Secretariat of the Pacific Regional Environment Programme (SPREP)

APPLICANT INFORMATION PACKAGE

POLLUTION ADVISER (PA)

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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 100 staff and 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 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. This Plan is being reviewed in 2016.

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.

WASTE MANAGEMENT and POLLUTION CONTROL BACKGROUND

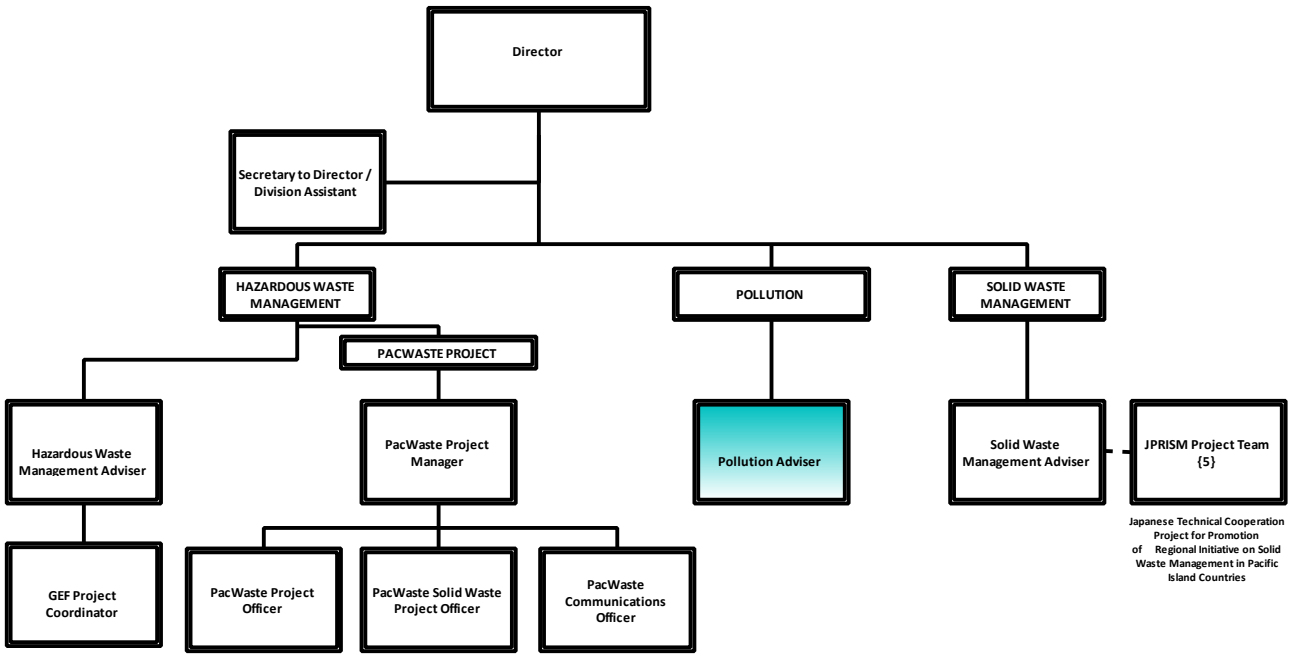
Pollution and the growing generation of solid and hazardous wastes are major threats to the environments and sustainable development of the Pacific islands and their management is one of the

major foci of SPREP activities. Globalisation is accelerating the transition of Pacific nations and their communities towards consumer economies with attendant increases in urbanization, migration and participation in international trade. The resultant escalation in generation of solid and liquid wastes, increase in shipping and land based transport and the development of infrastructure and industry throughout the region is increasing the risk of coastal and marine pollution. These trends and the lack of controls on chemicals imported into the region, together with the lack of capacity to manage this array of pollutants threatens to undermine the quality and health of vulnerable island ecosystems on which Pacific islanders depend. The Waste Management and Pollution Control (WMPC) Division helps create a cleaner, healthier Pacific environment by assisting in the regional management and control of pollution. Major pollution sources of current importance include household and industrial solid wastes, hazardous wastes and agricultural chemicals, and oil and hazardous and noxious substance spills and marine invasive species from ships and shipping activities

B. JOB DESCRIPTION

Job Title:	Pollution Adviser (PA)
Division:	Waste Management and Pollution Control
Team:	Pollution
Responsible To:	Director, Waste Management and Pollution Control
Responsible For: **(Total number of staff)**	N/A
Job Purpose:	This job exists to: • Provide strategic and technical advice and guidance to Pacific Island countries and territories in the formulation and delivery of national and regional programmes and projects to support their priorities on pollution issues
Date:	January 2016

Organisation Context



Key Result Areas

The position of **Pollution Adviser (PA)** addresses the following Key Result Areas:

1. Strategy and project coordination, implementation and management
2. Technical advice, support and assistance
3. Funding and resourcing
4. Workplan development , monitoring & reporting
5. Networking and capacity building

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

Jobholder is accountable for	Jobholder is successful when
1. Strategy and project coordination, implementation and management a) Coordinate and provide appropriate advice to SPREP members and other stakeholders on marine and terrestrial pollution management issues where necessary b) Provide technical advice to SPREP Management on important emerging issues and their potential implications for the Secretariat and its work on marine and terrestrial pollution c) Manage the coordination and implementation of regional strategies to address pollution issues including those under the Cleaner Pacific 2025 Strategy, the Pacific Oceans Pollution Prevention Programme (PACPOL) Strategy, the International Maritime Organisation (IMO) Technical Cooperation Programme and the regional strategy to address Shipping Related Introduced Marine Pests (SRIMP-PAC). d) Assist members in the maintenance of their national plans including the marine spill contingency plans (NATPLAN), under the Noumea Convention and its Protocols	• Relevant and high quality advice is provided to enable parties to fulfil their obligations under relevant global and regional agreements • Regional technical guidelines and strategies covering various aspects of pollution management are prepared and disseminated • Regional pollution prevention activities are integrated with climate change adaptation and mitigation measures • Regional awareness of pollution prevention in relation to sustainable coastal resource use and management, and climate change adaptation measures in the coastal zone, is increased • The IMO/SPREP MoU is implemented and regularly reviewed, updated and evaluated
2. Technical advice, support and assistance a) Provide advice and assistance to SPREP island Member countries in marine and terrestrial pollution management b) Coordinate and integrate pollution work with other SPREP staff, regional and international organisations and the private sector	• All required corporate and administrative requirements relevant to the position are carried out and completed in line with established policies, procedures and contractual requirements • A monitoring framework for regional marine and terrestrial pollution control strategies is developed and is fully functional • Consultants and/or contractors complete the

	required outputs under their Terms of Reference, in line with clearly outlined objectives in the Work Programme and Budget
3. Funding and resourcing a) Assist the Division Director in identifying and securing funds and other support for the work programmes of SPREP b) Liaise with other Staff and Senior Management Team to identify and assign SPREP staff and other resources for the effective implementation of the SPREP work programme	• Marine and terrestrial pollution priorities are identified and funding is secured to address these priorities • Resources to implement country and multi-country projects in line with Regional Strategies are secured • Timely assistance and advice is provided to PICTs to identify and access financial and other resources to implement pollution control activities
4. Workplan development, monitoring & reporting a) Contribute and provide technical advice to SPREP Management on the development, implementation and monitoring and evaluation of the Secretariat's strategic plans and work programmes and budget b) Prepare technical and performance reports to Senior Management Team and Donors, where necessary	• An annual work plan and budget for the marine and terrestrial pollution management programme is developed and implemented • Timely performance and annual reports required for programme outputs are prepared and submitted
5. Networking and capacity building a) Facilitate liaison, partnership and networking with current and potential partners and donors as well as member countries b) Develop and implement relevant capacity building programmes within SPREP and for members to ensure priority issues in work are understood and sustained	• High quality input is provided to relevant meetings and conferences, including presentation of papers and face to face dialogue with partners and donors • Effective partnerships are established and maintained with stakeholders and potential partners and donors • Relevant training and capacity development programs are implemented, in line with the annual capacity development action plan • Capacity building programmes are developed which address key priorities in work areas

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:
• Coordination and provision of appropriate advice and strategic direction to SPREP Members and other stakeholders on pollution and related issues in the Pacific region; • Ensuring that adequate funding is secured to have an operational programme; • Ensuring the presence of SPREP remains at the fore in the regional and international arena and initiatives; • Ensuring that SPREP is regarded as a credible national and/or regional partner; • Liaison with donors to secure resources for pollution management issues • Ensuring that the Pollution Team are effectively implementing their work programmes.

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 • Negotiations • Collaboration
Internal • Executive • Senior Management Team • SPREP staff	• Supervision and delegation • Advice and support

Level of Delegation

The position holder:
• manages an operational budget • can authorise costs in own budget • 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 Master degree in Environmental Science or other relevant technical field OR a Bachelor degree in lieu, with applied relevant work experience in excess of the minimum required relevant work experience.

Knowledge / Experience

Essential
2. At least 7 years' experience in marine and or terrestrial pollution management and control or relevant areas with at least 5 of those at the senior advisory level, preferably within the Pacific islands region
3. Demonstrated experience in leading, managing and working within a multi-disciplinary and multi-cultural team environment
4. Strong strategic advisory and analytical skills with a demonstrated ability to motivate teams and establish and implement workplan objectives
5. Demonstrated knowledge of accepted and emerging environment and sustainable development concepts, principles and practices, and their application to pollution prevention and waste management in the Pacific islands
6. Demonstrated experience in programme and project management and monitoring and evaluation including financial management, proposal and report writing with a high level of organisational, analytical, problem-solving and facilitation skills
7. Excellent written and verbal communication skills including high level of presentation and inter-personal skills with sound experiencing in capacity building and maintaining effective relationships with a diverse group of people

Key Skills / Attributes / Job Specific Competencies

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

Expert level	• Leadership • Management • Advisory and analytical • 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
Working Knowledge	• General management principles
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 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 11 of SPREP's salary scale. Starting salary will be in the range of SDR35,440 to SDR39,870. Currently, the equivalent in Samoan Tala is SAT$135,250 (USD$49,908) to SAT$152,156 (USD$56,146) 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 SDR4,695 to SDR 5,068 will also be paid to the successful candidate. The current equivalent in Samoan Tala is SAT$17,917 (USD$6,612) to SAT$19,343 (USD$7,137). Cost-of-living differential allowance reflects the comparative cost of living difference between Suva and Apia. This allowance is reviewed periodically based on data determined by an independent reviewer.

Adjustments: Salaries and allowances for internationally recruited staff are paid in Samoan Tala and adjusted every month based on the monthly average in the value of the SDR relative to the Samoan Tala (SAT) at the time the salary payment is processed. SDR movement however is limited to within 5% above or below a reference point set annually. Remuneration is paid monthly in SAT equivalent. The international currency exchange rate at the time of writing is approximately USD1.00 = SAT$2.71

Term: For staff recruited from outside Samoa, the term begins from the day the appointee leaves his or her home to take up the appointment. Appointment is subject to a satisfactory medical examination, as well as a 6-month probationary period.
An appointment is terminated by (i) completion of term of contract (ii) one month's notice by either party (iii) without notice by either party paying one month salary in lieu of notice or (iv) dismissed with or without notice as a disciplinary measure.

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$1,549).

Temporary Accommodation and Assistance: On arrival in Apia, the appointee and dependant(s) are entitled to temporary accommodation at a suitable hotel or other fully furnished accommodation for up to 6 working days. The appointee will be assisted to settle into Apia. This will include help in finding suitable rental accommodation.

School Holiday Travel: One return economy class flight each year between the place of education (taken to be recognised home) and Apia by (i) each dependent child being educated outside Samoa or (ii) the staff member or spouse to visit the child, providing the journey is not made within the final 6 months of the contract.

Home Leave Travel: Return 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$5,756) per annum per dependent child, with an overall maximum of Samoan Tala $46,800 (USD$17,269) per annum per family of 3 or more eligible children.

Housing Assistance: Internationally recruited staff shall receive housing assistance of 75% of the typical rent payable in Samoa for expatriate executive furnished housing. The current rate is SAT$2,328 (USD$859) per month. This assistance shall be reviewed annually and adjusted on relative movement in the local rental market.

Security Assistance: Security-related expenses maybe reimbursed against actual receipts up to SAT$2,400 (USD$886) per annum as stipulated under SPREP's Security Assistance policy.

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

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

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

Duty Travel: SPREP meets travelling expenses at prescribed rates necessarily incurred by staff required to travel away from Apia on official business.

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

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

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

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

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

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

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

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

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

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

4. 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 Pollution Adviser**" 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 Pollution Adviser**"

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

Closing date: Friday, 19th February 2016: Late applications will not be considered.

SPREP is an Equal Opportunity Employer