Secretariat of the Pacific Regional Environment Programme (SPREP)

APPLICANT INFORMATION PACKAGE

Climate Application Support Specialist (READVERTISEMENT)

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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 100staff and an annual budget of USD $19 million in 2016.

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. This Plan is being reviewed in 2016.

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.

<u>The Pacific Meteorological Desk Partnership Background</u>

SPREP provides support to the National Meteorological & Hydrological Services (NMHSs) through the Pacific Meteorological Council (PMC). The PMC is a specialised subsidiary body of SPREP, facilitating and coordinating the scientific and technical programmes and activities, and providing advice to the

SPREP Officials Meetings on the needs and priorities of SPREP member countries and territories in relation to weather and climate and related fields. This is supported by the Pacific Meteorological Desk Partnership (PMDP) based at SPREP. The PMDP serves as the regional weather and climate services coordinated mechanism managed by the SPREP Secretariat. The PMDP comprises of two core components, namely the Apia Secretariat component and the development partners component. The former is made up of the Apia-based Secretariats of SPREP and WMO and the latter is a collective of technical expert institutions. The PMDP is guided by the Pacific Islands Meteorological Strategy (PIMS) 2012-2021. Priorities for NMHS capacity development for the decade of 2012 to 2021 are included in the PIMS, with a vision that the National Meteorological Services of the Pacific Island Countries and Territories are able to provide relevant weather and climate services to their people to make informed decisions for their safety, social and economic well-being, prosperity and sustainable livelihoods. Additionally, acquiring enhanced infrastructure (data and information services) for weather, climate, and water and improved climate services are also top priorities.

The PIMS 2012-2021 sets out the regional and national priority actions to achieve the Pacific Key Outcomes and it also stresses the importance of new tools, technologies, technical assistance and capacity development to improve weather and climate services in the PICTs. The strategy also sets out the importance of utilising the information of the El Nino and Southern Oscillation (ENSO), Monsoons, Inter-tropical Convergence Zone (ITCZ) and Madden-Julian Oscillation (MJO) related products and services at the national and local levels to improve climate information and prediction services in the region.

Climate and Ocean Services Programme for the Pacific (COSPPac) Background and Transition Plan

The Climate and Ocean Services Programme for the Pacific is an Australian Department of Foreign Affairs and Trade supported effort that is being implemented by the Australian Bureau of Meteorology in partnership with SPREP, the Secretariat of the Pacific Community, the University of the South Pacific, and Geoscience Australia. COSPPac works with Pacific Island stakeholders to analyse and interpret climate, oceans and tidal data to produce valuable services for island communities. This information helps island communities to prepare for, and mitigate the impacts of severe climate, tidal and oceanographic events. COSPPac is operating in the Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Marshall Islands, Niue, Nauru, Papua New Guinea, Palau, Samoa, Solomon Islands, Tonga, Tuvalu and Vanuatu. The programmeconsists of the fifth phase of the South Pacific Sea Level and Climate Monitoring Project, the third phase of the Pacific Islands Climate Prediction Project (renamed the Climate and Oceans Monitoring and Prediction Project under COSPPac), a new Capacity Development and Communications programme and a Management Unit within the Bureau of Meteorology.

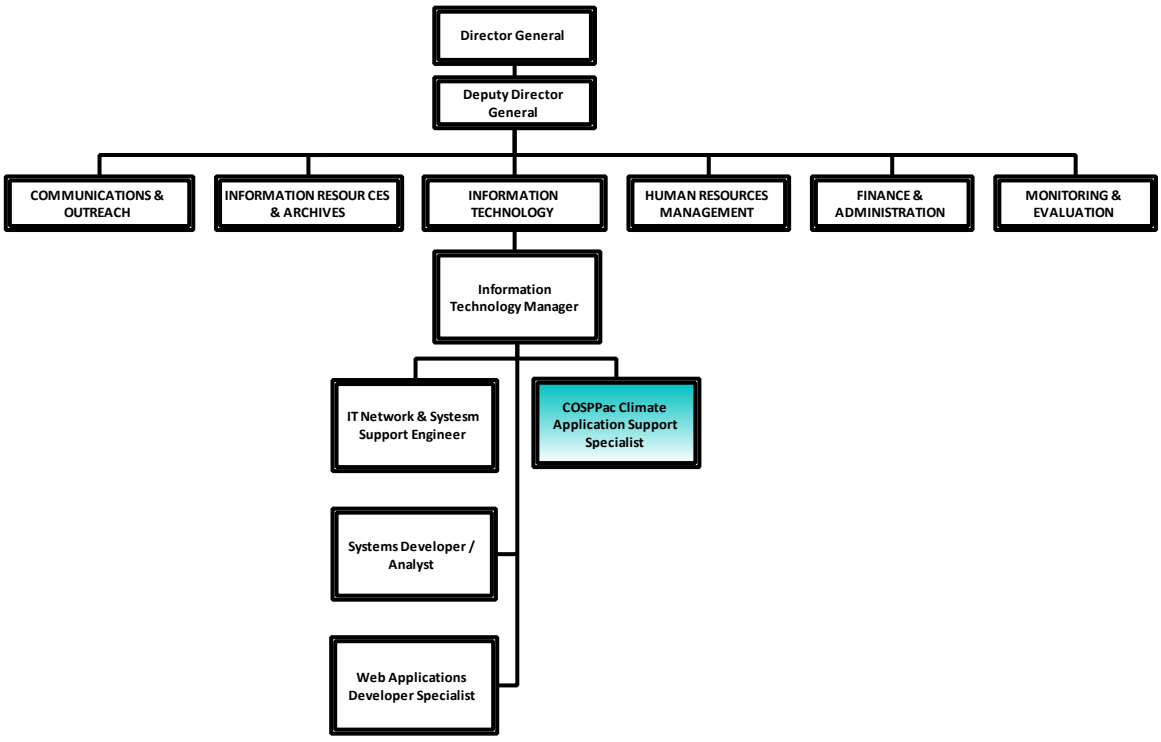
As part of the recommendations programmes mid-term review and to ensure long-term sustainability, the programme has started to transition the tools and products that have been developed to its regional partners. SPREP, which hosts the PMDP, will be managing the climate based tools and products including maintaining the SCOPIC (Seasonal Climate Outlook in Pacific Island Countries) tool, delivering the Online Climate Outlook Forum (OCOF) and Climate Bulletin,

maintaining and expanding the climate Traditional Knowledge database, and leading Capacity Development and Communications activities related to climatology in the region.

B. JOB DESCRIPTION

Job Title:	Climate Application Support Specialist
Division:	Climate Change Division and Information Technology (Corporate Services)
Team:	Pacific Meteorological Desk Partnership
Responsible To:	Director, Climate Change and IT Manager
Responsible For: (Total number of staff)	N/A
Job Purpose:	This job exists to: • Transition and maintain COSPPac IT tools • Support the Pacific Meteorological Desk Partnership (PacMetDesk) and Pacific Island National Meteorological Services
Date:	February 2016

Organisation Context



Key Result Areas

The position of **Climate Application Support Specialist** addresses the following Key Result Areas:

1. Databases and applications
2. Technical advice, quality support and assistance
3. Climate Services tools and Meteorological Services information systems and applications
4. Capacity building, reporting and Assistance on all IT-related functions

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

Jobholder is accountable for	Jobholder is successful when
1. Databases and applications a) Review, design, develop and support climate change tools and applications, in particular the COSPPAC IT products b) Provide support to National Meteorological Services (NMSs) online tools c) Work with staff and users to analyse requirements, translate requirements into design, develop and implement technical solutions d) Develop, manage and test Disaster recovery plans for information systems and databases	• Traditional Knowledge (TK) Database, SCOPIC software, Online Climate Outlook Forum (OCOF) installed at SPREP • Handover of COSPPac IT and application products, manuals, user guides, training materials are completed. • COSPPac IT and application products are operational and successfully managed by SPREP • Online tools for NMSs and PacMetDesk staff developed • SPREP Internal and external users are trained on how to operate the products completed
2. Technical advice, support and assistance a) Provide technical advice pertaining to COSPPac IT and application products b) Provide Project status reports and updates	• Advice is provided on the day-to-day operations as well as long-term future development of COSPPac IT application products • Regular updates are provided to PacMetDesk, Director CCD and SMT
3. Climate Services tools and Meteorological Services information systems and applications a) Review, analyse and document priority business requirements identified by the NMSs, and provide timely and appropriate recommendations and/or solutions b) Review procedures in database management system manuals for making changes to database, establish and maintain database systems documentation a) Administer information systems and databases b) Schedule, plan, and manage the installation and testing of COSPPAC	• Review and assessment completed /available • System documentation on database management and maintenance is updated and valid • Training programs are current and relevant for staff and NMSs on the new elements of the systems identified in the review • Provide online support to the NMSs on the tools provided • COSPPac IT application products are operation and online to users (internal and external) • Technical reports and recommendations are produced and delivered.

products c) Identify and evaluate new industry developments in database systems and provide recommendations d) provide input to development of workplan	• All systems are adequately backed-up
4. Capacity building, reporting and assistance on all IT-related functions a) Prepare and deliver training for staff, particularly in the use of applications related to COSPPac b) Provide training to member country participants c) Design, develop and create custom reports based on business requirements and respond to ad hoc queries d) Assist in the development of Project Progress reports e) Participate in the Pacific Met Helpdesk and provide prompt and quality support	• Training programmes are current and relevant for NMSs where training is being delivered • NMSs and socio-economical stakeholders and users of climate information increase their capacity and understanding of climate science • Reports are prepared and provided

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 System.

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

Work Complexity

Most challenging duties typically undertaken:
• Country liaison and coordination • Quality control of reporting • Meeting project timelines and milestones

Functional Relationships & Related Skills

Key internal and/or external contacts	**Nature of the contact most typical**
External • Bureau of Meteorology staff and programme managers • National (in-country) NMS staff	• Advice and assistance • Consultations and reporting • Discussions and negotiations • Communications and information sharing

Internal • PacMetDeskStaff • Climate Change Division staff	• Advice and assistance • Consultations and reporting • Discussions and negotiations • Communications and information sharing • Staff issues

Level of Delegation

The position holder:
• 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. Bachelors degree in computer science/ Information Systems/Information technology or relevant field

Knowledge / Experience

Essential
2. At least 5 years work experience in applications development and information systems administration/management; technical project management and the successful implementation of medium to large application systems.
3. Demonstrated working experience in the following technical areas: **Maintenance:** ▪ Knowledge and experience of Linux, Mac and Microsoft Windows-based operating systems. ▪ Able to identify and fix basic file system or network (for shared drives or domain users) problems ▪ Familiar with popular office suites, such as Microsoft Office, LibreOffice, OpenOffice, etc. ▪ Experience of administrating Linux systems ▪ Knowledge of Apache web server configuration and trouble-shooting ▪ Basic database administration knowledge

Development: ▪ Demonstrated In-depth knowledge and experience in object-oriented programming languages, especially Java and Python ▪ Preferably experience of using Java third-party libraries, such as JFreeChart, GeoTools, jdom, Junit, etc ▪ Experience of using an IDE, preferably Eclipse for Java ▪ Experience of using version control, desirably GIT ▪ Experience of using Maven for project management ▪ Experience of using a continuous integration tool, such as Jenkins ▪ Experience in building web applications using Python web frameworks, such as Flask, with databases, such as PostgreSQL, is essential ▪ Experience of developing a relational database is desirable ▪ Competency in the UNIX/Linux environment and familiarity with shell scripting ▪ Experience across the software development lifecycle (including testing and deployment) ▪ Good knowledge and experience of JavaScript, HTML and CSS
4. Strong strategic advisory and analytical skills with a demonstrated ability to establish and implement workplan objectives
5. Demonstrated knowledge of accepted and emerging information technology issues and challenges in the Pacific islands
6. Demonstrated experience working within a multi-disciplinary and multi-cultural team environment including designing and conducting training programmes for staff and stakeholders
7. Demonstrated knowledge of accepted and emerging environment and sustainable development concepts, principles and practices, and their application to climatology and relevant capacity development issues in the Pacific islands
8. Cultural sensitivity and a demonstrated understanding of developing country environments, with knowledge of Pacific Island countries and territories being an advantage. Build and maintain effective relationships with a diverse group of people including internal and external collaborators

Key Skills /Attributes / Job Specific Competencies

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

Expert level	• Climate Applications Systems • Linux, Mac, Windows Microsoft operating systems • Project management • Organisational and time management • Self-motivated • Analytical skills • Communications and interpersonal skills •
Advanced level	• Environmental issues in the Pacific islands region • Report writing

Working Knowledge	• Financial reporting • 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 1.5 years initially with possible renewal up to a maximum of 6 years subject to performance during the initial term, continuity of related programme activities and availability of funds.

Salary: Salary is denominated in International Monetary Fund Special Drawing Rights (SDRs). Remuneration for this post falls within Band 10 of SPREP's salary scale. Starting salary will be in the range of SDR29,499 to SDR33,186. Currently, the equivalent in Samoan Tala is SAT$112,577(USD$41,541) to SAT$126,648(USD$46,734) per annum. 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 SDR4, 194 to SDR4,505 will also be paid to the successful candidate. The current equivalent in Samoan Tala is SAT$16,006 (USD$5,906) to SAT$17,192 (USD$6,344). 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$2.71

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$1,549).

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$5,756) per annum per dependent child, with an overall maximum of Samoan Tala $46,800 (USD$17,269) 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$859) 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$886) 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.

Previous applicants need not reapply as all applications received will be considered

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 Climate Application Support Specialist**" 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 Climate Application Support Specialist**"

For further enquiries, contact the Assistant HR Officer, Ms Christine Purcell, on telephone (685) 21929 ext328 or Email: christinep@sprep.org

Closing date: Friday, 6th May 2016: Late applications will not be considered.

SPREP is an Equal Opportunity Employer