



SPREP
Secretariat of the Pacific Regional
Environment Programme

APPLICANT INFORMATION PACKAGE

Coastal and Marine Specialist: Pacific BioScapes Programme

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 more than 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 organisations/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.

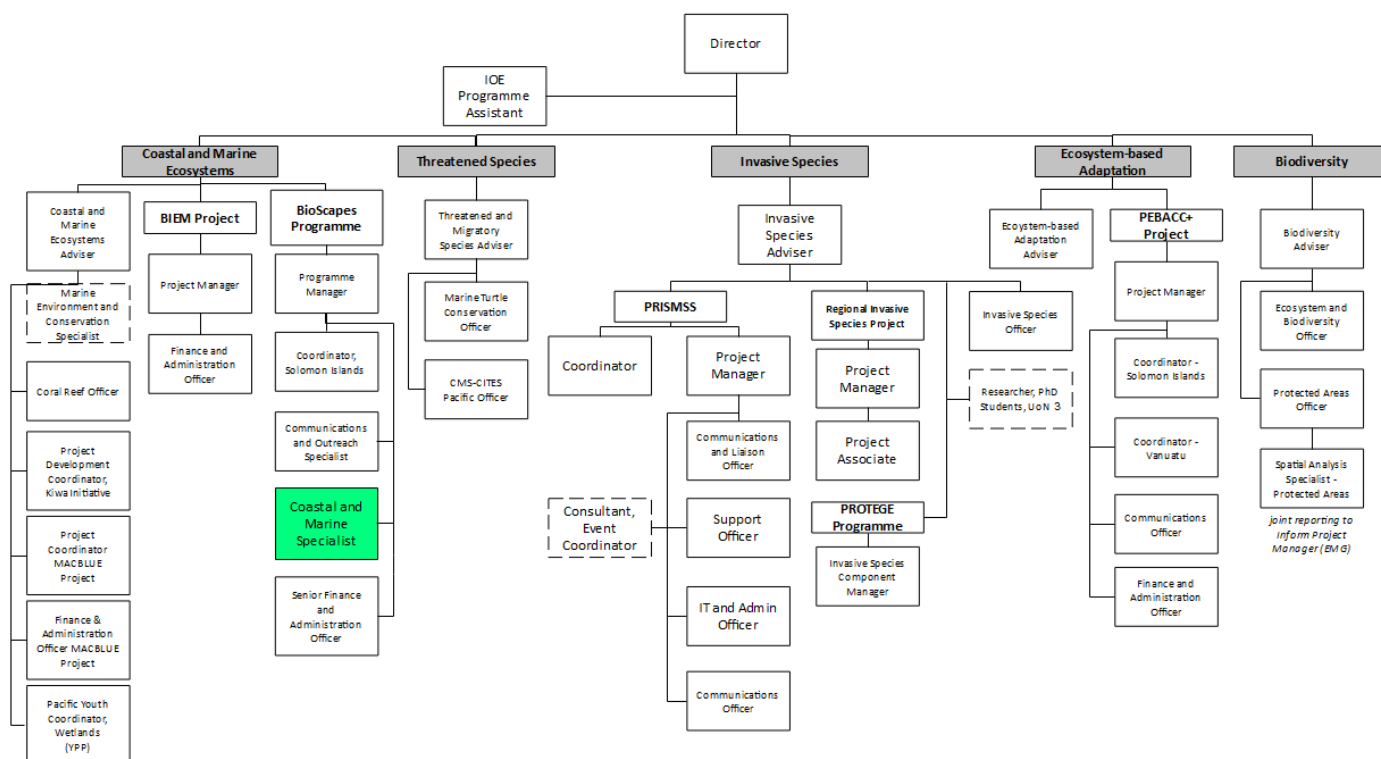
The programme component for the Pacific ACP region is the Pacific Biodiversity and Sustainable Land-Seascapes (Pacific BioScapes) Programme to be managed and implemented by the Secretariat of the Pacific Regional Environment Programme (SPREP). The Programme will contribute to the sustainable development 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 will apply 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 to be 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) will implement activities to be funded by the Programme with support ranging from national to community levels. SPREP will work 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

Job Title:	Coastal and Marine Specialist–Pacific BioScapes Programme
Programme:	Island and Ocean Ecosystems (IOE)
Sub-Programme:	Coastal and Marine Ecosystems
Responsible To:	Programme Manager - Pacific BioScapes
Responsible For: (Total number of staff)	0
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> • Contribute to strengthen SPREP capacity to design and implement regional approaches to coastal and marine ecosystem and marine species conservation and management, including the implementation of the Pacific Coral Reef Action Plan and the Threatened and Migratory Species Action Plan at regional and national levels. • Provide strategic, policy, and technical advice to SPREP Members to support their priorities on coastal and marine ecosystem and species conservation and management in the context of the Pacific BioScapes Programme.
Date:	September 2024

Organisation Context



Key Result Areas

The position of **Coastal and Marine Specialist–Pacific BioScapes Programme** addresses the following Key Result Areas:

1. Strategic, policy and technical advice and assistance
2. Implementation of the Pacific Coral Reef Action Plan
3. Implementation of the Threatened and Migratory Species Action Plan
4. Networking, partnerships and collaboration
5. Communications

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

Jobholder is accountable for	Jobholder is successful when
<p>1) Strategic, policy and technical advice and assistance</p> <ol style="list-style-type: none"> a) Provide technical advice and oversee the implementation of selected activities of the Pacific BioScapes (PBS) Programme. b) Contribute to provide strategic, policy and technical advice to SPREP Members and key stakeholders and assistance on coastal and marine ecosystem and species conservation and management issues at national and regional levels. c) Contribute to regional approaches to coastal and marine ecosystem and species management. 	<ul style="list-style-type: none"> • Pacific BioScapes Programme coastal and marine activities are successfully implemented. • Well researched, relevant and timely technical advice provided on coastal and marine ecosystem and species conservation and management matters. • Technical and policy advice supports SPREP role in coastal and marine ecosystem and biodiversity protection in the region. • SPREP provides high quality advice to its Members on regional coastal and marine management issues.
<p>2) Implementation of the Pacific Coral Reef Action Plan (PCRAP)</p> <ol style="list-style-type: none"> a) Provide technical input and advice to the Coastal and Marine Adviser that contributes to the implementation of the PCRAP across the region. b) Contribute to capacity building in Pacific Island countries to establish baseline data, manage, restore and monitor coral reefs. c) Contribute to the implementation of community-based coral reef monitoring methodologies that are compatible with State of Environment and Conservation reporting, global biodiversity indicators, and SDG targets. d) Contribute to the design and implementation of coral reef management activities in selected countries. 	<ul style="list-style-type: none"> • Accurate and effective technical support is provided to countries, stakeholders and partners to implement the PCRAP. • Capacity is developed and maintained in selected countries to manage and monitor coral reefs. • Appropriate coral reef monitoring methodologies are developed, shared and applied across the region. • Successful coral reef conservation and management activities are implemented in selected countries.

<p>3) Implementation of the Threatened and Migratory Species (TAMS) Action Plan</p> <p>a) Provide technical input and advice to the Threatened and Migratory Species Adviser that contributes to the implementation of the TAMS Action Plan across the region.</p> <p>b) Contribute to capacity building in Pacific Island countries to establish baseline data on, and conserve and monitor populations of sea turtle species.</p> <p>c) Contribute to the implementation of sea turtle populations monitoring methodologies.</p> <p>d) Contribute to the design and implementation of sea turtle conservation activities in selected countries.</p> <p>e) Maintain the TREDIS database system including training in its use, ordering and dissemination of tags and production of an annual report on the data</p>	<ul style="list-style-type: none"> • Accurate and effective technical support is provided to countries, stakeholders and partners to implement the TAMS Action Plan. • Capacity is developed and maintained in selected countries to monitor sea turtle populations. • Appropriate sea turtle populations monitoring methodologies are developed, shared and applied across the region. • Successful sea turtle conservation and management activities are implemented in selected countries. • Quality data on sea turtle populations contribute to the State of Environment and Conservation reporting, global biodiversity indicators, and SDG targets.
<p>4) Networking, partnerships and collaboration</p> <p>a) Work closely with co-implementing partners of the PBS Programme to ensure effective implementation of selected coastal and marine activities.</p>	<ul style="list-style-type: none"> • SPREP engagement with partners is strengthened. • PBS activities are successfully implemented, and outcomes sustained.
<p>5) Communications</p> <p>a) Work with the PBSP Communications and Outreach Specialist to ensure that high quality and effective communication and outreach products for coastal and marine issues are designed and disseminated.</p>	<ul style="list-style-type: none"> • Effective communication results in high engagement with stakeholders and partners in the delivery and promotion of coastal and marine activities and outcomes. • High quality communications and awareness materials are produced and disseminated.

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 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:

- Ensuring successful implementation of selected Pacific Coral Reef Action Plan and Threatened and Migratory Species Action Plan priorities.
- Guiding and/or managing selected Pacific BioScapes Programme activities.
- Maintaining effective and productive relationships with national agencies and counterparts.
- Collaboration with implementing partners and stakeholders.

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"> • Member countries • EU • Implementing partners • Scientific organisations • Regional / International organisations 	<ul style="list-style-type: none"> • Advice and assistance • Consultations and collaboration • Reporting • Negotiations • Communications
<p>Internal</p> <ul style="list-style-type: none"> • Coastal and Marine Ecosystems Adviser • Threatened and Migratory Species Adviser • Pacific BioScapes Programme Manager • Coastal and Marine Ecosystems and Species sub-programme team • SPREP programme staff 	<ul style="list-style-type: none"> • Receive direction • Provide advice and support

Level of Delegation

The position holder:

- manages and has oversight of selected PBS Programme activity budgets
- can certify costs in the PBS Programme budget
- can negotiate for selected PBS Programme activities on behalf of SPREP

Person Specification

Qualifications

Essential

1. Minimum qualifications of a Master degree in Coastal and Marine Ecology, Coastal Planning and Management, Environmental Science, Marine Biology, or other relevant technical field OR a Bachelor degree in lieu, with applied relevant work experience in excess of the minimum required relevant work experience.

Knowledge and Experience

Essential

2. At least 7 years of extensive experience in coastal and marine ecosystem planning and management, coastal and marine species conservation, and other relevant areas, preferably in the Pacific Islands region. Expertise in coral reef management desirable.
3. Excellent knowledge of coastal and marine issues and challenges facing the Pacific Islands region, in particular those relating to coastal ecosystems management and/or marine species conservation.
4. Excellent relationship management and experience that demonstrates a high level of professional and constructive engagement with a diverse range of stakeholders.
5. Excellent leadership and management experience including high level advisory and analytical skills, working with teams of diverse technical backgrounds and expertise in multicultural and multi-disciplinary environments.
6. Extensive project management experience including contract management, design and delivery of integrated work programme activities.
7. Excellent experience in communications, negotiation and reporting across diverse audiences, as well as extensive experience in capacity building, preferably in the Pacific Islands setting.

Key Skills/Attributes/Job Specific Competencies

Expert level

- Technical advisory
- Analytical and environmental knowledge
- Work programme planning, budgeting and implementation
- Written and verbal communication skills

Advanced level

- Environmental issues in the Pacific Islands region

	<ul style="list-style-type: none"> • Emerging environmental issues and challenges • Behaviour changes practices • Project management, development, monitoring and evaluation • Relevant international agreements related to coastal and marine management, climate change, and ocean governance.
Working Knowledge	<ul style="list-style-type: none"> • General management principles • Gender equity
Awareness	<ul style="list-style-type: none"> • SPREP Strategic Plan • SPREP Work Programmes • SPREP Performance Implementation Plan

Key Behaviours

All staff are expected to uphold SPREP 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: The position will be based in Suva, Fiji.

Duration: Appointment is for a term up to June 2027. There is no expectation of renewal at the end of contract as this is a project specific position.

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 per annum. Upon confirmation of probation, salary will be adjusted to SDR40,867 which is equivalent to SAT155,961 per annum. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required.

Location Allowance: A location allowance of SDR4,770 will be paid to the successful candidate. The current equivalent in Samoan Tala is SAT18,203 per annum. 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.

Term: For staff recruited from outside Fiji, the term begins from the day the appointee leaves their home to take up the appointment. The offer for appointment is confirmed only upon receipt of satisfactory medical examination including full vaccination against COVID-19, a clean police report and certified official documents including qualifications. The confirmation of appointment is subject to 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 and performance rewards will be based on the Secretariat’s Performance Development System.

Retirement Age: SPREP’s retirement age is set at 65 years.

FOR STAFF RECRUITED FROM OUTSIDE FIJI, THE FOLLOWING APPLIES:

Relocation Expenses: SPREP will meet certain appointment and termination expenses for staff recruited from outside Fiji, including transport and accommodation enroute for the appointee and accompanying dependant(s) between point of recruitment and Suva, 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; and,

- up to 20 kilos of excess baggage each for the appointee and family.

Establishment Grant: A lump sum of SDR2,500 is payable upon taking up appointment and arrival in Suva. This is currently equivalent to SAT9,541.

Temporary Accommodation and Assistance: On arrival in Suva, the appointee and accompanying 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 Suva. This will include help in finding suitable rental accommodation.

Privileges and Immunities: SPREP remuneration is tax-free for non-citizens or non-residents of Fiji, 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 project.

FOR ALL INTERNATIONALLY RECRUITED STAFF, THE FOLLOWING APPLIES:

Education Allowance: Education expenses may be 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 per annum per dependent child, with an overall maximum of SAT46,800 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 Suva by (i) each dependent child being educated outside Fiji 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 Suva 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 Fiji for expatriate executive furnished housing. The current rate is SAT3,343 per month. This assistance shall be reviewed annually and adjusted on relative movement in the local rental market.

Security Assistance: Security-related expenses may be reimbursed against actual receipts up to SAT2,400 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 Suva 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 existing SPREP Medical Insurance.

Superannuation: All employees are required to contribute to the Fiji National Provident Fund. An expatriate internationally recruited staff member has the option to participate in the local Superannuation Fund or nominate another recognised Fund in their recognised home for their superannuation. SPREP will pay the minimum legal requirement of basic salary to the Fiji National Provident Fund or another approved nominated Fund. For Fiji, this is currently 10%.

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 Samoa, and who resides in Samoa only by virtue of employment with SPREP.

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 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 and 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 Coastal and Marine Specialist–Pacific BioScapes Programme**” and send to 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 Coastal and Marine Specialist–Pacific BioScapes Programme**”

More Information on SPREP and its work in the region can be found on the SPREP website www.sprep.org

For further enquiries, contact Olivia Hogarth on telephones (685) 21929 ext 285 or Email: oliviah@sprep.org

Closing date: Friday, 18th October 2024. Late applications will not be considered.

SPREP is an Equal Opportunity Employer