmental Monitoring and Governance

The overall aim for the Environmental Monitoring and Governance Division (EMG) under the SPREP Strategic Plan 2011-2015 is to ensure that country members "will have the capacity to develop and implement transparent and robust frameworks and processes for improved environmental governance, planning, monitoring and reporting". In addition, SPREP Secretariat aims to establish an

effective regional monitoring system for producing periodic regional State of the Environment reports.

PACIOCEA Project Background

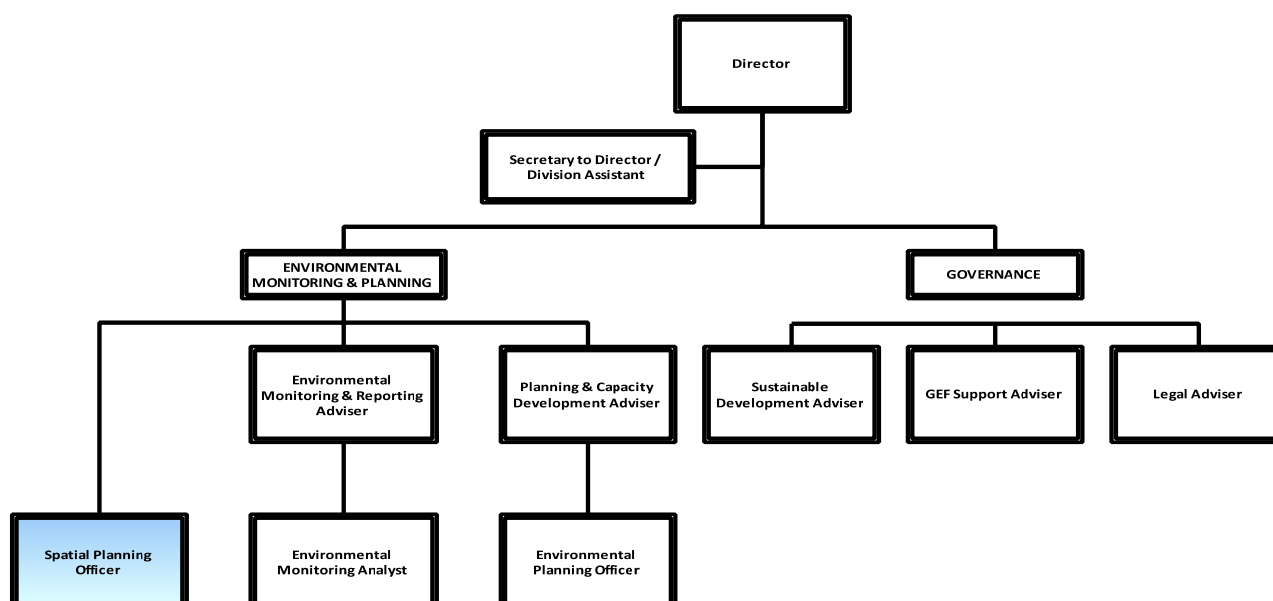
SPREP is implementing a Marine Spatial Planning project with the French MPA Agency (AAMP) (PACIOCEA). This project, and associated ongoing efforts, are aiming to meet a need identified by Pacific island countries, and detailed in the Pacific Oceanscape Framework, to use data approaches for marine spatial planning to enhance integrated coastal management for sustainable use of coastal resources. There are currently many approaches to marine management in the Pacific, at multiple scales and with multiple goals. These range from individual community fisheries management approaches including Locally Managed Marine Areas (LMMAs) through to the Cook Islands Marine Park (over one million square kilometers). To enhance coastal marine management of Pacific island countries for sustainable resource use, especially in consideration of building resilience to climate change, there is recognition that processes to integrate managed areas and management approaches are essential to maximise retention of intact habitats.

The role of the Spatial Planning Officer will be to take a key role in the operation of this highly complex project and linked efforts, particularly to assist SPREP, key partners and participating countries to identify key data, identify scales and metrics of useful data and collate this data into a centralised and uniform format to be used specifically for current spatial planning efforts, as well as initiating efforts towards the development of a centralised database.

B. JOB DESCRIPTION

Job Title:	Spatial Planning Officer (SPO)
Programme:	Environmental Monitoring and Governance
Group/Team	Environmental Monitoring and Planning
Responsible To:	Director, EMG
Responsible For: (Total number of staff)	N/A
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> • Provide technical data support for multiple marine data sets, both spatial and point data for regional, national and sub-national marine spatial planning efforts associated particularly with the PACIOCEA projects. • Coordinate the SPREP component of the PACIOCEA project.
Date:	October 2013

Organisation Context



Key Result Areas

The position of Spatial Planning Officer (**SPO**) addresses the following Key Result Areas:

1. Technical support and data handling
2. Project planning and coordination (PACIOCEA)
3. Data synthesis and delivery

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

Jobholder is accountable for	Jobholder is successful when
<p>1. Technical support and data handling;</p> <ol style="list-style-type: none"> a) Provide technical background on coastal threats, climate change and Marine Spatial Planning (MSP). b) Facilitate the identification and collation of data from various stakeholders and partners in multiple countries, and other organisations in the region. c) Familiarise with Marine Spatial Planning options in an island context at multiple spatial scales. d) Work with partners and countries to identify data needs for management planning. e) Handle and manage spatial and point data for diverse environmental metrics, using GIS and multiple data formats. f) Develop metadata using INSPIRE EU data standard and collaborate to develop and populate a database structure for multiple uses. 	<ul style="list-style-type: none"> • Accurate technical information is provided to stakeholders and partners, both nationally and regionally. • Effective communication of technical information related to MSP, resulting in high engagement from stakeholders and partners in the development of key outcomes. • Diverse spatial and point data is collated for use in multiple MSP processes. • Data sharing processes are clearly established with member countries, and protocols in place for agreed data uses and data propriety. • Metadata is added to diverse data sets to track data for future and multiple uses. • Support is provided in the development and population of a database for environmental data.
<p>2. Project Planning & Coordination (PACIOCEA);</p> <ol style="list-style-type: none"> a) Ensure that planning for all project activities is carried out to highest standards of efficiency. b) Facilitate operational management of the project according to SPREP, AAMP and European Union operating standards, and other requirements as appropriate. c) Organise and facilitate project activities according to the project work plans, in order to produce the project outputs in a timely manner. d) Coordinate and prepare all relevant meetings. e) Maintain an overview of the planning, execution and financial management of projects. 	<ul style="list-style-type: none"> • Clear project plans are developed in co-ordination with partners and countries. • SPREP and funding agency operating procedures are met. • Project plans are successfully implemented and project tasks successfully completed. • Projects are successfully completed within allocated budget. • Reporting requirements are met accurately and in a timely fashion.

f) Revise budgets and allocations to ensure output delivery within budget.	
3. Data Synthesis and Delivery a) Lead the preparation of project data collation, sourcing data from SPREP member countries and territories as well as other regional agencies and partners. b) Develop maps and data syntheses or summaries for use by countries and projects in marine spatial planning and coastal management processes. Including the use graphics software. c) Provide technical input and support to the development and delivery of technical reports and multiple communications products. d) Supply data for the development of future scenarios.	<ul style="list-style-type: none"> • Data support to allow technical reports to be produced on time and according to SPREP and funding agency requirements. • Data syntheses, maps and summaries are produced in a timely fashion and are accessible to multiple audiences. • Maps and data are delivered in uniform format and according to mapping standards.

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:

- Delivery of technical support in identifying, collating, supplying and applying multiple environmental data sets.
- Timely and successful completion of project components.
- Development of maps, data summaries, metadata and support to marine spatial planning process.
- Project coordination, with multiple partners and several countries.
- Working with project manager in Noumea (AAMP) and SPREP staff within the Environmental and Governance Division as well as Biodiversity and Ecosystem Management.

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
--	---

<p>External</p> <ul style="list-style-type: none"> • Within country partners • SPREP national focal points • French MPA Agency (AAMP) • GIZ • IUCN • Other CROP agencies 	<ul style="list-style-type: none"> • Guidance and technical support • Engagement and collaboration • Communications and information sharing
<p>Internal</p> <ul style="list-style-type: none"> • Environmental Monitoring and Governance • Biodiversity and Ecosystem Management • Executive Management 	<ul style="list-style-type: none"> • Advice and assistance • Consultations and reporting • Discussions and negotiations • Communications and information sharing

Level of Delegation

The position holder:

- manages an operational budget
- can authorise costs in project budget
- can seek funding opportunities for project 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. A Bachelor degree in relevant field (e.g.) GIS/data management, Geography, Ecology, Environmental Management, Marine Biology

Knowledge / Experience

Essential

2. At least 5 years of project management experience on projects related to marine or terrestrial management, utilising multiple data types, with at least 3 years in a role requiring a similar degree of versatility and responsibility, including technical and financial reporting, and preferably

within the Pacific islands region
3. Work experience and broad knowledge of island ecosystem functions and management as related to marine management and marine spatial planning, preferably on small islands and with marine habitats.
4. Demonstrated experience in GIS as well as managing diverse spatial and point data layers and proven ability to develop and apply metadata in the development of data storage and access system, such as open source geodatabase.
5. Demonstrated ability to work effectively with multiple levels of government, NGOs and diverse groups of stakeholders, including proven experience in Oceania or similar island ecosystems, with sound knowledge of the Pacific Islands region preferred.
6. Ability to establish and implement workplan according to project objectives and management including strong organisational, time management, coordination and proven project collaboration skills.
7. Excellent written and verbal communication in English, with proven ability to synthesize information and communicate effectively to multiple audiences, as well as proven experience in working in a team within a multi-cultural and multi-disciplinary environment. Familiarity with written and spoken French would be an advantage.

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"> • Project management • Organisational and time management • Self-motivated • Analytical skills • Interpersonal skills • GIS capability • Collaboration with agencies and organisations in environmental data support.
Advanced level	<ul style="list-style-type: none"> • Environmental and climate change issues in the Pacific islands region • Knowledge of Marine Spatial Planning • Knowledge of metadata protocols for multiple data types • Ability to develop and populate open source databases.
Working Knowledge	<ul style="list-style-type: none"> • Demonstrated success in working with diverse cultures and communities in the use of funds for

	action implementation
Awareness	<ul style="list-style-type: none"> • SPREP Strategic Plan • Pacific Oceanscape Framework • SPREP Work Programmes and structure

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 1 year only with possibility to extend for a full 3-year contract subject to availability of funds, continuity of programme 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 10 of SPREP's salary scale and will be in the range of SDR27,689 to SDR41,533 per annum. Currently, the equivalent base salary in Samoan Tala is SAT\$105,836 (USD\$44,098) to SAT\$158,752 (USD\$66,147) per annum.

Salary on Appointment: Starting salary will be made in the lower end of the salary scale based on the Secretariat's established remuneration guidelines. 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.

Cost of living differential allowance (COLDA): A Cost-of-Living Differential Allowance within the range of SDR3,743 – SDR4,816 per annum will be paid to the successful candidate. The current equivalent in Samoan Tala is SAT\$14,307 (USD\$5,961) to SAT\$18,408 (USD\$7,670) per annum. 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\$2.40

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\$4,205 (USD\$1,752).

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.

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\$6,500) per annum per dependent child, with an overall maximum of Samoan Tala \$46,800 (USD\$19,500) 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\$970) 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\$1,000) 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 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.

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 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 the SPREP website;
2. A detailed Curriculum Vitae.

Applications that do not include all the requirements stated above will not be considered.

Submitting applications:

- a) **BY EMAIL:** Subject matter to be clearly marked “**Application for Spatial Planning Officer**” 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 “**Application for Spatial Planning Officer**”

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

Closing date: Friday, 25th October 2013: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
--