Secretariat of the Pacific Regional Environment Programme (SPREP)

APPLICANT INFORMATION PACKAGE

PACIFIC ISLANDS GLOBAL OCEAN OBSERVING SYSTEM OFFICER (PI-GOOSO)

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 $19 million in 2013.

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.

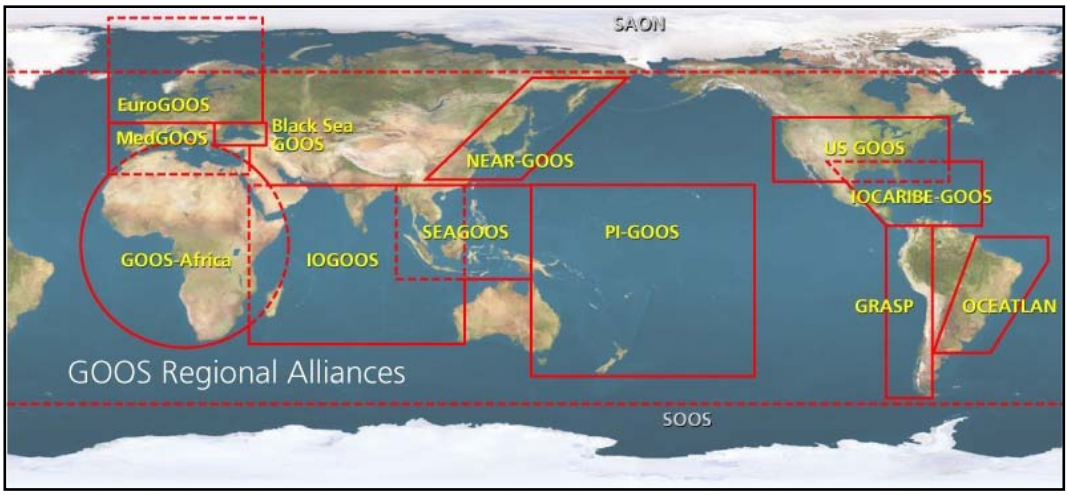
The divisions work in an integrated way on project development and implementation.

Corporate Services

Corporate Services provide the necessary 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.

BACKGROUND INFORMATION ON THE PACIFIC ISLANDS – GLOBAL OCEAN OBSERVING SYSTEM

The Pacific Islands Global Ocean Observing System (PI-GOOS) was established in 1998, and is currently one of 12 GOOS Regional Alliances (GRA) operational worldwide (see map below). GRAs are designed to facilitate sustained coastal and open ocean monitoring to meet regional and national priorities, and form a critical component to the successful implementation of GOOS objectives.



Within the Pacific Islands region, PI-GOOS aims to assist sustainable development by facilitating the establishment and implementation of coastal and open ocean observing programmes, and in helping to improve uptake and use of the data, information and products being generated. Implementation of the PI-GOOS programme is primarily through capacity building at the local and regional level, and via the delivery of useful observation related products to relevant national level Government departments and other national partners.

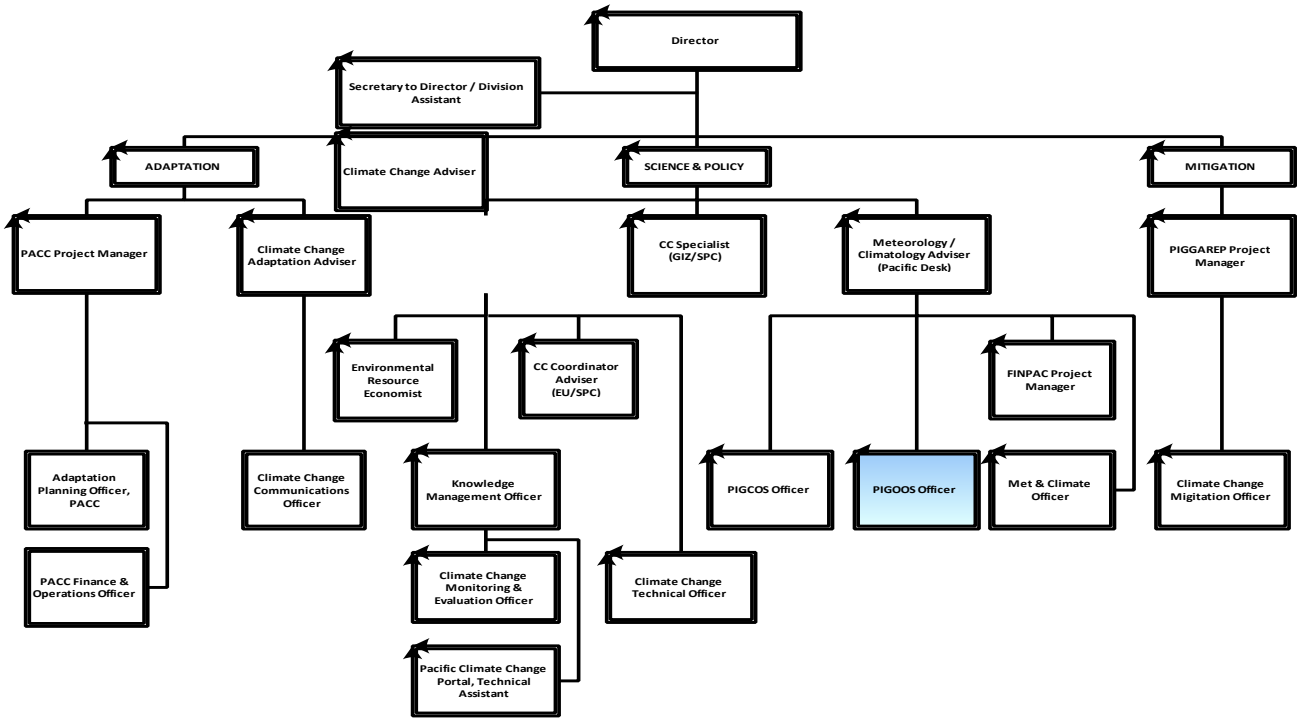
In 2004 a full-time coordinator of PI-GOOS was appointed as a joint initiative between the Secretariat of the Pacific Islands Applied Geoscience Commission (SOPAC) and the Perth Regional Programme Office of the UNESCO Intergovernmental Oceanographic Commission (IOC-UNESCO). In 2009, the Regional Integration Framework (RIF) decisions by the Pacific Forum Island Leaders led to the shifting of the PI-GOOS programme to the Secretariat of the Pacific Regional Environment Programme (SPREP) where it is now placed as part of its Pacific Meteorological Desk Partnership within the Climate Change Division. PI-GOOS serves all SPREP Member Countries and is coordinated from SPREP's offices in Apia, Samoa.

The work of PI-GOOS is overseen by an Advisory Committee comprising of donors and partners from across the Pacific region. The Advisory Committee meets once a year and reports at the annual SPREP Meeting. This provides all SPREP member countries with an opportunity to comment and advise on the future direction of the PI-GOOS programme.

B. JOB DESCRIPTION

Job Title:	Pacific Islands Global Ocean Observing Systems Officer (PI-GOOSO)
Programme:	Climate Change
Group / Team:	Science & Policy
Responsible To:	Meteorology / Climatology Adviser – Pacific Desk (MCA)
Responsible For: **(Total number of staff)**	N/A
Job Purpose:	This job exists to: ▪ Contribute to achieving the implementation of SPREP's strategic directions as outlined in its Strategic Plan. • Expand the PI-GOOS programme substantially by identifying and securing additional funds, leading strategic programme development, and coordinating and managing the full range of activities expected of the Pacific Islands GOOS programme.
Date:	December 2013

Organisation Context



Key Result Areas

The position of **Pacific Islands – Global Ocean Observing System Officer (PIGOOSO)** addresses the following Key Result Areas:

1. Development and management of the GOOS programme
2. Facilitation of the PIGOOS Advisory Committee
3. Capacity building programmes
4. Advisory and reporting
5. Publication

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

Jobholder is accountable for	Jobholder is successful when
1. Development and management of the GOOS programme a) Provide advice on all aspects of the development of the GOOS programme in the Pacific Islands region through the preparation of medium term (3-5 year) strategies and annual programmes of work b) Manage the PI-GOOS programme budget, providing annual financial statements to the programme Advisory Committee, and seeking additional resources to ensure programme growth and expansion. c) Facilitate the PI-GOOS Advisory Committee to ensure its effective operation and functioning by way of organising annual meetings, preparing annual reports and financial statements, and fulfilling all administrative requirements of PI-GOOS sponsors d) Work with Pacific Island countries, partners and the advisory committee to identify and fill gaps in the GOOS of relevance to the Pacific.	• Coordinator meets with the PI-GOOS Advisory Committee (or members thereof) and coordinate closely his/her immediate programme and plans of action • Annual work programme is prepared in collaboration with all stakeholders, and approved by the PI-GOOS Advisory Committee. • Work programme is consistent and in line with GOOS programme as well as other guiding principles as advised by Advisory Committee. • Annual budget is completed and submitted to SPREP Finance • Financial reports prepared and submitted to the Advisory Committee on regular intervals in line with the needs of the Committee. • Additional project funding proposals are developed and submitted. • Meetings and operations of the Steering Committee (interactively) are successfully organised and facilitated on an annual basis, providing the necessary papers and reports before and after such meetings.
2. Capacity building programmes a) Conduct, facilitate and co-ordinate regional and national training activities, seminars, and workshops related to PI-GOOS and in support of the Pacific Meteorological Desk Partnership programme of work.	• PI-GOOS programmes are reviewed, regional training needs identified and relevant capacity building programmes are developed to support these needs. • Capacity building programmes integrates and supports other activities of the Pacific Meteorological Desk Partnership to build on synergies and combined efforts, in particular

	those of the PI-GCOOS programme, and the Climate Change Team in general.
3. Coordination and representation a) Promote effective regional coordination and collaboration within the ocean-climate sector by facilitating and providing authoritative advice in the integration of activities under the three observing system programmes for the Pacific Islands region (PI-GOOS, PI-GCOS, Pacific HYCOS). b) Represent PI-GOOS at relevant national, regional, and international GOOS related meetings, actively participate in regional and international networks, chair working groups of established programmes, and engage in activities related to PI-GOOS to ensure across-programme synergies and benefits. c) Play an active role in providing support to Pacific National Meteorological Services as a member of the Pacific Meteorological Desk Partnership (PMDP) secretariat.	• Improved coordination with coordinators of PI-GCOS and Pacific HYCOS programmes on joint activities and shared goals to strengthen collaborative outputs, and to minimize overlaps. • annual programme of work must includes at least one joint activity or project with the PI-GCOS and Pacific HYCOS programmes. • Active and positive participation in PI-GOOS relevant meetings and other boards, committees, and working groups where relevant. • PI-GOOS network has expanded and other networks established building synergies and partnerships in related areas of work e.g. waste-water management, coastal zone management, in-shore and off-shore fisheries etc. • Effective relationship with NMS Directors across the Pacific with regular updates, responses and awareness of GOOS issues , and heir oceanography requests.
4. Advisory and reporting a) Prepare briefings and reports to the GOOS, IOC and UNESCO Secretariats, and provide a focal point for all activities under the IOC-UNESCO GOOS programme in the Pacific Islands region. b) Provide advisory guidance to ensure co-operation and collaboration between national, regional, and international partners, to identify and meet specific needs for coastal and ocean observations, and identify and secure funds to implement new observing programmes. c) Provide advice and coordinate the developments of new mechanisms that improve access to data and information from existing programmes, including collaborating with and accessing data from other CROP agencies including SPC, and facilitating activities that contribute to the secure management and distribution of existing SPREP ocean, coastal, and climate change data	• Regular reports are provided to the relevant governing and sponsoring bodies under which the PI-GOOS programme operates including (but not limited to) the GOOS/IOC/UNESCO/SPREP Secretariats • Regular updates are provided to the PI-GOOS stakeholder group/network including progress on the annual PI-GOOS work programme • An active forum is established and operates across national, regional and international stakeholders in order to share ocean observation information needs and resources including funding sources for on the ground assistance in SPREP Member countries. • Updated review of data resources/needs is maintained with sources/stakeholders and data access mechanism is facilitated online through the www.pi-goos.org website, with continuous liaison with University of Hawaii's APDRC and SOPAC/SPC to ensure server operation serving data.

resources. d) Provide authoritative advice to SPREP Members regarding the impact and sustainability of proposed coastal and marine developments, advise and provide technical assistance to Member Country governments on a range of marine environmental issues. e) Evaluate and review the technical merits of activities and initiatives in the marine environmental sectors of SPREP Members and provide technical and policy advice. Advise and assist Member governments with the development of project documents designed to secure funding for the development of their respective national marine sector programmes. f) Collaborate with the Islands Ecosystems Programme Manager and Coastal Management Adviser to provide advice on marine environmental issues and observations to the SPREP Executive Management Team and Governing Council, and contribute to the design of IEP strategies and annual programmes of work. g) Contribute to reporting on progress against the Pacific Islands Meteorological Strategy. h) Provide SPREP members with authoritative advice on ocean and climate issues.	• Information and action briefings with regard to coastal and marine development issues of concern are provided to the SPREP Meeting and members where required • Technical and policy advice is provided with regards to ocean observing issues on members marine sector programmes where PI-GOOS assistance is necessary. • PI-GOOS works in collaboration with ocean and marine related programmes of the Biodiversity & Ecosystem Management Division and technical and policy advice is provided where relevant. • Scientific information regarding oceans and climate are made accessible to Pacific Island environmental managers and negotiators. • Assistance is provided to the production of accessible ocean and climate information (such as IPCC reports) for decision and policy makers.
5. Publications a) Author international publications to raise the profile and awareness of PI-GOOS, and be responsible for the coordination and development of electronic communication material (newsletter, website of www.pi-goos.org etc.) that contributes to and advertises the full range of data and products developed and available to the region.	• PI-GOOS information material is produced using existing publications and other related forum in promoting the PI-GOOS programme of work. • Updated and relevant PI-GOOS information is provided on online home www.pi-goos.org.

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 forms.

Work Complexity

Most challenging duties typically undertaken:
• Manage the PI-GOOS programme effectively with regular reporting to, and oversight from, the PI-GOOS Steering Committee • Liaise with counterparts within Member governments including those at political levels. • Create, facilitate and nurture strong partnerships between national stakeholders, PI-GOOS Steering Committee, development partners, the Pacific Meteorological Council and the SPREP Meeting; • Be sensitive to political and cultural issues and show foresight and fortitude where potential conflicts may arise and to deal with any effectively without detriment to SPREP.

Functional Relationships & Related Skills

Key internal and/or external contacts	**Nature of the contact most typical**
External • SPREP member countries / focal points • National Meteorological Services • PIGOOS Advisory Committee • Regional & International Partners and Organisations	▪ Negotiations ▪ Facilitations ▪ Meetings and discussions ▪ Coordination and collaboration
Internal ▪ Pacific Meteorological Desk Partnership ▪ SPREP Management ▪ Other programmes ▪ Corporate Services ▪ Staff Committee	▪ Presentation and reporting ▪ Negotiations ▪ Collaboration ▪ Management and development

Level of Delegation

The position holder:

- Manages an operational budget
- Can authorise costs in own budget
- Can make deals and negotiations on behalf of SPREP with prior approval by managing supervisor
- Can seek funding opportunities for the work programmes

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 marine science or relevant environmental discipline

Knowledge / Experience

Essential
2. At least 5 years' experience in marine environmental issues or relevant area, preferably within the Pacific islands region (Recognition as an expert in a relevant area - of marine environmental science in the international scientific literature with a track record of publishing would be an advantage)
3. Demonstrated knowledge and understanding of accepted and emerging environmental issues and challenges, particularly on ocean matters relevant to the Pacific islands region, including donor and development agency priorities, regional strategies and sector drivers;
4. Demonstrated experience in programme and project management and monitoring and evaluation including financial management, proposal and report writing
5. Demonstrated experience in working within a multi-disciplinary and multi-cultural team environment with a demonstrated ability to motivate teams and establish and implement workplan objectives including good coordination, advisory, communication and facilitation skills
6. Excellent written and verbal communication skills including high level of presentation and inter-personal skills with sound experience in establishing and maintaining effective relationships with a diverse group of people
7. Proven knowledge of GIS applications and an understanding of database principles with

strong PC based computer skills, preferably with Microsoft programmes

Key Skills / Attributes / Job Specific Competencies

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

Expert level	• Project management • Advisory and analytical • Environmental knowledge • Programme monitoring and evaluation • Work programme planning, budgeting and implementation • Proposal development • Meteorology and climatology issues, key agreements and conventions
Advanced level	• Environmental issues in the Pacific islands region • Emerging environmental issues and challenges
Working Knowledge	• 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

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 only. Renewal will be subject to availability of funds, continuity of programme activities 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 10 of SPREP's salary scale and will be in the range of SDR27,689 to 41,533 per annum. Currently, the equivalent in Samoan Tala is SAT$105,836 (USD$44,098) to SAT$158,752 (USD$66,147) 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 SDR3,743 to 4,816. The current equivalent in Samoan Tala is SAT$14,307 (USD$5,961) to SAT$18,408 (USD$7,670). 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$2.40

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.

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

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 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. This is currently equivalent to SAT4,205 (USD1,752).

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$6,500) per annum per dependent child, with an overall maximum of Samoan Tala $46,800 (USD$19,500) 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$970) 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$1,000) 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 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 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;
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 Pacific Islands Global Ocean Observing System Officer**" 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 Pacific Islands Global Ocean Observing System Officer**"

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

Closing date: ***Friday, 17th January 2014***: Late applications will not be considered.

SPREP is an Equal Opportunity Employer