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

Natural Solutions for Island Resilience

APPLICANT INFORMATION PACKAGE

PEBACC Communications Officer

CONTENTS

A. BACKGROUND INFORMATION ON SPREP

B. JOB DESCRIPTION

C. REMUNERATION PACKAGE – TERMS & CONDITIONS

D. ADMINISTRATIVE INFORMATION

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 five 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, Biodiversity, and Ecosystem-based Adaptation.
- **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

Corporate Services provide the corporate support to the delivery of the Secretariat's strategic priorities and includes 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.

<u>Pacific Ecosystem-based Adaptation to Climate Change (PEBACC)</u>

PEBACC is a new sub-regional ecosystem-based adaptation project falling under the Ecosystem-based Adaptation Programme in the Biodiversity and Ecosystems Management Division. Funded by the Germany's Federal Ministry of Environment, Nature Conservation, Building and Nuclear Safety (BMUB), this five year[1]

[1] Due to various delays project start-up has been delayed by one year. The project is scheduled to run from July 2014 to June 2019. An application has been made for a one year no-cost extension to bring the implementation timeframe into alignment with the delayed start-up. This would see the project running until June 2020.

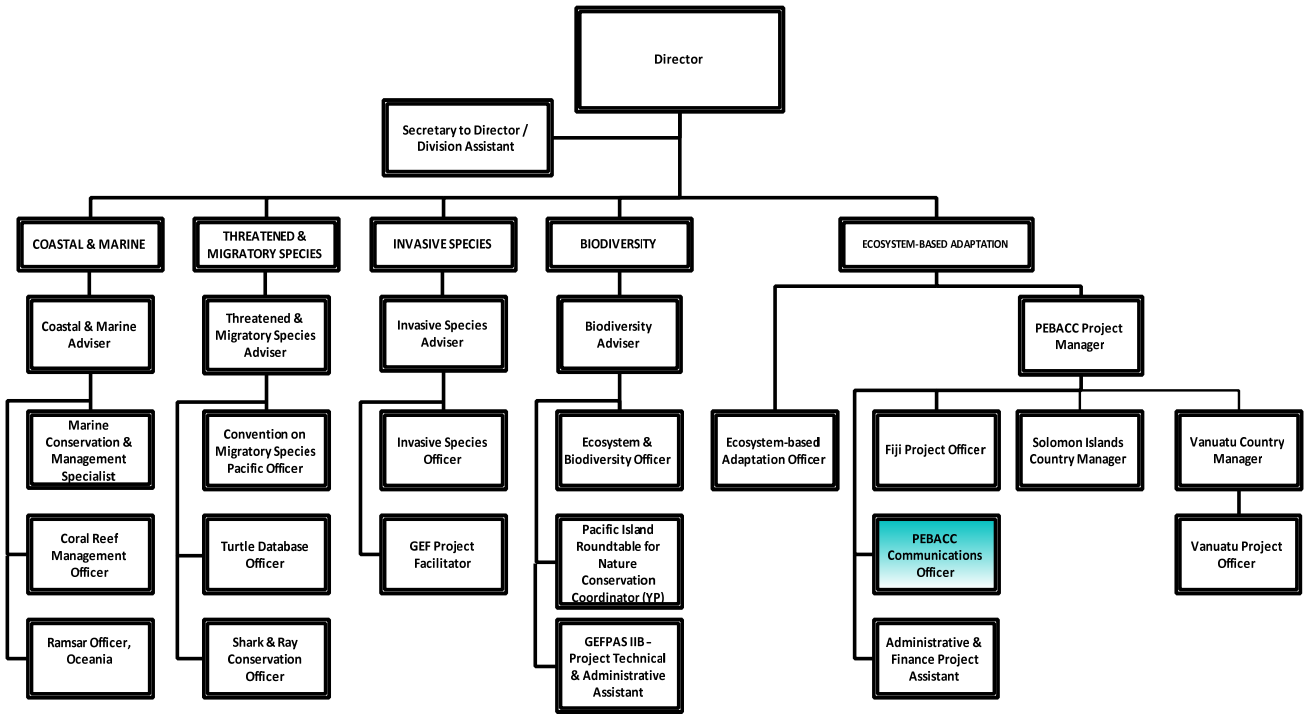
project aims to ensure that EbA is fully integrated into development, climate change adaptation and natural resource management policy and planning processes in three Pacific island countries, providing replicable models for other countries in the region. Pacific Island Countries participating in this project include Fiji, Vanuatu and Solomon Islands. The project will be coordinated and managed from a SPREP satellite office in Suva, Fiji.

The project has four Outputs, one of which is 'Communications and outreach products are developed to promote integration of EbA options into climate change policies, plans and projects.' The use of communications to raise awareness of EbA approaches to climate change adaption is therefore a key strategy that the project will use to achieve its overall outcome. Towards this end PEBACC requires the services of a skilled and experienced Communications Officer to be based at the project office in Suva, Fiji, where they will support the communications needs of all three project countries.

B. JOB DESCRIPTION

Job Title:	PEBACC Communications Officer (PEBACC CO)
Division:	Biodiversity and Ecosystems Management
Programme:	Ecosystem-Based Adaptation
Responsible To:	PEBACC Project Manager
Responsible For: **(Total number of staff)**	N/A
Job Purpose:	**This job exists to**: • Develop and disseminate communications products to promote ecosystem-based adaptation (EbA) in the Pacific Island Region as an appropriate and cost-effective strategy to adapt to the impacts of global warming and climate change.
Date:	September 2015

Organisation Context



Key Result Areas

The position of **PEBACC Communications Officer (PEBACC CO)** addresses the following Key Result Areas:

1. Communication Strategy
2. Communication Activities
3. EbA open-source planning tool
4. Synthesis of natural resource legislation

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

Jobholder is accountable for	Jobholder is successful when
1. Communication Strategy a) Lead in developing and implementing a communications strategy and plan for PEBACC geared at the regional, national, provincial and community levels	• PEBACC communications and outreach are carried out in a structured manner with approaches tailored to the specific needs of different audiences
2. Communication Activities a) Design and produce communication materials for different target groups and levels (community, provincial and national government, regional agencies and organisations) using various media (e.g. brochure, video, internet, radio, etc.) b) Work with the SPREP Communications and Outreach team and other relevant SPREP programme staff to coordinate and facilitate PEBACC communication activities c) Provide communications inputs into project presentations, publications and reports (design, layout, graphics, etc.) d) Liaise with service providers and the donor in the production of communication products e) Liaise with partners in the development of joint products f) Deliver high quality project presentations to various audiences from time to time	• A range of high quality and effective communication materials are developed and regularly disseminated • PEBACC receives regular media coverage in all three project countries and at other appropriate fora • Effective materials are developed to facilitate trainings and PRA workshops • There is evidence of a good working relationship between PEBACC and relevant SPREP programme staff, including the Climate Change Division • The project produces high quality banners, brochures, posters, synthesis reports and technical reports on time and within budget • Contracts with service providers are well managed and BMUB is consulted before products are released • Good partner relations are established and maintained • Positive feedback is received on PEBACC presentations
3. EbA open-source planning tool a) Contribute to the development of an online open-source EbA planning tool to facilitate identification, prioritisation and implementation of EbA actions.	• The open-source EbA planning tool is effectively communicated to planners • The EbA planning tool is well illustrated

4. Natural resource legislation a) Develop and disseminate syntheses of key relevant natural resource legislation to support implementation of already established best practices.	• A range of natural resource legislation is accurately summarised and presented in an attractive, easy to follow style

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/Immediate 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:
• Developing and implementing a strategic communication plan for PEBACC • Timely and successful completion of communication targets • Understanding and synthesising legal documents (natural resource legislation) • Managing service providers and donor and partner relations • Liaison and consistency between PEBACC project countries

Functional Relationships & Related Skills

Key internal and/or external contacts	**Nature of the contact most typical**
External • PEBACC stakeholders at all levels • Service providers • Donor • Key partners (NGO's and government agencies)	• 'Market research' to establish needs, soft training • Contractual • Liaison • Guidance, technical support and collaboration
Internal • BEM and CC Division • SPREP Communications and Outreach team • PEBACC country leads	• Technical support and information sharing • Collaboration and information sharing

Level of Delegation

The position holder:

• Manages an operational budget
• Can authorise costs in own budget up to a certain limit
• Can seek funding opportunities for project 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 Science/General Communication, Marketing or related field

Knowledge / Experience

Essential
2. At least 5 years of extensive communication experience preferably in environmental management, biodiversity conservation, climate change or other relevant areas
3. Demonstrated experience and good knowledge of spatial and social-ecological systems in the context of small islands with reference to the management of marine and terrestrial habitats
4. 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
5. Excellent computer skills, familiarity with desk top design software and communication tools
6. Ability to establish and implement relevant workplan objectives including strong organisational, time management, coordination and facilitation skills
7. Excellent written and verbal communication in English, with proven ability to synthesize complex scientific and legal information and to communicate it effectively to multiple audiences

Key Skills / Attributes / Job Specific Competencies

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

Expert level	• Ability to design effective communication strategies and products
Advanced level	• Competent in use of communications software • Knowledge of environmental and climate change issues in the Pacific islands region • General understanding of the functioning, and interaction between, social-political systems and ecosystems
Working Knowledge	• EbA approaches e.g. Ridge to Reef • Development programming • Open-source software and web based planning tools • Summarising legislation
Awareness	• SPREP Strategic Plan • SPREP Work Programmes and structure

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: Suva, Fiji.

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 project activities and availability of funds.

Salary: Salary is denominated in International Monetary Fund Special Drawing Rights (SDRs). Remuneration for this post falls within Band 9 of SPREP's salary scale and will be in the range of SDR26,148 to SDR39,223. Currently, the equivalent base salary in US Dollars is USD$36,287 to USD$54,431 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.

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$2.75

Term: For staff recruited from outside Fiji, 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 Fiji, including transport and accommodation en-route for the appointee and accompanying dependant(s) between point of recruitment and Suva, 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 Suva. This is currently equivalent to USD$1,527.

Temporary Accommodation and Assistance: On arrival in Suva, 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 Suva. 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 Suva by (i) each dependent child being educated outside Fiji 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 Suva 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: Privileges and Immunities together with other benefits related to living in Fiji will be discussed at time of 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 USD$5,673 per annum per dependent child, with an overall maximum of USD$17,018 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 Suva for expatriate executive furnished housing. 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 USD$873 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 Suva 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 10% of basic salary. For nationals of Fiji, SPREP will pay 10% of basic salary to the Fiji 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 (or other country, as the case maybe, with which SPREP has an agreement), and who resides in Samoa (or other country, as the case maybe, with which SPREP has an agreement) 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 PEBACC Communications 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 PEBACC Communications Officer**"

For further enquiries, contact Ms Jolynn Managreve-Fepuleai, Assistant HR Officer, on telephone (685) 21929 ext 325 or Email: jolynnf@sprep.org

Closing date: Friday, 2nd October 2015: Late applications will not be considered.

SPREP is an Equal Opportunity Employer