Secretariat of the Pacific Regional Environment Programme (SPREP)

APPLICANT INFORMATION PACKAGE

DIRECTOR, BIODIVERSITY & ECOSYSTEM MANAGEMENT (DBEM)

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 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.

BIODIVERSITY & ECOSYTEM MANAGEMENT - BACKGROUND

Strategic Plan Goal : *By 2015, all Members have improved their sustainable management of island and ocean ecosystems and biodiversity, in support of communities, livelihoods, and national*

sustainable development objectives, through an improved understanding of ecosystem-based management and implementation of National Biodiversity Strategic Action Plans.

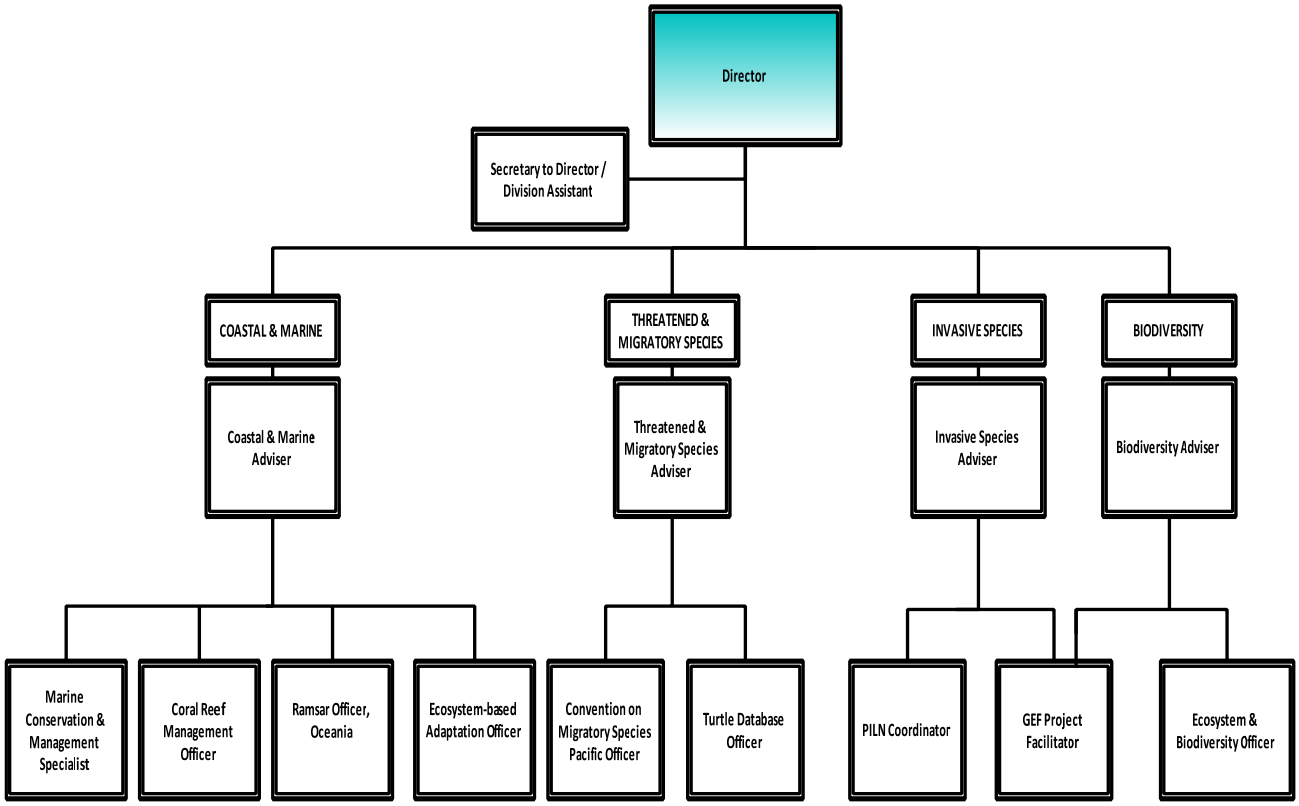
Long-standing cultural and spiritual foundations link Pacific island peoples with their terrestrial, coastal, and marine ecosystems and the species they harbour. However, native species are in decline and ecosystems are being disrupted by human activity. For many years, growth in economies and populations has been driving unsustainable resource use and extraction. This has led to over-harvesting of vital coastal and pelagic fisheries, declining animal populations, and species loss from overhunting. Unsustainable logging and forest conversion for plantation agriculture has often resulted in severe localised impacts on fresh water and soil loss. The associated sedimentation has compromised nearshore coral reef and coastal ecosystems. On some larger high islands, poorly managed mining operations have had devastating environmental and social impacts. Increased transport and trade have brought invasive species to Pacific islands. These have severe ecological impacts on biodiversity, as well as economic impacts on major production sectors, tourism, and trade. A sustainable future for the people of the Pacific islands will require action to arrest these trends.

This second strategic priority will contribute to a sustainable future by supporting ecosystem management and biodiversity conservation. The Secretariat will focus on providing technical and advisory support to Members in designing and implementing National Biodiversity Strategic Action Plans (NBSAPs, and their equivalents in territories). Better understanding of how healthy, effectively managed terrestrial and coastal ecosystems contribute to islands' resilience to impacts will be an essential component of Pacific island climate change policies and adaptation measures. The cultural dimension of environmental concerns will be addressed by taking into consideration our traditional biological knowledge and practices, and regional initiatives to foster natural and cultural heritage. Species conservation and management will be improved by encouraging the effective implementation of international agreements and supporting cost-effective regional programmes and policies.

B. JOB DESCRIPTION

Job Title:	Director, Biodiversity & Ecosystem Management
Programme:	Biodiversity & Ecosystem Management
Group / Team:	Biodiversity & Ecosystem Management
Responsible To:	Director General
Responsible For: **(Total number of staff)**	14 staff
Job Purpose:	This job exists to: • Provide strategic leadership and management of the Biodiversity & Ecosystem Management Programme
Date:	March 2014

Organisation Context



Key Result Areas

The position of **Director, Biodiversity & Ecosystem Management (DBEM)** addresses the following Key Result Areas:

1. Senior Management Team
2. Strategic Programme Leadership & Planning
3. Programme Performance, Monitoring & Reporting
4. Programme Management & Leadership
5. Member & Donor Liaison
6. Regional Cooperation and Representation

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 (SMT) 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 (DG) and Deputy Director General (DDG) particularly on key strategic issues and opportunities for the Biodiversity & Ecosystem Management Programme, 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.	• Current Strategic Plan priorities are achieved • Programme input is provided to development of relevant planning documents, including sub-programme plans • Performance Monitoring and Evaluation Report is presented to annual SPREP Meeting (SM) and adopted • Annual work plans and budgets are completed on schedule and adopted by annual SM • Strong and effective partnerships with other organisations are developed and maintained • Executive management accepts and values advice and assistance • Critical and emerging issues are brought to SMT's attention in a timely manner • Staff participation is regular and effective, and staff contributions are acknowledged and valued
2. Strategic Programme Leadership & Planning; a) Lead and provide strategic direction to the Biodiversity & Ecosystem Management Programme and its team, ensuring integration with other SPREP programmes. b) Keep up to date with current Biodiversity & Ecosystem Management issues and practice and identify implications for SPREP. This includes knowledge of	• Timely strategic advice results in improved service delivery to PICTs • BEM staff function as an integrated and effective team • Linkages with other programmes within SPREP are developed and strengthened • Other SPREP programmes are engaged with BEM activities and *vice versa*

science and technology, relevant international conventions, sustainable development programmes and Small Island Developing States issues. c) Develop an annual work plan, budget (AWP&B) and implementation strategy including staffing resources and requirements for the Biodiversity & Ecosystem Management Programme.	• Up-to-date knowledge is reflected in timely advice to SPREP executive and programmes on relevant issues • AWP&B and implementation strategy developed and adopted
3. Programme Management & Leadership; a) Lead and manage the performance of staff creating a team environment where people are clear on what is expected of them, how their work supports the wider organisational goals and where feedback is encouraged. b) Coordinate the recruitment and selection of Biodiversity & Ecosystem Management Programme staff in partnership with Corporate Services and make recommendations to the DG. c) Ensure the induction, ongoing training and development of staff to build capacity of the Secretariat to meet its organisational goals and contribute to capacity building in the region in collaboration with Corporate Services.	• Programme staff operating as a cohesive and effective team • Feedback is regularly provided to staff to continuously improve performance • Programme is effectively staffed with quality staff and staff are recruited in a timely manner • New staff are inducted and staff training and development addressed in individual PDPs
4. Programme Performance, Monitoring & Reporting a) Provide oversight and coordinate the day to day management of the Biodiversity & Ecosystem Management Programme, including quality control and the provision of technical guidance and assistance to staff. b) Manage and provide approvals for budget expenditures within the approved Work Programme & Budget for the Programme and financial delegations. c) Ensure all reporting requirements and commitments to external stakeholders are upheld and timely communications are undertaken with stakeholders around performance issues.	• Programme operates effectively, achieves its AWP&B objectives and meets strategic priority targets • Budget targets are met and payments are made on schedule • All technical and financial reports are provided in a timely manner • External stakeholders report positively on delivery of commitments
5. Member and Donor Liaison a) Build and maintain constructive	• Constructive relationships with Members

relationships with Member representatives and ensure the implementation of projects within Member countries. b) Identify opportunities and establish partnerships based on mutual benefits c) Identify funding opportunities with regard to the Biodiversity & Ecosystem Management Programme and liaise with donors to secure funding for programme and SPREP wide activities.	results in achievement of programme objectives and activities • Effective partnerships are established with relevant organisations • Funding is secured for programme activities • A project pipeline, identifying future project proposals and potential donors, is developed and action taken to secure resources
6. Regional Cooperation and Representation a) Establish and maintain national, regional and international partnership networks and coordinate technical or functional support mechanisms which fall within the ambit of the Biodiversity & Ecosystem Management Programme. b) Represent SPREP at high level regional and international meetings.	• Effective partnerships and networks are established that progress implementation of SPREP strategic priorities in the Strategic Plan • Engagement at high level meetings is effective

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/Immediate 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:
• Coordinating and managing multi-disciplinary staff to ensure programme targets are met • Ensuring adequate technical and financial resources are available to meet programme objectives • Ensuring all staff and financial resources are managed in an effective and accountable manner • Developing and maintaining effective and productive partnerships • Balancing programme management duties with wider corporate responsibilities

Functional Relationships & Related Skills

Key internal and/or external contacts	**Nature of the contact most typical**

External • Member countries • Donors / Partners • Professional / Scientific organisations • Regional / International organisations	• Advice and assistance • Consultations • Technical discussions and support • Collaborative discussions and financial and technical support
Internal • Executive Management • Programme staff • Support staff	• Management and leadership • Supervision and delegation • Advice and support

Level of Delegation

The position holder:
• manages an operational budget and has oversight of the programme 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. A Masters degree in Environmental Management / Development or related field.

Knowledge / Experience

Essential
2. At least 10 years high level experience in environmental management/ development work as a senior technical professional preferably in, but not limited to the Pacific region, with at least 7 of those years in senior management and leadership roles
3. Extensive strategic leadership and management experience including management and supervision of medium to large teams of technical professionals preferably in a multicultural and multi-disciplinary environment

4. Proven project management experience including the development of funding proposals for major national or regional environmental/development programmes and the design and delivery of integrated work programme activities with a good understanding of synergies and interlinkages across multilateral environmental agreements
5. Excellent written and verbal communication as well as proven experience of high level negotiation work with Governments, especially SPREP member countries and partners
6. Extensive knowledge of the Pacific Islands region and good understanding of environmental issues, specifically biodiversity and ecosystem management in the Pacific and challenges facing Pacific Island Countries and Territories.
7. A very good understanding of donor policies and processes in relation to funding for biodiversity and ecosystem management including, inter-alia, the GEF, AusAID, NZAID, EU, ADB, World Bank.

Key Skills / Attributes / Job Specific Competencies

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

Expert level	• Strategic Leadership • Strategic Management • Environmental knowledge • Programme monitoring and evaluation • Work programme planning, budgeting and implementation • Proposal development
Advanced level	• Biodiversity and ecosystem management issues in the Pacific islands region • Emerging environmental issues and challenges
Working Knowledge	• General Financial principles • General Human Resources Management principles • General management principles
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 Directors, Managers and Team Leaders 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 14 of SPREP's salary scale and will be in the range of SDR54,933 to SDR82,400. Currently, the equivalent base salary in Samoan Tala is SAT$209,640 (USD$88,831) to SAT$314,463 (USD$133,247) 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 SDR6,338 to SDR 8,653 will also be paid to the successful candidate. The current equivalent in Samoan Tala is SAT$24,188 (USD$10,249) to SAT$33,022 (USD$13,993). 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 Director, Biodiversity & Ecosystem Management**" 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 Director, Biodiversity & Ecosystem Management**"

All enquiries to be directed to the 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