SPREP
Secretariat of the Pacific Regional Environment Programme

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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

ENVIRONMENTAL ASSESSMENT AND PLANNING OFFICER (EAPO)

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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 $15 million in 2017.

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

The strategic 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 of:
1. Climate change resilience
2. Ecosystem and Biodiversity Protection
3. Effective Waste Management and Pollution Control
4. Environmental Governance

SPREP approaches the environmental challenges faced by the Pacific guided by four simple **Values.** These values guide all aspects of our work.
- We value the **Environment**
- We value our **People**
- We value high quality and targeted **Service Delivery**

- We value **Integrity**

The SPREP Secretariat continues to strengthen and realign its institutional capacities, competencies, and systems to best support its Members by delivering more integrated, responsive, and cost-effective services to Members and partners and by better coordinating regional efforts.

Organisation Goal 1: SPREP has information, knowledge, and communications systems that get the right information to the right people at the right time and influence positive organisational, behavioural and environmental change.

Organisation Goal 2: SPREP has multi-disciplinary processes in programme delivery and in supporting Members to develop national and regional policies and strategies.

Organisation Goal 3: SPREP has a reliable and sustainable funding base to achieve environmental outcomes for the benefit of the Pacific islands region and manages its programmes and operations to stay within its agreed budget.

Organisation Goal 4: SPREP is leading and engaged in productive partnerships and collaboration.

Organisation Goal 5: SPREP has access to a pool of people with the attitudes, knowledge, and skills to enable it to deliver on its shared regional vision.

Environmental Monitoring and Governance Division: a brief overview

The overall aim for the Environmental Monitoring and Governance Division (EMG) is to ensure that country members "will have the capacity to develop and implement transparent and robust frameworks and processes for improved environmental governance, planning, monitoring and reporting". This means giving due attention to the need to systematise capacity development for planning and implementing environmental policies and legislation in a more integrated, inclusive and coherent way. It emphasises effective strategies for mainstreaming environmental considerations into local, national and regional development planning processes, such as regular environmental monitoring, data collection and analysis and periodic integrated state of the environment reporting at the national and regional levels. It also requires appreciation and support for involvement of all stakeholders of environmental governance, from individual initiatives, to the roles of government institutions, civil society organisations and the wider community. The EMG Division provides the glue to ensure integrated and balanced delivery of SPREP services for individual Members in the strategic priorities of climate change, biodiversity and ecosystems, and waste management and pollution control.

Governance is the principal concept underlying the EMG Division and for the purposes of the Division, is defined as "the exercise of authority at all levels - through institutional structures, decision-making processes, policies and rules - for the purpose of attaining environmentally sustainable development."

ENVIRONMENTAL ASSESSMENT AND PLANNING OFFICER BACKGROUND

One of SPREP's core roles is to coordinate and support environmental assessment and planning in Pacific island countries and territories (PICTs), in collaboration with members, partners and donors. SPREP's role started in the 1980s with general environment country reports and evolved to more comprehensive National Environmental Management Strategies (NEMS) in the 1990s, and to the establishment of Environmental Impact Assessment (EIA), and more recently, Strategic Environmental Assessment (SEA), often linked to National Sustainable Development Plans.

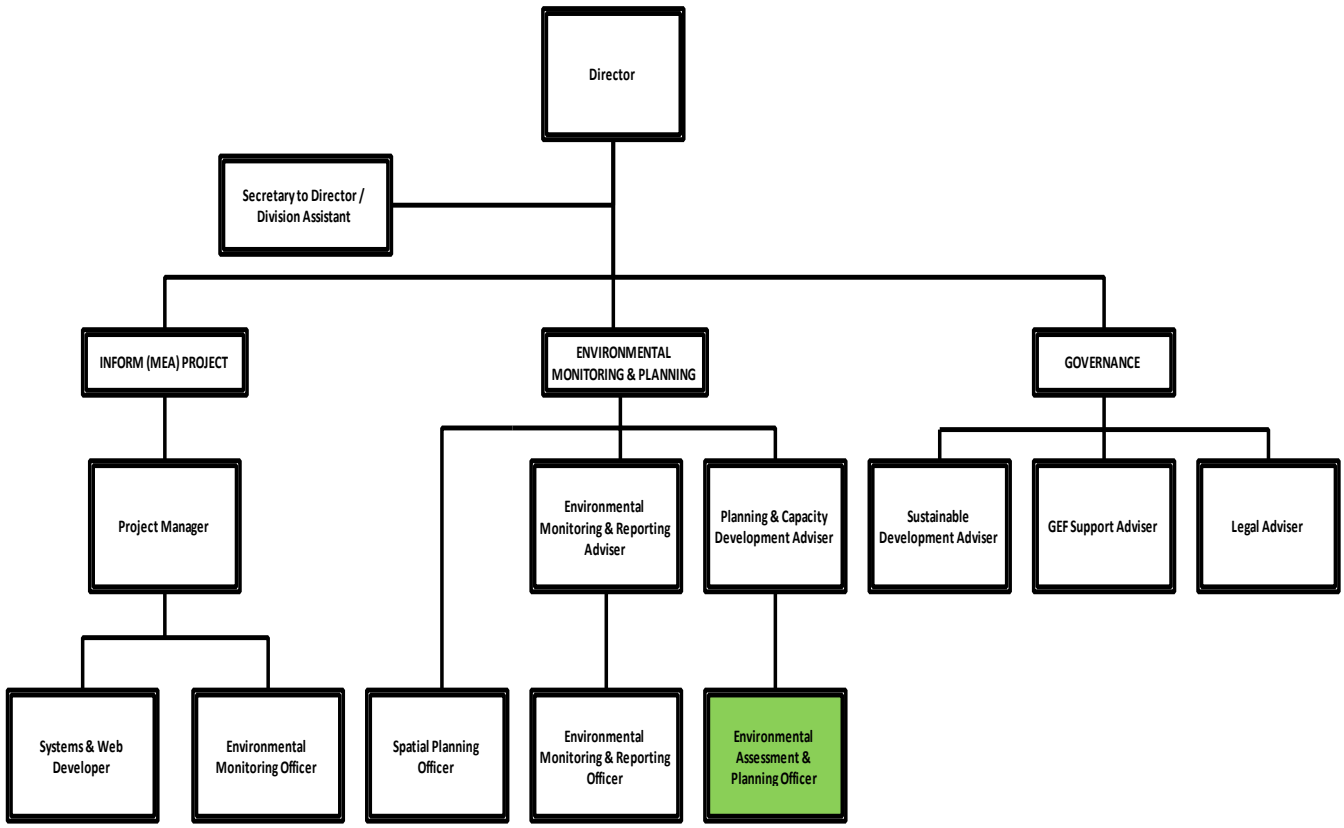
Various forms of environmental monitoring and reporting have also been implemented in the region, including national and regional State of the Environment (SOE) reporting and reporting on achievements under key Multilateral Environment Agreements (MEAs). These activities have guided and assisted SPREP Members in their progress towards sustainable and resilient development.

The Environmental Assessment and Planning Officer is a key position within the Environmental Monitoring and Governance Division, that provides technical support, training and capacity building for the application of environmental assessment and planning approaches such as EIAs and SEAs which support sustainable development .

B. JOB DESCRIPTION

Job Title:	Environmental Assessment and Planning Officer (EAPO)
Programme:	Environmental Monitoring and Governance
Team:	Environmental Assessment and Planning
Responsible To:	Planning and Capacity Development Adviser
Responsible For: **(Total number of staff)**	N/A
Job Purpose:	**This job exists to**: • Provide technical expertise and support in the area of environmental assessment and planning
Date:	August, 2017

Organisation Context



Key Result Areas

The position of **Environmental Assessment and Planning Officer (EAPO)** addresses the following Key Result Areas:

1. Capacity building, training and awareness-raising
2. Technical support
3. Regional support and coordination
4. Communication, partnership development and stakeholder engagement
5. Work plan development, monitoring and reporting

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

Jobholder is accountable for	Jobholder is successful when
1. Capacity building, training and awareness-raising a) Develop and deliver a capacity building programme to enhance national and regional capacity for environmental assessment and planning b) Identify, develop and implement ways of improving access to, and use of environmental assessment and planning tools in the region c) Develop capacity building, training and awareness materials on environmental assessment and planning d) Provide training on EIA and SEA to SPREP staff to ensure EIA and SEA principles and guidelines are effectively integrated into SPREP's work	• Relevant training programmes are effectively delivered in PICTs on environmental assessment and planning processes, to assist members with building their assessment and planning capacities • Training programmes are supported by preparation and distribution of relevant manuals and guidelines, which are used and adapted by PICTs to suit their national contexts • Robust and effective processes and tools are implemented for environmental assessment and planning in PICTs • Relevant international tools are adapted and applied in PICTs, with the development of regional tools and examples • EIA is fully integrated into SPREP's internal project planning and development processes
2. Technical support a) Provide expert advice to SPREP and Members on key environmental assessment and planning best practices and ensure these are reflected, where appropriate, across the whole of SPREP's Strategic Programme activities in the region; b) Develop tools, approaches and techniques for environmental assessment and strategic planning; c) Provide technical and advisory support to Members on EIA and SEA processes and related issues; d) Liaise and work closely with key SPREP	• Regional and national networks for EIA and SEA have been developed • Systems, tools, approaches and techniques are used effectively by PICTs to support EIA and SEA processes in country • PICTs are effectively storing data and information associated with EIAs and SEAs, and using it to support environmental monitoring and reporting • EIA and SEA are integrated and effectively used to guide and inform policy and project development within SPREP • Effective technical advice is provided for meetings, workshops and conferences dealing

programmes to ensure the integration of EIA and SEA into programmes, projects and activities of SPREP e) Provide technical input on EIA and SEA to support MEA implementation	with multilateral environmental agreements
3. Regional support and coordination a) Ensure effective coordination of relevant SPREP activities with donors, international and regional organisations and collaborating institutions working in the region, particularly for environmental and social safeguards b) Identify and facilitate opportunities for the exchange of skills, knowledge and experiences among EIA and SEA practitioners in the region c) Develop, in consultation with partners, a Partnership and Implementation Plan to support and maintain the Pacific Network for Environmental Assessment (PNEA) d) Participate and represent SPREP at relevant meetings, workshops and conferences to share SPREP's experience and expertise on environmental assessment and planning e) Provide technical input and advice on regional policy and planning processes	• Strong partnerships are maintained with donors, international and regional organisations, and other institutions, which support the delivery of targets under the SPREP Strategic Plan and effectively service the needs of Members • PNEA is functioning effectively • SPREP's advice on EIA and SEA is respected and valued across the region • Clear linkages are established between national EIA processes and environmental and social safeguards
4. Communication, partnership development and stakeholder engagement a) Develop best practices, lessons learnt and information materials to raise awareness on EIA and SEA targeting key sectors and decision makers b) Develop and implement partnership agreements and identify and secure funds to support PNEA and to implement environmental assessment and related activities c) Coordinate joint efforts and facilitate synergies across SPREP programmes, including joint efforts with key regional and international organisations	• Partnerships are strengthened with members, partners and donors to support application of environmental assessment and planning processes in PICTs • Increased awareness of EIA and SEA across different sectors • A funding strategy is in place for key regional and national environmental assessment and planning priorities • Funds are secured to provide technical assistance and capacity building for PICTs
5. Work plan development, monitoring and reporting a) Prepare technical output reports for all activities the EAPO is responsible for	• Technical reports produced are of high standards • Work plans and budget integrated into the

b) Provide input into regular divisional planning and review meetings including the preparation of annual work plans and budgets c) Participate in organisational learning and development activities d) Contribute and participate in the regular monitoring and reporting of progress towards organisational targets including input into the Annual Report and Performance Monitoring and Evaluation Report (PMER)	Division overall work plan and budget • Professional development of the EAPO is supported and strengthened • Progress towards SPREP Strategic Plan targets and outcomes is on track

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 Plans.

Work Complexity

Most challenging duties typically undertaken:
• Provision of timely and accurate advisory support and assistance to national governments and stakeholders • Coordination and collaboration with international, regional and other key stakeholders • Communicating materials in a format that is easily understood by stakeholders at different levels and that is relevant to different national contexts

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 and collaboration • Communications and reporting • Capacity building and training • Information sharing

Internal • Executive • Senior Management Team • Environmental Monitoring and Governance Programme • Strategic Technical Programmes and Strategic Coordination and Operations	• Information sharing • Capacity building and training • Consultation • Advice and support • Reporting

Level of Delegation

The position holder:
• manages an operational budget • can authorise costs in own budget up to a certain limit • can carry out negotiations on behalf of SPREP • can seek funding opportunities for 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 Bachelor degree in Environmental Science, Environmental Management, Environmental Planning or other relevant technical field

Knowledge / Experience

Essential
2. At least 5 years' experience in environmental assessment and planning, preferably within the Pacific islands region
3. Demonstrated knowledge of environmental issues, specifically on environmental governance, as well as emerging and related challenges within the Pacific Islands region. Broad knowledge of the following is required: a. Regional Guidelines for environmental impact assessment in Pacific island countries and territories b. SPREP Strategic Plan 2017-2026 c. Multilateral environmental agreements relevant to Pacific island countries and territories

4. Demonstrated experience in environmental impact assessment and strategic environmental assessment at the policy, project and sectoral levels.
5. Excellent written and verbal communication skills including high level presentation and inter-personal skills, collaboration with donors and partners, and sound experience in developing and maintaining effective relationships with a diverse group of people and as part of a team within a multi-disciplinary and multi-cultural environment
6. Demonstrated ability in developing, coordinating and delivering capacity building programmes with stakeholders and partners, including organizational, analytical and problem solving skills
7. Demonstrated ability to use initiative and to think outside the box in dealing with multiple tasks, demanding deadlines and with little supervision as well as strong understanding and appreciation of environmental ethics, values and priorities within the workplace

Key Skills / Attributes / Job Specific Competencies

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

Expert level	• EIA and SEA expert • Project management • Advisory and analytical skills • Environmental knowledge • Programme monitoring and evaluation • Work programme planning, budgeting and implementation • Proposal development •
Advanced level	• Environmental issues in the Pacific islands region • Emerging environmental issues and challenges • Multilateral environmental agreements and conventions • Trainer experience
Working Knowledge	• General management principles • GIS and other relevant planning tools • Environmental and social safeguards
Awareness	• SPREP Strategic Plan 2017-2026 • SPREP Work Programmes • Regional Guidelines for environmental impact assessment in Pacific island countries and territories

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

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 10 of SPREP's salary scale. Starting salary will be in the range of SDR29,499 to SDR33,186. Currently, the equivalent in Samoan Tala is SAT$112,576 (USD$44,321) to SAT$126,648(USD$49,862) per annum. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required. Progress in the salary scale will be based on annual performance reviews.

Cost of living differential allowance (COLDA): A Cost-of-Living Differential Allowance within the range of SDR4,194 to SDR4,505 will also be paid to the successful candidate. The current equivalent in Samoan Tala is SAT$16,006 (USD$6,302) to SAT$17,192 (USD$6,769). 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$2.54

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$1,653).

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$6,142) per annum per dependent child, with an overall maximum of Samoan Tala $46,800 (USD$18,425) 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$917) 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$945) per annum as stipulated under SPREP's Security Assistance policy.

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

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

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

Duty Travel: SPREP meets travelling expenses at prescribed rates necessarily incurred by staff

required to travel away from Apia on official business.

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

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

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

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

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

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

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

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

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

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

4. ADMINISTRATIVE INFORMATION

ESSENTIAL: Applications should include:

1. Completed Application Form – can be downloaded from the Employment Section of our website (***you are required to complete in full all areas requested in the Form rather than referring us to your CV***);
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 Environmental Assessment and Planning Officer"** 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 Environmental Assessment and Planning Officer"**

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 Marion Tuipulotu-Chan Chui on telephone (685) 21929 ext 328 or Email: marionc@sprep.org

Closing date: **Friday, 22nd September 2017**. Late applications will not be considered.

SPREP is an Equal Opportunity Employer