



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

APPLICANT INFORMATION PACKAGE
CLIMATE CHANGE TECHNICAL ASSISTANT (CCTA)



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 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 20 Pacific island member countries and territories (American Samoa, Cook Islands, Federated States of Micronesia, Fiji, French Polynesia, Kiribati, Marshall Islands, Nauru, New Caledonia, Niue, Northern Marianas, Palau, Papua New Guinea, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, Vanuatu and Wallis & Futuna) and four developed countries (Australia, France, New Zealand and United States of America) with direct interests in the region.

Programmes

The SPREP Strategic priorities are delivered through four programmes:

- **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 programmes work in an integrated way on project development and implementation.

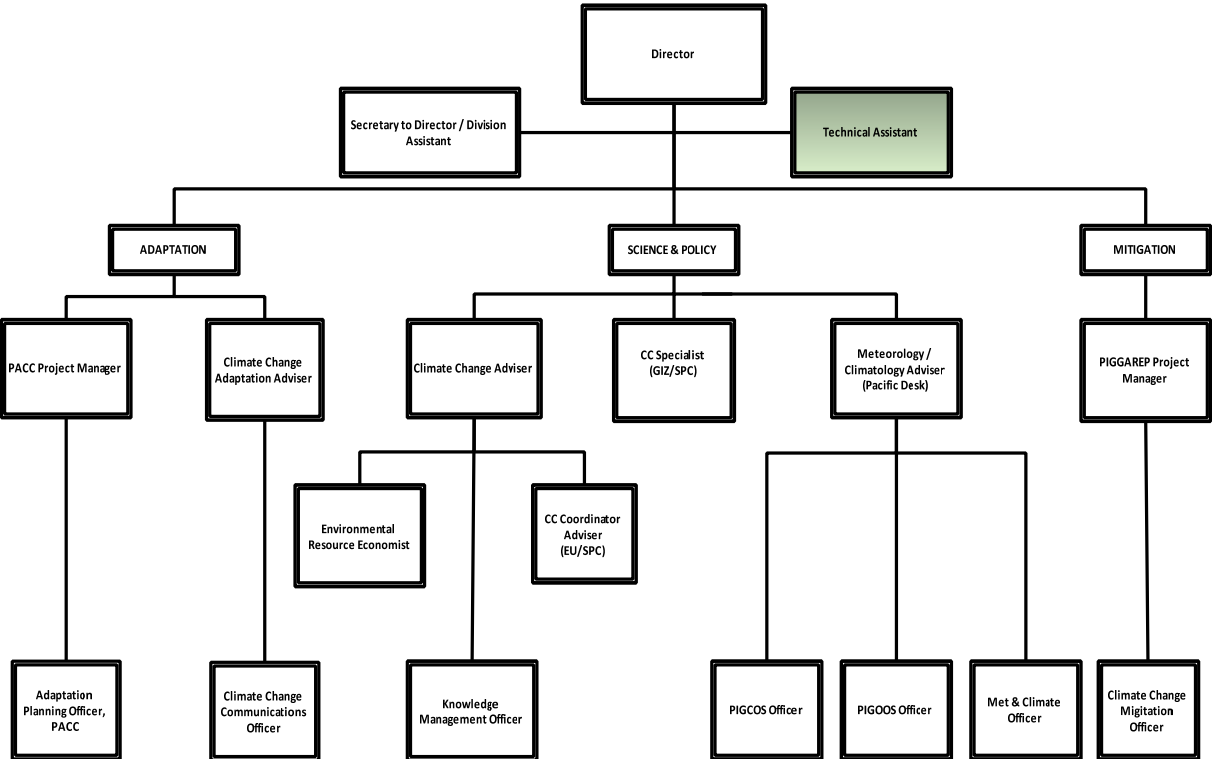
Corporate Services

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:	Climate Change Technical Assistant (CCTA)
Division:	Climate Change
Group / Team:	Climate Change
Responsible To:	Director, Climate Change
Responsible For: (Total number of staff)	N/A
Job Purpose:	<ul style="list-style-type: none"> Provide technical assistance and support to the Climate Change Division
- Date:	July 2012

Organisation Context



Key Result Areas

The position of **Climate Change Technical Assistant (CCTA)** addresses the following Key Result Areas:

1. Technical support and facilitation
2. Project planning and financial support
3. AWPID Monitoring and reporting
4. GIZ support
5. Administrative assistance and support

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 facilitation</p> <ol style="list-style-type: none"> a) Work with Division staff and partners within the Pacific region to deliver programme objectives b) Support and facilitate Climate Change Division (CCD) activities according to the project work plans, in order to produce Work Programme and Budget outcomes in a timely manner c) Support and facilitate workshops and meetings with various stakeholders and partners in country d) Develop office resources (such as protocols, fact sheets, useful information etc.) for visitors, workshop participants etc e) Support CCD staff in research and review of documents where required 	<ul style="list-style-type: none"> • Delivery of effective, timely and accurate technical support and co-ordination of multiple projects, with multiple partners and several communities • Effective negotiation, handling of complaints, customer service
<p>2. Project planning & financial management</p> <ol style="list-style-type: none"> a) Support and facilitate project planning activities, budgetary development and management of projects according to SPREP operating standards, and other requirements as appropriate b) Maintain an overview of CCD's MOUs and a timeline for the Divisions donor reporting requirements 	<ul style="list-style-type: none"> • Projects are successfully completed within allocated budget • Reporting requirements are met accurately and in a timely fashion • Countries and partners are regularly informed of project goals, status and future activities.
<p>3. Monitoring of CCD AWPID</p> <ol style="list-style-type: none"> a) Monitor AWPID for donor reporting, PMER and Annual Reports b) Report developments in collaboration with staff members c) Develop fact sheets and information brochures to highlight CCD activities' outcomes 	<ul style="list-style-type: none"> • Timely reports and updates on CCD activities and outcomes • Data and information is readily available and accurate for reporting purposes

<p>4. GIZ support Provide support to the GIZ Coping with Climate Change in the Pacific Island Region (CCCPIR) project through the Climate Change Specialist</p>	<ul style="list-style-type: none"> • Timely and relevant Technical Support and assistance is provided to GIZ project
<p>5. Administrative Support a) Provide administrative assistance and support to the Climate Change team where necessary</p>	<ul style="list-style-type: none"> • Administrative support and assistance is provided to the CCD 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 manager as part of the performance development process.

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

Work Complexity

<p>Most challenging duties typically undertaken:</p>
<ul style="list-style-type: none"> • Delivery of effective, timely and accurate technical support and co-ordination of multiple projects, with multiple partners and several communities • Effective negotiation, handling of complaints, customer service

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"> • Public • Division visitors • Workshop participants • Within country partners/ SPREP national focal points/ Key partners (NGO's and 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"> ▪ SPREP-GIZ Climate Specialist ▪ Climate Change Division Staff ▪ 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 Science/Management (A Bachelor degree in a relevant discipline will be an advantage)

Knowledge / Experience

Essential

2. At least 5 years of relevant work experience particularly in providing research and technical assistance in a medium to large organisation
3. Excellent knowledge and experience in project management support services with demonstrated ability to set priorities; monitor and evaluate work targets
4. Excellent organisational and public relations skills with demonstrated ability to meet work-plan deadlines with minimal supervision;
5. Excellent word processing, computer and administrative skills
6. Excellent communication and interpersonal skills with a high command of spoken and written English and demonstrated ability to work well in multi-disciplinary and multi-cultural teams

Key Skills / Attributes / Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level

- Diplomacy and tact
- Technical knowledge

	<ul style="list-style-type: none"> • Problem Solving • Ability to set priorities and be adaptable to any situation • Flexible & courteous approach • Interpersonal skills and cultural sensitivity • Commitment to continuous improvement
Advanced level	<ul style="list-style-type: none"> • Programme functions • Project backgrounds • Climate change
Working Knowledge	<ul style="list-style-type: none"> • Understanding of office protocols, policies and procedures
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

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.

Grade: Appointment will be at Band 7 of SPREP's authorised salary scale for locally recruited staff.

Salary: The salary range for this position is from SAT\$31,428 to SAT\$47,142 per annum. **Starting salary will be based on the Secretariat's established remuneration guidelines.**

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). Annual leave entitlement progression based on annual leave schedule for locally recruited staff.

Sick Leave: 30 working days a year (up to a maximum accumulation of 90 days).

Other Leave: Provisions also exist for examination, 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.

Life and 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 General, 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.

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 Climate Change Technical 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, SPREP, P O Box 240, Apia or fax number (685)20231 and clearly marked “**Application for Climate Change Technical Assistant**”

All enquiries to be directed to the Assistant HR Officer on telephone (685) 21929 ext 328 or Email: christinep@sprep.org

Closing date: Friday, 17th August 2012: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
