Secretariat of the Pacific Regional Environment Programme (SPREP)

APPLICANT INFORMATION PACKAGE

SHARK & RAY CONSERVATION OFFICER (SRCO)

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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.

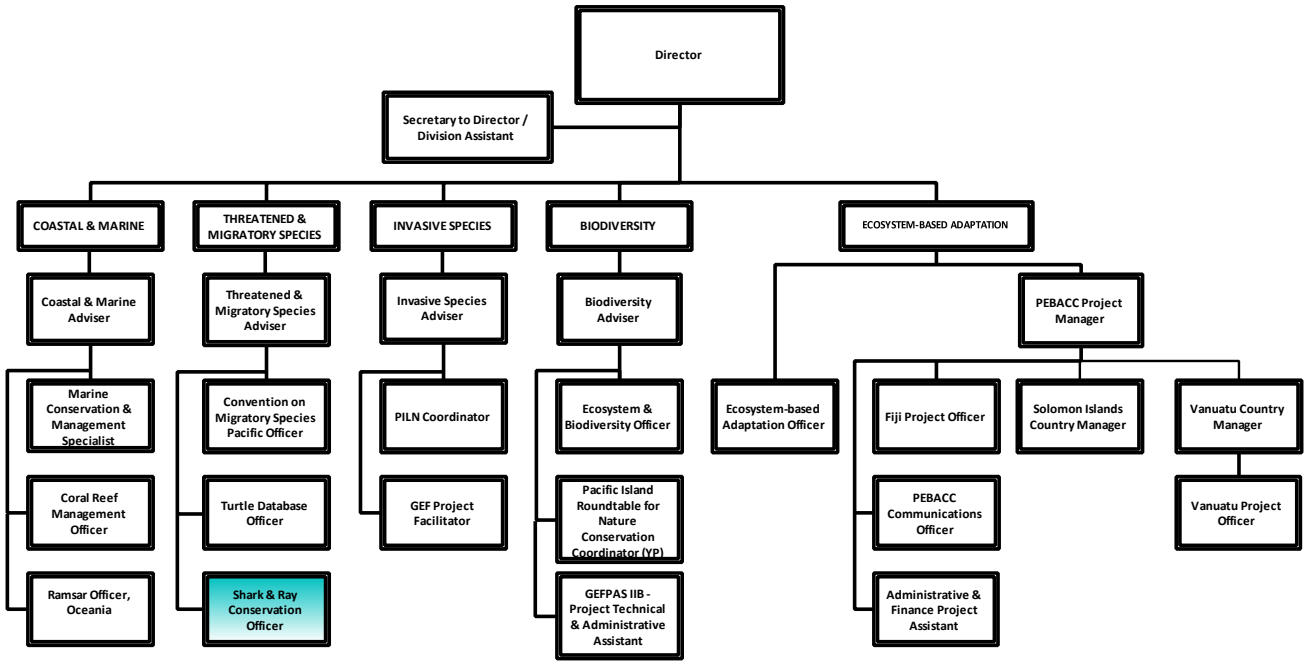
Corporate Services & Internal Audit

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:	Shark and Ray Conservation Officer
Division:	Biodiversity & Ecosystem Management Division
Team:	Threatened and Migratory Species
Responsible To:	Threatened and Migratory Species Adviser
Responsible For: **(Total number of staff)**	None
Job Purpose:	**This job exists to:** • Develop a coordinated programme of shark and ray conservation amongst SPREP member countries, • Provide technical and advocacy advice and support to SPREP member countries; • Coordinate the relationship between SPREP and other regional and international organisations with regard to the conservation of sharks and rays.
Date:	July 2015

Organisation Context



Key Result Areas

The position of **Shark & Ray Conservation Officer (SRCO)** addresses the following Key Result Areas:

1. Development of domestic shark and ray management legislation
2. Implementation of existing international shark and ray management measures under Conservation of Migratory Species of Wild Animals (CMS) and Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES)
3. Improved technical exchanges and collaboration between SPREP members for shark and ray conservation and management

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

Jobholder is accountable for	Jobholder is successful when
1) Development of domestic shark and ray management legislation a) Provide support and advice to SPREP members to develop legislation and/or policies to promote and implement shark, ray and other elasmobranchs conservation and management measures.	• Legislation and/or policies are developed by SPREP Members which provide for the conservation and sustainable management of sharks, rays and other elasmobranchs[1] • Protection of key habitat for coastal shark and ray species is implemented in at least 2 member countries. • Improved monitoring and surveillance of fishing vessels is promoted in at least 3 member countries.
2) Implementation of existing international shark and ray management measures under Convention on the Conservation of Migratory Species of Wild Animals (CMS) and Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) a) Identify and develop materials to support SPREP members in developing national legislation and/or other policies, and implementing international obligations, in particular under CMS and CITES	• A toolbox of potential materials is developed, in association with partners, and disseminated to all SPREP members • A training programme for effective use of the toolbox of measures by SPREP members is developed and implemented.
3) Improved technical exchanges and collaboration between SPREP members for shark and ray conservation and management a) Work with SPREP members to ensure the effective implementation of existing international shark and ray management measures under CMS and CITES. b) Develop coordinated positions, and support capacity building of Pacific island delegates,	• SPREP members of CITES are familiar with and compliant with international measures for trade in shark and rays species. • SPREP members of CMS are familiar with and compliant with requirements under the Convention and collaborate for the effective

[1] cartilaginous fish of a group that comprises the sharks, rays, and skates

ahead of future meetings of both conventions.	implementation of the MoU on Migratory Sharks. • Meetings are facilitated for SPREP members of CMS and CITES ahead of CoPs, to ensure a unified Pacific position. • More signatories to CMS Migratory Sharks MoU are promoted.

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:

- Providing technical support and guidance to government officials from both Environment and Fisheries Ministries on shark and ray management.
- Providing the best available advice and scientific information, often in a data-poor environment, and supporting the research required to address this.
- Negotiating consensus outcomes amongst different stakeholder views in different member countries.
- Maintaining positive relationships and communications with stakeholders,
- Frequent requirements to travel long distances within the Pacific region.

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
External • SPREP member governments • Stakeholders (researchers, advocacy groups such as local and international NGOs, fishers, tourist industry)	• Promoting shark and ray management and conservation with officials of environment and fisheries ministries. • Providing technical advice and facilitating a forum for an exchange of views.
Internal • Threatened and Migratory Species Adviser • Communications and Outreach	• Promotion of advocacy initiatives including protection of key coastal habitat. • Advocacy materials.

Level of Delegation

The position holder:
• Manages an operational budget • Can authorise costs in own budget up to a certain limit • Can conduct negotiations on behalf of SPREP • Can seek funding opportunities to support the work programmes

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 marine biology, law, international relations or relevant field in marine species conservation and management.

Knowledge / Experience

Essential
2) At least 5 years work experience in promoting the sustainable management of marine resources as well as working with key stakeholders on marine conservation issues, especially in small island states.
3) Knowledge of marine conservation issues and associated legislations as well as demonstrated experience in the development and implementation of legislation, preferably in small island states
4) Demonstrated experience in programme and project development, fundraising, project management and implementation, including monitoring and evaluation, financial management, grant proposal and report writing
5) Excellent written and verbal communication skills including high level of presentation and inter-personal skills, with proven ability to synthesize information and communicate effectively to multiple audiences
6) Demonstrated advisory and analytical skills including high level of organisational, coordination, analytical, problem-solving and facilitation skills, time management as well as experience within community structures in Pacific Island countries

7)	Demonstrated ability to work within a multi-disciplinary and multi-cultural team environment with sound experience in establishing and maintaining effective relationships with a diverse group of people including different levels of government, NGOs and diverse groups of stakeholders
8)	Willingness to travel frequently

Key Skills / Attributes / Job Specific Competencies

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

Expert level	• Environmental issues in the Pacific islands region.
Advanced level	• Conservation management issues for sharks and rays • Conservation strategies and international architecture for marine resource management
Working Knowledge	• Emerging environmental issues and challenges • Environmental issues in the Pacific islands region
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

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 18 months initially, with possible renewal up to a maximum of 3-6 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 and will be in the range of SDR29,499 to SDR44,248. Currently, the equivalent base salary in Samoan Tala is SAT$112,576 (USD$41,850) to SAT$168,864 (USD$62,775) per annum.

Salary on Appointment: Starting salary will be made in the lower end of the salary scale based on the Secretariat's established remuneration guidelines. 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 SDR 5,437 will also be paid to the successful candidate. The current equivalent in Samoan Tala is SAT$16,006 (USD$5,950) to SAT$20,751 (USD$7,714). 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$2.69

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$1,561).

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 may be 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$5,799) per annum per dependent child, with an overall maximum of Samoan Tala $46,800 (USD$17,398) 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$865) 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$892) 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 Shark & Ray Conservation 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 Shark & Ray Conservation Officer**"

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

Closing date: Friday, 14th August 2015: Late applications will not be considered.

SPREP is an Equal Opportunity Employer