Secretariat of the Pacific Regional Environment Programme (SPREP)

APPLICANT INFORMATION PACKAGE

GLOBAL ENVIRONMENT FACILITY PROJECT FACILITATOR (GEFPF)

PACIFIC YEAR OF THE DUGONG 2011 RESPECT AND PROTECT

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A. Background Information on SPREP

SPREP is the regional organisation established by the Governments and Administrations of the Pacific region to protect and manage the environment. It has grown from a small programme attached to the South Pacific Commission (SPC) in the 1980s into the Pacific region's major intergovernmental organization charged with protecting and managing the environment and natural resources of the Pacific. It is based in Apia, Samoa, with about 60 staff.

SPREP works on behalf of Pacific island Governments and Administrations as the conduit for concerted environmental action at the regional level. The establishment of SPREP also sends a clear signal to the global community of the deep commitment of Pacific island Governments and Administrations to sustainable development, especially in light of the outcomes of the World Summit on Sustainable Development, the Millennium Development Goals, the Barbados Plan of Action and Agenda 21.

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 four developed countries (Australia, France, New Zealand and United States of America) with direct interests in the region.

Programmes

The SPREP Strategic Programmes is delivered through two programmes: Island Ecosystems and Pacific Futures. These Programmes are currently responsible for delivery of the 2011-2015 Strategic Plan outcomes in the following areas:

- The **Island Ecosystems Programme** has lead responsibility for biodiversity and ecosystem management, capacity development, education and social communications, and knowledge management.
- The **Pacific Futures Programme** has lead responsibility for climate change, waste management and pollution control, environmental monitoring and governance.
- Both Programmes work in an integrated way and will be increasingly involved in joint programme development and implementation

GEF Project Background

SPREP is the GEF Executing Agency on two projects that are expected to commence during 2011: *Prevention, control and management of invasive alien species in the Pacific Islands* (hereafter "Invasives Project") and *Implementing the Island Biodiversity Programme of Work by integrating the conservation management of island biodiversity* ("Integrated Biodiversity Project"). The first of these

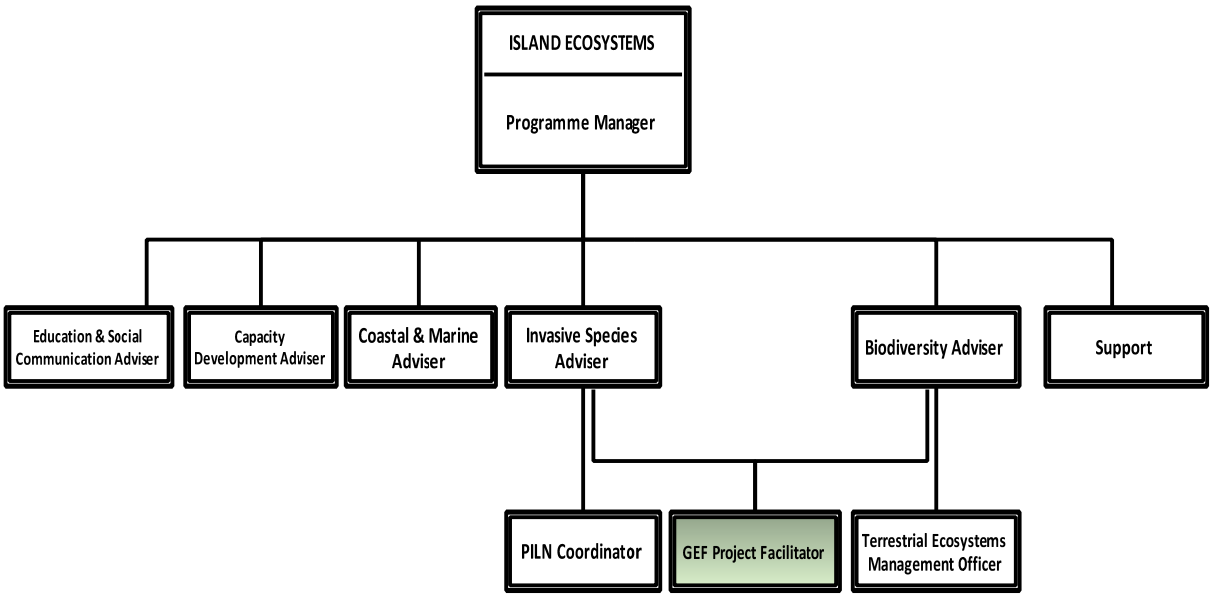
will operate in ten of the member countries of SPREP, and the latter in four, resulting in 12 countries participating in one or both projects. The two projects comprise more than 110 separate activities in the 12 countries.

The Project Facilitator role will assist with the operation of these two highly complex projects, particularly to assist SPREP and participating countries in complying with UNEP and GEF reporting requirements, and to facilitate the operation of the projects.

B. JOB DESCRIPTION

Job Title:	Global Environment Facility Project Facilitator (GEFPF)
Programme:	Island Ecosystems
Group / Team:	Invasive Species and Biodiversity
Responsible To:	Invasive Species Adviser and Biodiversity Adviser
Responsible For: **(Total number of staff)**	N/A
Job Purpose:	This job exists to: • Assist with the operation of the GEF Invasives Project and Biodiversity Project, particularly to assist SPREP and participating countries in complying with UNEP and GEF reporting requirements, and to facilitate the operation of the projects.
Date:	April 2011

Organisation Context



Key Result Areas

The position of Global Environment Facility Project Facilitator **(GEFPF)** addresses the following Key Result Areas:

1. Project Planning and Management
2. Financial Management
3. Technical and Administrative support
4. Project Monitoring & Reporting

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

Jobholder is accountable for	Jobholder is successful when
1. Project Planning & Management; a) Ensure that planning for all project activities is carried out to highest standards of efficiency. b) Facilitate the operational management of the project according to the two Project Documents, the procedures in the official UNEP Operational Guidelines, and SPREP operating standards. c) Organise and facilitate project activities according to the project work plans (including key regional meetings and training workshops), in order to produce the project outputs in a timely manner; updating and regular reviewing of the project work plan.	• Project plans are comprehensive and timely. • Project staff are well-informed of guidelines and requirements. • Project staff are provided with effective guidance and facilitation for planning and operations.
2. Financial Management a) Maintain an overview of the planning, execution and financial management of the two projects b) Revise budgets and allocations to ensure output delivery within budget. c) Provide information to SPREP and UNEP and feedback to countries on progress and financial status of the two projects. d) Assist countries and SPREP in attracting further co-financing from international, regional and national sources to finance both regional and national activities.	• Project managers, supervisors and staff are well-informed of status and progress of both projects. • Cash-flow is adequately planned. • Project staff receive useful assistance in attracting funding.
3. Technical and Administrative Support; a) Support the Project Managers in facilitating technical support from regional and international sources, especially the member agencies of the Pacific Invasives	• National project staff recruited (year 1). • Regular technical inputs provided to project web pages.

Partnership (PIP) and the other relevant Pacific Island Round Table for Nature Conservation (PIRT) working groups, during planning and execution. b) Support the twelve national coordinators and project teams in carrying out the project activities, especially by providing coordination and facilitating timely completion of tasks. c) Draft terms of reference and initiate national contracts. d) Coordinate and participate in project meetings (virtual and/or personal), and external meetings (conferences, seminars, workshops, and electronic networks), providing secretariat support as required.	• Project information and filing management systems well maintained and up to date • Project input provided to regional invasives coordination mechanisms, especially PIP and PILN, and to the PIRT working group(s) tasked to provide technical advice to the Integrated Island Biodiversity Project.
4. Project Monitoring & Reporting a) Ensure that reporting on all activities is carried out according to the requirements of GEF, UNEP and SPREP and as described in the Project Document, and compile project reports in advance of reporting deadlines. b) Compile 6-monthly progress reports, quarterly financial reports and other reports as per the monitoring schedule in Appendix 8 of the two Project Documents. c) Manage the regional monitoring and evaluation system according to Appendix 7 of the two Project Documents. d) Ensure that reports from project personnel in the participating countries are prepared as required. e) Supply information as required to SPREP, UNEP and External auditors for Project Implementation Reviews and Mid-term and Final Evaluations. f) Manage public relations and information management for the projects. g) Participate in the preparation of publications or other technical reports that may result from the projects.	• Financial and technical reports produced on time and according to UNEP specifications in the Project Documents. • Project Support Unit meetings documented. • Monitoring and evaluation plans finalised and implemented in cooperation with national agencies and coordinators. • Regular public relations releases produced, e.g. via electronic expert groups, and technical networks such as SPREP, PILN, GISP, ISSG etc

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 manager as part of the performance development process.

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

Work Complexity

Most challenging duties typically undertaken:
• Country liaison and coordination. • Quality control of reporting, and meeting exacting standards and timelines.

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
External • UNEP Task Manager • Project National Coordinators	• Advice and assistance • Consultations and reporting • Discussions and negotiations • Communications and information sharing
Internal • Executive Management • SPREP All Staff	• Advice and assistance • Consultations and reporting • Discussions and negotiations • Communications and information sharing • Staff issues

Level of Delegation

The position holder:
• manages an operational budget • can authorise certain costs within project budgets • can seek funding opportunities for project 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 Bachelor degree in a relevant environmental field (a relevant postgraduate qualification would be an advantage)

Knowledge / Experience

Essential
2. At least 5 years experience of managing complex projects, preferably in the Pacific region, and in a role requiring a similar degree of versatility and responsibility, including technical and financial reporting on an internationally-funded project with regional scope
3. Work experience and broad knowledge of invasive species, threatened species and/or ecosystem management, preferably on islands.
4. Proven experience in Oceania, sound knowledge of the Pacific Islands region and demonstrated ability to work with senior government officials, NGOs and diverse groups of stakeholders
5. Strong organizational and time management skills and willingness to travel frequently, sometimes under difficult conditions.
6. Excellent written and verbal communication with fluency in English as well as proven experience of working in a team within a multi-cultural and multi-disciplinary environment

Key Skills / Attributes / Job Specific Competencies

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

Expert level	• Project management • Organisational and time management • Self-motivated • Policy advice • Analytical skills • Communications and interpersonal skills • Report writing
Advanced level	• Environmental issues in the Pacific islands region • UNEP GEF project operational guidelines
Working Knowledge	• Training in facilitation techniques

	• Demonstrated fund-raising ability in fields related to the projects • Knowledge of the CBD, in particular the Programme of Work for Island Biodiversity.
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

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 10 of SPREP's salary scale and will be in the range of SDR25,597 to SDR38,395. Currently, the equivalent base salary in Samoan Tala is SAT$96,409 (USD$40,851) to SAT$144,611 (USD$61,276) per annum. A Cost-of-Living Differential Allowance within the range of SDR4,541 – SDR5,835 will also be paid to the successful candidate.

Adjustments: Professional staff salaries and appropriate allowances 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 those 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 months' probationary period.

An appointment is terminated by (i) completion of term of contract (ii) one month's notice by either party (iii) without notice by either party paying one month salary in lieu of notice or (iv) dismissed with or without notice as a disciplinary measure.

<u>For staff recruited from outside Samoa, the following applies:</u>

Relocation Expenses: SPREP will meet certain appointment and termination expenses for professional staff recruited from outside Apia, Samoa, including transport and accommodation en-route for the appointee and accompanying dependant(s) between home 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.

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 recognized 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 recognized 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 professional staff, the following applies:

Cost of living differential allowance (COLDA): 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.

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 per annum per dependent child, with an overall maximum of Samoan Tala $46,800 per annum per family of 3 or more eligible children.

Housing Assistance: Professional staff shall receive housing assistance of 75% of the typical rent payable in Samoa for expatriate executive furnished housing. The current rate is SAT$2,138 per month. This assistance shall be reviewed annually and adjusted on relative movement in the local rental market.

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, family (compassionate and paternity) and special (without pay) leave.

Duty Travel: SPREP meets travelling expenses at prescribed rates necessarily incurred by staff required to travel away from Apia on official business.

Personal Accident Insurance: All employees are covered by SPREP's 24 hour Life and Personal Accident Insurance Policy.

Medical Benefits: All employees and their dependants are entitled to have all reasonable medical, dental and optical expenses met, as determined by the Director, under the terms and conditions of the SPREP in-house Medical Treatment Scheme.

Superannuation: An expatriate contract staff member will receive a superannuation allowance of 7% of basic salary. For local contract staff, SPREP will pay 7% of basic salary to the Samoa National Provident Fund.

Definitions:
'Dependant' means the financially dependent spouse or dependent child of an employee.

'Dependent child' means an employee's unmarried, financially dependent, natural or legally adopted child who is:

- under the age of 16 years; or
- under the age of 19 years if undertaking full-time study at a secondary school; or
- under the age of 25 years if enrolled and undertaking full-time study at a university or other tertiary institution; or
- mentally or physically incapacitated.

'Expatriate' means a professional staff member, not a citizen or permanent resident of Samoa, 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. A detailed curriculum vitae containing full personal details;
2. A statement to address how each Essential Selection Criteria is met;
3. Names and contact addresses of at least three professional referees who are prepared to provide testimonials – prefer the most recent employers and/or supervisors; and,
4. Indication of possible starting date if successful.

Applications that do not submit all the requirements stated above will not be considered.

All applications to be clearly marked "**Application for GEF - Project Facilitator (GEFPF)**" and addressed to: The Director, SPREP, P O Box 240, Apia or alternatively to email address: sprep@sprep.org

For further enquiries, the Personnel Officer can be contacted on telephone (685) 21929 ext 230 or Email: luanac@sprep.org

Closing date: Friday, 20th May 2011: Late applications will not be considered.

SPREP is an Equal Opportunity Employer