Secretariat of the Pacific Regional Environment Programme (SPREP)

APPLICANT INFORMATION PACKAGE

CLIMATE CHANGE ADVISER (CCA)

CONTENTS

A. Background Information on SPREP

B. JOB DESCRIPTION

C. REMUNERATION PACKAGE – TERMS & CONDITIONS

D. ADMINISTRATIVE INFORMATION

A. Background Information on SPREP

SPREP is the regional organisation established by the Governments and Administrations of the Pacific charged with protecting and managing the environment and natural resources of the Pacific. It is based in Apia, Samoa, with about 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.

CLIMATE CHANGE (CC) - BACKGROUND

Strategic Plan Goal : *By 2015, all Members will have strengthened capacity to respond to climate change through policy improvement, implementation of practical adaptation measures, enhancing ecosystem*

resilience to the impacts of climate change, and implementing initiatives aimed at achieving low-carbon development.

Global climate change is already disproportionally affecting the islands of the Pacific. Although islanders have done little to contribute to the cause – less than 0.03% of current global greenhouse gas emissions – they are among the first to be affected. Most islands are experiencing such impacts on communities, infrastructure, water supply, coastal and forest ecosystems, fisheries, agriculture, and human health. The consequences of sea level rise, sea temperature increases, ocean acidification, altered rainfall patterns, and overall temperature rise will be increasingly felt. SPREP has been designated by Pacific heads of government as the lead agency to coordinate the region's response to this challenge. Under this first strategic priority, the Secretariat will support Members in planning and implementing national adaptation strategies (pilot projects included), and integrating climate change considerations into national planning and development processes. The emphasis is on guidelines for the most appropriate and best practices in policy development and adaptation. SPREP will lead the coordination of regional climate change policies and programs through the Pacific Climate Change Roundtable, the Pacific Islands Framework for Action on Climate Change and the CROP Working Group on Climate Change. With donors, it will develop partnerships for implementing adaptation and mitigation policies and programs in the region. Increased awareness and understanding of the potential impacts on communities and livelihoods is essential. The strategies and targets support education and awareness programmes as well as regional networks and information portals: these will improve the availability of climate change information to scientists, policy makers, and decision makers. It is also important to strengthen Members' ability to engage in climate change negotiations, access international funding sources, and meet their international responsibilities such as under the United Nations Framework Convention on Climate Change (UNFCCC).

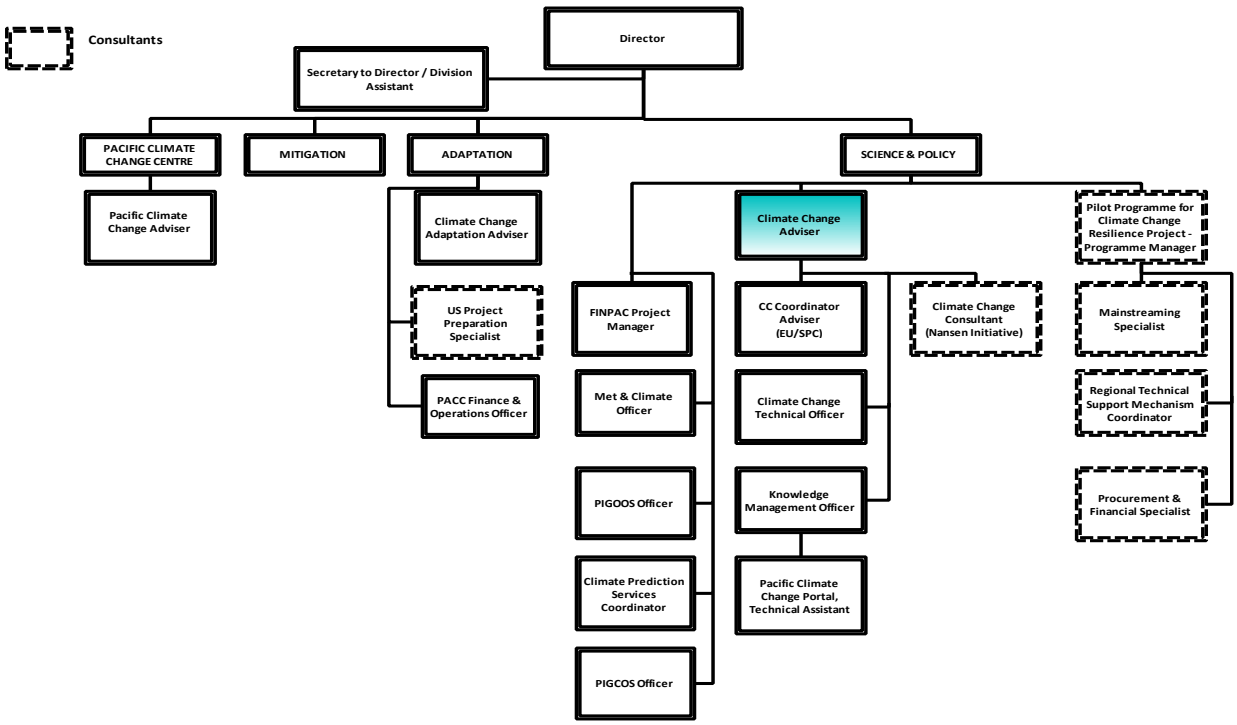
The 2005-2015 Pacific Islands Framework for Action (PIFACC) and the 2011-2015 SPREP Strategic Plan direct SPREP's Climate Change Programme for delivery. PIFACC's vision is 'Pacific island people, their livelihoods and the environment resilient to the risks and impacts of climate change. The implementation of this vision is through the SPREP's strategic plan climate change goal is 'By 2015, all Members will have strengthened capacity to respond to climate change through policy improvement, implementation of practical adaptation measures, enhancing ecosystem resilience to the impacts of climate change, and implementing initiatives aimed at achieving low-carbon development. Three action strategies are to be implemented in the next five years are:

- Implementing adaptation measures
- Improving capacity, knowledge, and understanding of climate change and risk reduction
- Contributing to global green house gas (GHG) reduction

B. JOB DESCRIPTION

Job Title:	Climate Change Adviser (CCA)
Division:	Climate Change
Team:	Science & Policy
Responsible To:	Director, Climate Change
Responsible For: **(Total number of staff)**	5 Staff
Job Purpose:	**This job exists to**: • Lead the Science & Policy Team of the Climate Change Division as well as inter-departmental climate change coordination • Provide technical advice, support and assistance to SPREP Members particularly on climate change project development
Date:	November 2015

Organisation Context



Key Result Areas

The position of **Climate Change Adviser (CCA)** addresses the following Key Result Areas:

1. Climate Change Integration with all SPREP Delivery Programmes
2. International, Regional Partners and CROP collaboration
3. Technical advice and on-the-ground support and assistance
4. Work planning, monitoring and reporting
5. Funding, resourcing and project development
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. Climate Change Integration with all SPREP Delivery Programmes a) Coordinate and facilitate the SPREP Climate Change team inputs to ensure effective input from other SPREP Divisions b) Coordinate information sharing, integrated planning and implementation across Adaptation, Science & Policy and Mitigation programmes of the CCD. c) Lead in coordinating reporting to donors and partners	• Integrated climate change projects take into consideration climate change impacts when delivered by other division of the Secretariat • Joint divisional planning, delivery and monitoring and evaluation in close consultation with the Director of the Division • Evidence of strong team work across the Secretariat • Quality and timelines of Technical Assistance and short consultancies outputs • Transparent and accountable procurement and reporting
2. International, Regional Partners and CROP Collaboration a) Lead in supporting PICs in their work under the UNFCCC and Kyoto Protocol and other relevant global conventions b) Lead in supporting PICs in CoP negotiations c) Support the implementation of regional climate change strategies and the Roundtable (PCCR) process d) Coordinate and provide advice to SPREP management, members and Council of Regional Organisations in the Pacific (CROP) on climate change issues, including inputs to negotiations and processes of the UNFCCC Conference of the Parties and its Subsidiary Bodies. e) Coordinate all relevant and effective inputs for the development of the Pacific Climate Change Centre in close cooperation with the Government of Japan and relevant partners	• Improved process, quality and timeliness of work under the FCCC • Improved PICTs awareness of negotiations outcomes and their implications • Strengthened regional and national awareness and implementation of climate change strategies • Improved and strengthened regional partners networking, coordination and collaboration in support of PICTs climate change priorities • Key inputs on the development of the Pacific Climate Change Centre are provided in accordance with agreed timelines of the Government of Japan

3. Technical Advice and on-the-ground support and assistance a) Provide technical advice on climate change and data management and dissemination b) Lead the climate change knowledge management through the Pacific Climate Change Portal and linkages to other relevant web and portals c) Carry out relevant capacity building in climate change negotiations, mainstreaming, project development, implementation and monitoring and evaluation	• National guidelines and processes developed • An interactive climate change portal • National Climate Change Projects are implemented and monitored • Climate change mainstreamed into national policies, sector plans and budgetary processes
4. Work Planning, Monitoring and Reporting; a) Provide reports to donors, partners and SPREP members b) Provide reports on regional coordination mechanisms c) Provide reports on lessons learned on relevant web including the climate change portal	• High quality climate change policy papers and number of briefing notes prepared for Divisional Director, Senior Management, CROP, Partners and SPREP members • Timely reporting to donors, partners and participating countries
5. Funding, resourcing and project development; a) Advise, design and coordinate concepts and proposal development in consultation with relevant staff, ensuring cross divisional inputs, to meet the needs of Members and SPREP on climate change, climate variability, and sea level rise. b) Assist Management identify and secure funds and other support for the work programme of SPREP, in conjunction with other programme staff.	• New funding concepts prepared in consultation with the CC Team or with other relevant programmes • New partnership for implementation with resources secured
6. Management & Leadership a) Provide oversight and coordinate the day to day management of the Science & Policy team, including quality control and the provision of technical guidance and assistance to staff. b) Lead and manage the staff of the Science & Policy team to achieve its objectives and establish and supervise individual Performance Development Plans, overall	• Team delivers quality services and fully supports and works well across all SPREP programmes • Team operates effectively, achieves its Annual Work Plan and Budget (AWP&B) objectives and meets strategic priority targets • Performance Development Plans are developed and assessed on time and staff issues are addressed at a satisfactory manner

output delivery and identification of staff development needs; c) Monitor the work plans of the staffs directly reporting to the position including the position's WP	

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 as part of the Performance Development System.

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

Work Complexity

Most challenging duties typically undertaken:
• Development of timely and accurate briefings and advice to Members • Managing a technically complex work area and providing timely guidance to the Climate Change Team and to Senior Management • Coordination with other regional agencies and stakeholders

Functional Relationships & Related Skills

Key internal and/or external contacts	**Nature of the contact most typical**
External • Member countries • Donors / Partners • Professional / Scientific organisations • Regional / International organisations	• Advice and assistance • Consultations • Negotiations
Internal • Executive Management • Programme staff • Support staff	• Management and leadership • Supervision and delegation • Advice and support

Level of Delegation

The position holder:
• manages an operational budget • can authorise costs in own budget

- can carry out negotiations on behalf of SPREP
- can seek funding opportunities for work programme 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. Minimum qualifications of a Master degree in relevant field from a recognised institution 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 10 years experience in climate change work or relevant area, at least 7 of those at the senior advisory level, preferably within the Pacific islands region;
3. Excellent understanding of the policy aspects of climate change with adequate technical and scientific knowledge of adaptation, mitigation, meteorology and the global politics surrounding these areas;
4. Strong strategic advisory and analytical skills including extensive knowledge of the Pacific Islands region and good understanding of emerging climate change issues and challenges
5. Extensive leadership and management experience including management and supervision of medium to large teams and consultants, ability to motivate teams and establish and implement workplans, preferably in a multicultural and multi-disciplinary environment
6. Proven project management experience and ability to prepare proposals, meeting papers and reports and to meet project deadlines often under difficult circumstances;
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	• Management and Advisory • Analytical and Environmental knowledge • Programme monitoring and evaluation • Work programme planning, budgeting and implementation • Proposal development • Climate change issues and key agreements and conventions
Advanced level	• Environmental issues in the Pacific islands region • Emerging environmental issues and challenges
Working Knowledge	• General management principles
Awareness	• SPREP Strategic Plan • SPREP Work Programmes

Key Behaviours

All staff are expected to uphold SPREP's Organisational Values and Code of Conduct which are Key Behaviours forming part of the Performance Development:

- Environmental Leadership
- Service Delivery
- Valuing our People
- Integrity

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 13 of SPREP's salary scale. Starting salary will be in the range of SDR46,802 to SDR52,652. Currently, the equivalent in Samoan Tala is SAT$178,610 (USD$65,908) to SAT$200,937 (USD$74,146) 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 SDR5,653 to SDR 6,146 will also be paid to the successful candidate. The current equivalent in Samoan Tala is SAT$21,572 (USD$7,960) to SAT$23,454 (USD$8,655). 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.

D. ADMINISTRATIVE INFORMATION

ESSENTIAL: Applications should include:

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

Applications that do not complete the SPREP Application Form and submit all the requirements stated above will not be considered.

Submitting applications:

a) **BY EMAIL**: Subject matter to be clearly marked "**Application for Climate Change 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 General, SPREP, P.O. Box 240, Apia or fax number (685)20231 and clearly marked "**Application for Climate Change Adviser**"

More Information on SPREP and its work in the region can be found on the SPREP website www.sprep.org

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

Closing date: Friday, 18th December 2015: Late applications will not be considered.

SPREP is an Equal Opportunity Employer