SPREP
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PROTECT PACIFIC WHALES – OCEAN VOYAGERS

*The Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures.*

# APPLICANT INFORMATION PACKAGE

## DIRECTOR, WASTE MANAGEMENT & POLLUTION CONTROL (DWMPC)

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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. The head office is based in Apia, Samoa with about 100 staff. There is also a SPREP office in Fiji with four staff as well as SPREP Officers stationed in the Federated States of Micronesia, Republic of the Marshall Islands, Solomon Islands and Vanuatu. SPREP has 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 direction for SPREP is clearly set out in the 2017-2026 SPREP Strategic Plan. The Plan outlines the mandate, vision and programmes for the organisation, and 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:** "A resilient 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.

**Four regional goals to achieving resilience and sustainable Pacific communities:**

- **Regional Goal 1**: Pacific people benefit from strengthened resilience to climate change
- **Regional Goal 2**: Pacific people benefit from healthy and resilient island and ocean ecosystems
- **Regional Goal 3**: Pacific people benefit from improved waste management and pollution control
- **Regional Goal 4**: Pacific people and their environment benefit from commitment to and best practice of environmental governance

**These define the core priorities and focus of SPREP in the areas on:**

1. Climate Change Resilience
2. Ecosystem and Biodiversity Protection
3. Effective Waste Management and Pollution Control
4. Environmental Governance

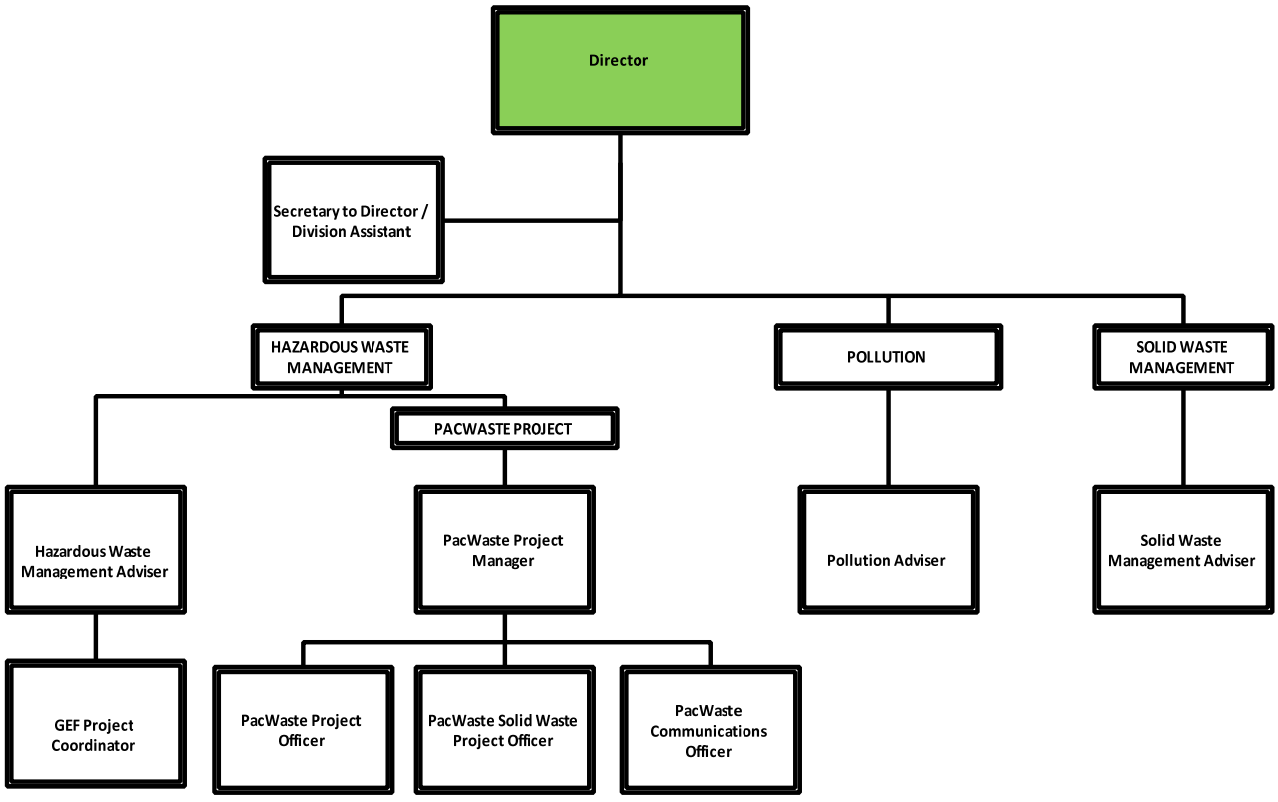
The SPREP Secretariat has (and continues to) aligned its institutional capacities, competencies, and systems to best support Members by delivering integrated, responsive, and cost-effective services to members and partners.

**The Corporate Services** support the delivery of the Secretariat's strategic priorities and includes Communications & Outreach, Finance & Administration, Human Resources Management, Information Resources & Archives, Information Technology 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

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|---|---|
| **Job Title:** | Director, Waste Management & Pollution Control (DWMPC) |
| **Division:** | Waste Management & Pollution Control |
| **Team:** | Waste Management & Pollution Control |
| **Responsible To:** | Director General |
| **Responsible For:**<br>**(Total number of staff)** | 9 including project teams |
| **Job Purpose:** | **This job exists to**:<br>• Provide strategic leadership and management of the Waste Management & Pollution Control Division |
| **Date:** | November 2016 |

## Organisation Context



## Key Result Areas

The position of **Director, Waste Management & Pollution Control (WMPC)** addresses the following Key Result Areas:

1. Senior Management Team
2. Strategic Programme Leadership & Planning
3. Team Leadership and Management
4. Communications and Reporting
5. Relationship Management and Fundraising

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

| Jobholder is accountable for | Jobholder is successful when |
|---|---|
| **1. Senior Management Team**<br>a) Provide strategic vision and direction to guide SPREP in its lead role on regional coordination and delivery of waste management and pollution control action<br>a) Work strategically and collaboratively with the Senior Management Team (SMT) to provide an integrated approach to strategic leadership of SPREP as well as organisational planning, programme design, work programme and budget implementation, performance monitoring and evaluation, and building partnerships to ensure the ongoing success of SPREP.<br>b) Take part in Senior Management Team meetings and effectively contribute to discussions and decision making on key strategic issues for the organisation. | • Strategic vision and direction is provided to SPREP and has had positive influence on SPREP's role and profile as leader on regional coordination and delivery of waste management and pollution control action<br>• Participates effectively in SMT Meetings and contributes strategically to all organisational matters<br>• Critical and emerging waste management and pollution control issues with strategic action plan options are brought to SMT's attention in a timely manner |
| **2. Strategic Programme Leadership and Planning;**<br>a) Provide leadership within SPREP and the region on key Waste Management & Pollution Control (WMPC) issues and related projects<br>b) Provide strategic advice and assistance to the Director General (DG) and Deputy Director General (DDG) on issues and opportunities for the WMPC Division, building insights into planning and priority setting and bringing critical and emerging issues to the attention of the | • Strategic and inspirational leadership and effective input is provided to key SPREP and regional WMPC issues and related projects<br>• Executive management accepts and values advice and assistance which contributes to the SPREP mandate and strategic objectives |

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| Senior Management Team. | |
| **3. Team Leadership and Management;**<br>a) Lead and provide direction to the WMPC Division and its team, ensuring that SPREP's waste management and pollution control goals and objectives, including all related WMPC concepts and principles, are integrated into other SPREP programmes.<br>b) Lead, support and manage the continuous professional performance and development of the WMPC Division staff<br>c) Ensure that the WMPC Division keeps up to date with current waste management and pollution control issues and practice and identify implications for SPREP.<br>d) Provide strategic leadership, planning and management of all Divisional human and financial resources<br>e) Develop and oversee implementation of a Divisional Annual Work Plan and Budget (AWP&B) and implementation strategy including staffing resources and requirements for the WMPC Division. | • WMPC Division is a high performing team operating with a positive, cohesive and effective collaborative approach to work within the team and across SPREP<br>• Key waste management and pollution control concepts and initiatives well understood within the team and are fully integrated and linked across the other SPREP programmes<br>• Effective and inspirational leader who motivates the team and provides guidance on their work and responsibilities<br>• Efficient and effective management of staffing issues, in collaboration with the Executive and HR<br>• Division Annual Work Programme & Budget is developed and implemented with continuous performance monitoring<br>• Division Performance Monitoring and Evaluation Report is completed and presented to annual SPREP Meeting (SM)<br>• WMPC Division strategic priorities are met and technical assessment and reporting completed<br>• Fully accountable to corporate responsibilities including budget management, financial reporting, staff recruitment, staff Performance Development Plans and other general management requirements |
| **4. Communications And Reporting**<br>a) Provide effective communication and strategic high level reporting of all essential waste management and pollution control information to SPREP Executive, SMT, staff and stakeholders<br>b) Communicate and build an environment of open and constructive communication within the WMPC division and other teams across SPREP<br>c) Monitor and provide reporting on progress in implementing the AWP&B in accordance with SPREP's reporting framework<br>d) Ensure all reporting requirements and commitments to external stakeholders | • Effective and strategic high level communication is provided at all times on key waste management and pollution control issues<br>• Open and constructive communication with WMPC division and across SPREP<br>• High level reporting on all key waste management and pollution control issues and requirements are provided in line with SPREP's reporting framework<br>• All divisional reporting requirements and commitments to other stakeholders are completed in line with established standards and agreements |

| | |
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| are upheld and strategic communications are undertaken with stakeholders around SPREP's key role and service issues. | |
| **5. Relationship Management and Fundraising;**<br>*WMPC Division and SPREP-wide*<br>a) Lead and manage the performance of a highly performing professional team by providing a collaborative and productive team environment where feedback is encouraged, members have clearly defined roles and tasking, and understand how their work supports the wider organisational goals<br><br>*Member and Donor Liaison*<br>b) Engage and maintain constructive relationships with Members in policy dialogue including ascertaining their national priorities and the effective delivery of support services within<br>c) Identify strategic opportunities and establish partnerships based on mutual benefits<br>d) Identify and actively pursue funding opportunities and liaison with donors to secure funding for the division and SPREP wide activities<br>e) Develop proposals in close consultation with Members for consideration by partners and donors<br><br>*Regional Cooperation and Representation*<br>f) Establish and maintain national, regional and international partnership networks and coordinate technical or functional support mechanisms which fall within the ambit of the WMPC Division<br>g) Represent and strategically advocate for SPREP's interests at high level regional and international meetings | • WMPC Division is a high performing team operating with a positive, cohesive and effective collaborative approach to work within the team and across SPREP<br><br>• Members are fully engaged in relevant policy dialogues and SPREP services are well linked to national priorities<br>• Strong and effective partnerships with other organisations are developed and maintained<br>• Constructive relationships with Members and effective partnerships with relevant organisations are established<br>• Existing and new funding opportunities are secured for division activities<br>• Project concepts and action plans for future project proposals and potential donors are developed to secure resources<br><br>• Effective and beneficial partnerships and networks are established that progress implementation of SPREP strategic priorities and lifts the profile of SPREP as waste management and pollution control coordinator<br>• Strategic and effective engagement and advocacy at high level meetings |

**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**: |
|---|
| • Ensuring that SPREP's role as leading waste management and pollution control coordinator in the region is well established and implemented<br>• Providing leadership and ensuring SPREP is on top of key Waste Management and Pollution Control issues and related projects<br>• Leading and managing diverse multi-disciplinary and multi-culture staff<br>• Fundraising and relationship management |

## Functional Relationships & Related Skills

| **Key internal and/or external contacts** | **Nature of the contact most typical** |
|---|---|
| ***External***<br>• Member countries<br>• Donors / Partners<br>• Professional / Scientific organisations<br>• Regional / International organisations | • Advice and assistance<br>• Consultations<br>• Technical discussions and support<br>• Collaborative discussions and financial and technical support<br>• Fundraising and project negotiation |
| ***Internal***<br>• Executive Management<br>• Senior Management Team<br>• Division staff<br>• All staff | • Management and leadership<br>• Supervision and delegation<br>• Advice and support |

## Level of Delegation

| **The position holder**: |
|---|
| • manages an operational budget and has oversight of the division budget<br>• can authorise costs in own budget<br>• can carry out negotiations on behalf of SPREP<br>• 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 |

## 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 in waste management and pollution control |
| 3. Extensive strategic leadership and management experience including high level advisory and analytical skills as well as leading and nurturing teams of diverse technical backgrounds and expertise in multicultural and multi-disciplinary environments |
| 4. Extensive knowledge of the Pacific Islands region with excellent understanding of environmental issues, specifically waste management and pollution control in the Pacific and challenges facing Pacific Island Countries and Territories. |
| 5. Excellent project management and leadership experience including the development of funding proposals, design and delivery of integrated work programme activities, monitoring and evaluation of performance, resource management as well as a good understanding of synergies and inter-linkages across multilateral environmental agreements |
| 6. Excellent experience at strategic and high level communication, negotiation and reporting across diverse audiences, particularly in the Pacific setting |
| 7. Excellent relationship management and fundraising skills and experience that demonstrate a high level of professional and constructive engagement with a diverse range of stakeholders as well as an excellent understanding of key donor partners and funding institutions and proven fundraising experience |

## Key Skills / Attributes / Job Specific Competencies

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

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|---|---|
| **Expert level** | • Strategic Leadership<br>• Strategic Management<br>• Relationship Management |

| | |
|---|---|
| | • Fundraising<br>• Environmental and waste management and pollution control issues in the Pacific<br>• Project Management, monitoring and evaluation<br>• Work programme planning, budgeting and implementation<br>• Resource Management<br>• Inspirational leadership and management principles |
| **Advanced level** | • Global Waste Management and Pollution Control issues<br>• Emerging environmental issues and challenges |
| **Working Knowledge** | • General Financial principles<br>• General Human Resources Management principles |
| **Awareness** | • SPREP Strategic Plan<br>• 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 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$94,495) to SAT$277,461 (USD$106,307) 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$10,462) to SAT$29,905 (USD$11,458). 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$2.61

**Term**: The term begins on a date agreed to with SPREP. 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$1,608).

**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 Allowanc**e: 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$5,977) per annum per dependent child, with an overall maximum of Samoan Tala $46,800 (USD$17,931) 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$892) 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$920) 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 Job Vacancies 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, Waste Management & Pollution Control**" 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, Waste Management & Pollution Control**"

**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 Christine Purcell or Jolynn Fepuleai on telephones (685) 21929 ext 325 or 328 or Email: christinep@sprep.org OR jolynnf@sprep.org.*

**Closing date: Friday, 20th January 2017**: Late applications will not be considered.

**SPREP is an Equal Opportunity Employer**