Secretariat of the Pacific Regional Environment Programme (SPREP)

APPLICANT INFORMATION PACKAGE

BIODIVERSITY ADVISER (BA)

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

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

The future directions for SPREP are clearly set out in the 2011-2015 SPREP Strategic Plan. This Plan outlines the mandate, vision and programmes for the organisation. The Strategic Plan places strong emphasis on effective delivery of services to SPREP Member countries and territories. This Plan is being reviewed in 2016.

Mandate

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

Vision

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

Members

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

Divisions

The SPREP Strategic priorities are delivered through four divisions:

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

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

Corporate Services & Internal Audit

- Corporate Services provide corporate support to the delivery of the Secretariat's strategic priorities and include Finance & Administration, Human Resources Management, Information Technology, Information Resources & Archives, Communications & Outreach and Monitoring & Evaluation. The Internal Audit Unit provides independent monitoring of the organisation's operations and governance procedures including risk management and internal controls.

BIODIVERSITY STRATEGIC PRIORITY OVERVIEW IN THE SPREP STRATEGIC PLAN 2010 – 2015

For prosperity and sustainable livelihoods, Pacific Island peoples need to conserve and maintain the health of their terrestrial, coastal and marine ecosystems and the species they harbor. There are

long-standing cultural and spiritual foundations that link people and the natural environment. However, native species are declining and ecosystems are being disrupted by human activity. For many years economic and population growth has been driving unsustainable resource use and extraction. This has led to overharvesting of vital coastal and pelagic fisheries, declining animal populations and species loss from overhunting. Unsustainable logging and forest conversion for plantation agriculture has often resulted in severe localised impacts on fresh water and soil loss. The resulting sedimentation has compromised nearshore coral reef and coastal ecosystems. On some larger high islands, poorly managed mining operations have had devastating environmental and social impacts. Increased transport and trade have brought invasive species to Pacific Islands. These have severe ecological impacts on biodiversity, and economic impacts on major production sectors, tourism and trade. A sustainable future for the people of the Pacific Islands will require action to arrest these trends.

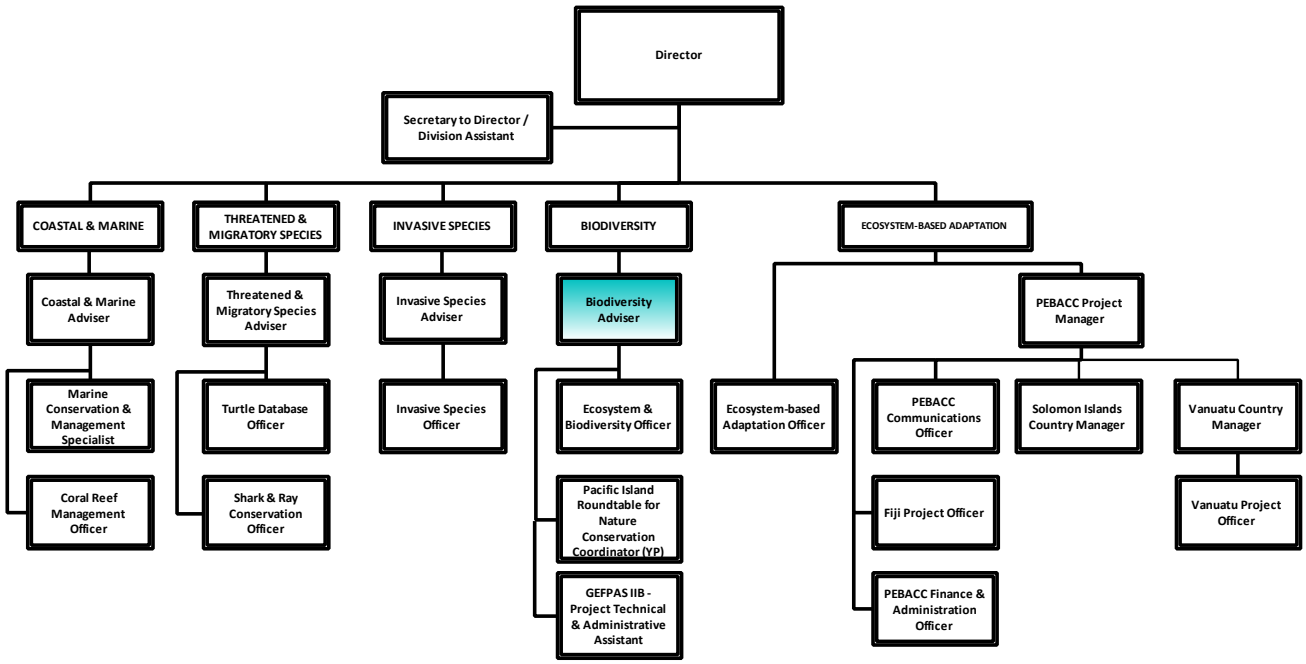
This strategic priority will contribute to a sustainable future by supporting ecosystem management and biodiversity conservation. The Secretariat will focus on providing technical and advisory support to Members to design and implement National Biodiversity Strategic Action Plans (and their equivalents in territories). Better understanding of how healthy, effectively managed terrestrial and coastal ecosystems contribute to islands' resilience to impacts will be an essential component of Pacific Island climate change policies and adaptation measures. The cultural dimension of environmental concerns will be addressed by taking into consideration traditional biological knowledge and practices, and regional initiatives to foster natural and cultural heritage.

The SPREP Strategic Plan 2010 – 2015 aims to improve species conservation and management by encouraging the effective implementation of international agreements and supporting cost effective regional programmes and policies. These include existing regional mechanisms such as the Action Strategy for Nature Conservation, Guidelines for Invasive Species Management in the Pacific and the Whales and Dolphins Action Plan, the Regional Shark Action Plan, and may require additional regional and national mechanisms.

B. JOB DESCRIPTION

Job Title:	Biodiversity Adviser (BA)
Division:	Biodiversity & Ecosystem Management
Team:	Biodiversity
Responsible To:	Director, Biodiversity & Ecosystem Management
Responsible For: **(Total number of staff)**	3 staff
Job Purpose:	This job exists to: • Provide strategic advice and guidance to Pacific Island countries and territories in the formulation and delivery of national and regional programmes and projects to support their priorities for conservation and sustainable use of biological diversity.
Date:	January 2016

Organisation Context



Key Result Areas

The position of **Biodiversity Adviser (BA)** addresses the following Key Result Areas:

1. Convention on Biological Diversity and Partnership Coordination
2. Framework for Nature Conservation and Protected Areas in the Pacific Islands region 2014-2020
3. Programmatic coordination on biodiversity issues
4. Leadership and management

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

Jobholder is accountable for	Jobholder is successful when
1. Convention on Biological Diversity and other Partnership Coordination a) Provide technical and policy advisory support to Pacific island countries (PICs) on the Convention on Biological Diversity (CBD) processes (e.g., CBD Island Biodiversity Programme of Work and the Programme of Work on Protected Areas), coordinate the partnership agreement between SPREP and the CBD Secretariat, and advise on synergies among other biodiversity related Conventions, International Agreements and key MEAs. b) Provide technical and advisory support to PICs in the development, review, implementation and monitoring of National Biodiversity Strategies and Action Plans; national reports to the CBD; to enable PICs to meet their obligations under the CBD and provide guidance to PICTs on biodiversity matters to achieve their national biodiversity priorities. c) Provide technical assistance to PICs to develop regional positions in preparation for convention-related meetings, including the organisation and convening of regional preparatory meetings for CBD Conference of the Parties, preparation of regional briefs, and support at SBSTTA, SBI, Working Groups and COP meetings as required. d) Develop new partnerships and maintain and strengthen existing partnerships to support PIC and territory to implement policies and activities to conserve biodiversity, including existing agreements and collaboration with partners, including	• Technical and policy advice and support are accepted by PIC parties to the CBD and have contributed to the development of key national policy frameworks, strategies and plans • Joint planning initiatives have been initiated and developed between the CBD and other related biodiversity MEAs • PIC parties to the CBD are working together with partners in key CBD negotiation processes and advocating strongly for Pacific specific issues • Initiatives for the GEF biodiversity and related focal areas are developed into PIFs • Regional preparatory meetings are convened and regional briefs are effectively used to assist with negotiations at CBD COP and related meetings • Guidelines and tools for mainstreaming biodiversity are developed and made available to countries • Funding proposals to enhance ecosystem resilience to impacts of climate change developed, submitted and approved by donors

Bird Life International, Conservation International, IUCN, TNC, WWF-SPP, and WCS. Advise PICTs on the importance of mainstreaming biodiversity into national, provincial, and local planning and decision making processes including linkages to regional and global processes such as the Framework for Regionalism in the Pacific, the global Sustainable Development Goals and the Aichi Biodiversity Targets. . e) Collaborate closely with the CMA, MSA, and ISA to seek and secure funding opportunities that support initiatives aimed at enhancing the resilience of ecosystems and species to the predicted impacts of climate change Provide advice and guidance to PICs on matters pertaining to developing and implementing projects funded by the GEF under the biodiversity Operational Programmes and other relevant programmes of the GEF.	
2. Framework for Nature Conservation and Protected Areas in the Pacific Islands region 2014-2020 a) Provide technical advisory support and guidance to PICTs to ensure the objectives and principles of the Framework are well understood and reflected in national biodiversity policies, strategies and plans. b) Lead and guide the coordination of activities of the Secretariat of PIRT to ensure operations of the Roundtable (RT) for Nature Conservation is fully functional. c) Collaborate with the Chair of PIRT and partners to support efforts to ensure that the RT, and implementation of the Framework is effectively managed, reviewed and reported, on a regular basis and at the PIRT Annual Meetings. d) Provide support to the RT Management Group to secure funds to support the maintenance and operations of the Roundtable and Framework monitoring and evaluation. e) Coordinate the planning, organising of, delivery and fund raising for the 10th Conference on Nature Conservation in the Pacific Islands region scheduled in liaison	• The objectives and principles of the Framework for Nature Conservation and Protected Areas in the Pacific Islands region 2014-2020 are reflected in NBSAPs • The RT is fully functional and operating in an efficient and effective manner • The 10th Nature Conservation Conference goals and objectives are fully met with a balanced participation by government and non-government organisations. • Funding and new partnership are secured to support the activities of PIRT as well as the Nature Conservation Conference

with the RT Chair and Management Group.	
3. Programmatic coordination on biodiversity issues a) Advise SPREP Senior Management Team and Programme staff on matters pertaining to prioritising Secretariat's resources to support biodiversity work in countries. b) Collaborate with and advise other work areas of the Biodiversity & Ecosystem Management Programme and other SPREP technical Programmes on biodiversity issues to ensure a coherent and integrated programmatic approach, including biodiversity-related governance, strategic planning, capacity building and training, knowledge sharing, education and social communication issues and initiatives. c) Collaborate with all programme areas in the development and design of funding initiatives that support biodiversity objectives in the region. d) Provide advice to the Secretariat and Members on conservation targets in the Framework for Nature Conservation and Protected Areas in the Pacific islands region 2014-2020 and NBSAPs and their implications for programmatic and project delivery and how they can be monitored and achieved.	• Biodiversity priorities in the SPREP Strategic Plan are adequately reflected in the SPREP Business Plan and Annual Work Programmes and Budgets • Biodiversity priorities are well integrated into relevant SPREP programmes • Framework reporting are aligned to NBSAP national and global reporting processes.
4. Leadership and management a) Provide oversight and coordinate the day to day management of the Biodiversity Team, including provision of technical guidance and assistance to staff. b) Lead and manage the staff of the Biodiversity Team to achieve its objectives and establish and supervise individual Performance Development Plans, overall output delivery and identification of staff development needs.	• Team delivers highest standard of services and fully supports and is well integrated within all SPREP programmes and approved work plans. • Team operates effectively including within all of the Division, achieves its Annual Work Plan and Budget (AWP&B) objectives and meets strategic priority targets

Note

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the Jobholder and Director/Supervisor as part of the Performance Development System.

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

Work Complexity

Most challenging duties typically undertaken:
• Developing, strengthening and maintaining strong effective partnership • Mobilising financial resources to support biodiversity conservation programmes in the region • Developing an integrated and mainstreaming approach between biodiversity conservation and ecosystem management and other national priorities • Providing strategic guidance, advisory and capacity building support to PICs on the CBD. Framework for Nature conservation and Protected Areas in the Pacific Islands region 2014-2020 and NBSAP formulation and implementation

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 • Pacific Islands Round Table for Nature Conservation • Consultants • Communities	• Consultations and liaison with government agencies, partners, donors and local communities • Facilitate and coordinate input into international negotiation processes particularly the CBD • Developing joint programmes, projects and activities • Coordination of PIRT Secretariat activities • Information and knowledge sharing • On-going technical and advisory support to PICTs
Internal • Executive and Management • Programme staff, • Support staff	• Strategic planning and monitoring • Development of integrated and coherent approaches to programme planning and implementation • Staff supervision and management • Knowledge sharing and staff learning

Level of Delegation

The position holder:
▪ manages an operational budget ▪ can authorise costs in own budget up to a certain limit ▪ can carry out negotiations on behalf of SPREP ▪ 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. Minimum qualifications of a Master degree in biodiversity-related environmental science, environmental management, resource management or related natural science discipline 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 relevant work experience with at least 5 years work experience at a senior advisory level, preferably in the Pacific Islands region.
3. Demonstrated knowledge and experience of: a) the Convention on Biological Diversity and familiarity with other relevant multi-lateral environment agreements; understanding of the work of the Pacific Islands Roundtable for Nature Conservation and other regional conservation initiatives would be an advantage b) Accepted and emerging environment issues specifically in nature conservation related conventions relevant to the region and conservation issues in the Pacific island countries and territories. c) GEF and other multilateral and bilateral funding arrangements for biodiversity in the Pacific region.
4. Demonstrated experience in leading, managing and working within a multi-disciplinary and multi-cultural team environment

5. Strong strategic advisory, coordination, analytical, communication and facilitation skills with a demonstrated ability to motivate teams and establish and implement workplan objectives
6. Demonstrated experience in programme and project management and monitoring and evaluation including financial management, proposal and report writing
7. 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

Key Skills / Attributes / Job Specific Competencies

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

Expert level	• Facilitation, coordination and communications skills • Proposal & Report Writing • Problem Solving • Strategic planning skills • Fundraising and budget management skills • Ability to set priorities • Team Building
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

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. Starting salary will be in the range of SDR35,440 to SDR39,870. Currently, the equivalent in Samoan Tala is SAT$135,250 (USD$49,908) to SAT$152,156 (USD$56,146) per annum. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required. Progress in the salary scale will be based on annual performance reviews.

Cost of living differential allowance (COLDA): A Cost-of-Living Differential Allowance within the range of SDR4,695 to SDR 5,068 will also be paid to the successful candidate. The current equivalent in Samoan Tala is SAT$17,917 (USD$6,612) to SAT$19,343 (USD$7,137). Cost-of-living differential allowance reflects the comparative cost of living difference between Suva and Apia. This allowance is reviewed periodically based on data determined by an independent reviewer.

Adjustments: Salaries and allowances for internationally recruited staff are paid in Samoan Tala and adjusted every month based on the monthly average in the value of the SDR relative to the Samoan Tala (SAT) at the time the salary payment is processed. SDR movement however is limited to within 5% above or below a reference point set annually. Remuneration is paid monthly in SAT equivalent. The international currency exchange rate at the time of writing is approximately USD1.00 = SAT$2.71

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

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

FOR STAFF RECRUITED FROM OUTSIDE SAMOA, THE FOLLOWING APPLIES*:*

Relocation Expenses: SPREP will meet certain appointment and termination expenses for staff recruited from outside Samoa, including transport and accommodation en-route for the appointee and accompanying dependant(s) between point of recruitment and Apia, and return, by the shortest and most economical route. This includes:

- economy class airfares;
- reasonable cost of packing, insuring, shipping and transporting furniture, household and personal effects on a 20ft container; and,
- up to 20 kilos of excess baggage each for the appointee and family.

Establishment Grant: A lump sum of SDR1,100 is payable upon taking up appointment and arrival in Apia. This is currently equivalent to SAT$4,198 (USD$1,549).

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

School Holiday Travel: One return economy class flight each year between the place of education (taken to be recognised home) and Apia by (i) each dependent child being educated outside Samoa or (ii) the staff member or spouse to visit the child, providing the journey is not made within the final 6 months of the contract.

Home Leave Travel: Return economy class airfares between Apia and the recognised home for the staff member and dependants after completing 18 months of service for 3-year contracts providing no travel is undertaken within the final 12 months of the contract.

Privileges and Immunities: SPREP remuneration is tax-free for non-citizens or non-residents of Samoa, including duty-free importation of household and personal effects which have been owned and used by them for no less than six months, within 6 months of taking up appointment.

Repatriation allowance: The appointee is entitled to a repatriation allowance equivalent to two week's salary, upon successful completion of contract, provided the contract is not extended or renewed.

FOR ALL INTERNATIONALLY RECRUITED STAFF, THE FOLLOWING APPLIES:

Education Allowance: Education expenses maybe reimbursed against actual receipts for dependent children, to cover up to 75% of the actual costs, as stipulated under SPREP's Education Allowance policy. Currently the allowance is up to a maximum of Samoan Tala $15,600 (USD$5,756) per annum per dependent child, with an overall maximum of Samoan Tala $46,800 (USD$17,269) per annum per family of 3 or more eligible children.

Housing Assistance: Internationally recruited staff shall receive housing assistance of 75% of the typical rent payable in Samoa for expatriate executive furnished housing. The current rate is SAT$2,328 (USD$859) per month. This assistance shall be reviewed annually and adjusted on relative movement in the local rental market.

Security Assistance: Security-related expenses maybe reimbursed against actual receipts up to SAT$2,400 (USD$886) per annum as stipulated under SPREP's Security Assistance policy.

Annual Leave: 25 working days a year (up to a maximum accumulation of 50 days).

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

Other Leave: Provisions also exist for maternity, compassionate, paternity, examination and special leave (without pay).

Duty Travel: SPREP meets travelling expenses at prescribed rates necessarily incurred by staff required to travel away from Apia on official business.

Life and Accidental Death and Disability Insurance: All employees are covered by SPREP's 24 hour Life and Accidental Death and Disability Insurance Policy.

Medical Benefits: All employees and their dependants are entitled to have all reasonable medical, dental and optical expenses met, under the terms and conditions of the SPREP in-house Medical Treatment Scheme.

Superannuation: An expatriate internationally recruited staff member will receive a superannuation allowance of 7% of basic salary. For nationals of Samoa, SPREP will pay 7% of basic salary to the Samoa National Provident Fund.

Learning and Development
Learning and development opportunities will be based on the approved SPREP Performance Development System and individual Performance Development Plans.

Definitions:
'Dependant' means the spouse and financially dependent children of an employee.

'Dependent child' means an employee's unmarried, financially dependent, natural or legally adopted child who is:

- under the age of 16 years; or
- under the age of 19 years if undertaking full-time study at a secondary school; or
- under the age of 25 years if enrolled and undertaking full-time study at a university or other tertiary institution; or
- mentally or physically incapacitated.

'Expatriate' means an internationally recruited staff member, who is not a citizen or permanent resident of Samoa, and who resides in Samoa only by virtue of employment with SPREP.

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

General: Appointment will be under the terms and conditions of SPREP's Staff Regulations, a copy of which will be made available to the successful applicant.

4. ADMINISTRATIVE INFORMATION

ESSENTIAL: Applications should include:

1. Completed Application Form – can be downloaded from the Employment Section of our website;
2. A detailed Curriculum Vitae.

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 Biodiversity Adviser**" and send to recruitment@sprep.org (***Most preferred option***) OR

b) By post or fax: Application to be addressed and sent to: The Director, SPREP, P O Box 240, Apia or fax number (685)20231 and clearly marked "**Application for Biodiversity Adviser**"

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

Closing date: Friday, 19th February 2016: Late applications will not be considered.

SPREP is an Equal Opportunity Employer