Secretariat of the Pacific Regional Environment Programme (SPREP)

APPLICANT INFORMATION PACKAGE

Ecosystem-based Adaptation Officer (EbAO)

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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 $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.

<u>Background - Ecosystem based Adaptation (EbA) Programme</u>

A key goal of the BEM Division is to have Ecosystem-based Adaptation (EbA) widely recognised and implemented as a key element of climate adaptation measures. SPREP is implementing EbA projects in the Solomon Islands and other Pacific Islands. The potential impacts of climate change on the ecosystems and communities of the Pacific Islands are now well recognised, and are expected to

exacerbate current challenges caused by anthropogenic impacts such as rapid coastal development, overfishing and unsustainable land use practices. In many communities, there is a recognised need to adapt to changes including increased coastal and river flooding from changes to weather patterns, changes to storm intensity and frequency as well as from sea level rise. The EbA Programme will not only assist in clarifying needs and priorities for adaptation at local, island and regional scales, but will specifically consider EbA options that can assist in retaining or enhancing ecosystem services (such as fisheries, biodiversity, water quality) while providing adaptation to coastal impacts.

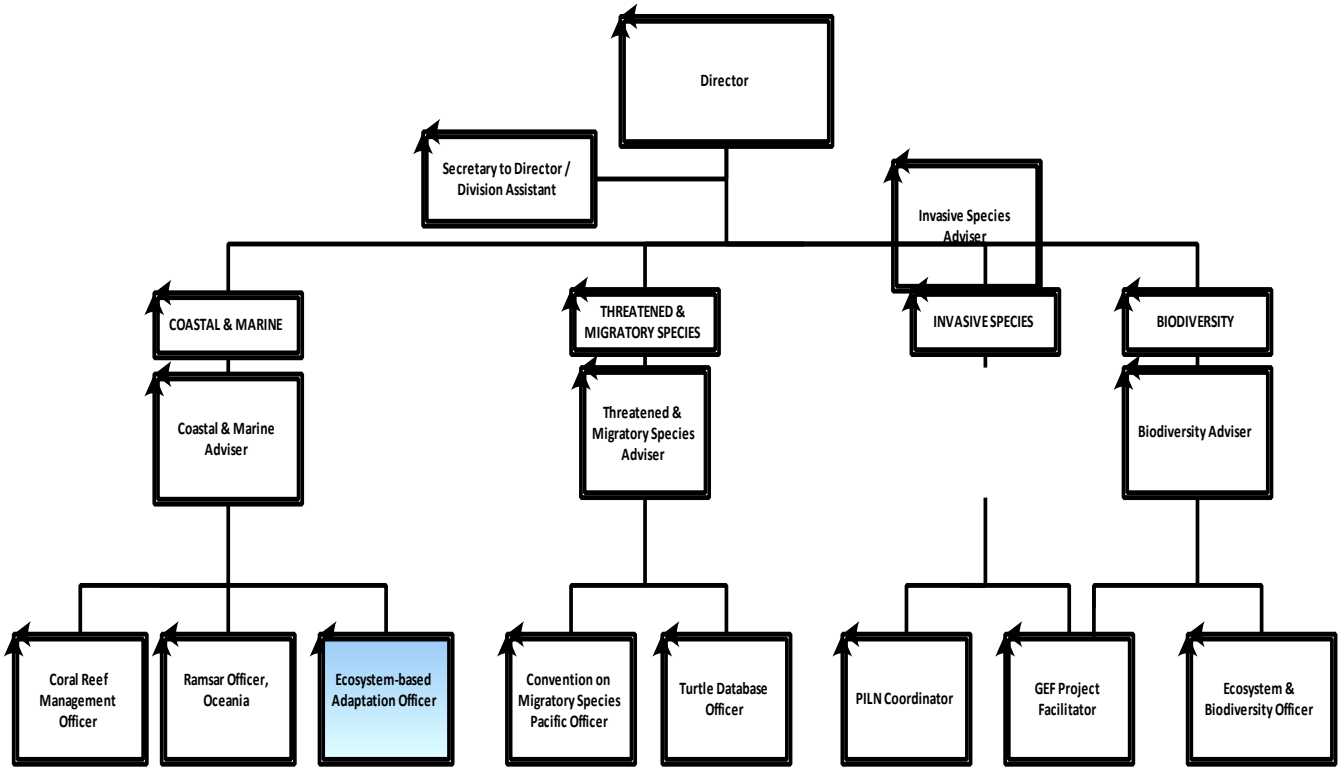
The primary focus of the position is to continue the implementation of the USAID funded Ecosystem based Adaptation project based in Choiseul Province, Solomon Islands. This role must maintain and further develop the partnership approach to adaptation in the province and implement an agreed adaptation implementation plan in conjunction with local government and community stakeholders. It must also focus on building a platform for sustainable long-term adaptation including supporting local governance arrangements and building capacity to assist the improved management of ecosystems and natural resources. This requires a high level of engagement at the community level with villages in Choiseul and provincial government staff.

However, the Ecosystem-based Adaptation Officer will also have a key role in the development and implementation of other EbA projects, particularly to assist SPREP, key partners and participating countries to identify and prioritize threats, identify scales of vulnerability, determine EbA options, deliver on synthesis and report writing and work with partners, other agencies and countries to implement adaptation activities as appropriate.

B. JOB DESCRIPTION

Job Title:	Ecosystem-based Adaptation Officer (EbAO)
Programme:	Biodiversity and Ecosystem Management
Group/Team	Coastal and Marine
Responsible To:	Coastal and Marine Adviser
Responsible For: **(Total number of staff)**	N/A
Job Purpose:	This job exists to: • Implement a USAID-funded EbA project in Choiseul Province in the Solomon Islands, and to contribute to implementation of other EbA projects in the region • Provide technical support, work with key partners, regional agencies and countries, to identify and prioritise climate change threats, related vulnerability and determine Ecosystem-based Adaptation options.
Date:	December 2013

Organisation Context



Key Result Areas

The position of **Ecosystem-based Adaptation Officer (EbAO)** addresses the following **Key Result Areas**:

1. Technical support and facilitation
2. Project planning and management
3. Financial management
4. Synthesis and report writing

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

Jobholder is accountable for	Jobholder is successful when
1. Technical support and facilitation; a) Provide technical background on coastal and terrestrial threats, climate change and ecosystem based adaptation. b) Facilitate workshops and meetings with various stakeholders and partners mainly in Solomon Islands. c) Coordinate a multi-partner integrated approach to adaptation. d) Communicate and facilitate community based resource management actions with landowners and local government staff in remote parts of Solomon Islands. e) Familiarise with Ecosystem-based Adaptation options in an island context. f) Work with partners and countries to deliver implementation actions on Ecosystem based Adaptation priorities. g) Familiarise with relevant scientific literature, ability to write concise, accurate, appropriately referenced summaries on specific topics of relevance.	• Accurate technical information is provided to stakeholders and partners, both nationally and regionally. • Effective communication of technical information related to EbA, resulting in high engagement from stakeholders and partners in the development of key outcomes. • Integrated approaches including multiple partners and local governments and institutions are implemented and sustainable. • Appropriate, realistic and implementable EbA options are identified. • Priority EbA options are effectively implemented within countries. • Current scientific literature is referenced, synthesized and utilised as appropriate.
2. Project Planning & Management; a) Ensure that planning for all project activities is carried out to highest standards of efficiency and fitting the local context. b) Facilitate operational management of the project according to SPREP operating standards, and other requirements as appropriate. c) Organise and facilitate project activities according to the project work plans, in order to produce the project outputs in a timely manner. d) Contribute to development of SPREP EbA project proposals	• Clear project plans are developed in co-ordination with partners, countries and local communities. • SPREP and funding agency operating procedures are met. • Project plans are successfully implemented and project tasks successfully completed. • EbA approaches are mainstreamed into government and community adaptation strategies with locally appropriate and sustainable activities implemented. • EbA projects are successfully developed and funded.

3. Financial Management a) Maintain an overview of the planning, execution and financial management of projects. b) Revise budgets and allocations to ensure output delivery within budget. c) Provide information to SPREP and appropriate funding agencies, as well as feedback to countries on progress and financial status of the projects.	• Projects are successfully completed within allocated budget. • Reporting requirements are met accurately and in a timely fashion. • Countries and partners are regularly informed of project goals, status and future activities.
4. Synthesis and report writing a) Lead the preparation of project technical reports and work with partners to synthesize key outputs of the project, providing regular and effective feedback to partners and country participants. b) Produce synthetic communications products for dissemination to a broad audience. c) Compile 6-monthly progress and annual financial reports. d) Liaise with appropriate partners to facilitate public relations and information management for the projects.	• Technical reports produced on time and according to SPREP and funding agency requirements. • Synthetic communications are produced in a timely fashion and are accessible to multiple audiences. • Monitoring and evaluation plans finalised and implemented in cooperation with national agencies and coordinators. • Regular public relations releases produced as needed and appropriate. • EbA is promoted within member countries and donors and attracts increased funding support in SPREPs region.

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:
• Delivery of technical support in identifying and implementing Ecosystem-based Adaptation • Implementation of adaptation actions in a remote and culturally diverse environments • Timely and successful completion of project components • Writing and development of project technical reports and syntheses • Co-ordinating multiple projects, with multiple partners and several communities.

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
External • Within country partners • SPREP national focal points • Key partners (NGO's and agencies) • Local communities	• Guidance and technical support • Engagement and collaboration • Communications and information sharing • Facilitation and integration
Internal • Biodiversity and Ecosystem Management • Executive Management • Other Divisions of SPREP	• Advice and assistance • Consultations and reporting • Discussions and negotiations • Communications and information sharing

Level of Delegation

The position holder:
• manages an operational budget • can authorise costs in project budget • 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 Ecology, Climate Change, Environmental Management or relevant field

Knowledge / Experience

Essential

2. At least 5 years of extensive project management experience and technical assistance on projects related to EbA perspectives for climate change adaptation, with at least 3 years in a role requiring a similar degree of versatility and responsibility, including technical and financial reporting, and

preferably within the Pacific islands region.
3. Work experience and broad knowledge of island ecosystem function and management as related to climate change and adaptation, including EbA, preferably on small islands and preferably with demonstrated experience in both marine and terrestrial habitats.
4. Demonstrated experience in programme and project management and monitoring and evaluation including multi-project coordination and skills in project financial management, proposal and report writing, resource mobilisation preferably in climate related projects in Pacific island countries
5. Demonstrated cross cultural engagement skills preferably in Melanesia, with sound knowledge of the Pacific Islands region , and demonstrated ability to work effectively with multiple levels of government, NGOs, local communities and diverse groups of stakeholders
6. Ability to establish and implement work plan objectives including strong organizational, time management, coordination and facilitation skills
7. Excellent written and verbal communication in English, with proven ability to synthesize information and communicate effectively to multiple audiences, as well as proven experience working in a team within a multi-cultural and multi-disciplinary environment.
8. Ability and willingness to travel, including by boat and light aircraft, and stay in remote areas for extended periods of time

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 • Analytical skills • Facilitation and interpersonal skills • Report writing and science synthesis • Support of local communities in the implementation of adaptation projects.
Advanced level	• Environmental and climate change issues in the Pacific islands region • Knowledge of Ecosystem-based Adaptation • Demonstrated success in working with diverse cultures and communities in the use of funds for action implementation.
Working Knowledge	• Demonstrated fund-raising ability in fields related to the projects

Awareness	• SPREP Strategic Plan • SPREP Work Programmes and structure

Key Behaviours

All staff are expected to uphold SPREP 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: Honiara, Solomon Islands, with regular travel to Choiseul Province. The successful candidate is expected to be based in Apia, Samoa for the first 3-6 months of appointment for orientation purposes.

Duration: Appointment is for a term of 18 months 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 funding.

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 – 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. A similar allowance that reflects comparative cost of living difference between Suva and Honiara will be paid to the successful candidate on relocation to Honiara. 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.

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 home and Apia/Honiara, 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.

Privileges and Immunities together with other benefits related to living in the Solomon Islands will be discussed at time of 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.

Relocation to Honiara, Solomon Islands

Privileges and Immunities together with application of above benefits and other terms and conditions related to living in the Solomon Islands will be discussed at time of appointment.

4. ADMINISTRATIVE INFORMATION

ESSENTIAL: Applications should include:

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

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

Submitting applications:

a) **BY EMAIL**: Subject matter to be clearly marked "**Application for Ecosystem-based Adaptation 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 Ecosystem-based Adaptation Officer**"

All enquiries to be directed to the Assistant HR Officer on telephone (685) 21929 ext 325 or Email: christinep@sprep.org.

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

SPREP is an Equal Opportunity Employer