



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

APPLICANT INFORMATION PACKAGE  
**ENVIRONMENTAL MONITORING & GOVERNANCE DIVISION**  
**SECRETARY TO DIVISION DIRECTOR & DIVISION ASSISTANT**  
**(SDD/DA)**



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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 95 staff and an annual budget of USD \$20 million in 2015.

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.

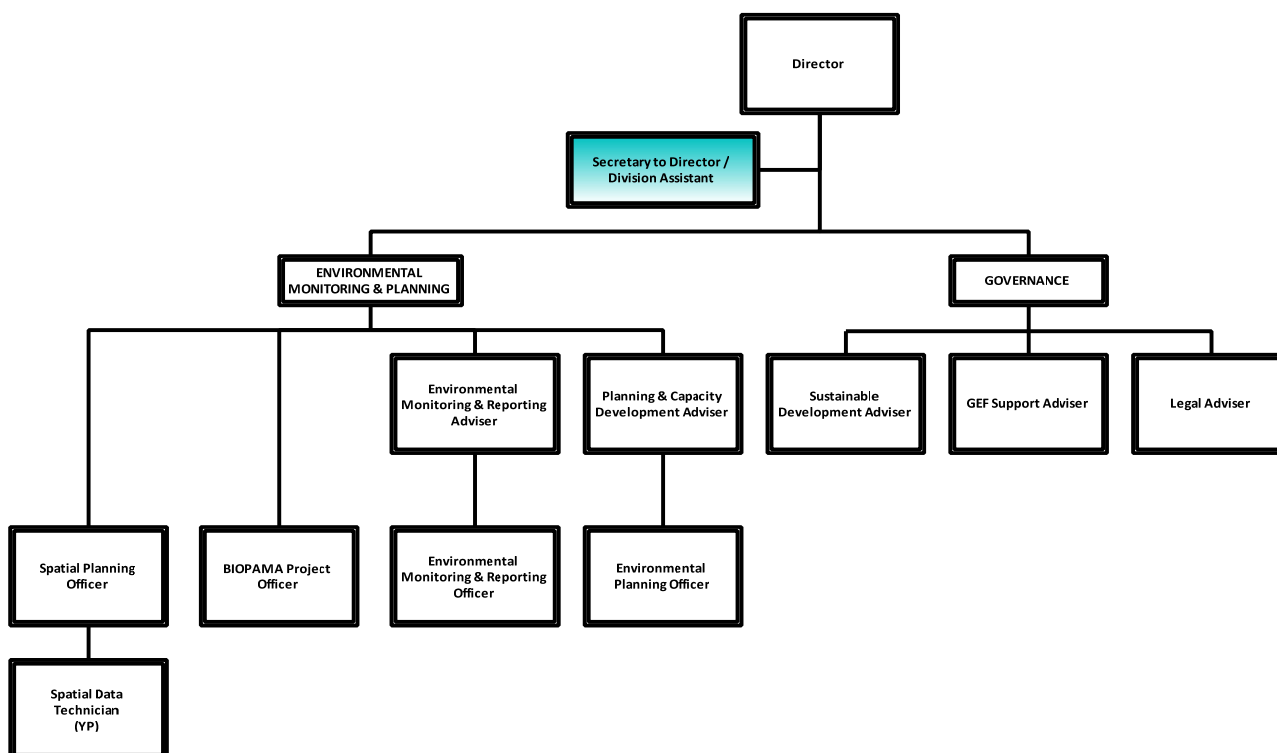
### **Corporate Services & Internal Audit**

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>	Secretary to Division Director/Division Assistant (SDPD/DA)
<b>Division:</b>	Environmental Monitoring & Governance (EMG)
<b>Team:</b>	Environmental Monitoring & Governance
<b>Responsible To:</b>	Division Director
<b>Responsible For: (Total number of staff)</b>	N/A
<b>Job Purpose:</b>	<p>This job exists to:</p> <ul style="list-style-type: none"> <li>• Provide administrative and secretarial services and support to the Division Director and the EMG Division</li> </ul>
<b>Date:</b>	March 2015

### Organisation Context



## Key Result Areas

The position of **Secretary to Division Director/Division Assistant (SDD/DA)** addresses the following Key Result Areas:

1. Administrative and Secretarial services and support
2. Record Keeping
3. Travel Arrangements
4. Division Meetings
5. Division Support

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

Jobholder is accountable for	Jobholder is successful when
<p><b>1. Administrative and Secretarial services and support</b></p> <p>a) Provide administrative services including:</p> <ul style="list-style-type: none"> <li>- Managing the Division Director and the Division's offices and schedules including arranging meetings and travel</li> <li>- Ensuring relevant deadlines are tracked and met</li> <li>- Conducting research to support the work of the Division Director and staff</li> <li>- Preparing and write literature, correspondence and reports</li> <li>- Handling electronic documents</li> <li>- Handling information requests</li> <li>- Providing advice and coordinate work flow</li> </ul> <p>b) Provide secretarial services including:</p> <ul style="list-style-type: none"> <li>- Scheduling appointments and meetings</li> <li>- Managing all telephone calls and messages</li> <li>- Preparing official correspondences</li> <li>- Overseeing visitors' schedules, provide information and re-direct where necessary</li> </ul> <p>c) Ensure that the Division Director and staff are kept up to date on essential Division and Corporate issues</p>	<ul style="list-style-type: none"> <li>• Division Director and staff schedules and deadlines are met</li> <li>• Short turnover time for requests</li> <li>• Correspondences are timely and clear</li> <li>• Research and relevant information is provided in a timely manner</li> </ul>
<p><b>2. Record Keeping</b></p> <p>a) Ensure the Division files are up-to-date, secured and easily accessible and that relevant records and files are kept confidential at all times;</p>	<ul style="list-style-type: none"> <li>• Filing system is up-to-date, secured and easily accessible</li> <li>• Necessary information and publications are available</li> </ul>

<p>b) Ensure that the Division Office has all necessary information and publications</p>	<ul style="list-style-type: none"> <li>• No missing records</li> </ul>
<p><b>3. Travel Arrangements</b></p> <p>a) Make travel arrangements and attend to all necessary travel requirements of the Division;</p> <p>b) Provide necessary support to the Division as required during all travels.</p>	<ul style="list-style-type: none"> <li>• Division travels are arranged on time</li> <li>• Division has all travel requirements in place before travel</li> </ul>
<p><b>4. Division Meeting</b></p> <p>a) Provide administrative support services to Division Meetings including preparation of the agenda, setting up facilities, taking notes, distributing meeting records and follow up of actions to be done;;</p> <p>b) Assist with arrangements for all other relevant division and official meetings.</p>	<ul style="list-style-type: none"> <li>• Timely distribution of all meeting information</li> <li>• All meeting minutes clearly and accurately recorded</li> <li>• Meeting requirements provided</li> <li>• Outstanding actions are followed up and well documented</li> </ul>
<p><b>5. Division Support</b></p> <p>a) Record and update the Division’s work by output as part of the Work Programme &amp; Budget and Performance Monitoring &amp; Evaluation Report.</p> <p>b) Provide assistance in the following areas:</p> <ul style="list-style-type: none"> <li>- Monitor project and budget accounts and provide financial and budgetary information as required.</li> <li>- Ensure the accurate and timely processing of the Division’s financial and corporate requirements;</li> <li>- Review, update and finalise the Division’s Annual Calendar of Events/Activities;</li> <li>- Coordinate and arrange logistics for SPREP’s official meetings and workshops;</li> <li>- Ensure new division staff have access to all relevant division and organisational procedures, policies and routines.</li> </ul>	<ul style="list-style-type: none"> <li>• Division workflow is effective and efficient and Division staff are updated regularly on relevant organisational issues</li> <li>• Division procedures, policies and administrative requirements are provided regularly to Division staff</li> <li>• Financial and corporate requirements are processed and submitted on time.</li> <li>• Regular update is provided to the division staff on their budgets</li> </ul>

**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 System.

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

## Work Complexity

Most challenging duties typically undertaken:

- Conducting research and providing relevant information to the division
- Preparing and writing technical reports
- Understanding and providing financial and corporate requirements

## Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
<b>External</b> <ul style="list-style-type: none"><li>• Public</li><li>• SPREP donors and partners</li><li>• Catering Companies</li><li>• Workshop participants</li></ul>	<ul style="list-style-type: none"><li>• Answer Queries / Attend to Requests / Explain issues / Respond to correspondences / Answer the telephone / Liaise / Explain</li></ul>
<b>Internal</b> <ul style="list-style-type: none"><li>▪ Management</li><li>• All Staff</li></ul>	<ul style="list-style-type: none"><li>• Answer Queries / Attend to Requests / Explain issues / Respond to correspondences / Answer the telephone / Liaise / Explain / Disseminate information</li></ul>

## 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 Office Management, Administration or Science with administrative experience (a higher qualification would be an advantage)

## Knowledge / Experience

<b>Essential</b>
2. At least 5 years of administrative work experience in a medium to large organisation
3. Excellent skills in office management, coordination, multitasking and organisational administration together with exemplary public relations and customer services skills and ability to meet work-plan deadlines with minimal supervision
4. A demonstrated level of diplomacy and tact with ability to work with integrity, maintain confidentiality and apply discretion when handling sensitive and financial information
5. Demonstrated ability to conduct research and understand policies, operational manuals and regulations
6. Excellent communication and interpersonal skills with a high command of spoken and written English including demonstrated experience networking with internal and external stakeholders.
7. Excellent computer skills including use of Microsoft Office

## 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>• Diplomacy and tact</li> <li>• Office Management</li> <li>• Problem Solving</li> <li>• Ability to set priorities and be adaptable to any situation</li> <li>• Flexible &amp; courteous approach</li> <li>• Interpersonal skills and cultural sensitivity</li> <li>• Commitment to continuous improvement</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• Understanding of office protocols, policies and procedures</li> </ul>
Working Knowledge	<ul style="list-style-type: none"> <li>• Programme functions</li> <li>• Project backgrounds</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 per 3-year contract).

**Sick Leave:** 30 working days a year (up to a maximum accumulation of 90 days per 3-year contract).

**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 Secretary to Division Director/ Division Assistant**” 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 Secretary to Division Director/Division Assistant**”

For further enquiries, contact Ms Christine Purcell, Assistant HR Officer, on telephone (685) 21929 ext 328 or Email: [christinep@sprep.org](mailto:christinep@sprep.org)

**Closing date: Friday, 27<sup>th</sup> March 2015:** Late applications will not be considered.

SPREP is an Equal Opportunity Employer
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