Secretariat of the Pacific Regional Environment Programme (SPREP)

APPLICANT INFORMATION PACKAGE

DEPUTY DIRECTOR GENERAL (DDG)

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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.

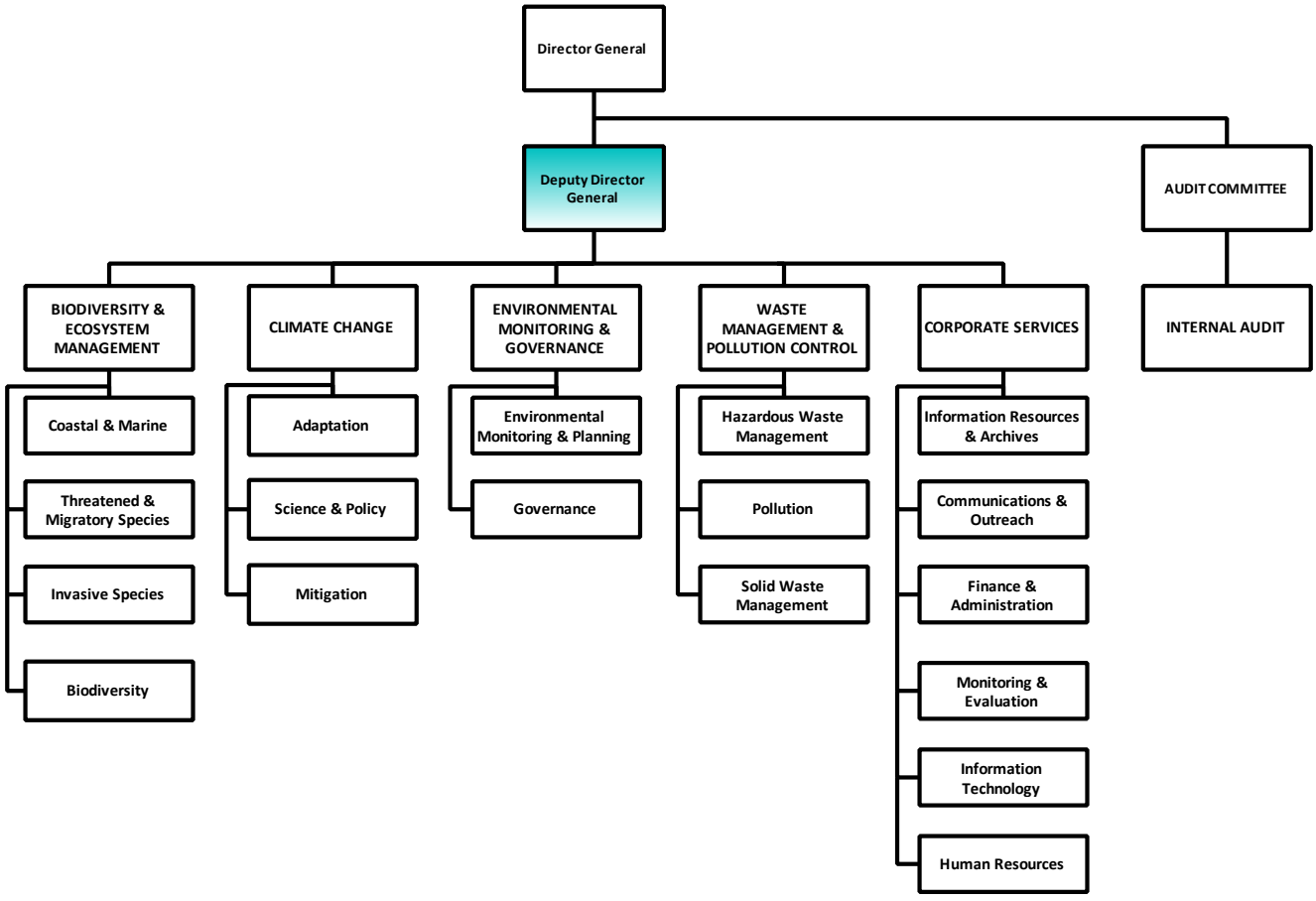
Corporate Services & Internal Audit

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.

B. JOB DESCRIPTION

Job Title:	Deputy Director General (DDG)
Division:	Executive
Team:	Senior Management Team
Responsible To:	Director General
Responsible For: **(Total number of staff)**	All Staff
Job Purpose:	**This job exists to**: • Provide strategic leadership and management support to the Director General • Provide leadership and management of the corporate and operational functions of the Secretariat
Date:	November 2015

Organisation Context



Key Result Areas

The position of **Deputy Director General (DDG)** addresses the following Key Result Areas:

1. Executive Leadership and Management
2. Strategic Policy Advice and Planning
3. Corporate and Operational Management, Leadership and Performance
4. SPREP Meeting & Environment Advocacy
5. Donor Liaison Networking and Regional Cooperation

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

Jobholder is accountable for	Jobholder is successful when
1. Executive Leadership and Management a) Provide leadership and management for the Secretariat in the absence of the Director General b) Work collaboratively with Executive 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. c) Take part in Senior Management Team meetings and contribute to discussions and decision making on key strategic issues.	• Effective and efficient leadership and management • Current Strategic Plan priorities are achieved • 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 • Director General and Senior Management Team accepts and values advice and assistance • Critical and emerging issues are addressed and brought to the Director General's attention in a timely manner • Participation in Senior Management Team and key organisational meetings is regular and contributions are acknowledged and valued
2. Strategic Policy Advice and Planning a) Provide strategic policy advice and assistance to the Director General and Senior Management Team particularly on key strategic and organisational planning issues and opportunities including work programme budget implementation, performance, monitoring, and evaluation; b) Provide guidance to Senior Management Team on interpretation and application of all corporate and operational regulations and policies; c) Provide insights into planning and priority setting and bringing critical and emerging	• Timely strategic advice results in organisational development and improved planning and management practices • Up-to-date knowledge is reflected in timely advice to SPREP executive and staff on relevant organisational issues • AWP&B and implementation strategy developed and adopted • Emerging Issues are bought to the attention of the SPREP Director General and SPREP Chair in a timely manner

issues to the attention of the Senior Management Team. d) Provide leadership and oversight on the Secretariat's Strategic Planning process and implementation e) Keep up to date with knowledge of strategic management and organisational issues and identify implications and opportunities for SPREP.	• Strategic Planning process is implemented successfully and a Strategic Plan is developed for the Secretariat
3. Corporate and Operational Management, Leadership and Performance a) Lead and provide strategic direction to the Corporate Services team, ensuring efficient and effective operations and support to the key technical work areas. b) Lead and manage the performance of Corporate Services Team Leaders creating a team environment where staff are clear on expectations, how their work supports the wider organisational goals and continuously receive feedback for continuous improvement. c) Provide oversight and management of the budget expenditures within the approved Work Programme & Budget for the Secretariat. d) Provide oversight and management of all reporting requirements and commitments to external stakeholders and ensure these are upheld and communicated in a timely manner. e) Develop an Annual Work Plan and Budget (AWP&B) as well as implementation strategy including staffing resources and requirements for the Corporate Services team. f) Provide support to Division Directors on specific issues as discussed and agreed to with the SPREP Director General	• Efficient and effective corporate and operational services for the Secretariat • CS staff function as an integrated team • Secretariat achieves its AWP&B objectives and meets strategic priority targets • Budget targets are met and payments are made on schedule • External stakeholders report positively on delivery of commitments • Human Resource Issues in SPREP are effectively addressed
4. SPREP Meeting and Environment Advocacy a) Assist the Director General in ensuring the SPREP Meeting and other key strategic meetings for SPREP achieve successful results b) Lead the management of all logistics for the SPREP Meeting	• Successful SPREP meeting • Key SPREP meetings enhance membership engagement, increase profile for the environment and increase technical focus of SPREP's work • SPREP recognised and respected as premier environmental organisation for the region

c) Advocate strongly for environment concerns of the regions d) Represent SPREP at high level regional and international meetings	• Engagement at high level meetings is effective
5. Donor Liaison, Networking and Regional Cooperation a) Provide support to the Director General in overseeing donor and country liaison including negotiation and acquisition of funding and Members support for the Secretariat's work b) Identify opportunities and establish partnerships based on mutual benefits c) Establish and maintain national, regional and international partnership networks d) Represent SPREP at high level regional and international meetings	• Constructive relationships with Members and donors results in increased and/or continuous funding and support • Effective partnerships are established with relevant organisations • Funding is secured for Secretariat programme activities and operations • Effective partnerships and networks are established that progress implementation of SPREP strategic priorities • Engagement at high level meetings is effective and SPREP positions are clearly presented.

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 the 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:
• Consistent support and assistance to the DG on leadership and management issues of the Secretariat • Seeking and securing long term funding for the operations and management of the Secretariat • Representation and advocacy of SPREP and Pacific Island positions at high level international and regional meetings and other fora, including Ministerial meetings • Resolving HR issues involving terms and conditions of employment of staff • Ensuring Members, donors and partners have continuing full confidence in the management of the Secretariat, and strongly encouraging them to fulfil their commitments towards the organisation

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 Secretariat budget • can authorise costs in own budget • can lead negotiations on behalf of SPREP • can seek funding opportunities for the Secretariat's work program activities and operations

Person Specifications

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 Management / Development/Environment 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 15 years extensive high level experience in management/administration and development work with at least 10 years at senior management and leadership level, preferably in the Pacific region (experience at the highest level of environmental management would be an advantage)
3. Extensive strategic leadership and management experience including management and supervision of medium to large teams of technical professionals preferably in a multicultural and multi-disciplinary environment
4. Extensive high level experience and competency in high level negotiations and dealings with Governments, especially SPREP member countries and partners, as well as regional and extra-regional institutions including donors and development agencies
5. Commitment to and empathy with the sustainable social, economic and environment development aspirations of the Pacific island countries and territories
6. Proven project management experience including the development of funding proposals for major national or regional environmental/development programmes and the design and delivery of integrated work programme activities with a good understanding of synergies and interlinkages across multilateral environmental agreements as well as an excellent understanding of donor policies and processes
7. Excellent written and verbal communication, good computer and related technical skills as well as demonstrated experience of operating in the unique Pacific way and in partnership building, including capacity and resource mobilisation
8. Extensive knowledge of the Pacific Islands region and good understanding of the environmental management issues in the Pacific and challenges facing Pacific Island Countries and Territories
DESIRABLE
• Excellent ability to communicate verbally and to write in SPREP's two working languages

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 • Diplomacy • Visionary • Environmental knowledge • Programme monitoring and evaluation

	• Work programme planning, budgeting and implementation • Negotiation and advisory • Proposal development • Resource Mobilisation
Advanced level	• Environmental issues in the Pacific islands region • Emerging environmental issues and challenges • General management and organizational issues
Working Knowledge	• General Financial principles • General Human Resources Management principles s • SPREP Strategic Plan • SPREP Work Programmes • SPREP Business Plan • SPREP Performance Monitoring, Evaluation & Reporting processes • SPREP Cross-cutting and Safeguarding policies
Awareness	• Appreciation of the social and economic development challenges facing the region, including the importance of promoting sustainable development and good governance, and the need to balance these objectives against the requirements of economic growth • Willing to travel within the region and internationally

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.

The Deputy Director General will have impeccable personal and professional integrity, sound judgment, and intellectual rigour, and must be able to command trust from staff and across a broad and diverse range of stakeholders.

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 16 of SPREP's salary scale. Starting salary will be in the range of SDR75,276 to SDR84,686. Currently, the equivalent in Samoan Tala is SAT$287,277 (USD$106,006) to SAT$323,187 (USD$119,257) 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 SDR8,053 to SDR8,846 will also be paid to the successful candidate. The current equivalent in Samoan Tala is SAT$30,732 (USD$11,340) to SAT$33,759 (USD$12,457). 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.

Privileges and Immunities: Under articles 6 and 7 of the Headquarters Agreement between Samoa and SPREP (1996):

1. The Deputy Director General shall have the like privileges and immunities as are accorded a diplomatic agent under the Samoa Diplomatic Privileges and Immunities Act 1978 and in conformity with international law.
2. The members of the family of the appointee forming part of their households shall have the like privileges and immunities as are accorded the members of the family of a diplomatic agent under the aforesaid Act and in conformity with international law.

SPREP remuneration is tax-free for the Deputy Director General. The Deputy Director General is also entitled to 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.

Representational Allowance:
The Deputy Director General shall receive a non-accountable representational allowance of 1% of base salary per annum.

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. For the Director General, this includes:

- Business 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 business class airfares between Apia and the recognised home for the Director General 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.

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

Applications that do not follow the process and complete all the SPREP Recruitment requirements will not be considered.

ESSENTIAL: Applications should include:

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

Submitting applications:

a) **BY EMAIL**: Subject matter to be clearly marked "**Application for Deputy Director General, SPREP**" 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 Deputy Director General, SPREP**"

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