Secretariat of the Pacific Regional Environment Programme (SPREP)

APPLICANT INFORMATION PACKAGE

FINANCE & ADMINISTRATION ADVISER (FAA)

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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 90 staff and an annual budget of USD $22 million in 2014.

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.

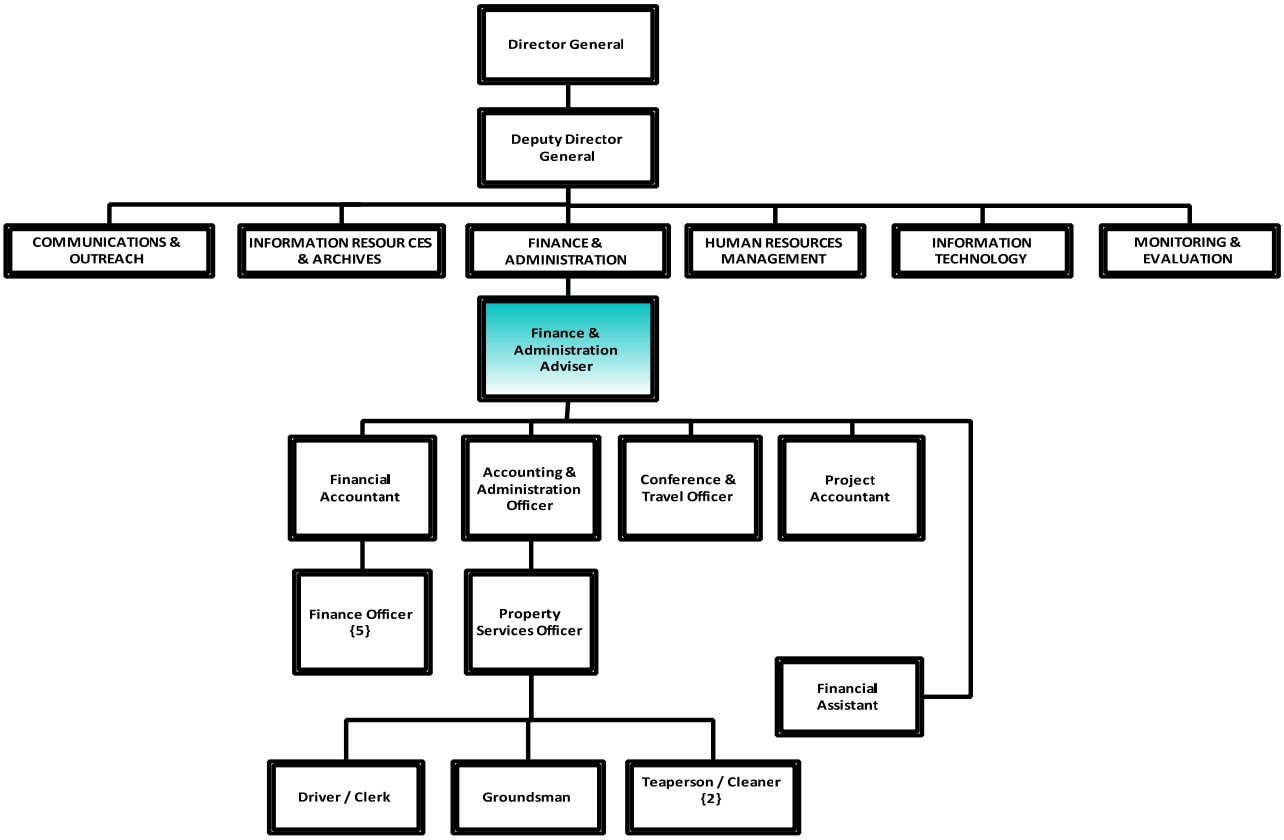
Corporate Services & Internal Audit

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

Job Title:	Finance & Administration Adviser (FAA)
Programme:	Corporate Services
Group / Team:	Finance & Administration
Responsible To:	Deputy Director General
Responsible For: **(Total number of staff)**	15 staff
Job Purpose:	This job exists to: • Provide strategic leadership and management of the Finance and Administration section
Date:	March 2014

Organisation Context



Key Result Areas

The position of **Finance & Administration Adviser (FAA)** addresses the following Key Result Areas:

1. Senior Management Team
2. Strategic Financial and Administration Advisory & Planning
3. Financial and Administration Policy and Regulations
4. Budget Planning & Operations
5. Management & Leadership
6. Monitoring & Reporting

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

Jobholder is accountable for	Jobholder is successful when
1. Senior Management Team a) Work collaboratively with Senior Management team colleagues to provide an integrated approach to strategic and organisational planning, programme design, work programme and budget implementation, performance monitoring and evaluation, and building partnerships to ensure the ongoing success of SPREP. b) Provide technical advice and assistance to the Director General and Deputy Director General particularly on key strategic financial and administrative issues and opportunities for the Secretariat, building insights into planning and priority setting and bringing critical and emerging issues to the attention of the Senior Management Team. c) Take part in Senior Management Team meetings and effectively contribute to discussions and decision making on key strategic issues for the organisation.	• Key financial priorities are achieved • Financial advice and input is provided to the SPREP Executive and Senior Management Team (SMT) on the financial management of SPREP, including the development of relevant financial planning documents. • The Performance Monitoring and Evaluation Report (PMER) is presented to the annual SPREP Meeting (SM) and adopted • The annual budget is completed on schedule and adopted by the annual SM • Strong and effective partnerships with other organisations are developed and maintained • The Senior Management Team and SPREP Executive accepts and values advice and assistance • Critical and emerging issues are brought to theattention of the Executive and SMT in a timely manner • Staff participation is regular and effective, and staff contributions are acknowledged and valued
2. Strategic Financial and Administration Advisory, Planning & Management a) Plan and manage the Secretariat's finances and administration requirements to ensure all financial requirements for the efficient and effective operations of the Secretariat are met and consistent with the SPREP Financial Regulations b) Provide strategic financial and administration policy advice to the Secretariat as a member of the Senior Management Team	• The Secretariat's finances are safeguarded and processes and procedures meet and comply with finance and accounting best practices • Internal and external financial requirements are managed and fully met. • Donors and partners are fully satisfied with all financial reporting by SPREP on relevant projects and programmes they support • Finance goals in the SPREP Strategic Plan are successfully achieved

	• Accurate and timely reporting and advice is provided to the Senior Management Team and SPREP Executive
3. Financial and Administration Policy and Regulations; a) Facilitate external audits and ensure all auditor's recommendations are implemented and monitored; b) Maintain an investment strategy and cash-flow management system c) Develop and regularly update relevant policies and regulations for the efficient and effective financial and administrative operations of the Secretariat	• Annual financial statements receive unqualified audit opinion and are approved by the annual SPREP Meeting • Forecasted financial targets are achieved • Funds are available as required to ensure effective programme delivery and that administrative requirements are met • Successful execution of recommended policies and regulations is reflected in audits and performance. • Continuous improvements to the SPREP Financial and administrative systems are planned and implemented.
4. Budget Planning & Operations a) Lead and provide advice on the development and preparation of the annual budget consistent with the annual work programme b) Monitor compliance with budget guidelines and approved budget allocations	• A balanced budget is approved by the annual SPREP Meeting, in line with the Strategic Plan • Budget forecasting is accurate – actual cost relative to the established budget
5. Management & Leadership a) Provide oversight and coordinate the day to day management of the Finance & Administration Team, including quality control and the provision of technical guidance and assistance to staff. b) Lead and manage the staff of the Finance & Administration Team to achieve its objectives and establish and supervise individual Performance Development Plans, overall output delivery and identification of staff development needs;	• Team delivers highest standard of financial and administration services • Team provides necessary corporate support to the organisation and is well integrated with all SPREP programmes, in line with approved work plans. • The Finance & Administration Team operates effectively, achieves its Annual Work Plan and Budget (AWP&B) objectives and meets strategic priority targets • Budget targets are met and payments are made on schedule
6. Monitoring & Reporting a) Provide all necessary financial reports for the Executive and Senior Management Team and staff; b) Ensure all reporting requirements and commitments to external stakeholders are upheld and timely communications are undertaken with stakeholders around	• SPREP Executive, Senior Management Team and staff have access to accurate and relevant financial information that enables efficient and effective operation of the Secretariat • Financial reports are provided in a timely manner and • Donor financial requirements are effectively

performance issues. c) Ensure all financial records for the Secretariat's bank accounts and financial transactions are constantly monitored, updated and maintained for accuracy and security.	met • A clean audit opinion on internal controls and financial procedures is achieved • SPREP passes any additional audit requirements

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 process.

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

Work Complexity

Most challenging duties typically undertaken:
• Planning and implementing necessary reforms to accounting, financial and administrative systems • Continuous monitoring of the established financial guidelines to ensure they are adhered to and are effectively implemented • Advising Secretariat on financial issues and developing policies to address financial issues • Reviewing financial and administrative policies and procedures and ensuring both are effective and meet audit requirements • Ensure the accuracy and timeliness of all financial reports to donors and stakeholders • Ensure that financial operations comply with approved budgeted allocations • Leading and coaching the Finance and Administration team in order to recruit and retain high calibre staff

Functional Relationships & Related Skills

Key internal and/or external contacts	**Nature of the contact most typical**
External • Member countries • Donors / Partners • Financial Institutions • General Public	• Advice and assistance • Consultations and reporting • Negotiations • Negotiations, acquisition of resources, and advise

Internal • Executive Management • Programme staff • Support staff • Finance staff	• Financial management and advise • Supervision and advise • Advice and support • Supervision, delegation, coaching and training

Level of Delegation

The position holder:
• manages an operational budget and has oversight of the Secretariat budget • can authorise costs in absence of other budget holders • can authorise costs and payroll relating to SPREP requirements • can carry out negotiations on behalf of SPREP • can seek funding opportunities for core 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. A Masters degree in Accounting / Financial Management or related field OR a Bachelor degree in lieu, with applied relevant work experience in excess of the minimum required relevant work experience (certified qualification and membership from a recognised professional accounting institute would be an advantage)

Knowledge / Experience

Essential
2. At least 10 years high level experience in business/accounting / financial management preferably in the Pacific region, with at least 7 of those years in senior management and leadership roles within an international or regional organisation
3. Extensive strategic leadership and management experience including leading and management of medium to large financial teams preferably in a multicultural and multi-disciplinary environment

4. Proven experience of Microsoft Office, spreadsheet applications and computerised accounting systems with sound knowledge and experience of Performance Based Output Budgeting Systems
5. Strong strategic advisory and financial analytical skills with a sound knowledge and appreciation of donor-funded projects, policies and processes within a regional and international setting
6. Excellent written and verbal communication as well as proven experience of high level negotiation work with financial and relevant institutions, donors and partners
7. Extensive knowledge of emerging financial and management issues and challenges in the Pacific Islands region with sound understanding and appreciation of environmental ethics, values and priorities

Key Skills / Attributes / Job Specific Competencies

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

Expert level	• Leadership and management • Financial & accounting knowledge • Programme and project monitoring and evaluation • Work programme planning, budgeting and implementation • Policy advice • Analytical skills
Advanced level	• Report writing • Communications skills • General management skills
Working Knowledge	• Environmental issues in the Pacific islands region
Awareness	• SPREP Strategic Plan • SPREP Work Programmes

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

All managers and supervisors are expected to uphold SPREP's established Leadership and Management Behaviours forming part of the Performance Development Plan.

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 3 years initially with possible renewal up to a maximum of 6 years subject to performance during the initial term, continuity of related programme activities and availability of funds.

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 and will be in the range of SDR40,801 to SDR61,202. Currently, the equivalent base salary in Samoan Tala is SAT$155,709 (USD$65,978) to SAT$233,565 (USD$98,968) 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.

Cost of living differential allowance (COLDA): A Cost-of-Living Differential Allowance within the range of SDR5,147 to SDR 6,867 will also be paid to the successful candidate. The current equivalent in Samoan Tala is SAT$19,642 (USD$8,323) to SAT$26,207 (USD$11,104). 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 at the time of writing is approximately USD1.00 = SAT$2.36

Term: For staff recruited from outside Samoa, the term begins from the day the appointee leaves his or her home to take up the appointment. Appointment is subject to a satisfactory medical examination, 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 and performance rewards 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 SAT$4,198 (USD$1,779).

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.

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.

Home 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.

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 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 Samoan Tala $15,600 (USD$6,610) per annum per dependent child, with an overall maximum of Samoan Tala $46,800 (USD$19,831) per annum per family of 3 or more eligible children.

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 SAT$2,328 (USD$986) 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 SAT$2,400 (USD$1,017) 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 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: An expatriate internationally recruited staff member will receive a superannuation allowance of 7% of basic salary. For nationals of Samoa, SPREP will pay 7% of basic salary to the Samoa National Provident Fund.

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.

4. ADMINISTRATIVE INFORMATION

ESSENTIAL: Applications should include:

1. Completed Application Form – can be downloaded from the Employment Section of our website;
2. A detailed Curriculum Vitae.

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

Submitting applications:

a) **BY EMAIL**: Subject matter to be clearly marked "**Application for Finance & Administration Adviser**" and send to 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 Finance & Administration Adviser**"

For further enquiries, contact Ms Jolynn Managreve-Fepuleai, Assistant HR Officer, on telephone (685) 21929 ext 325 or Email: jolynnf@sprep.org

Closing date: Friday, 25th April 2014: Late applications will not be considered.

SPREP is an Equal Opportunity Employer