



SPREP
Secretariat of the Pacific Regional
Environment Programme

APPLICANT INFORMATION PACKAGE
GENDER ADVISER (GA)

International recruitment

CONTENTS

A. BACKGROUND INFORMATION ON SPREP

B. JOB DESCRIPTION

C. REMUNERATION PACKAGE – TERMS & CONDITIONS

D. 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
- 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 Values

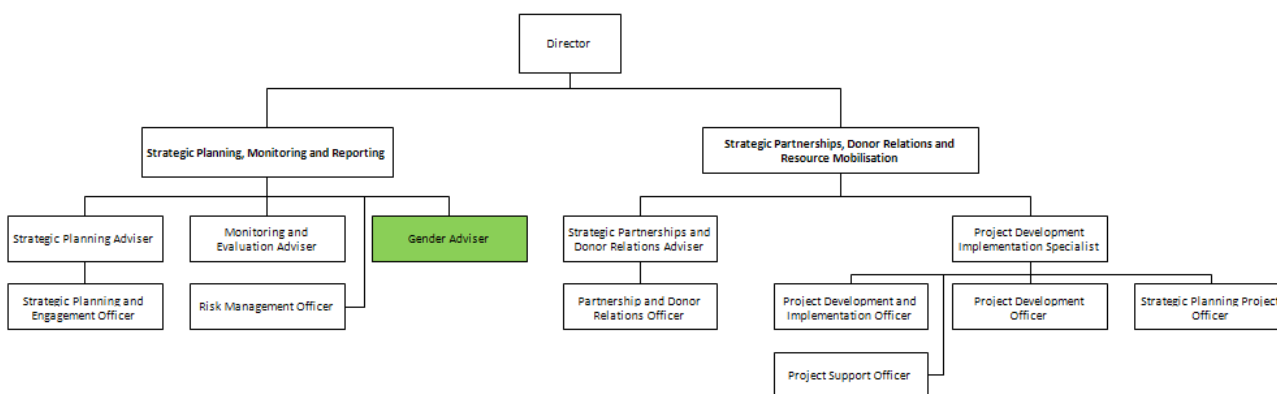
SPREP approaches the environmental challenges faced by the Pacific guided by four simple Values:

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

B. JOB DESCRIPTION

| | |
|---|---|
| Job Title: | Gender Adviser |
| Department: | Strategic Planning, Partnerships, and Resource Mobilisation |
| Team: | Strategic Planning, Monitoring and Reporting |
| Responsible To: | Director, Strategic Planning, Partnerships and Resource Mobilisation |
| Responsible For: (Total number of staff) | N/A |
| Job Purpose: | <p>This job exists to:</p> <ul style="list-style-type: none"> • Lead and provide strategic advice and technical assistance on gender mainstreaming including capacity building, awareness, and knowledge management. • Lead the review and update of the SPREP Gender Policy and related policy frameworks to support its implementation at the institutional level including programmes and projects. • Lead and champion gender equality and social inclusion in SPREP including women empowerment. |
| Date: | May 2024 |

Organisation Context



Key Result Areas

The position of **Gender Adviser** addresses the following Key Result Areas:

1. Strategic leadership and management
2. Strategic policy advice and technical assistance
3. Institutional strengthening and capacity building
4. Networking, Partnerships, and External engagement
5. Communications, Advocacy, Monitoring and Reporting

The requirements, expectations and performance standards for the above duties are broadly identified below.

| The Jobholder is accountable for: | Jobholder is successful when: |
|--|--|
| <p>1. Strategic leadership and management</p> <p>a) Lead on the mainstreaming and implementation of the SPREP Gender Policy and related policy frameworks and action plans at the institutional level.</p> <p>b) Develop and manage the implementation of a SPREP Gender Programme of Work and Budget.</p> <p>c) Coordinate SPREP organisational level activities on gender in close collaboration with the Programmes, Departments and Projects to ensure coherence and complementarity amongst these as well as alignment with the SPREP Gender Policy and SPREP strategic priorities.</p> <p>d) Provide strategic advice and guidance on gender issues to the Executive, Senior Leadership Team, Technical Programmes and Departments, and the SPREP Gender Equality, Inclusion and Mainstreaming (GEIM) Group.</p> <p>e) Lead the development and implementation of a SPREP Women in Leadership Initiative in SPREP as part of the implementation of the SPREP Gender Policy.</p> | <ul style="list-style-type: none"> • Gender is mainstreamed into SPREP policies, systems, processes, including strategic planning, programming, and budgets. • Gender Policy is effectively implemented. • Gender Programme of Work is successfully developed and integrated into SPREP's PIP, Work Programme and Budget. • Integrated approach to gender mainstreaming adopted and implemented. • A SPREP Women in Leadership Initiative developed and successfully implemented in collaboration with key partners and stakeholders. |
| <p>2. Strategic policy advice and technical assistance</p> <p>a) Lead the review and update of the SPREP Gender Policy including the development of related procedures, guidelines, and tools to support the</p> | <ul style="list-style-type: none"> • Successful implementation of the SPREP Gender Policy • SPREP Programmes and projects integrate gender aspects. |

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| <p>operationalisation and implementation of the Gender Policy.</p> <p>b) Provide policy advice and technical assistance to SPREP Programmes, Departments and Units to mainstream gender into their practices and ways of working.</p> <p>c) Undertake research and policy analysis on key and emerging gender and related issues relevant to SPREP's mandate and priorities.</p> <p>d) Prepare briefs for the Executive and Senior Leadership Team (SLT) on gender and related issues critical to SPREP and its work.</p> | <ul style="list-style-type: none"> • SPREP Governance and Operations policies, systems and processes integrate gender. • High quality briefs support Executive and Senior Leadership discussions and decisions. |
| <p>3. Institutional strengthening and capacity building</p> <p>a) Undertake a capacity assessment of SPREP to identify gaps and areas for targeted gender capacity building and training.</p> <p>b) Develop and deliver a SPREP Gender Awareness, Capacity building and training Programme.</p> <p>c) Integrate and mainstream gender into SPREP policies, processes (including planning, programming, and project development), and systems.</p> <p>d) Provide a gender perspective and advice to assist in developing a SPREP Domestic Violence Policy and Procedures including a staff referral pathway.</p> <p>e) Develop, and or/ adapt existing tools, guidelines, and training materials to support the implementation of the Gender Policy and gender mainstreaming.</p> | <ul style="list-style-type: none"> • Capacity of SPREP staff on gender strengthened. • SPREP policies, systems and processes updated with gender elements included. • Tools and training materials available and utilised to support learning, capacity building and training. • GEIM capacity on gender strengthened. • Technical advice and guidance provided on SPREP's Domestic Violence Policy and Procedures |
| <p>4. Networking, Partnerships, and External engagement</p> <p>a) Lead SPREP's engagement in national, regional, and international fora, mechanisms, and processes, as appropriate.</p> | <ul style="list-style-type: none"> • SPREP's engagement and contribution valued by partners and members. • New partnerships established and funding opportunities secured. |

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| <p>b) Explore and establish partnerships with gender focused organisations and partners.</p> <p>c) Represent SPREP in regional and international gender working groups networks, and communities of practice.</p> <p>d) Identify and explore funding opportunities to support the implementation of the SPREP Gender Policy and related work programme and activities, in close collaboration with the SPREP Partnerships and Resource Mobilisation Team.</p> | <ul style="list-style-type: none"> • Visibility of SPREP work on gender equality through enhanced regional coordination in the Women of the Wave Network (WOW) • Regional coordination for CROP on gender. |
| <p>5. Communications, Advocacy, Monitoring and Reporting</p> <p>a) Develop communications and advocacy materials and information on gender mainstreaming.</p> <p>b) Work with the Strategic Planning, Monitoring and Reporting Team to ensure gender is mainstreamed into SPREP’s strategic planning, monitoring, and reporting.</p> <p>c) Develop a Monitoring, Evaluation, Reporting, and Learning (MERL) framework for the Gender Policy and work programme.</p> | <ul style="list-style-type: none"> • Increased awareness of gender across SPREP • Gender adopted as a key element of strategic planning and reporting. • MERL effectively and efficiently delivered and used to inform planning and decisions. |

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 SPREP’s Performance Development System.

This section may be reflected in the successful applicant’s Performance Development Plan.

Work Complexity

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| <p>Most challenging duties typically undertaken:</p> <ul style="list-style-type: none"> • Navigating diverse religious, political, and cultural contexts to advance the mainstreaming of gender. • Coordinating effective delivery of services to SPREP Programmes, Departments, and projects in diverse environments. • Ensuring that all activities and actions are in line with Pacific context, values, and principles. • Managing expectations from Members, Partners and within SPREP. • Communicating complex gender and related concepts to influence policies and decisions. |
|---|

- Continually adapting work delivery to respond to current and emerging gender needs and priorities.

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"> • Members • Partners • Donors • CROP Working Groups including the Gender Working Group • Contractors, consultants, and vendors | <ul style="list-style-type: none"> • Delivery of services • Funding requirements • Reporting • Coordination and information sharing • Contractual obligations |
| <p>Internal</p> <ul style="list-style-type: none"> • Executive • Senior Leadership Team • Technical Programmes and Department staff • All SPREP staff • Gender Equality, Inclusion, and Mainstreaming Group | <ul style="list-style-type: none"> • MERL Reporting • Coordination, integration, and collaboration • Information and knowledge sharing • Fundraising • Awareness and capacity building |

Level of Delegation

The position holder:

- Manages an operational budget
- Can authorise costs in own budget
- Can carry out negotiations on behalf of SPREP
- Can seek funding opportunities for work programme activities

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. Minimum qualifications of a Master's Degree in a relevant social science, environmental, and development area with specialisation on human rights, law, gender, international relations or other relevant technical field OR Bachelor degree in lieu, with applied relevant work experience in excess of the minimum required work experience.

Knowledge and Experience

Essential

2. At least 10 years extensive experience in the field of human rights, gender equality and social inclusion, and human development preferably in the Pacific islands with at least 7 of those years at senior leadership and advisory level.
3. Extensive knowledge and experience in:
 - a) mainstreaming human rights-based, gender, social inclusion in development programming.
 - b) current and emerging environmental, social and governance challenges facing the Pacific islands region.
 - c) programming, developing, delivering, and reporting against work plans.
 - d) developing capacity building resources and delivering sessions for diverse government and non-government audiences.
 - e) policy development, planning, and monitoring and evaluation.
 - f) project management and leadership experience including the development of funding proposals, design and delivery of integrated work programme activities, monitoring and evaluation of performance, resource management as well as a good understanding of synergies and interlinkages across multilateral environmental agreements.
 - g) problem-solving, setting priorities and meeting work-plan deadlines as well as meeting challenges and demands of a regional programme.
4. Extensive leadership and management experience including high level advisory and analytical skills as well as leading and nurturing teams of diverse technical backgrounds and expertise in multicultural and multi-disciplinary environments.
5. Excellent relationship management and fundraising skills and experience that demonstrate a high level of professional and constructive engagement with a diverse range of stakeholders as well as an excellent understanding of key donor partners and funding institutions with proven fundraising experience.
6. Excellent knowledge of the Pacific Islands region, ability to work and collaborate within a multi-disciplinary and multi-cultural team environment as well as sound experience in establishing and maintaining effective relationships with a diverse group of people including different levels of government, CROP, NGOs, and other stakeholders.
7. Extensive experience at strategic and high-level communication, negotiation and reporting across diverse audiences, as well as in capacity building, particularly in the Pacific setting.

Key Skills/Attributes/Job Specific Competencies

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

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| Expert level | <ul style="list-style-type: none"> • Communications and interpersonal skills • Strategic planning skills • Policy development • Organisational and time management • Research and analytical skills • Work planning and budgeting • Fundraising and proposal development • Gender and human rights issues |
| Advanced level | <ul style="list-style-type: none"> • Project management • Relationship management • Contract management • Monitoring, evaluation, reporting and learning frameworks |
| Working Knowledge | <ul style="list-style-type: none"> • General management principles including gender awareness, child protection, inclusiveness and environment social safeguards |
| Awareness | <ul style="list-style-type: none"> • SPREP Strategic Plan • SPREP Work Programmes • SPREP Performance Implementation Plan • The 2050 Strategy for a Blue Pacific Continent • Key regional and national policies on gender and women empowerment |

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: The position will be based in Apia, Samoa.

Duration: Appointment is for an initial term of 3 years with possible renewal for a further term, up to a maximum of 6 years subject to confirmation of SPREP programmes and activities, availability of funds and performance during the initial term.

Salary: Salary is denominated in International Monetary Fund Special Drawing Rights (SDRs). Remuneration for this post falls within Band 12 of SPREP's salary scale. Starting salary will be SDR41,822 per annum. This is currently equivalent to SAT159,604 (USD63,842) per annum. Upon confirmation of probation, salary will be adjusted to SDR47,409 which is currently equivalent to SAT179,554 (USD71,822) 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 SDR5,233 will be paid to the successful candidate. The current equivalent in Samoan Tala is SAT19,970 (USD7,988) 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 Samoa, 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 will be based on the Secretariat's Performance Development System.

FOR STAFF RECRUITED FROM OUTSIDE SAMOA, THE FOLLOWING APPLIES:

Relocation Expenses: SPREP will meet certain appointment and termination expenses for staff recruited from outside Samoa, including transport and accommodation en route for the appointee and accompanying dependant(s) between point of recruitment and Apia, 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 SDR1,100 is payable upon taking up appointment and arrival in Apia. This is currently equivalent to SAT4,198 (USD1,679).

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

Privileges and Immunities: SPREP remuneration is tax-free for non-citizens or non-residents of Samoa, 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 Apia by (i) each dependent child being educated outside Samoa 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 Apia and the recognised home for the staff member and dependants after completing 18 months of service for 3-year contracts 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 Samoa for expatriate executive furnished housing. The current rate is SAT2,850 (USD1,140) per month. This assistance shall be reviewed annually and adjusted on relative movement in the local rental market.

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 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 existing SPREP Medical Insurance.

Superannuation: All employees are required to contribute to the Samoa 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 Samoa National Provident Fund or another approved nominated Fund. For Samoa, 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'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 (*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 Gender Adviser” 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 Gender Adviser”

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

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

Closing date: Friday, 21st June 2024: Late applications will not be considered.

SPREP is an Equal Opportunity Employer