Secretariat of the Pacific Regional Environment Programme (SPREP)

APPLICANT INFORMATION PACKAGE

DIRECTOR, CLIMATE CHANGE (DCC)

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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.

CLIMATE CHANGE (CC) - BACKGROUND

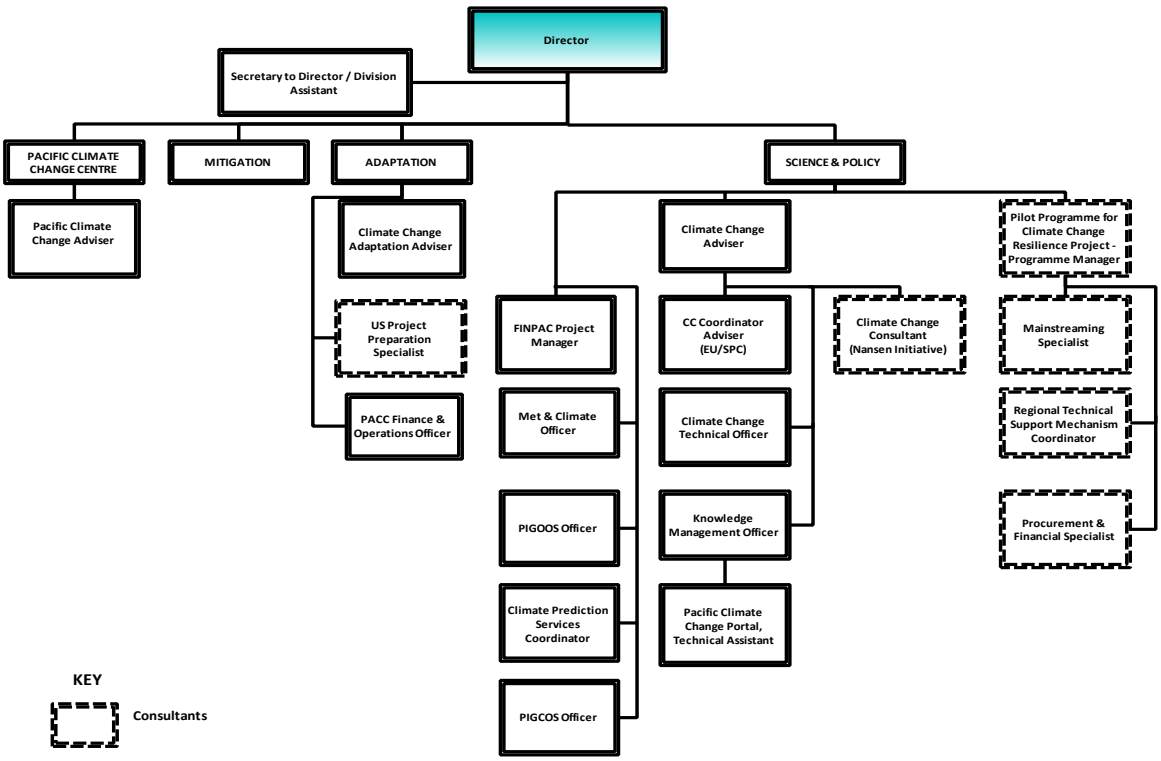
Strategic Plan Goal : *By 2015, all Members will have strengthened capacity to respond to climate change through policy improvement, implementation of practical adaptation measures, enhancing ecosystem resilience to the impacts of climate change, and implementing initiatives aimed at achieving low-carbon 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).

B. JOB DESCRIPTION

Job Title:	Director, Climate Change
Division:	Climate Change
Team:	Climate Change
Responsible To:	Director General
Responsible For: **(Total number of staff)**	19 staff
Job Purpose:	**This job exists to**: • Provide strategic leadership and management of the Climate Change Division
Date:	November 2015

Organisation Context



Key Result Areas

The position of **Director, Climate Change (CC)** addresses the following Key Result Areas:

1. Senior Management Team
2. Strategic Programme Leadership & Planning
3. Programme Performance, Monitoring & Reporting
4. Programme Management & Leadership
5. Member & Donor Liaison
6. Regional Cooperation and Representation

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

Jobholder is accountable for	Jobholder is successful when
1. Senior Management Team; a) Work collaboratively with Senior Management Team (SMT) colleagues to provide an integrated approach to strategic and organisational planning, programme design, work programme and budget implementation, performance monitoring and evaluation, and building partnerships to ensure the ongoing success of SPREP. b) Provide technical advice and assistance to the Director General (DG) and Deputy Director General (DDG) particularly on key strategic issues and opportunities for the Climate Change Division, building insights into planning and priority setting and bringing critical and emerging issues to the attention of the Senior Management Team. c) Take part in Senior Management Team meetings and effectively contribute to discussions and decision making on key strategic issues for the organisation.	• Current Strategic Plan priorities are achieved • Programme input is provided to development of relevant planning documents, including sub-programme plans • Performance Monitoring and Evaluation Report is presented to annual SPREP Meeting (SM) and adopted • Annual work plans and budgets are completed on schedule and adopted by annual SM • Strong and effective partnerships with other organisations are developed and maintained • Executive management accepts and values advice and assistance • Critical and emerging issues are brought to SMT's attention in a timely manner • Staff participation is regular and effective, and staff contributions are acknowledged and valued
2. Strategic Programme Leadership & Planning; a) Lead and provide strategic direction to the Climate Change Division and its team, ensuring integration with other SPREP programmes. b) Keep up to date with current CC issues and practice and identify implications for SPREP. This includes knowledge of CC concepts and principles, relevant international conventions, sustainable development programmes and Small Island Developing States issues.	• Timely strategic advice results in improved service delivery to PICTs • CC staff function as an integrated and effective team • Linkages with other programmes within SPREP are developed and strengthened • Other SPREP programmes are engaged with CC activities and *vice versa*

c) Provide leadership within SPREP and the region on key Climate Change issues including the Pacific Climate Change Centre (PCCC) as well as the Strategy for Resilient Development in the Pacific (SRDP)and related projects d) Provide effective and constructive inputs to the development of the new SPREP Strategic Plan e) Develop an annual work plan, budget (AWP&B) and implementation strategy including staffing resources and requirements for the CC Division.	• Up-to-date knowledge is reflected in timely advice to SPREP executive and programmes on relevant issues • Effective input to, and leadership for, key SPREP and regional Climate Change issues including the PCCC and SRDP and related projects • Effective and constructive input is provided to the development of the new SPREP Strategic Plan • AWP&B and implementation strategy developed and adopted
3. Programme Management & Leadership; a) Lead and manage the performance of staff creating a team environment where people are clear on what is expected of them, how their work supports the wider organisational goals and where feedback is encouraged. b) Coordinate the recruitment and selection of CC Division staff in partnership with the Human Resources (HR) Team and make recommendations to the DG. c) Ensure the induction, ongoing training and development of staff to build capacity of the Secretariat to meet its organisational goals and contribute to capacity building in the region in collaboration with the HR Team.	• Division staff operating as a cohesive and effective team • Feedback is regularly provided to staff to continuously improve performance • Division is effectively staffed with quality staff and staff are recruited in a timely manner • New staff are inducted and staff training and development addressed in individual PDPs
4. Programme Performance, Monitoring & Reporting a) Provide effective oversight and coordinate the day to day management of the CC Division, including quality control and the provision of technical guidance and assistance to staff. b) Manage and provide approvals for budget expenditures within the approved Work Programme & Budget for the Division and financial delegations. c) Ensure all reporting requirements and commitments to external stakeholders are upheld and timely communications are undertaken with stakeholders around performance issues.	• Division operates effectively, achieves its AWP&B objectives and meets strategic priority targets • Budget targets are met and payments are made on schedule • All technical and financial reports are provided in a timely manner • External stakeholders report positively on delivery of commitments

5. Member and Donor Liaison a) Build and maintain constructive relationships with Member representatives and ensure the implementation of projects within Member countries. b) Identify opportunities and establish partnerships based on mutual benefits c) Identify funding opportunities with regard to the CC Division and liaise with donors to secure funding for division and SPREP wide activities. d) Develop proposals in close consultation with Members for consideration by partners and donors including proposals for the Adaptation Fund and the Green Climate Fund	• Constructive relationships with Members results in achievement of division objectives and activities • Effective partnerships are established with relevant organisations • Funding is secured for division activities • A project pipeline, identifying future project proposals and potential donors, is developed and action taken to secure resources
6. Regional Cooperation and Representation a) Establish and maintain national, regional and international partnership networks and coordinate technical or functional support mechanisms which fall within the ambit of the CC Division. b) Represent SPREP at high level regional and international meetings.	• Effective partnerships and networks are established that progress implementation of SPREP strategic priorities in the Strategic Plan • Engagement at high level meetings is effective

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 General 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:

- Coordinating and managing multi-disciplinary staff to ensure strategic priorities and targets are met
- Ensuring adequate technical and financial resources are available to meet division objectives
- Ensuring all staff and financial resources are managed in an effective and accountable manner
- Developing and maintaining effective and productive partnerships
- Balancing division leadership and management duties with wider corporate responsibilities
- Leading effective and associated partnerships with key Climate Change 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 • Technical discussions and support • Collaborative discussions and financial and technical support
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 and has oversight of the division 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 Environmental Management / Development or related 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 10 years strategic high level experience in environmental management/ development work, preferably in the Pacific region, with at least 7 of those years in senior management and leadership roles

3. Extensive strategic leadership and management experience including management and supervision of medium to large teams of technical professionals in a multicultural and multi-disciplinary environment
4. Extensive knowledge of the Pacific Islands region and good understanding of environmental issues, specifically Climate Change in the Pacific and challenges facing Pacific Island Countries and Territories.
5. Proven project management experience including the development of funding proposals for major national or regional environmental/development programmes as well as the design and delivery of integrated work programme activities with a good understanding of synergies and inter-linkages across multilateral environmental agreements
6. Excellent written and verbal communication as well as proven experience of high level negotiation work with Governments, especially SPREP member countries and partners
7. A very good understanding of donor policies and processes in relation to funding for Climate Change including, inter-alia, the GEF, AusAID, NZAID, EU, ADB, World Bank.

Key Skills / Attributes / Job Specific Competencies

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

Expert level	• Strategic Leadership • Strategic Management • Environmental knowledge • Programme monitoring and evaluation • Work programme planning, budgeting and implementation • Proposal development
Advanced level	• Climate Change issues in the Pacific islands region • Emerging environmental issues and challenges
Working Knowledge	• General Financial principles • General Human Resources Management principles • Inspirational leadership and 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 Directors, Managers and Team Leaders 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 15 of SPREP's salary scale. Starting salary will be in the range of SDR64,626 to SDR72,704. Currently, the equivalent base salary in Samoan Tala is SAT$246,632 (USD$91,008) to SAT$277,461 (USD$102,384) 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 SDR7,155 to SDR 7,836 will also be paid to the successful candidate. The current equivalent in Samoan Tala is SAT$27,306 (USD$10,076) to SAT$29,905 (USD$11,035). 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 Director, Climate Change**" 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 Director, Climate Change**"

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

For further enquiries, contact Ms Luana Jamieson, HR Officer, on telephone (685) 21929 ext 230 or Email: luanac@sprep.org

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

SPREP is an Equal Opportunity Employer