Secretariat of the Pacific Regional Environment Programme (SPREP)

APPLICANT INFORMATION PACKAGE

INTERNSHIP OPPORTUNITY: PUBLICATIONS & COMMUNICATIONS INTERN (PCI)

CONTENTS

A. Background Information on SPREP

B. JOB DESCRIPTION

C. REMUNERATION PACKAGE – TERMS & CONDITIONS

D. ADMINISTRATIVE INFORMATION

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

Internship Programme

Each year, subject to funding availability, SPREP through its Internship Programme offers short-term opportunities to a limited number of young professionals and recent graduates from the Pacific Island Countries and Territories.The main objectives of the programme include:

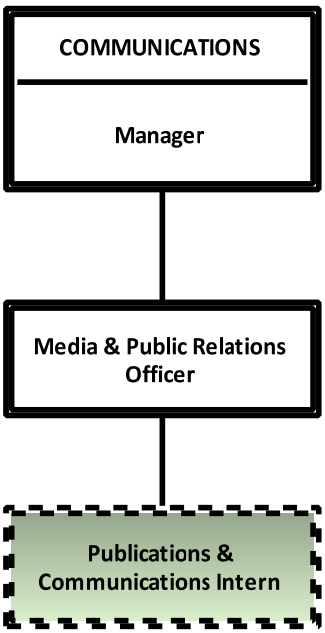
- To gain professional exposure;

- To strengthen capacity building in in young professionals in the island member countries and territories;
- To promote SPREP's work and especially regional environmental issues and priorities.

B. JOB DESCRIPTION

Job Title:	Publications & Communications Intern
Programme:	Corporate Services
Group / Team:	Communications Unit
Responsible To:	Media & Public Relations Officer
Responsible For: **(Total number of staff)**	N/A
Job Purpose:	This internship exists to provide publications and communications support to the Communications Unit
Date:	May 2011

Organisation Context



Key Result Areas

The **Publications & Communications Intern (PCI)** addresses the following Key Result Areas:

1. Publications & Communications Support
2. Maintenance of the Media Unit
3. Administrative Support

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

Jobholder is accountable for	Jobholder is successful when
1. Publications & Communications Support a) Provide logistical assistance to SPREP staff during the publication process under the guidance of the MPRO. b) Assist the Communications Unit to compile content for SPREP publications, media awareness and communications outreach – this may include, but not be limited to: • Sourcing the necessary logos, images and ensuring all are correctly attributed • Review references in publications materials to ensure they are correct • Collate basic feedback from fellow colleagues and incorporate them into the SPREP publication for the next round of consultations, or for approval for publication. • Liaise with publications contractors ie editors and graphic designers	• Publications have been completed in accordance with SPREP procedures and are available online and in hard copy. - SPREP has a wide range of publications available for distribution. - The SPREP publications are kept current and well stocked - Sections of the Communications Strategy are implemented.
2. Maintenance of the Media Unit a) Maintain the Media Unit including: • Carry out regular stock take of the Media Unit. • Notify the MPRO when equipment is missing or needs to be replaced and fixed. • Ensure the Media Unit is used for the purpose of producing AV materials and coordinate support from IT when needed	• The Media Unit is well maintained and used to raise awareness and understanding of SPREP and the work undertaken by SPREP staff.
3. Administrative Support a) Providing administrative support to the Communications Unit • Follow the SPREP Procurement guide in all areas of work • Provide logistical assistance when necessary to MPRO in preparing media teams • Ensure past SPREP publications records are	• All administrative processes have been carried out in line with SPREP policy and payment is approved by the finance department - All past SPREP work is maintained and well sorted, easy to search for materials - A living, strong, growing list of experts for SPREP publications work. - Well prepared media teams carrying out assignments or training as part of a SPREP

well documented and kept in order • Upload news to the SPREP website and other similar news distribution sources.	opportunity.

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.

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
External • Publications experts – ie graphic designers, editors etc. • Media	• Communication/discussions
Internal • All SPREP Staff	• Coordination/communications/discussions/ reporting

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.

Age & Nationality Requirement

Essential
▪ Must be under 32 years of age ▪ Must be a national of a Pacific island country or territory

Qualifications

Essential
1. Minimum qualification of a Bachelors Degree or equivalent experience in communications,

media, advocacy or related fields

Knowledge / Experience

Essential
2. At least one years' work in a Communications, Media, Advocacy or related fields
3. Excellent communications skills – high standard of writing in English, public speaking, oral communication and interpersonal skills
4. Demonstrated ability to work unsupervised until completion of tasks
5. Demonstrated experience in coordination and organisational skills
Highly Desirable
• Basic experience in producing communications or publications in any form • Basic experience in using Adobe Creative Suite, specifically InDesign and/or Photo Shop • Basic experience in using Final Cut Pro or Final Cut Express

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 and Conditions

Duty Station: Apia, Samoa.

Duration: The internship position will be for 12 months starting as soon as possible.

Grade & Salary: The salary is SAT$47,142 per annum. Salary will be tax free for non-citizens and non-residents of Samoa.

Term: For those recruited from outside Samoa, the term begins from the day the intern leaves his or her home to take up the internship programme. The internship is subject to a satisfactory medical examination.

The internship will be 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.

For an intern recruited from outside Samoa, the following applies:

Relocation Expenses: SPREP will meet certain relocation and repatriation expenses as follows for the successful candidate only:

- Return economy class airfares between Apia and the recognised home by the most direct and most economical route;
- Necessary reasonable accommodation during transit;
- Establishment and repatriation allowances subject to successful completion of the internship;
  Establishment Grant: A lump sum payment of SDR1,100 upon taking up the internship and arrival in Apia.
  Repatriation allowance: Two week's salary, upon successful completion of the internship.
- Up to 20kgs of excess baggage each way.

Temporary Accommodation and Assistance: On arrival in Apia, the intern is entitled to temporary accommodation at a suitable hotel or other fully furnished accommodation for up to 6 working days. The intern will be assisted to settle into Apia. This will include help in finding suitable rental accommodation.

Annual Leave: 25 working days per annum

Sick Leave: 30 working days per annum

Duty Travel: SPREP meets travelling expenses at prescribed rates necessarily incurred by the intern if required to travel away from Apia as part of the internship programme

Life & Personal Accident Insurance: The intern is covered by SPREP's 24 hour Life and Personal Accident Insurance Policy.

Medical Benefits: The intern is 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 intern recruited from outside Samoa will receive a superannuation allowance of 7% of basic salary. For an intern recruited locally, SPREP will pay 7% of basic salary to the Samoa National Provident Fund.

Equal Opportunities: SPREP is an Equal Opportunity Employer. Men and women are equally eligible for all posts in SPREP.

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 Internship: Publications & Communications Intern (PCI)**" and send to recruitment@sprep.org (***Most preferred option***) OR

b) By post or fax: Application to be addressed and sent to: The Director, SPREP, P O Box 240, Apia or fax number (685)20231 and clearly marked "**Application for Internship: Publications & Communications Intern (PCI)**"

All enquiries to be directed to the Personnel Officer on telephone (685) 21929 ext 230 or Email: luanac@sprep.org

Closing date: Friday, 10th June 2011: Late applications will not be considered.

SPREP is an Equal Opportunity Employer