



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

## APPLICANT INFORMATION PACKAGE

# **COORDINATOR, PACIFIC BIOSCAPES PROGRAMME,** **SOLOMON ISLANDS (CPBPSI)**

**(International recruitment)**

## **CONTENTS**

A. BACKGROUND INFORMATION ON SPREP

B. PACIFIC BIOSCAPES PROGRAMME

C. JOB DESCRIPTION

D. REMUNERATION PACKAGE – TERMS & CONDITIONS

E. ADMINISTRATIVE INFORMATION

## A. Background Information on SPREP

The *Secretariat of the Pacific Region Environment Programme* (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.

The head office is based in Apia, Samoa with other SPREP offices in Fiji, the Republic of the Marshall Islands, Vanuatu and the Solomon Islands.

SPREP has around 160 staff and has an annual budget of approximately USD41 million in 2024.

The establishment of SPREP in 1993 sends a clear signal to the global community of the deep commitment of Pacific Island Governments and Administrations for better management of the environment within the context of sustainable development.

The strategic direction for SPREP is clearly set out in the 2017-2026 SPREP Strategic Plan. The Plan outlines the mandate, vision and programmes for the organisation, and 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 to Pacific island countries and territories 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**:

*“A resilient 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	▪ Northern Marianas
▪ Cook Islands	▪ Palau
▪ Federate States of Micronesia	▪ Papua New Guinea
▪ Fiji	▪ Samoa
▪ French Polynesia	▪ Solomon Islands
▪ Guam	▪ Tokelau
▪ Kiribati	▪ Tonga
▪ Marshall Islands	▪ Tuvalu
▪ Nauru	▪ Vanuatu
▪ New Caledonia	▪ Wallis and Futuna
▪ Niue	

and 5 ‘metropolitan’ member countries with direct interests in the region:

- Australia,
- France,
- New Zealand,
- United Kingdom and
- the United States of America;

## ***SPREP Goals and Objectives***

The Secretariat continues to strengthen and realign its institutional capacities, competencies, and systems to best support its Members by delivering more integrated, responsive, and cost-effective services to Members and partners and by better coordinating regional efforts.

SPREP's Pacific and metropolitan members agreed that SPREP's Strategic plan should span 10 years to address critical environmental and related social and governance strategic priorities, which are reflected in the strategy's regional and organisational goals and objectives, as well as in SPREP's core 'Values'.

### ***Regional Goals***

- **Regional Goal 1:** Pacific people benefit from strengthened resilience to climate change;
- **Regional Goal 2:** Pacific people benefit from healthy and resilient island and ocean ecosystems;
- **Regional Goal 3:** Pacific people benefit from improved waste management and pollution control;
- **Regional Goal 4:** Pacific people and their environment benefit from commitment to and best practice of environmental governance.

### ***Organisational Goals***

- **Organisation Goal 1:** SPREP has information, knowledge, and communications systems that get the right information to the right people at the right time and influence positive organisational, behavioural and environmental change.
- **Organisation Goal 2:** SPREP has multi-disciplinary processes in programme delivery and in supporting Members to develop national and regional policies and strategies.
- **Organisation Goal 3:** SPREP has a reliable and sustainable funding base to achieve environmental outcomes for the benefit of the Pacific islands region and manages its programmes and operations to stay within its agreed budget.
- **Organisation Goal 4:** SPREP is leading and engaged in productive partnerships and collaboration.
- **Organisation Goal 5:** SPREP has access to a pool of people with the attitudes, knowledge, and skills to enable it to deliver on its shared regional vision.

### ***SPREP's Values***

SPREP approaches the environmental challenges faced by the Pacific guided by four simple **Values**. These values guide all aspects of our work:

- We value the **Environment**
- We value our **People**
- We value high quality and targeted **Service Delivery**
- We value **Integrity**

## **B. EU Intra-ACP Pacific Biodiversity and Sustainable Land-Seascapes (Pacific BioScapes) Programme**

SPREP is implementing a component within the framework of an existing Financing Agreement between the Organisation of African, Caribbean and Pacific States (OACPS) and the European Union (EU) for the implementation of the Intra-African Caribbean Pacific (ACP) Support Programme for ACP Small Island Developing States (SIDS) and Coastal Countries. Globally the Programme has been approved for a total of EUR 35 million under the Intra-ACP Cooperation–11th European Development Fund Strategy Paper and Indicative Programme 2014-2020 programming actions for ACP regional organizations/institutions and countries. The Programme contributes directly to Sustainable Development Goals (SDGs) 14 and 15, as well as the three Rio Conventions - the United Nations Convention on Biological Diversity (UNCBD), the United Nations Convention to Combat Desertification (UNCCD) and the United Nations Framework Convention on Climate Change (UNFCCC). It will also promote gender equality and good governance. Its overall goal is to support implementation of SDGs 14 (Life Below Water) and SDG 15 (Life on Land) concentrating on climate change, resilience building and the environment and to contribute to addressing the development challenges of ACP SIDS and coastal countries by focusing on the implementation of the SAMOA Pathway.

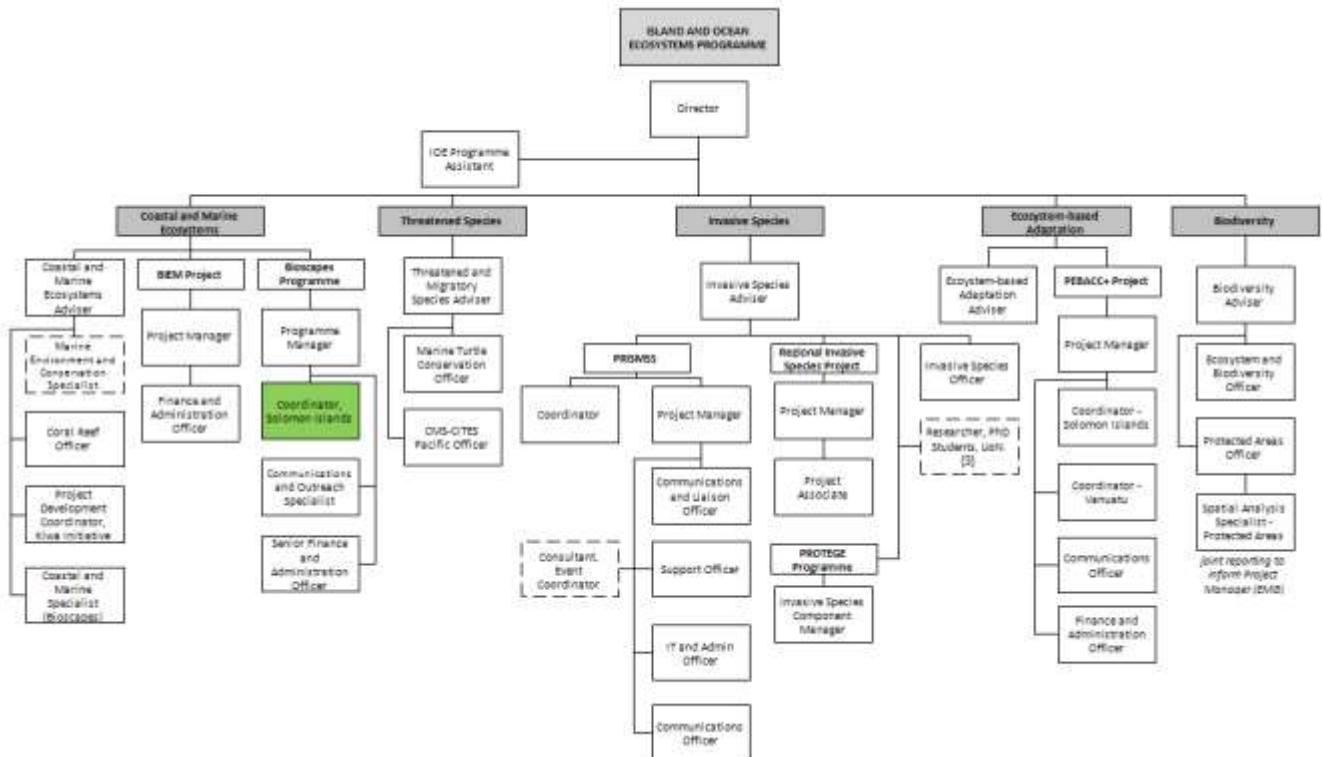
The Programme component for the Pacific ACP region is the Pacific Biodiversity and Sustainable Land- and Seascapes (Pacific BioScapes) Programme to be managed and implemented by the Secretariat of the Pacific Regional Environment Programme (SPREP). The Programme contributes to the sustainable development of Pacific SIDS by supporting and improving the management and sustainable use of marine and coastal resources. It provides an opportunity to address critical issues concerning coastal and marine biodiversity, and ecosystem-based responses to climate change adaptation. Pacific SIDS continue to face growing environmental challenges with the potential to drastically impact the natural assets upon which the foundation of their national economies and community livelihoods depends. The Programme applies ridge-to-reef and other management approaches to include both marine and terrestrial environments and to contribute to addressing barriers to effective conservation and sustainable use of biodiversity. In total there are 30 activities funded by the Programme to address Key Result Area (KRA) 1: strengthened capacities of Pacific countries to effectively manage coastal and marine biodiversity and enhance resilience to climate change and KRA 2: support regional, national and local efforts to assess, conserve, protect, manage and sustainably use marine and terrestrial biodiversity.

As well as region-wide and sub-regional activities, 11 Pacific countries (Cook Islands, Fiji, Kiribati, Republic of the Marshall Islands, Federated States of Micronesia, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga and Vanuatu) implement activities funded by the Programme with support ranging from national to community levels. SPREP works with a number of nationally and regionally based NGO and civil society partners to facilitate effective in-country and sub-regional delivery of activities. Implementation and coordination will be undertaken within the SPREP Island and Ocean Ecosystems Programme with specific engagement of all sub-programmes: Coastal and Marine Ecosystems; Threatened and Migratory Species; Biodiversity; Invasive Species.

## C. JOB DESCRIPTION

<b>Job Title:</b>	Coordinator, Pacific BioScapes Programme, Solomon Islands (CPBPSI)
<b>Programme:</b>	Island and Ocean Ecosystems (IOE)
<b>team :</b>	Coastal and Marine Ecosystems
<b>Responsible To:</b>	Programme Manager – Pacific BioScapes Programme
<b>Responsible For: (Total number of staff)</b>	0
<b>Job Purpose:</b>	<p><b>This job exists to:</b></p> <ul style="list-style-type: none"> <li>• Manage in-country delivery of the Central Solomon Islands Seascape activity on a day-to-day basis in collaboration with the delivery partner.</li> <li>• Work closely with and provide support to SI National and Provincial Governments and activity delivery partner to ensure effectiveness of the activity.</li> <li>• Build capacity within the Ministry of Environment, Climate Change, Disaster Management and Meteorology (MECDM) and Central Province Government to design and implement ecosystem-based adaptation to climate change responses.</li> </ul>
<b>Date:</b>	May 2024

### Organisation Context



## Key Result Areas

The position of **Coordinator, Pacific BioScapes Programme, Solomon Islands Country (CPBPSI)** addresses the following Key Result Areas:

1. Implementation of the Solomon Islands Central Seascape activity
2. Capacity building
3. Communications
4. Financial management and work planning
5. Monitoring and reporting

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

Jobholder is accountable for	Jobholder is successful when
<p><b>1. Implementation of the Solomon Islands Central Seascape (SICS) activity</b></p> <ol style="list-style-type: none"> <li>a) Provide technical advice and oversight to assist implementation of SICS.</li> <li>b) Design and implement ecosystem-based adaptation (EbA) components of the SICS activity in collaboration with MECDM, Central Province Government, communities and delivery partner.</li> <li>c) Organise and implement activities according to work plans and deliver activity outputs in a timely manner.</li> <li>d) Ensure that regular communications are maintained with key stakeholders and the Programme Manager.</li> <li>e) Maintain good relationships with national governments and stakeholders in the implementation of the activity.</li> </ol>	<ul style="list-style-type: none"> <li>• Pacific BioScapes Programme SICS activities are successfully implemented.</li> <li>• Well researched, relevant and timely technical advice provided on coastal and marine ecosystem and EbA matters.</li> <li>• Regular updates and other communications are maintained with Programme Manager and delivery partner.</li> <li>• Director – IOE and Programme Manager receive positive feedback from national and provincial counterparts on support provided by SICC.</li> </ul>
<p><b>2. Capacity building</b></p> <ol style="list-style-type: none"> <li>a) Provide technical guidance and capacity building to SICS national and provincial partners.</li> <li>b) Facilitate workshops, training and meetings with various stakeholders in collaboration with SICS partners.</li> </ol>	<ul style="list-style-type: none"> <li>• Accurate technical information is provided to stakeholders and partners.</li> <li>• Workshops and training sessions are convened at relevant points in SICS work plan.</li> <li>• Evaluation of training sessions indicates that technical and other skills have been successfully learned.</li> </ul>
<p><b>3. Communications</b></p> <ol style="list-style-type: none"> <li>a) Prepare and, where relevant, present technical reports and presentations to stakeholders on SICS implementation in collaboration with the PBSP</li> </ol>	<ul style="list-style-type: none"> <li>• Effective communication results in high engagement with stakeholders and partners in the delivery and promotion of the SICS activity.</li> </ul>

<p>Communications and Outreach Specialist and delivery partner</p> <p>b) Work with the PBSP Communications and Outreach Specialist to ensure that high quality and effective communication and outreach products for SICS and EbA are designed and disseminated.</p>	<ul style="list-style-type: none"> <li>• High quality communications and awareness materials are produced and disseminated.</li> </ul>
<p><b>4. Financial management and work planning</b></p> <p>a) Develop annual work plans and budgets for the SPREP EbA component of SICS and monitor overall spending, in consultation with the Programme Manager and Senior Finance and Administration Officer</p> <p>b) Work closely with the delivery partner, which will be managing its own budget, in designing and implementing integrated work plans.</p>	<ul style="list-style-type: none"> <li>• Annual budget is prepared and endorsed by the Programme Manager.</li> <li>• Expenditures incurred are within budgets.</li> <li>• Budget issues identified, reported and addressed.</li> <li>• Accounts and invoices are maintained to SPREP and donor standards.</li> </ul>
<p><b>5. Monitoring and reporting</b></p> <p>a) Prepare technical and performance reports for Programme Manager and donor.</p> <p>b) Advise Programme Manager on any issues that impact activity delivery and the best course of action to address them.</p>	<ul style="list-style-type: none"> <li>• Effective SICS work plans are developed in collaboration with national counterparts and the Programme Manager.</li> <li>• SPREP and EU operating and reporting procedures are applied.</li> <li>• SICS activities are implemented effectively, and delays avoided or minimised.</li> <li>• Programme monitoring and evaluation is undertaken on a regular basis and informs Programme implementation and contributes positively to overall implementation progress.</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 Immediate Supervisor/Director 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:**



- Ensuring successful implementation of Solomon Islands Central Seascape activity.
- Delivery of technical support in identifying and implementing Ecosystem-based Adaptation options.
- Implementation of adaptation actions in remote and culturally diverse environments.
- Maintaining effective and productive relationships with national and provincial agencies.
- Collaboration with implementing partners and stakeholders.

### 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>• National and provincial agencies</li> <li>• Implementing partners</li> </ul>	<ul style="list-style-type: none"> <li>• Advice and assistance</li> <li>• Consultations and collaboration</li> <li>• Reporting</li> <li>• Negotiations</li> <li>• Communications</li> </ul>
<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• Manager Pacific BioScapes Programme</li> <li>• PBS team</li> <li>• IOE and CCR Programmes</li> <li>• SPREP Programme staff</li> </ul>	<ul style="list-style-type: none"> <li>• Provide advice and support</li> <li>• Receive direction</li> <li>• Share information on SICS</li> </ul>

### Level of Delegation

**The position holder:**

- manages and has oversight of SICS activity budgets
- can certify costs in the SICS budget

### Person Specification

#### Qualifications

**Essential**

1. Bachelor degree in Coastal and Marine Ecology, Coastal Planning and Management, Environmental Science, Marine Biology, Climate Change Adaptation or other relevant technical field.

#### Knowledge / Experience

**Essential**

2. At least 7 years of extensive project management experience and technical assistance on projects related to EbA perspectives for climate change adaptation, with at least 5 years in a role requiring a similar degree of versatility and responsibility, including technical and financial reporting, preferably within the Pacific islands region.
3. Extensive work experience and broad knowledge of island ecosystem function and management and ecosystem-based approaches relevant to climate change adaptation, preferably with demonstrated experience in both marine and terrestrial habitats.
4. Excellent high-level experience in programme and project management, monitoring and evaluation including skills in project financial management, report writing preferably in environmental planning and management related projects in Pacific island countries, and management of project personnel.
5. Excellent relationship management and experience that demonstrates a high level of professional and constructive engagement with a diverse range of stakeholders.
6. Extensive cross cultural engagement skills preferably in Melanesia with ability to work effectively with multiple levels of government, NGOs, local communities, and diverse groups of stakeholders, as well as ability and willingness to travel, including by boat and light aircraft, and stay in remote areas for extended periods of time.
7. Excellent experience in communication, negotiation and reporting across diverse audiences, as well as extensive experience in capacity building, preferably in the Pacific setting.

## Key Skills / Attributes / Job Specific Competencies

Expert level	<ul style="list-style-type: none"> <li>• Technical advisory</li> <li>• Analytical and environmental knowledge</li> <li>• Project management, development, monitoring and evaluation</li> <li>• Work programme planning, budgeting and implementation</li> <li>• Report writing</li> <li>• Support of local communities in the implementation of adaptation and environmental projects.</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• Environmental issues in the Pacific islands region</li> <li>• Applied knowledge of Ecosystem-based Adaptation approaches</li> <li>• Behaviour change practices</li> <li>• Relevant international agreements related to coastal and marine management, climate change, and ocean governance.</li> </ul>
Working Knowledge	<ul style="list-style-type: none"> <li>• General management principles</li> <li>• Gender equity</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• SPREP Strategic Plan</li> <li>• SPREP Work Programmes</li> <li>• SPREP Performance Implementation Plan</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.*

## D. REMUNERATION PACKAGE – TERMS & CONDITIONS

**Duty Station:** Honiara, Solomon Islands.

**Duration:** Appointment is for a term up to 21 June 2027.

**Salary:** Salary is denominated in International Monetary Fund Special Drawing Rights (SDRs). Remuneration for this post falls within Band 11 of SPREP’s salary scale. Starting salary will be SDR36,326 per annum. This is currently equivalent to SAT138,632 (USD55,453) per annum. Upon confirmation of probation, salary will be adjusted to SDR40,867 which is equivalent to SAT155,961 (USD62,385) per annum. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required.

**Cost of living differential allowance (COLDA):** A Cost-of-Living Differential Allowance of SDR8,583 will be paid to the successful candidate. This is currently equivalent to SAT32,755 (USD13,102) per annum. 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 used for expressing of Samoan Tala to US Dollars in this document is approximately USD1.00 = SAT2.50

**Term:** For staff recruited from outside the Solomon Islands, the term begins from the day the appointee leaves their home to take up the appointment. Appointment is subject to a satisfactory medical examination including full vaccination against COVID-19, a clean police report, certified official documents including qualifications, 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 will be based on the Secretariat’s Performance Development System.

### **FOR STAFF RECRUITED FROM OUTSIDE THE SOLOMON ISLANDS, THE FOLLOWING APPLIES:**

**Relocation Expenses:** SPREP will meet certain appointment and termination expenses for staff recruited from outside the Solomon Islands, including transport and accommodation enroute for the appointee and accompanying dependant(s) between point of recruitment and Honiara, 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
- 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 Honiara. This is currently equivalent to SAT4,198 (USD1,679).

**Temporary Accommodation and Assistance:** On arrival in Honiara, the appointee and dependent(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 Honiara. This will include help in finding suitable rental accommodation.

**Privileges and Immunities:** SPREP remuneration is tax-free for non-citizens or non-residents of the Solomon Islands, 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 project positions, upon successful completion of the project.

**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 SAT15,600 (USD6,240) per annum per dependent child, with an overall maximum of SAT46,800 (USD18,720) per annum per family of 3 or more eligible children.

**School Holiday Travel:** One return economy class flight each year between the place of education (taken to be recognised home) and Honiara by (i) each dependent child being educated outside Solomon Islands 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.

**Family Leave Travel:** Return economy class airfares between Honiara and the recognised home for the staff member and dependants after completing every 18 months of service providing no travel is undertaken within the final 12 months of the contract.

**Housing Assistance:** Internationally recruited staff shall receive housing assistance of 75% of the typical rent payable in the Solomon Islands for expatriate executive furnished housing. The current rate is SAT5,837 per month. This assistance shall be reviewed annually and adjusted on relative movement in the local rental market.

**Location Allowance:** A location allowance of 16.25% of base salary will be paid to the successful candidate

**Security Assistance:** Security-related expenses maybe reimbursed against actual receipts up to SAT2,400 (USD960) 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, 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 Honiara on official business.

**Life and Accidental Death and Disability Insurance:** All employees are covered by SPREP 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 existing SPREP Medical Insurance.

**Superannuation:** All employees are required to contribute to a recognised Superannuation Fund. An expatriate internationally recruited staff member has the option to participate in the local Superannuation Fund or nominate another recognised Fund for their superannuation. SPREP will pay the minimum legal requirement of basic salary to the approved nominated Fund. For the Solomon Islands, this is currently 7.5%.

### **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 the Solomon Islands, and who resides in the Solomon Islands only by virtue of employment with SPREP.

**Equal Opportunities:** SPREP is an Equal Opportunity Employer. All genders are equally eligible for all posts in SPREP.

**General:** Appointment will be under the terms and conditions of SPREP Staff Regulations, a copy of which will be made available to the successful applicant.

## E. ADMINISTRATIVE INFORMATION

**ESSENTIAL:** Applications should include:

1. Completed Application Form – can be downloaded from the Employment Section of our website (*you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the criteria – DO NOT refer us to your CV. Failure to do this will mean your application will not be considered*);
2. A detailed Curriculum Vitae.

***Applications that do not complete the correct  
SPREP Application Form or submit all the requirements  
stated above will not be considered.***

### **SUBMITTING APPLICATIONS:**

- a) **BY EMAIL:** (***MOST PREFERRED OPTION***) Subject matter to be clearly marked “**Application for Coordinator, Pacific Bioscapes Programme, Solomon Islands**” and send to [recruitment@sprep.org](mailto:recruitment@sprep.org)

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 Coordinator, Pacific Bioscapes Programme, Solomon Islands**”

More Information on SPREP and its work in the region can be found on the SPREP website  
[www.sprep.org](http://www.sprep.org)

For further enquiries, contact Roger Warren on telephones (685) 21929 ext 325 or Email:  
[rogerw@sprep.org](mailto:rogerw@sprep.org)

**Closing date: Friday, 7 June 2024:** Late applications will not be considered.

<b>SPREP is an Equal Opportunity Employer</b>
---