Secretariat of the Pacific Regional Environment Programme (SPREP)

APPLICANT INFORMATION PACKAGE

CLIMATE PREDICTION SERVICES COORDINATOR (CliPSCo)

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.

BACKGROUND INFORMATION ON THE CLIMATE PREDICTION SERVICES

It is widely agreed that the Pacific Island Countries and Territories (PICTs) face great challenges to adapt to and to reduce the impacts of climate change and variability such as sea-level rise, tropical

cyclones and typhoons, heavy rain, floods, droughts and other natural hazards like earthquakes and tsunamis. The capacity to predict or project and to adapt and mitigate vulnerability is still limited. Furthermore, collaborating through partnerships with international organisations is not consistently being practiced.

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.

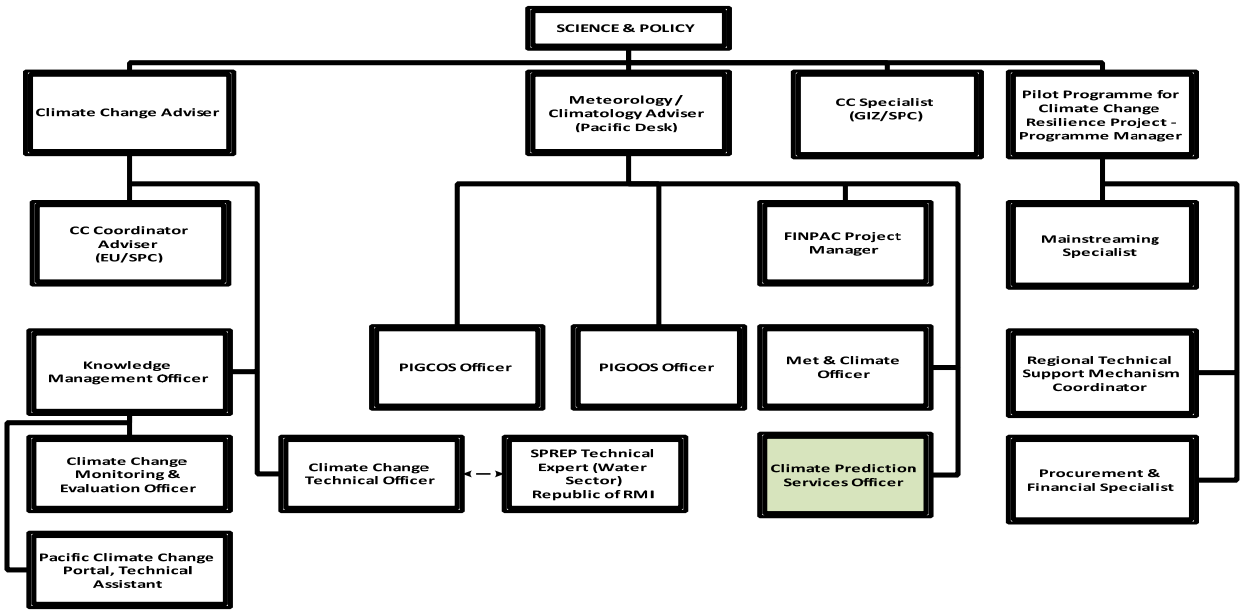
The PIMS 2012-2021 sets out the regional and national priority actions to achieve the Pacific Key Outcomes and it also stresses the importance of new tools, technologies, technical assistance and capacity development to improve weather and climate services in the PICTs. The strategy also sets out the 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.

In order to realise the PIMS vision in the context of the Pacific Plan, SPREP through the Climate Prediction Services (CliPS) programme will support the Pacific NMHSs to establish a system to provide the nationally tailored climate prediction services and information. The CliPS will also support users of climate information and services, such as planners and key development officers, to effectively use weather and climate information in planning for adaptation and reducing disaster risks. Such efforts to cope with climate disasters and climate change are maximised when the Asia Pacific Economic Community (APEC) Climate Center (APCC), a leader in providing climate prediction information for nearly a decade, and other potential partners, assists in developing the downscaling methods and climate prediction systems specifically targeted for use by the PICTs.

B. JOB DESCRIPTION

Job Title:	Climate Prediction Services Coordinator (CliPSCo)
Programme:	Climate Change
Group / Team:	Science & Policy
Responsible To:	Meteorology and Climatology Adviser
Responsible For: **(Total number of staff)**	N/A
Job Purpose:	**This job exists to**: ▪ Coordinate the Republic of Korea: Pacific Islands Climate Prediction Services (RoKPI-CliPS) Project ▪ contribute to achieving relevant targets in SPREP Strategic Plan and the NMHSs priorities in the PIMS 2012-2021 and build the existing capacity of the NMHSs
Date:	August 2014

Organisation Context



Key Result Areas

The position of **Climate Prediction Services Coordinator (CliPSCo)** addresses the following Key Result Areas:

1. **Coordination and management of the Climate Prediction Services (CliPS) Programme**
2. **Technical Advice, Capacity and Awareness Building**
3. **Promotion, Resourcing and Planning**
4. **Support to the PMDP and the PMC**

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

Jobholder is accountable for	Jobholder is successful when
1. Coordination and management of the Climate Prediction Services (CliPS Programme a) Assess the status and identify gaps and needs of Climate Services in the Pacific region; b) Assess the status and identify gaps and additional needs for climate services at the national level of the NMHSs for tailored downscaling prediction systems; c) Assess the status of climate services in the PICTs at the national / local levels for social and economic sectors and identify gaps and needs for provision of climate services at these levels and to these sectors; d) Coordinate the ROKPI-CLIPS Project with the APCC, Pacific Island Forum Secretariat (PIFS) and other collaborating partners, appropriate regional and national climate institutions, focal points and other relevant climate programmes; e) Write performance and financial reports for the RoKPI-CliPS project and present to the PIFS and APCC; f) Advise the SPREP Secretariat on matters relating to the project, Climate Prediction Services in general and on other climate matters	• A report of the status and capacity of climate services at the regional level to reach out to climate sensitive sectors such as agriculture, water and health in the Pacific region is produced • Timely implementation of the approved RoKPI-CliPS project activities • PIF and APCC are provided progress and acquittal reports on RoKPI-CliPS project on a six monthly and annual basis, • NMHS and Partners are informed of the progress of the project • There are strong linkages and awareness of the project with relevant regional and national projects.
2. Technical Advice, Capacity and Awareness Building a) Support the installation and operations of the APCC's real-time global climate	• The climate prediction systems are installed, maintained and used for the training of

prediction information system at SPREP and ensure that the SPREP IT Team is adequately trained; b) Provide the day-to-day maintenance and oversight of the real-time global climate prediction information system and tools installed at SPREP and disseminate its products to the NMHSs in the region; c) Assist in the coordinating training on climate prediction information including preparation, dissemination and application of climate information and services to economic and social sectors at regional and national / local levels; d) Prepare education and training programmes for NMHS in the region and carryout out course development in collaboration with the APCC on climate prediction services for the RoK-PI-CliPS project and other Climate Services programmes; e) Assist the APCC and SPREP to develop the guidance documents for the prediction tool; f) Assist the PICTs' NMHSs to install and operate a downscaled climate prediction system version of the real-time global climate prediction information System and tools which are installed at the SPREP, including accessing SPREP and APCC's databases; g) Build on and work in partnership with existing activities such as the Island Climate Update (ICU), Finland-Pacific (FINPAC) Project and the Climate and Oceans Service Programme in the Pacific (COSPPac); h) Develop and/or support the publicity of the Republic of Korea and the Pacific Island Forum Secretariat (ROK-PIFS) Cooperation Research activity in the Pacific; and i) Provide advice on the role of climate prediction services in the Pacific Climate Change Centre to be established at the SPREP Campus.	NMHSs and other relevant users; • Trainings on Climate Prediction Services by the APCC are carried out smoothly and effectively and the NMHSs have the capacity to self-operate; • Hardware and software installed at SPREP are maintained with the IT Team • Guidance document are developed with the APCC; • Guidance is provided to SPREP on Climate Prediction Services; • Regular dialogue with the other projects on climate services such as the Island Climate Update (ICU), COSPPac, FINPAC and any relevant new projects
3. Promotion, Resourcing and Planning a) Assist the SPREP Secretariat and the	

PICTs' NMHSs to scope and identify resources and undertake project awareness activities both with donor and partners to support CliPS activities; b) Participate in the existing monthly regional teleconference discussions on climate prediction for the Pacific region; c) Provide regular seasonal climate outlook information and advisories for the SPREP website and in the Climate Change Matters (CCM) bulletins. d) Contribute to the planning and implementation of activities identified in the annual work plan	• Identifies potential resources for the CliPS programme • Assistance is provided for development of at least 2 proposals for submission for funding by donors • CliPSCo continues to advocate and participate in opportunities to share implementation of activities of the CliPS programmes in the region • Evidence of work with other projects to leverage funds to co-implement the CliPS programmes is provided • Products from the CliPS project are visible through the participation of the monthly teleconference and the CCM • Member country NMHSs participated in the training activities and are applying the skills gained in-country
4. Support to the PMDP and PMC a) Provide support for the PMC (and PMDP) secretariat for the organisation of the PMC meetings; b) Provide support to the Pacific Islands Climate Services (PICS) Panel and the implementation of its plans and activities; c) Contribute to reporting on progress against the PIMS 2012-2021.	• Reports are provided for the SPREP meeting and PMC on time • Support is provided to the PMC meetings • Activities are aligned with the PIMS priorities • Support is provided to the discussions of the PICS Panel on organising and coordinating climate services matters in the 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:
• Manage and implement the CliPS programme effectively in collaboration with partners, donors and National Meteorological Services. • Create, facilitate and nurture strong partnerships between national stakeholders (NMHSs), the APCC, development partners, CROP and the SPREP members; • Be sensitive to issues politically 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 • APCC • Regional partners such as NOAA, NIWA and BoM • PIFS • Other Regional & International Partners and Organisations	▪ Facilitations/trainings ▪ Meetings and discussions ▪ Coordination and collaboration ▪ Communication
Internal	
▪ Pacific Meteorological Desk Partnership ▪ SPREP Management ▪ Other programmes ▪ Corporate Services ▪ Staff Committee	▪ Presentation and reporting ▪ Training ▪ Communication ▪ Collaboration ▪ Management and development

Level of Delegation

The position holder:
▪ Manages an operational budget ▪ Can authorise costs in own budget with consultation with the donor and implementing partners ▪ Can make deals and negotiations on behalf of SPREP with prior approval by the 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 Atmospheric Sciences or relevant field (A postgraduate qualification

in a relevant field would be an advantage)

Knowledge / Experience

Essential
2. At least 5 years' experience in meteorology and climatology or relevant area, preferably within the Pacific islands region with demonstrated knowledge of the importance and implementation of climate Prediction Services principles as they apply to the Pacific region.
3. Demonstrated knowledge and understanding of accepted and emerging environmental issues and challenges, particularly on meteorology and climatology issues relevant to the Pacific islands region
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 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. Knowledge of dynamical climate modelling and 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	• Climate Prediction Services • 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 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 and will be in the range of SDR29,499 to SDR44,248. Currently, the equivalent base salary in Samoan Tala is SAT$112,576 (USD$48,109) to SAT$168,864 (USD$72,164) 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 SDR4,194– SDR5,437 will also be paid to the successful candidate. The current equivalent in Samoan Tala is SAT$16,006 (USD$6,840) to SAT$20,751 (USD$8,868). 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$2.34.

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 months' 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 Apia, 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 SAT$4,198 (USD$1,794).

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 recognized 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 recognized 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 PROFESSIONAL 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$6,667) per annum per dependent child, with an overall maximum of Samoan Tala $46,800 (USD$20,000) per annum per family of 3 or more eligible children.

Housing Assistance: International 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$995) 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$1,026) 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 per 3-year contract).

Sick Leave: 30 working days a year (up to a maximum accumulation of 90 days per 3-year contract).

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 and 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 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 Climate Prediction Services Coordinator**" 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 Prediction Services Coordinator"**

For further enquiries, the Assistant Human Resources Officer can be contacted on telephone (685) 21929 ext 328 or Email: christinep@sprep.org

Closing date: *Friday, 5 September 2014*: Late applications will not be considered.

SPREP is an Equal Opportunity Employer