Secretariat of the Pacific Regional Environment Programme (SPREP)

APPLICANT INFORMATION PACKAGE

Pacific Ecosystem-based Adaptation to Climate Change Project (PEBACC)

Vanuatu Country Manager

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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 95 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 - Ecosystem based Adaptation (EbA) Programme and the PEBACC Project

One of the strategic priorities of the Biodiversity & Ecosystem Management (BEM) Division is for Ecosystem-based Adaptation (EbA) to climate change to be widely recognised and implemented as a key element of climate adaptation measures in the Pacific islands region. 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.

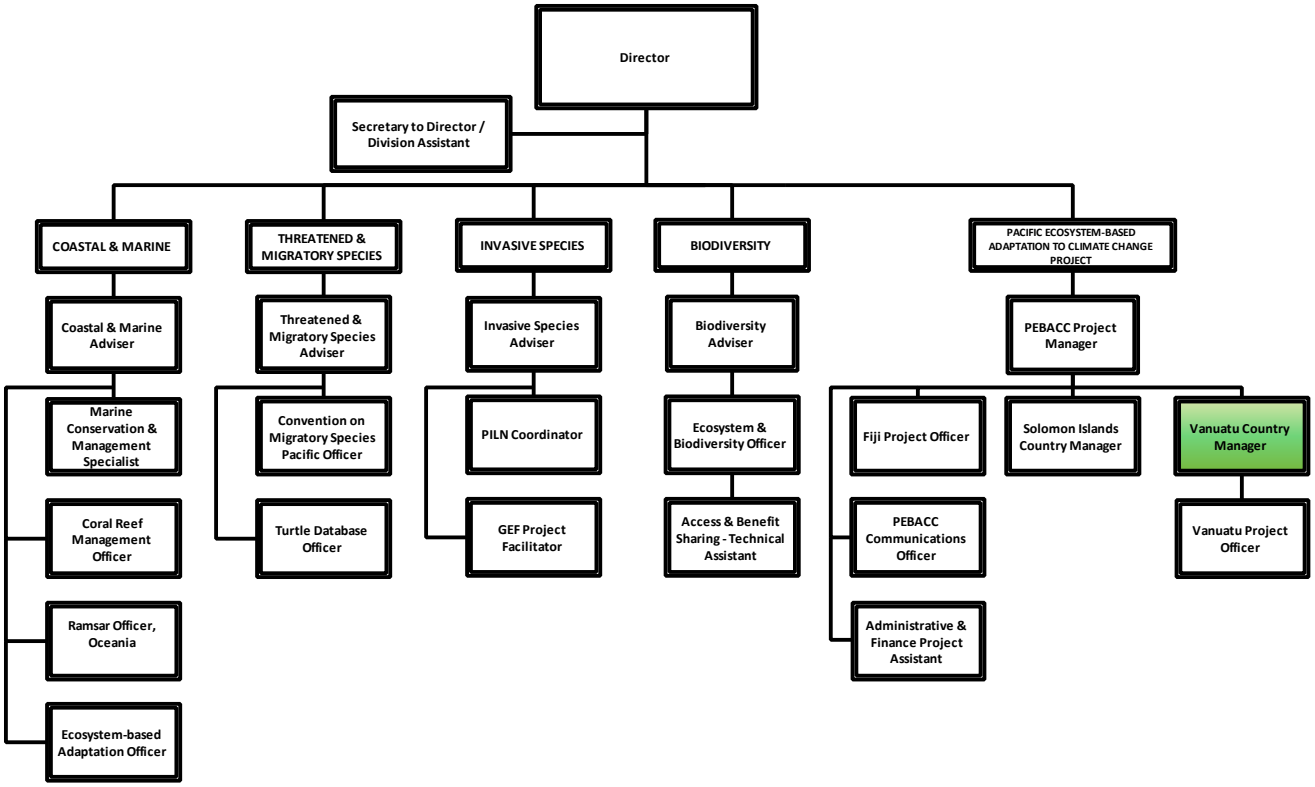
SPREP is currently implementing EbA projects in the Solomon Islands and other Pacific Islands and has now received 5 million Euros from the German International Climate Initiative fund to implement the a sub-regional EbA project in Fiji, Vanuatu and the Solomon Islands. The project is titled Pacific Ecosystem-based Adaptation to Climate Change (PEBACC) and will be implemented over 5 years (2014-2019). Subject to agreement by the Government of Fiji the project management will be based in Suva, Fiji.

The primary role of the PEBACC Vanuatu Country Manager position is to ensure the successful implementation of the project in Vanuatu. The position will also contribute to the wider PEBACC Project, and the SPREP EbA programme as required. The position will require development of partnership approaches with national and provincial governments, local communities, the donor (German Federal Ministry of the Environment, Nature Conservation, Building and Nuclear Safety or BMUB), UN-HABITAT, German GIZ, and others to ensure successful project implementation and sustainability of outcomes.

B. JOB DESCRIPTION

Job Title:	Pacific Ecosystem-based Adaptation to Climate Change **Vanuatu Country Manager** (PEBACC_VCM)
Division:	Biodiversity and Ecosystem Management
Programme/Team	Ecosystem-based Adaptation
Responsible To:	PEBACC Project Manager
Responsible For: **(Total number of staff)**	1
Job Purpose:	**This job exists to**: Manage and implement the Vanuatu country component of the German BMUB ICI-funded EbA project in Vanuatu
Date:	October 2014

Organisation Context



Key Result Areas

The position of **PEBACC Vanuatu Country Manager** **(PEBACC VCM)** addresses the following **Key Result Areas**:

1. Project planning, implementation, monitoring and management
2. Technical support and facilitation
3. Financial and project administrative 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. Project Planning, Implementation, Monitoring & Management a) Ensure that planning for all project activities in Vanuatu is carried out to the highest standards of efficiency. b) Ensure that management of the project is in accordance with SPREP operating standards and donor requirements. c) Organise and implement project activities according to project work plans and deliver project outputs in a timely manner. d) Ensure that regular communications are maintained with the donor and that the donor profile is highlighted in project outputs and products. e) Maintain good relationships with national governments and stakeholders in the implementation of the project.	• Effective project work plans are developed in co-ordination with, and agreed by, partners, countries, local communities and the donor. • SPREP and donor operating and reporting procedures are met. • Project work plans and tasks are successfully implemented and completed. • In-country activities are effectively implemented and outputs/outcomes delivered. • Project monitoring and evaluation is undertaken on a regular basis and informs project implementation. • Monitoring and evaluation plans are finalised and implemented in cooperation with national agencies and coordinators. • Project sustainability strategies are in place and implemented. • The donor is satisfied with their level of engagement with SPREP and project partners. • The donor is satisfied with project planning and implementation.
2. Technical support and facilitation a) Provide technical guidance to the project and its partners. b) Facilitate workshops and meetings with various stakeholders in collaboration with project partners and SPREP technical staff. c) Coordinate a multi-partner integrated approach to EbA design and implementation with partners and SPREP technical staff. d) Prepare and, where relevant, present technical reports and presentations on	• Accurate technical information is provided to stakeholders and partners in Vanuatu. • Effective communication of technical information related to EbA, resulting in high engagement from stakeholders and partners in the development of key outcomes. • Integrated approaches to EbA are implemented and sustainable, and technical support from SPREP programmes and external partners is effectively engaged.

project implementation.	• Appropriate, realistic EbA options are identified and implemented. • The project is promoted as a model approach nationally, regionally and internationally.
3. Financial and Project Administrative Management a) Ensure that the financial management of the project is of the highest standard and conforms with the requirements of SPREP and the donor. b) Ensure that the costs for output activities and deliverables comply with the project budget. c) Ensure that financial reporting for the project as a whole and its components are delivered on time to SPREP and the donor.	• Project activities and deliverables are successfully completed within allocated budgets. • Reporting requirements are met accurately and on time.
4. Synthesis and Report Writing a) Lead the preparation of project technical reports and work with partners to synthesise key outputs of the project, providing regular and effective feedback to stakeholders and partners. b) Produce synthetic communications products for dissemination to a broad audience. c) Liaise with stakeholders and 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. • Regular public relations releases produced as needed and appropriate. • The project and EbA is promoted within Vanuatu, the wider region and at international levels.

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 Plan.

Work Complexity

Most challenging duties typically undertaken:
• Management of Vanuatu project components • Delivery of technical support in identifying and implementing Ecosystem-based Adaptation options • 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
- Coordinating multi-site activities, with multiple partners and several communities.

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
External • Country partners and stakeholders • SPREP national focal points • Key partners • Local communities	• Project management • Guidance and technical support • Engagement and collaboration • Communications and information sharing • Facilitation and integration
Internal • Biodiversity and Ecosystem 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 post-graduate degree in Ecology, Climate Change, Environmental Management or relevant field OR a Bachelor degree in lieu, with applied relevant work experience in excess of the minimum required relevant work experience

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 and ecosystem-based approaches relevant to climate change adaptation relevant to, preferably with demonstrated experience in both marine and terrestrial habitats.
4. Demonstrated high level experience in programme and project management, monitoring and evaluation including multi-project coordination and skills in project financial management, report writing preferably in environmental planning and management related projects in Pacific island countries, and management of project personnel.
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 synthesise 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 technical and financial 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 • Applied knowledge of Ecosystem-based Adaptation

	approaches • Demonstrated success in working with diverse cultures and communities in the use of funds for action implementation.
Working Knowledge	• Pacific islands region governance modalities and cultural diversity.
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: Port Vila, Vanuatu, with regular travel to project sites. The successful candidate will have an orientation period at SPREP Headquarters in Apia, Samoa.

Duration: Appointment is for a term of 3 months initially with possible renewal up to a maximum of 5 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 SDR29,499 - SDR44,248 per annum. This is currently equivalent to USD$46,138 - USD$69,207 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 will be paid to the successful candidate. This reflects the comparative cost of living difference between Suva and Port Vila. This allowance is reviewed periodically based on data determined by an independent reviewer.

Adjustments: Salaries and allowances for internationally recruited staff are paid in local currency and adjusted every month based on the monthly average in the value of the SDR relative to the local currency 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 local currency equivalent.

Term: For staff recruited from outside Vanuatu, 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 Vanuatu, including transport and accommodation en-route for the appointee and accompanying dependant(s) between home and Apia/Port Vila, 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 Port Vila. This is currently equivalent to USD1,720.

Temporary Accommodation and Assistance: On arrival in Port Vila, 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 Port Vila.

School Holiday Travel: One return economy class flight each year between the place of education (taken to be recognised home) and Port Vila by (i) each dependent child being educated outside Vanuatu 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 Port Vila 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: Privileges and Immunities related to living in Vanuatu 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 USD$6,393 per annum per dependent child, with an overall maximum of USD$19,180 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 Port Vila for expatriate executive furnished housing. This assistance shall be reviewed annually and adjusted on relative movement in the local rental market.

Security Assistance: Security assistance will be provided in line with SPREP's Security Assistance Policy.

Location Allowance: Internationally recruited staff shall receive a Location Allowance based on approved SPREP rates for the Vanuatu.

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 Port Vila 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 equivalent to the minimum legal requirement in Vanuatu. For nationals of Vanuatu, SPREP will pay the minimum legal requirement to the Vanuatu 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 Vanuatu, and who resides in Vanuatu 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 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 PEBACC_Vanuatu Country Manager**" 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 PEBACC_Vanuatu Country Manager**"

All enquiries to be directed to Ms Jolynn Fepuleai, Assistant HR Officer, on telephone (685) 21929 ext 325 or Email: jolynnf@sprep.org.

Closing date: Friday, 28th November 2014: Late applications will not be considered.

SPREP is an Equal Opportunity Employer