



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

APPLICANT INFORMATION PACKAGE

Administrative and Communications Assistant **9th Pacific Island Conference on Nature Conservation and Protected Areas** **(Temporary Employment Opportunity)**



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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 70 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 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.

Conference Background and Theme

SPREP is the lead organisation in coordinating the development and running of the 9th Pacific Island Conference on Nature Conservation and Protected Areas which will be held at the University of the South Pacific, Suva, Fiji, 2 – 6 December 2013.

Nature conservation programmes in the Pacific are guided by this regional conservation conference that has met every 4-5 years since 1975. It has become the principal gathering of government agencies, NGOs, community-based organisations, donor agencies and individual experts concerned with conservation science and practice in the Pacific. It is an opportunity to set a Pacific based and initiated agenda for Pacific conservation for the next five years.

Each conference has generated an Action Strategy for Nature Conservation and Protected Areas as a guiding framework for the next 4-5 years. The subsequent conference has reviewed progress achieved against the Action Strategy before considering outstanding issues and priorities for the years ahead.

The Action Strategy is the key over-arching or crosscutting strategy for biodiversity conservation in the Pacific Islands Region. The current strategy (2008 – 2012) is a product of the 8th Pacific Islands Conference on Nature Conservation and Protected Areas at Alotau, Papua New Guinea in October 2007. The current Action Strategy has taken the lessons articulated in the review of the 2003 – 2007 Action Strategy including the outcomes of the 8th Conference to formulate a new approach which is centred on 8 core principles for nature conservation in the Pacific. It is basically a code of conduct to guide the work of all those involved in nature conservation in the Pacific. It is important to note that the Action Strategy is significant because it provides a regional framework for conservation that guides Pacific island countries and territories, donors, NGOs and regional organisations. It also provides an additional resource lever and it is a document which Governments, NGOs, donors and regional organisations can commit themselves to implementing.

Since the 8th Conference in 2007, many accomplishments have been achieved in the Pacific such as the Micronesian Challenge, the Phoenix Island Protected Area, the expansion of the Locally Marine Managed Areas, the political support and commitment from Pacific Forum Leaders to the Pacific Oceanscape Framework, and many other key accomplishments that have been widely recognised around the world.

Conference Theme - Natural Solutions: Building Resilience for a Changing Pacific

Momentum has been gathering around the world to find natural solutions to the issues and impacts of climate change. Ecosystem services have become increasingly recognised as a fundamental approach to combat these threats to the Pacific environment and its communities.

Climate change is predicted to have a range of impacts on island ecosystems and natural resources that are critical to current and future development, some of these are anticipated to be severe. It is increasingly recognised that a relevant response to these predicted impacts is the application of ecosystem-based adaptation (EbA) approaches. That is, the use of biodiversity and ecosystem services as part of an overall adaptation strategy to the adverse effects of climate change.

By taking into account the ecosystem services on which people depend for their livelihoods and social and economic security, EbA integrates sustainable use of biodiversity and ecosystem services in a

comprehensive adaptation strategy (CBD 2009)¹. Nature conservation and its relationship to sustainable development, blue/green economies and community resilience is a key element in EbA approaches.

It is proposed that the 9th Pacific Nature Conference be organised within the framework of promoting natural solutions to the threats of climate change while developing community resilience through sustainable development of natural and physical resources.

ACA Background

The ACA will assist with the development of this major event through providing support to SPREP conference organisers in planning and managing administrative matters, communications and technical assistance and will be part of the core conference planning team.

The successful applicant is expected to have relevant technical and administrative experience with a motivated attitude, ability to self-manage, multi-tasking and willingness to contribute and be part of a team. This opportunity is for a resident of Samoa possessing a valid work visa.

Benefits of Assignment:

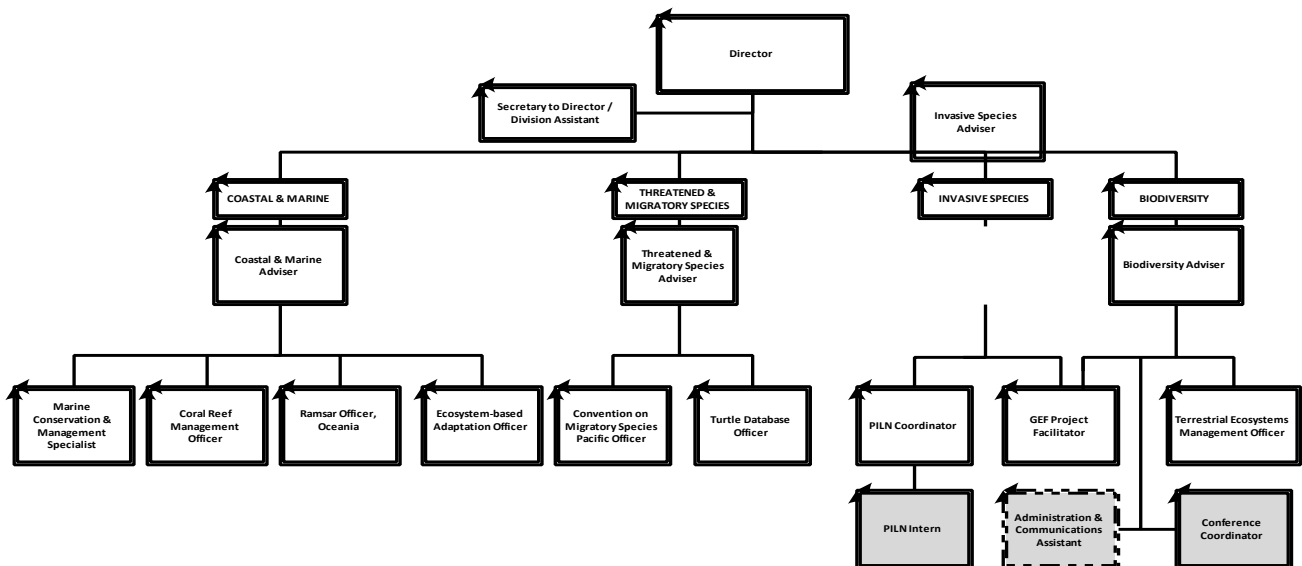
- Practical experience working as part of a team in delivering a major international conference.
- Experience working at an intergovernmental organisation.
- Opportunities to liaise and network with key nature conservation organisations and government departments from around the Pacific.
- Opportunity to travel and attend the conference in Fiji, 2 – 6 December 2013.

¹ CBD [Convention on Biological Diversity] 2009. *Connecting Biodiversity and Climate Change Mitigation and Adaptation: Report of the Second Ad Hoc Technical Expert Group on Biodiversity and Climate Change*. Technical Series No. 41.

B. TERMS OF REFERENCE

Job Title:	Administrative & Communications Assistant (ACA)
Division:	Biodiversity & Ecosystem Management Division
Programme:	Biodiversity
Responsible To:	Biodiversity Adviser
Responsible For: (Total number of staff)	N/A
Job Purpose:	<p>This job exists to</p> <ul style="list-style-type: none"> Provide technical and administrative support to SPREP's core conference planning team in preparation for 9th Pacific Islands Conference on Nature Conservation and Protected Areas.
Date:	July 2013

Organisation Context



Key Result Areas

The position of **Administration & Communications Assistant (ACA)** will address the following Key Result Areas:

1. Administrative and secretariat support services
2. Communications, media and advocacy activities
3. Research

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

Jobholder is accountable for	Jobholder is successful when
<ul style="list-style-type: none"> • Administrative and secretariat support services <ol style="list-style-type: none"> a) Provide administrative support services including but not limited to, filing, procurement, travel arrangements for the conference and related meetings, organising logistics for conference related meetings, record keeping and maintenance, rapporteuring, conducting research and managing the flow of correspondence for the conference such as sending and following up on official correspondence. b) Provide secretariat support services including but not limited to, scheduling appointments and meetings, managing telephone calls and route as necessary, typing official correspondence, overseeing visitors' schedules, providing information and redirect as necessary. c) Manage and monitor the timely compilation and completion of set tasks. d) Ensure key staff are kept up to date on key issues and suggest ways to address them. 	<ul style="list-style-type: none"> • All required tasks are completed within designated timeframes to required standards. • SPREP reporting, filing, and procurement procedures are followed as directed by SPREP policies. • Outputs are delivered in a timely and cost effective manner
<ol style="list-style-type: none"> 2. Communications, media and advocacy activities <ol style="list-style-type: none"> a) Assist with the coordination of communications, media and advocacy activities in the lead up to the conference including but not limited to, updating conference website, preparation of promotional materials and conducting research work on selected activities to be showcased at the conference (key publications, posters, information materials, visual materials, etc). 	<ul style="list-style-type: none"> • Conference communication products are completed and published on time • Conference website is updated regularly with new information • Information flow internally with SPREP and externally with key partners are accurately processed in a timely manner

3. Research a) Conduct key research to support the conference agenda, themes and key sessions.	<ul style="list-style-type: none"> Reliable and accurate technical information are available in a timely manner
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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 Division Director/Supervisor as part of the Performance Development System.

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

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
External <ul style="list-style-type: none"> SPREP member countries Conference Participants 	<ul style="list-style-type: none"> Facilitation Meetings and discussions Coordination and collaboration Assistance and Guidance
Internal All SPREP Staff	<ul style="list-style-type: none"> Assistance and Support Facilitation Meetings and discussions Coordination and collaboration

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 Environment Science, Management and Administration or equivalent (a higher qualification would be an advantage).

Knowledge / Experience

Essential

2. At least three years of practical experience in office administration support, technical research, and development of communication products in a medium to large organisation.
3. Excellent communications skills with high command of spoken and written English including demonstrated experience with media, publications, communications and networking with internal and external stakeholders
4. Demonstrated research and analytical skills including strong organisational and office management skills.
5. Excellent computer skills including use of Microsoft Office and graphic design experience and skills
6. Demonstrated ability to show initiative, multi-task and meet deadlines with minimal supervision including strong self-motivation and commitment
7. Ability to work with integrity and maintain confidentiality and must be able to use 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.

C. REMUNERATION PACKAGE – TERMS & CONDITIONS

Terms and Conditions

Duty Station: Apia, Samoa.

Duration: This is a temporary assignment for Five (5) 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 is SAT\$47,142 per annum.

Duty Travel: SPREP meets travelling expenses at prescribed rates necessarily incurred by staff required to travel away from Apia on official business.

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.

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 Administrative & Communications Assistant**” 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 Administrative & Communications Assistant**”

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

Closing date: Friday, 26th July 2013: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
