Secretariat of the Pacific Regional Environment Programme (SPREP)

APPLICANT INFORMATION PACKAGE

THREATENED AND MIGRATORY SPECIES ADVISER (TAMSA)

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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 70 staff and an annual budget of USD $19 million in 2013.

The establishment of SPREP sends a clear signal to the global community of the deep commitment of Pacific island Governments and Administrations to better management of the environment as a key element of sustainable development.

The future directions for SPREP are clearly set out in the 2011-2015 SPREP Strategic Plan. This Plan outlines the mandate, vision and programmes for the organisation. The Strategic Plan places strong emphasis on effective delivery of services to SPREP Member countries and territories.

Mandate

SPREP's **mandate** is to promote cooperation in the Pacific region and provide assistance in order to protect and improve its environment and to ensure sustainable development for present and future generations.

Vision

SPREP is guided by its **vision for the future:** "The Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures".

Members

SPREP has 21 Pacific island member countries and territories (American Samoa, Cook Islands, Federated States of Micronesia, Fiji, French Polynesia, Guam, Kiribati, Marshall Islands, Nauru, New Caledonia, Niue, Northern Marianas, Palau, Papua New Guinea, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, Vanuatu and Wallis & Futuna) and 5 developed countries (Australia, France, New Zealand, United Kingdom and United States of America) with direct interests in the region.

Divisions

The SPREP Strategic priorities are delivered through four divisions:

- **Climate Change:** has lead responsibility for Adaptation, Science & Policy and Mitigation.
- **Biodiversity & Ecosystem Management:** has lead responsibility for Coastal & Marine, Threatened & Migratory Species, Invasive Species and Biodiversity.
- **Waste Management & Pollution Control:** has lead responsibility for Hazardous Waste Management, Pollution and Solid Waste Management.
- **Environmental Monitoring & Governance:** has lead responsibility for Environmental Monitoring & Planning and Governance.

The divisions work in an integrated way on project development and implementation.

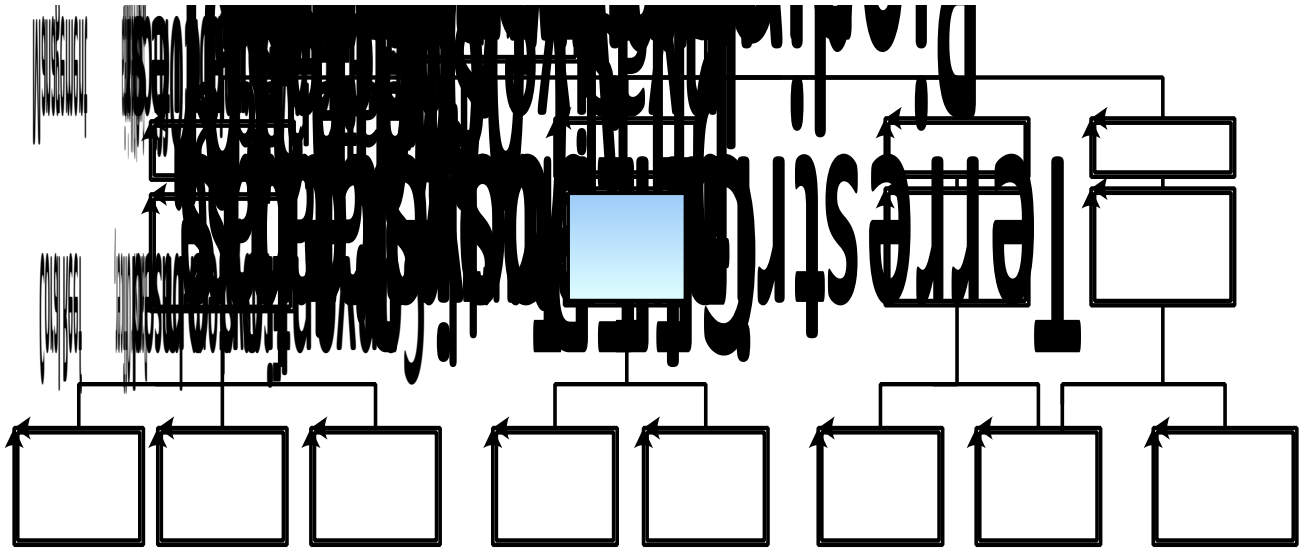
Corporate Services

Corporate Services provide the necessary support to the delivery of the Secretariat's strategic priorities and include Finance & Administration, Human Resources Management, Information Technology, Information Resources & Archives and Communications & Outreach.

B. JOB DESCRIPTION

Job Title:	Threatened and Migratory Species Adviser (TAMSA)
Division:	Biodiversity & Ecosystem Management (BEM)
Programme:	Threatened & Migratory Species
Responsible To:	Director, Biodiversity & Ecosystem Management (DBEM)
Responsible For: **(Total number of staff)**	2 direct reports
Job Purpose:	**This job exists to**: Oversee and facilitate the implementation of SPREP regional policies and programmes related to threatened and migratory species, including the Regional Marine Species Programme
Date:	February 2013

Organisation Context



Key Result Areas

The position of **Threatened and Migratory Species Adviser (TAMSA)** addresses the following Key Result Areas:

1. Policy and strategy development and implementation and project coordination and management
2. Technical advice, support and assistance
3. Funding and resourcing
4. Work plan development , monitoring & reporting
5. Networking and capacity building
6. Management and leadership

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

Jobholder is accountable for	Jobholder is successful when
1. Policy and strategy development and implementation and project coordination and management a) Contribute to the development and implementation of SPREP policies and programmes including the Action Strategy for Nature Conservation in the Pacific Islands, Marine Species Action Plan, Convention on Migratory Species and other relevant regional agreements and frameworks; b) Develop and implement a funding strategy for implementing a marine species programme in the Pacific region	• There is adoption and implementation of threatened and migratory species policies, action frameworks and programmes listed in SPREP strategic plans. • Funds are secured to implement threatened and migratory species programme priorities, including the regional marine species action plans.
2. Technical advice, support and assistance a) Provide strategic and technical advice on threatened and migratory species issues to SPREP members and other stakeholders b) Design and coordinate threatened and migratory species programmes and activities in consultation with all relevant stakeholders to meet the needs of Members and of the Secretariat c) Provide technical advice to SPREP Senior Management Team on important emerging issues and their potential implications for the Secretariat and its work on regional marine species issues d) Provide policy and technical advice to SPREP members to meet obligations under relevant global and regional marine species agreements.	• There is closer collaboration with international species conventions and partners; • Improved mechanisms for regional arrangement and participation of members in species conventions are developed, in particular the Convention on Migratory Species; • Species action plans at national, regional and international levels are developed and effectively implemented; • Management and protection of threatened and migratory species is improved.

3. Funding and resourcing a) Assist the Division Director in identifying and securing funds and other support for the work programmes of SPREP b) Liaise with other staff and Management to identify and assign SPREP staff and other resources for the effective implementation of the SPREP work programme	• Resources are mobilised to implement multi-country projects in line with Regional Strategies and identified priorities • Timely assistance is provided to PICTs to identify and access financial and other resources to implement threatened and migratory species activities • Partnerships are established which result in increased resources (technical assistance, financial resources, human resources) for threatened and migratory species in the region
4. Work plan development, monitoring & reporting a) Contribute and provide technical advice to SPREP Senior Management Team on the development, implementation, monitoring and evaluation of the Secretariat's strategic plans and work programmes and budget b) Prepare technical and performance reports to Senior Management Team and Donors, where necessary	• An annual work plan and budget for the threatened and migratory species programme is developed, submitted and completed on a priority basis taking into account funding restraints. • Timely performance and annual reports required for programme outputs are prepared and delivered.
5. Networking and capacity building a) Establish/coordinate networks of technical experts and managers within the region and internationally b) Facilitate the implementation of in-country threatened and migratory species management through training and awareness activities c) Act as a focal point for threatened and migratory species management, and represent SPREP in the region and internationally in regional and international technical fora as required	• Fully functional threatened and migratory species networks are developed, resulting in improved and consistent dissemination, exchange and sharing of species related information. Specific databases are established and updated. • In-country capacity in the management of threatened and migratory species is improved, including through the ongoing national programme, improved collaboration with partners in the coordination of in-country training, and increased stakeholder involvement. • Threatened and migratory species conservation issues and management in the region are better known and understood, both regionally and internationally.
6. Management and leadership a) Provide oversight and coordinate the day-to-day management of the threatened and migratory species team	• Team delivers highest standard of services and fully supports and is well integrated within all SPREP programmes and approved

work across the organisation, including provision of technical guidance and assistance to staff. b) Assist the Director BEM to achieve organisational objectives for threatened and migratory species. c) Lead and manage the staff of the threatened and migratory species team to achieve its objectives and establish and supervise individual Performance Development Plans, overall output delivery and identification of staff development needs;	work plans. • Team operates effectively, achieves its Annual Work Plan and Budget (AWP&B) objectives and meets strategic priority targets • Budget targets are met • Staff PDPs are in place, implemented and assessed according to the Secretariat's Performance Development System • Staff requirements, staff issues and relevant reports are addressed

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:
• Ensuring that activities are effectively delivered by SPREP and its partners and reported to donors and communicated through regional and international fora. • Ensuring commitment and consistency in establishing and maintaining national programmes and activities for marine species. • Ensuring that PICT marine species activities are supported in-country. • Securing adequate funding to implement activities of regional species programmes.

Functional Relationships & Related Skills

Key internal and/or external contacts	**Nature of the contact most typical**
External • SPREP focal points • Member environment agencies • CROP counterparts • Funding agencies • Partners, including research institutions, NGOs, and any other relevant agencies • Consultants • Communities	• Consultations for collaboration, development, planning and implementation of species activities, including joint activities and administrative and corporate requirements to fulfil these activities. • Negotiations on activities, participation, level of funding etc.

Internal • Executive and Management • Programme staff, • Corporate Services staff	• Collaboration, development, planning and implementation of marine species activities, including the necessary corporate requirements to fulfil these activities

Level of Delegation

The position holder:
▪ manages an annual operational budget ▪ can authorise costs in own budget up to a certain limit ▪ can seek funding opportunities for threatened and migratory species 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. Minimum qualifications of a Masters degree in Species Conservation and Management, Ecology, Environmental Science or other relevant technical 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 7 years experience in the development and implementation of policies and programmes relevant to threatened and migratory species management, with at least 5 of those at the senior advisory level, preferably within the Pacific islands region. A focus on marine species conservation would be highly regarded.
3. Demonstrated experience in leading, managing and working within a multi-disciplinary and multi-cultural team environment.
4. Demonstrated strong strategic advisory and analytical skills with a demonstrated ability to motivate

teams, establish and implement work plan objectives, and work productively with partner organisations.
5. Demonstrated knowledge of accepted and emerging environment and sustainable development concepts, principles and practices, and their application to threatened and migratory speciesissues in the Pacific islands.
6. Demonstrated experience in programme and project management and monitoring and evaluation including financial management, proposal and report writing with a high level of organisational, analytical, problem-solving and facilitation skills.
7. Excellent written and verbal communication skills including high level of presentation and inter-personal skills with sound experiencing in capacity building and maintaining effective relationships with a diverse group of people.

Key Skills / Attributes / Job Specific Competencies

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

Expert level	• Facilitation and communications skills • Proposal & Report Writing • Problem Solving • Fundraising and budgeting skills • Ability to set priorities • Team Building • Data analysis
Advanced level	• Environmental issues in the Pacific islands region • Emerging environmental issues and challenges specifically in relation to threatened and migratory species and related agreements of relevance in the region
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

All managers and supervisors are expected to uphold SPREP's established Leadership and Management Behaviours forming part of the Performance Development Plan.

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 11 of SPREP's salary scale and will be in the range of SDR33,359 to SDR50,039. Currently, the equivalent base salary in Samoan Tala is SAT$125,310 (USD$54,247) to SAT$187,966 (USD$81,371) per annum. ***Starting salary will be based on the Secretariat's established remuneration guidelines***.

Cost of living differential allowance (COLDA): A Cost-of-Living Differential Allowance within the range of SDR5,050 – 6,599 will also be paid to the successful candidate. The current equivalent in Samoan Tala is SAT$18,970 (USD$8,212) to SAT$24,788 (USD$10,731). 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$2.31

Term: For staff recruited from outside Samoa, the term begins from the day the appointee leaves his or her home to take up the appointment. Appointment is subject to a satisfactory medical examination, as well as a 6-month probationary period.
An appointment is terminated by (i) completion of term of contract (ii) one month's notice by either party (iii) without notice by either party paying one month salary in lieu of notice or (iv) dismissed with or without notice as a disciplinary measure.

Performance Reviews: Annual performance assessments and performance rewards will be based on the Secretariat's Performance Development System.

For staff recruited from outside Samoa, the following applies*:*

Relocation Expenses: SPREP will meet certain appointment and termination expenses for staff recruited from outside Samoa, including transport and accommodation en-route for the appointee and accompanying dependant(s) between home and Apia, 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$4,132 (USD$1,789).

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.

<u>For ALL internationally recruited staff, the following applies:</u>

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$6,753) per annum per dependent child, with an overall maximum of Samoan Tala $46,800 (USD$20,260) 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$2,138 (USD$926) 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$1,039) 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.

Personal Accident Insurance: All employees are covered by SPREP's 24 hour Life and Personal Accident Insurance Policy.

Medical Benefits: All employees and their dependants are entitled to have all reasonable medical, dental and optical expenses met, as determined by the Director, 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.

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 Threatened & Migratory Species Adviser (TAMSA)**" 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 Threatened & Migratory Species Adviser (TAMSA)**"

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

Closing date: Friday, 8th March 2013: Late applications will not be considered.

SPREP is an Equal Opportunity Employer