



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

JOB DESCRIPTION
SYSTEMS DEVELOPER & ANALYST (SysDA)



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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.

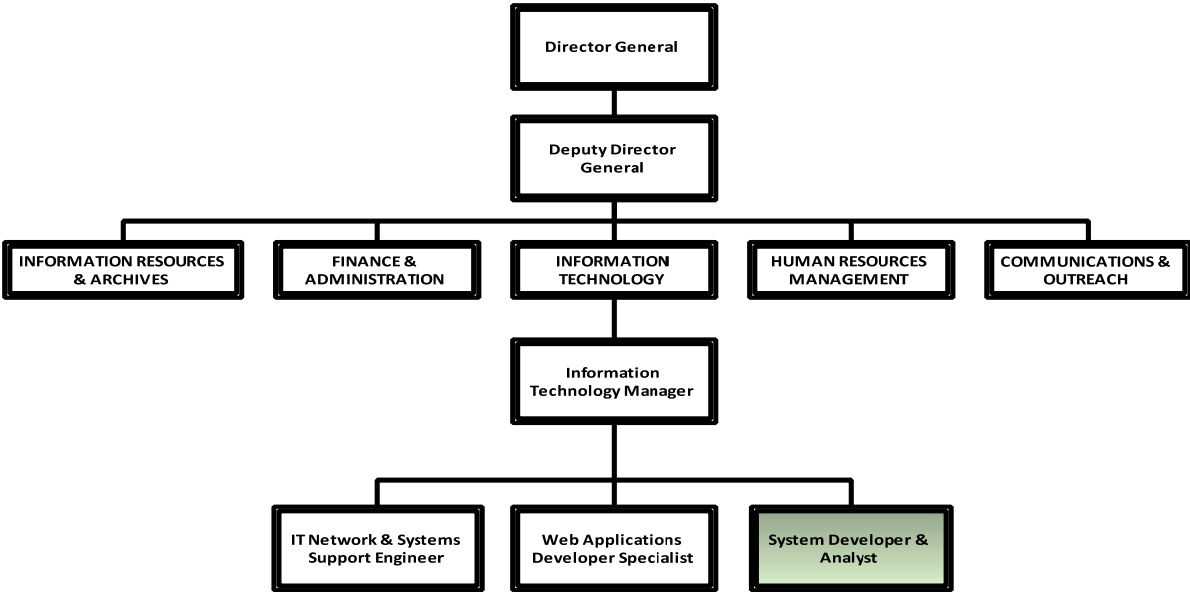
Corporate Services

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

Job Title:	Systems Developer & Analyst
Programme:	Corporate Services
Group / Team:	Information Technology
Responsible To:	Information Technology Manager
Responsible For: (Total number of staff)	N/A
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> Design, develop and administer all SPREP-wide corporate applications; technical solutions to business requirements and provide advice and assistance on all database related developments and SPREP supported projects in member countries
Date:	October 2012

Organisation Context



Key Result Areas

The position of **Systems Developer & Analyst** (SysDA) addresses the following Key Result Areas:

1. Analysis, design and development of databases
2. Technical advice, support and assistance
3. Review, enhancement and updating of corporate-wide information systems and applications
4. Administration and management of SPREP information systems and databases
5. Capacity building, reporting and technical assistance on all IT-related functions

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

Jobholder is accountable for	Jobholder is successful when
<p>1. Analysis, design and development of databases</p> <ol style="list-style-type: none"> a) Review, design, develop and support core SPREP-wide applications, in particular the Annual Work Programme Implementation Database and other corporate applications b) Provide support for SPREP's financial packages Sage Accpac and Microsoft Dynamics Nav, Employee connect Human Resources Information System (HRIS), Payglobal Payroll system and related applications c) Work with staff and users to analyse requirements, and translate these into practical requirements, design and technical solutions d) Develop, manage and test Disaster recovery plans for corporate information systems and databases 	<ul style="list-style-type: none"> • Minimal disruptions to corporate wide applications and Business systems • Technical solutions developed and implemented meet user requirements and core needs of the organisation • Developed new database applications for SPREP Programmes and projects • Manage and host Project databases in SPREP successfully • Test Disaster Recovery plans for database systems regularly and successfully
<p>2. Technical advice, support and assistance</p> <ol style="list-style-type: none"> a) Provide technical advice to SPREP Senior Management Team on important emerging IT issues relating to database development and management and their potential implications for the Secretariat and its work b) Provide technical advice and solutions to SPREP staff on all IT-related issues c) Ensure "state of the art" IT is applied at SPREP, within the existing SPREP budget 	<ul style="list-style-type: none"> • Timely and appropriate advice is provided to Senior Management Team • Secretariat is kept up to date on relevant database issues • Staff issues are addressed in a timely and satisfactory manner
<p>3. Review, enhancement and updating of corporate-wide information systems and applications</p> <ol style="list-style-type: none"> a) Review, analyse and document priority business requirements identified by staff and stakeholders, and provide timely and 	<ul style="list-style-type: none"> • Develop system requirements successfully; • Revised documentation, timely

<p>appropriate recommendations and/or solutions</p> <p>b) Review procedures in database management system manuals for making changes to database, establish and maintain database systems documentation</p>	<p>recommendations and solutions are provided</p> <ul style="list-style-type: none"> • Develop procedural manuals for making changes to databases successfully
<p>4. Administration and management of SPREP information systems and databases</p> <p>a) Administer core corporate information systems and databases, in particular the SQL Server platforms</p> <p>b) Schedule, plan, and manage the installation and testing of new products and improvements to SPREP information systems and databases</p> <p>c) Identify and evaluate new industry developments in database systems and provide recommendations to IT Manager before deployment</p>	<ul style="list-style-type: none"> • Minimal disruptions to corporate information systems and databases • Corporate wide information systems and applications are current or upgrade plans in place to meet vendor support requirements • Database systems developed in line with current industry developments and aligned to organisational objectives • Recommendations are regularly provided to ITM on core SPREP information system and software upgrades
<p>5. Capacity building, reporting and assistance on all IT-related functions</p> <p>a) Prepare and deliver training for staff, particularly in the use of corporate applications</p> <p>b) Provide training to member country participants through SPREP programmes</p> <p>c) Design, develop and create custom reports based on business requirements and respond to ad hoc queries</p> <p>d) Contribute to the development of the corporate budget by identifying Corporate information systems and database activity costs for the coming year</p> <p>e) Participate in the corporate ICT Helpdesk and provide prompt and quality support to SPREP staff</p> <p>f) Ensure the best available IT service providers are used by SPREP and that a consistently high level of service is maintained throughout any contracts that may be managed through SPREP.</p>	<ul style="list-style-type: none"> • Prepared and delivered training for staff and participants from member countries as needed successfully • Assistance and advice are provided for programme staff in managing data sets • Customised reports developed and provided • Prompt and quality support is provided to staff • Provide annual reports on costs for support and upgrades of business systems to IT Manager and Corporate Services Team leaders • Participate and provide assistance and advice to Knowledge Management Working Group activities • Attend to other IT requirements • IT Service providers contracted by SPREP provide the highest level of service and support to SPREP

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/Immediate 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:
<ul style="list-style-type: none"> Analyse, propose and design technical solutions, and undertake its implementation to meet project specifications and user requirements Collaborate with stakeholders, member countries on modifications and enhancements to regional databases Review, analyse and update SPREP corporate-wide information systems framework and applications

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"> Member countries National, regional and international organisations <p>Internal</p> <ul style="list-style-type: none"> Executive Management Programme staff Corporate Services 	<ul style="list-style-type: none"> Assistance / support / training programmes Communications / negotiations / business transactions / sharing systems Service / Reporting / communications Advice / support / assistance Enquiries / staff issues

Level of Delegation

The position holder:
<ul style="list-style-type: none"> manages an operational budget can authorise costs in own budget up to a certain limit can carry out negotiations on behalf of SPREP 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 Information Technology / Data Management / or related field (Relevant IT professional certifications from Microsoft would be an advantage).

Knowledge / Experience

Essential
2. At least 5 years relevant work experience in the following: a) applications development and information systems administration/management b) technical project management and the successful implementation of medium to large financial , HR and related application systems
3. Demonstrated experience in the following technical areas: a) Programming in a client server environment (preferably Visual Basic, C, Java, Microsoft.Net technologies) b) Script in powershell, perl or other scripting languages c) Database analysis, scoping, data and process mapping including practical experience in various Data Base Management Systems especially MS SQL Server 2008 or later, MySQL and MS Access with various database connectivity APIs d) Internet and associated technologies, such as websites and portals (Joomla, SharePoint). e) Financial applications (experience in Sage Accpac and Microsoft Dynamics Nav will be an advantage) and HRIS/payroll applications (Payglobal, Employee Connect) f) Microsoft Products
4. Demonstrated advisory and analytical skills
5. Demonstrated knowledge of accepted and emerging information technology issues and challenges in the Pacific islands
6. Demonstrated experience working within a multi-disciplinary and multi-cultural team environment including designing and conducting IT-related training programmes

7. Excellent written and verbal communication skills including high level of presentation and inter-personal skills and maintaining effective relationships with a diverse group of people

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"> • Computing • Problem Solving • Reporting Skills • Excellent communications • Fluency in English • Ability to set priorities • Team Building • Commitment to continuous improvement • Interpersonal skills and cultural sensitivity • Work well across programmes
Advanced level	<ul style="list-style-type: none"> ▪ IT issues in the Pacific islands region ▪ Flexible approach
Working Knowledge	<ul style="list-style-type: none"> • Environmental issues in the Pacific islands region
Awareness	<ul style="list-style-type: none"> • SPREP Strategic Plan • SPREP Work Programmes

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 10 of SPREP's salary scale and will be in the range of SDR27,689 to SDR41,533. Currently, the equivalent base salary in Samoan Tala is SAT\$104,011 (USD45,026) to SAT\$156,015 (USD\$67,539) 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 SDR4,541 – 5,835 will also be paid to the successful candidate. The current equivalent in Samoan Tala is SAT\$17,058 (USD\$7,384) to SAT\$21,919 (USD\$9,489). 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\$2.31

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\$4,132 (USD\$1,789).

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\$6,753) per annum per dependent child, with an overall maximum of Samoan Tala \$46,800 (USD\$20,260) 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\$2,138 (USD\$926) 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\$1,039) 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, 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.

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, 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.

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 “**Systems Developer & Analyst**” and send to recruitment@sprep.org (***Most preferred option***) OR
- b) 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 “**Systems Developer & Analyst**”

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

Closing date: Friday, 9th November 2012 (Samoan Time): Late applications will not be considered.

SPREP is an Equal Opportunity Employer
