



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

APPLICANT INFORMATION PACKAGE  
**Assistant Records & Archives Officer (ARAO)**



## **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 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 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.

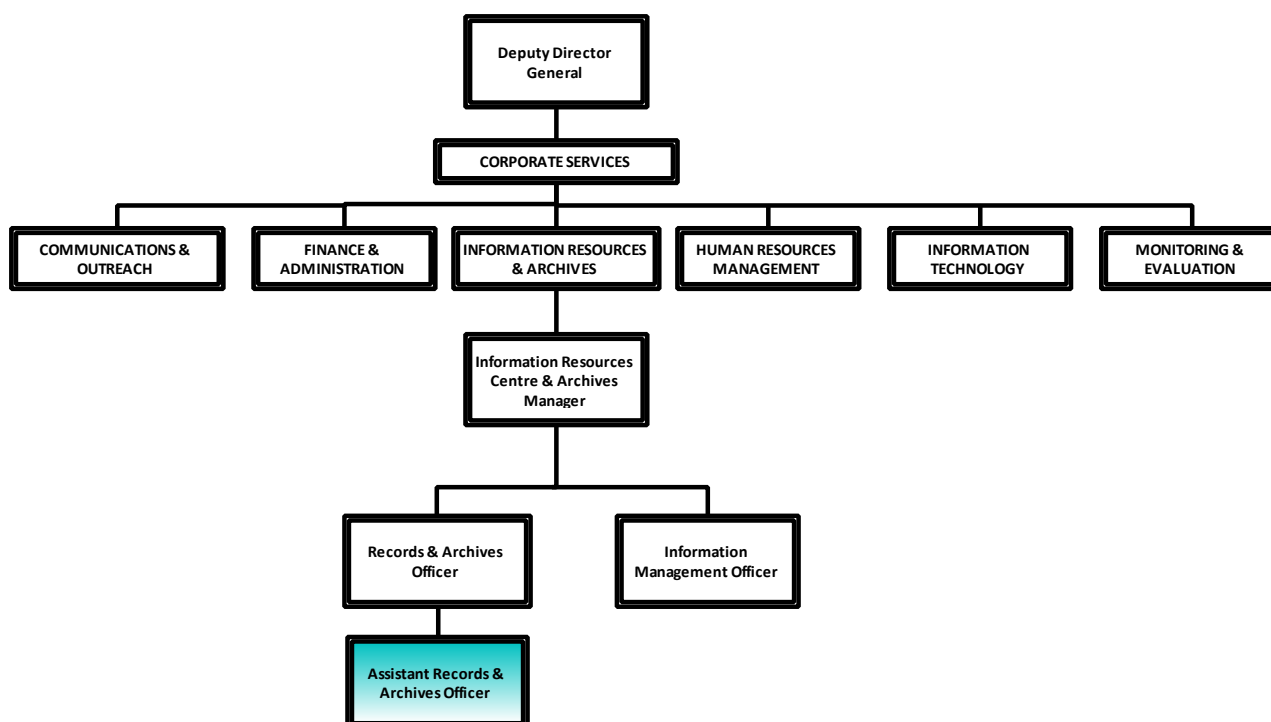
### **Corporate Services & Internal Audit**

Corporate Services provide corporate 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. The Internal Audit Unit provides independent monitoring of the organisation's operations and governance procedures including risk management and internal controls.

## B. JOB DESCRIPTION

<b>Job Title:</b>	Assistant Records & Archives Officer (ARAO)
<b>Division:</b>	Corporate Services
<b>Group / Team:</b>	Information Resources & Archives
<b>Responsible To:</b>	Records & Archives Officer
<b>Responsible For: (Total number of staff)</b>	N/A
<b>Job Purpose:</b>	This job exists to: <ul style="list-style-type: none"> <li>• Provide records and archives services and support</li> </ul>
<b>Date:</b>	October 2014

### Organisation Context



## Key Result Areas

The position of **Assistant Records & Archives Officer (ARAO)** addresses the following Key Result Areas:

1. Records Management and Filing
2. Preservation and Archiving
3. Administration Support

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

Jobholder is accountable for	Jobholder is successful when
<p><b>1. Records Management and Filing</b></p> <ol style="list-style-type: none"> <li>a) Provide daily records management services according to accepted policy and recommend any necessary amendments</li> <li>b) Update and maintain all relevant Records databases;</li> <li>c) Maintain current records/files and update all filing; storage and distribution of relevant documents;</li> <li>d) Create, classify and reclassify current and new files as required including cross-referencing files;</li> <li>e) Maintain the “Bring-Up” system and ensure that requests for files are properly authorised and requests attended to promptly;</li> <li>f) Attend to records requirements of SPREP staff and provide advice and guidance where necessary on records policies and procedures;</li> </ol>	<ul style="list-style-type: none"> <li>• All records are accurately filed on time and are easily accessible to staff</li> <li>• Records databases are maintained and updated</li> <li>• Files/records are updated and safeguarded</li> <li>• Staff requests are attended to promptly &amp; efficiently</li> <li>• Staff are informed about records management policies &amp; procedures through regular training and updates</li> </ul>
<p><b>2. Preservation and Archiving</b></p> <ol style="list-style-type: none"> <li>a) Ensure records security and confidentiality is maintained at all times</li> <li>b) Implement records storage procedures including organising secondary and archival storage;</li> <li>c) Assist in scanning and cataloguing archival records into DBTextworks database</li> <li>d) Support the implementation of the archival and repository system for safekeeping and maintaining old and closed files;</li> </ol>	<ul style="list-style-type: none"> <li>• All records (current &amp; archived) are safely stored in a secure area only accessible to IRCA staff</li> <li>• Records are regularly assessed for retention &amp; disposal</li> <li>• All archived records are scanned and catalogued into the database.</li> <li>• Quality checks on records completed regularly and on time.</li> <li>• Assistance is provided to the RAO in the archives services</li> </ul>
<p><b>3. Administration Support</b></p> <ol style="list-style-type: none"> <li>a) Process and distribute all official mail in accordance with established procedures;</li> </ol>	<ul style="list-style-type: none"> <li>• Office mail is received and distributed in line with established procedures</li> <li>• Mail register is maintained and updated</li> <li>• All enquires dealt with promptly and</li> </ul>

<ul style="list-style-type: none"> <li>b) Maintain and update a register of all incoming and outgoing correspondence as well as mailing expenditures and requirements;</li> <li>c) Handle and distribute queries and official emails received via <a href="mailto:sprep@sprep.org">sprep@sprep.org</a> official mail</li> <li>d) Maintain SPREP official mailing lists</li> <li>e) Distribute all official circulars and tenders to SPREP focal points, partners and stakeholders including upload to the website</li> <li>f) Assist in duplication of SPREP official meeting papers &amp; organising displays/exhibitions.</li> <li>g) Provide back up support to library visitors when other IRCA staff are absent.</li> <li>h) Assist in keeping the publication storage in place and organised</li> <li>i) Assist in conducting inductions for new staff</li> </ul>	<p>effectively</p> <ul style="list-style-type: none"> <li>• Up-to-date mailing lists</li> <li>• All official circulars and tenders are uploaded to the SPREP website on time and emailed promptly to SPREP focal points and partners</li> <li>• Duplication of SPREP meeting reports are on time</li> <li>• Excellent show of displays/exhibitions at meetings is provided</li> <li>• IRCA continues its services even if staff are absent</li> <li>• SPREP publications storage is maintained and properly organised.</li> <li>• New staff are informed of RM policies and procedures and collections</li> </ul>
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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 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:

- Records Management
- Preservation & Archiving

**Functional Relationships & Related Skills**

Key internal and/or external contacts	Nature of the contact most typical
<p><b>External</b></p> <ul style="list-style-type: none"> <li>• Members and stakeholders</li> <li>• Public</li> <li>• Businesses</li> </ul>	<ul style="list-style-type: none"> <li>• Records services</li> <li>• Archives services</li> <li>• Postal services</li> <li>• Information dissemination</li> </ul>

<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• Executive Management</li> <li>• All Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Records services</li> <li>• Archives services</li> <li>• Information dissemination</li> <li>• Advice and support</li> <li>• Reporting</li> </ul>
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### Level of Delegation

The position holder:

- 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. Certificate or Diploma in Records & Information Management, Librarianship, Business Studies, or relevant discipline

#### Knowledge / Experience

##### Essential

2. At least 3 years experience in records management operations
3. Sound knowledge and understanding of Records Management, Archives and/or library services and systems including general knowledge and appreciation of records and library policies, systems and processes as well as relevant computing systems
4. Excellent organisational and public relations skills with demonstrated ability to set priorities and meet work-plan deadlines with minimal supervision
5. Has the initiative to be creative, demonstrates a commitment for continuous development and is able to demonstrate a high level of professionalism
6. Excellent communication and interpersonal skills with a high command of spoken and written English and demonstrates ability to work well within a multi-disciplinary and multi-cultural environment;

## 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"><li>• Records Management</li><li>• Information dissemination</li><li>• Reporting</li></ul>
Advanced level	<ul style="list-style-type: none"><li>• Communications</li><li>• Public relations</li></ul>
Working Knowledge	<ul style="list-style-type: none"><li>• Administration</li><li>• Archives services</li></ul>
Awareness	<ul style="list-style-type: none"><li>• SPREP Strategic Plan</li><li>• SPREP Work Programmes</li><li>• Environmental issues in the Pacific islands region</li><li>• Emerging environmental issues and challenges</li></ul>

## 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. The salary range for this position is from SAT\$26,654 to SAT\$39,981 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.

**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.

**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.

**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.

## 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 “**Application for Assistant Records & Archives Officer**” and send to [recruitment@sprep.org](mailto: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 Assistant Records & Archives Officer**”

For further enquiries, the Assistant HR Officer can be contacted on telephone (685) 21929 ext 328 or Email: [jolynnf@sprep.org](mailto:jolynnf@sprep.org)

**Closing date: Friday, 21<sup>st</sup> November 2014:** Late applications will not be considered.

SPREP is an Equal Opportunity Employer
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