Secretariat of the Pacific Regional Environment Programme (SPREP)

APPLICANT INFORMATION PACKAGE

YOUNG PROFESSIONALS PROGRAMME: Pacific Islands Roundtable for Nature Conservation Coordinator (PIRTC)

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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 $20 million in 2015.

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.

PIRT Background

The Pacific Islands Roundtable for Nature Conservation (PIRT) is a coalition of nature conservation and development organisations, governments, inter-government, donor agencies and community groups created to increase effective conservation action in the Pacific Islands Region. It was formed in 1997 at the request of Pacific Island countries and territories. The forum enables those organisations working on nature conservation in the Pacific to improve their collaboration and coordination towards effective conservation action. It is the key coordination mechanism for the implementation of the new Framework for Nature Conservation and Protected Areas in the Pacific Islands region 2014-2020 which was adopted at the 9th Pacific Islands Conference on Nature Conservation and Protected Areas and was subsequently endorsed at the 26 Annual SPREP Meeting in September 2014.

The Roundtable's mandate[1]

The Pacific Island Roundtable for Nature Conservation is maintained as a mechanism for promoting, facilitating and monitoring the implementation of the Framework. The Roundtable adopts mechanisms for making its membership accountable to jointly formulated Principles of Implementation and its work inclusive of participation by regional and national bodies. The Roundtable's mandate for the next six years is to increase effective conservation action in the Pacific islands by ensuring members:

Actively recognise, respect and support a Pacific approach to conservation based on sustainable resource use, community property rights and decision-making practices, and local aspirations for development and well-being,

Respect and encourage national and community partner leadership for all conservation programmes and help strengthen partner capacity to exercise their leadership,

Align conservation programmes with conservation programmes of national partners,

Design conservation programmes that are of a scale and budget appropriate to the local context and that long-term strategic planning and resource mobilisation sustains conservation over time,

Actively support communication, education and public awareness,

Put systems in place to enable full accountability to and participation of the people affected by conservation programme implementation assisted by well-communicated, fully transparent operations,

Work with each other to ensure collaborative analysis, strategies, agreed priorities and coordination of political engagement to avoid duplication,

Provide timely, transparent and comprehensive reporting on conservation programmes to the Roundtable,

Mobilise resources for the implementation of the Framework

The Roundtable reports to the 5 yearly Pacific Island Roundtable conferences on the implementation of the *Framework for Nature Conservation and Protected Areas in the Pacific*

[1] As prescribed in the PIRT Membership Charter

Island region. The 10th Pacific Islands Conference on Nature Conservation and Protected Areas will be held in 2018.

Currently, Mr. Taholo Kami of IUCN is serving as the Chair of the Round Table and SPREP as the Secretariat. The PIRT Coordinator will be supporting SPREP carry out its duties and responsibilities as the Secretariat of the Pacific Islands Round Table for Nature Conservation.

SPREP's Young Professionals Programme

SPREP's Young Professionals Programme offers short-term opportunities to young professionals and recent graduates from the Pacific Island member countries and territories. The programme's main objectives are:

- To provide professional exposure to young Pacific islanders;
- To strengthen capacity building in young professionals in the island member countries and territories;
- To promote SPREP's work and especially regional environmental issues and priorities.

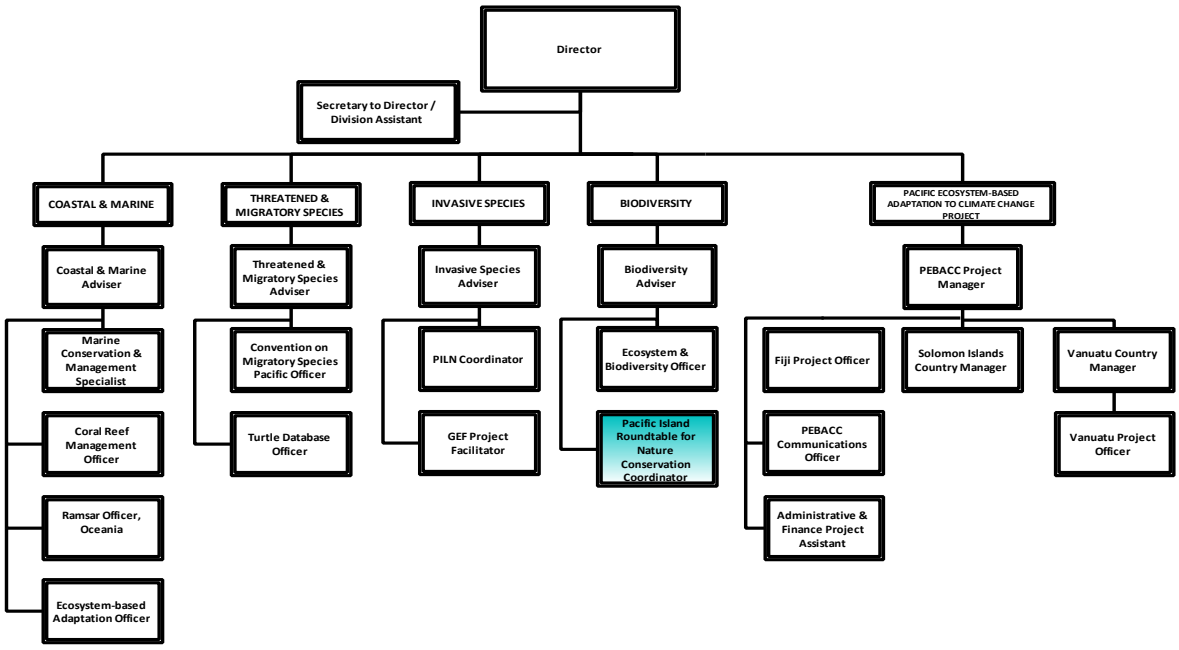
For this opportunity, other benefits include*:*

- Practical experience working as part of a team in coordination of a regional partnership mechanism
- Experience working at an intergovernmental organisation
- Opportunities to liaise and network with key nature conservation organisations and government departments from around the Pacific.
- Opportunity to travel and attend PIRT and related meetings

B. JOB DESCRIPTION

Job Title:	Pacific Islands Roundtable for Nature Conservation Coordinator (PIRTC)
Division:	Biodiversity & Ecosystem Management Division
Programme:	Biodiversity
Responsible To:	Biodiversity Adviser
Responsible For: **(Total number of staff)**	N/A
Job Purpose:	This job exists to • Provide technical, administrative and coordination support to SPREP to carry out its duties and functions as Secretariat of PIRT • To provide a short-term opportunity for development for a young Pacific islander graduate
Date:	April 2015

Organisation Context



Key Result Areas

The position of **PIRT Coordinator (PIRTC)** addresses the following Key Result Areas:

1. Administrative and secretariat support services
2. Communications and advocacy activities
3. Coordination, partnership and fundraising
4. Monitoring and reporting

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

Jobholder is accountable for	Jobholder is successful when
1. Administrative and secretariat support services a) Provide administrative and secretariat support services including filing, procurement, logistics and travel arrangements for the PIRT and related meetings, record keeping and maintenance, rapporteur, research, communications and correspondences for all PIRT and related matters b) Prepare annual work plan and budget for PIRT for consideration at the Annual PIRT Meeting c) Update and maintain the Pacific Islands Protected Area Portal (PIPAP)	• All required tasks are completed within designated timeframes to required standards. • SPREP reporting, filing and procurement procedures are followed as directed by SPREP policies. • Information flow internally with SPREP and PIRT members and partners are accurately processed in a timely manner • PIPAP is up to date and effectively maintained
2. Communications and advocacy activities a) Develop and implement communication, media and advocacy activities for all PIRT and related activities and events. b) Update and maintain PIRT website, prepare and disseminate promotional materials, publications, posters, information materials, visual materials, press releases and media activities c) Raise awareness of the Framework for Nature Conservation and Protected Areas in the Pacific Islands region 2014-2020 in particular its principles and code of conduct	• PIRT communication and promotional products and materials are completed, published and disseminated in a timely manner • PIRT website is established on the SPREP website and updated regularly with new information and articles • Engagement at key events to promote the Framework and activities of PIRT
3. Coordination, partnership and fundraising a) Coordinate PIRT Secretariat activities in consultations with the Head of the Secretariat and PIRT Chair	• Reliable and accurate technical information are available in a timely manner

b) Liaise and work closely with Chairs of PIRT Working Groups and provide support to their meetings and activities as required c) Work with the PIRT Chair, Secretariat and Chair of the Working Groups to prepare consolidated annual workplans and reports d) Develop and implement a partnership and fundraising strategy to support PIRT activities and annual PIRT meetings e) Develop project proposals and submit to relevant donors for funding f) Mobilise new members of PIRT and coordinate signing of the Membership Charter as necessary	• New members have joined PIRT and signed the membership charter • Partnership and fundraising strategy completed with new funding secured • PIRT and its Working Groups fully operational
4. Monitoring and reporting a) Assist with the set-up of a monitoring mechanism to assess and report on progress of PIRT activities b) Coordinate the development and establishment of an Implementation and Monitoring Plan for the Framework for Nature Conservation and Protected Areas in the Pacific Islands region 2014-2020 c) Prepare reports on progress in implementing the Framework and circulate to PIRT members on a regular basis d) Coordinate the compilation of the PIRT Annual Report with input from Working Groups including relevant technical reports produced from PIRT led activities e) Prepare reports for activities funded by donors and partners f) Liaise with key networks and mechanisms to promote collaboration and partnership with PIRT	• Regular progress reports on implementation of the Framework including PIRT agreed activities are prepared and disseminated • PIRT annual report finalised with input from members and working groups • Project reports prepared and submitted on time

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 Division Director/Supervisor as part of the Performance Development System.

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

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
External • SPREP member countries • PIRT Chair and members • Sub regional, regional and international networks and mechanisms • Development partners	▪ Facilitation ▪ Meetings and discussions ▪ Coordination, collaboration and partnership ▪ Assistance, support and guidance
Internal All SPREP Staff	▪ Assistance and Support ▪ Facilitation ▪ Meetings and discussions ▪ Coordination and collaboration ▪ Communications and information sharing

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.

Age & Nationality Requirement

Essential
▪ Must be under 32 years of age ▪ Must be a national of a Pacific island country or territory

Qualifications

Essential
1. A Bachelor degree in Environment Studies, Science, Natural Resource Management, Business Management and Administration or equivalent.

Knowledge / Experience

Essential
2. At least two years of relevant practical experience in strategic planning, partnership coordination, fundraising, programme/project management, monitoring and reporting in a medium to large organisation
3. Excellent communications skills with high command of spoken and written English including demonstrated experience with media, publications, communications and networking with internal and external stakeholders.
4. Demonstrated technical research, analytical, organisational and time management skills including strong management and leadership skills
5. Excellent computer skills including use of Microsoft Office and website design experience and skills
6. Demonstrated ability to show initiative, multi-task and meet deadlines with minimal supervision including strong self-motivation and commitment
7. Demonstrated ability to work with integrity, maintain confidentiality and apply discretion when handling sensitive political and financial information.

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.

C. REMUNERATION PACKAGE – TERMS & CONDITIONS

Terms and Conditions

Duty Station: Apia, Samoa.

Duration: This opportunity will be for 12 months starting as soon as possible.

Salary Band: The salary is SAT$49,499 per annum.

Term: The term begins from the day the successful candidate starts work at SPREP. This is subject to a satisfactory medical examination.

The opportunity will be 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.

For recruitment from outside of Samoa:

Relocation Expenses: SPREP will meet certain relocation and repatriation expenses as follows for the successful candidate only:

- Return economy class airfares between Apia and the recognised home by the most direct and most economical route;
- Necessary reasonable accommodation during transit;
- Establishment and repatriation allowances subject to successful completion of the programme;
  Establishment Grant: A lump sum payment of SDR1,100 upon taking up the offer and upon arrival in Apia.
  Repatriation allowance: Two week's salary, upon successful completion of the programme.
- Up to 20kgs of excess baggage each way.

Temporary Accommodation and Assistance: On arrival in Apia, the successful candidate is entitled to temporary accommodation at a suitable hotel or other fully furnished accommodation for up to 6 working days. The successful candidate will be assisted to settle into Apia. This will include help in finding suitable rental accommodation.

For all young professionals, the following applies:

Annual Leave: 15 working days per annum

Sick Leave: 30 working days per annum

Duty Travel: SPREP meets travelling expenses at prescribed rates necessarily incurred if required to travel away from Apia as part of the PIRTC's work.

Life and Accidental Death and Disability Insurance: The successful candidate is covered by SPREP's 24 hour Life and Accidental Death and Disability Insurance Policy.

Medical Benefits: The successful candidate is 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: A young professional candidate recruited from outside Samoa will receive a superannuation allowance of 7% of basic salary. For a young professional recruited locally, SPREP will pay 7% of basic salary to the Samoa National Provident Fund.

Overtime: Locally recruited staff at Band 7 and below may claim overtime or time off in lieu of overtime for the hours they are required to work in excess of their normal working hours. A meal allowance and transport assistance are also available subject to terms and conditions set out by the Staff Regulations.

Equal Opportunities: SPREP is an Equal Opportunity Employer. Men and women are equally eligible for all posts in SPREP.

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.

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 a Young Professional – PIRT 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 a Young Professional - PIRT Coordinator**"

For further enquiries, Ms Jolynn Managreve-Fepuleai, Assistant HR Officer, can be contacted on telephone (685) 21929 ext 325 or Email: jolynnf@sprep.org

Closing date: Monday 27 April, 2015: Late applications will not be considered.

SPREP is an Equal Opportunity Employer