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

WEB APPLICATION DEVELOPER SPECIALIST (WADS)

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A. Background Information on SPREP

SPREP is the regional organisation established by the Governments and Administrations of the Pacific charged with protecting and managing the environment and natural resources of the Pacific. The head office is based in Apia, Samoa with about 100 staff. There is also a SPREP office in Fiji with four staff as well as SPREP Officers stationed in the Federated States of Micronesia, Republic of the Marshall Islands, Solomon Islands and Vanuatu. SPREP has an annual budget of USD $19 million in 2016.

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

The future direction for SPREP is clearly set out in the 2017-2026 SPREP Strategic Plan. The Plan outlines the mandate, vision and programmes for the organisation, and places strong emphasis on effective delivery of services to SPREP Member countries and territories.

Mandate

SPREP's **mandate** is to promote cooperation in the Pacific region and provide assistance in order to protect and improve its environment and to ensure sustainable development for present and future generations.

Vision

SPREP is guided by its **vision for the future:** "A resilient Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures".

Members

SPREP has 21 Pacific island member countries and territories (American Samoa, Cook Islands, Federated States of Micronesia, Fiji, French Polynesia, Guam, Kiribati, Marshall Islands, Nauru, New Caledonia, Niue, Northern Marianas, Palau, Papua New Guinea, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, Vanuatu and Wallis & Futuna) and 5 developed countries (Australia, France, New Zealand, United Kingdom and United States of America) with direct interests in the region.

Four regional goals to achieving resilience and sustainable Pacific communities:

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

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

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

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

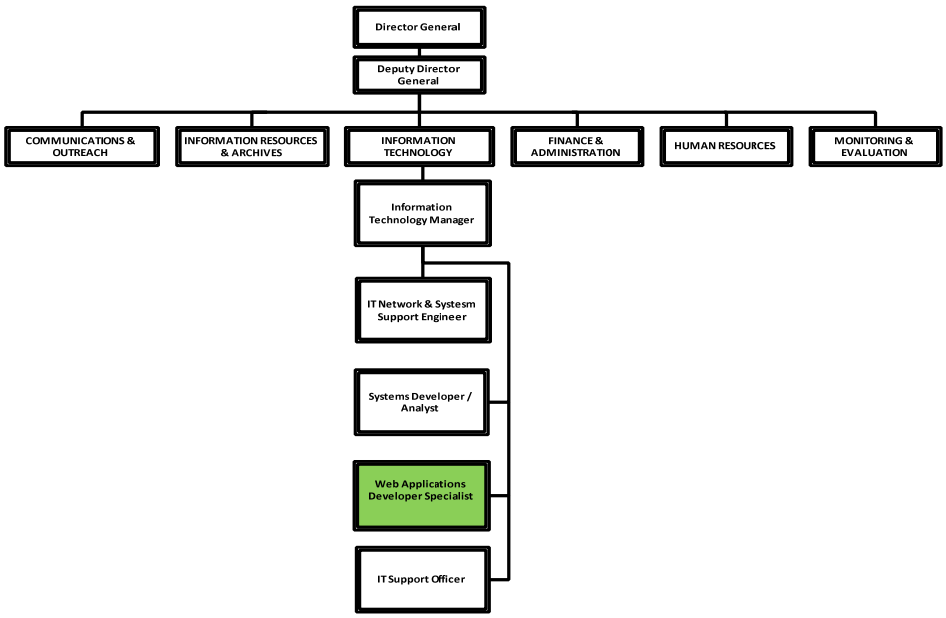
The Corporate Services support the delivery of the Secretariat's strategic priorities and includes Communications & Outreach, Finance & Administration, Human Resources Management, Information Resources & Archives, Information Technology and Monitoring & Evaluation. The Internal Audit Unit provides independent monitoring of the organisation's operations and governance procedures including risk management and internal controls.

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B. JOB DESCRIPTION

Job Title:	Web Application Developer Specialist (WADS)
Programme:	Corporate Services
Group / Team:	Information Technology
Responsible To:	Information Technology Manager
Responsible For: **(Total number of staff)**	N/A
Job Purpose:	This job exists to: • Design, develop and manage SPREP websites, web-based applications and interfaces as well as advise and assist on relevant web-related communications and issues for SPREP • Undertake the development and maintenance of IT portfolio of Regional ICT tools and applications
Date:	November 2016

Organisation Context



Key Result Areas

The position of **Web Application Developer Specialist (WADS)** addresses the following Key Result Areas:

1. Websites and web-based applications design and development
2. Websites and web-based maintenance
3. Advice, support and assistance
4. Capacity building and reporting

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

Jobholder is accountable for	Jobholder is successful when
1. Websites and web-based applications design and development a) Review, design, develop and support core SPREP web-based applications and interfaces, and approved [1]IT portfolio of fully funded projects and activities b) Work with staff and users to analyse requirements and translate these into practical requirements, design and technical solutions c) Develop, manage and test Disaster Recovery Plans for SPREP administered web-based applications and databases	• Corporate and SPREP administered websites and web-based applications are fully developed, reliable and meet corporate and stakeholder objectives • Test Disaster Recovery plans for database systems regularly and successfully • Website templates are fully developed for corporate projects and databases
2. Websites and web-based applications maintenance a) Review, re-develop and maintain the organisation website on the internet and within the Intranet b) Review, analyse and document priority business requirements identified by staff and stakeholders, and provide relevant recommendations and solutions c) Review procedures in website and web-based application manuals and establish and maintain application documentation d) Ensure development of SPREP administered web-based applications to conform to recommended practices and standards e) Administer core corporate and customised regional websites and web-based applications f) Schedule, plan and manage the installation and testing of new products	• System requirements are developed successfully; • Updated documentation and timely recommendations and solutions are provided • Procedural manuals for making changes to websites and web-based applications are developed and updated • Websites(internet/intranet) and web-based applications review and redevelopment are completed • The intranet website is fully developed • Minimal disruptions, high response and uptime for websites and web-based applications • SPREP administered websites and web-based applications are current and responsive to the needs of the Secretariat and stakeholders • Websites and web-based applications developed in line with current industry developments and aligned to Secretariat and stakeholder objectives

[1] Approved by IT Manager or Executive

and improvements to SPREP administered web-based applications and databases g) Identify and evaluate new industry developments in web development and provide relevant recommendations to IT Manager	• Recommendations are regularly provided to ITM on upgrades for core and SPREP administered websites and web-based applications
3. Advice, support and assistance a) Liaise and collaborate with the Communications & Outreach Unit on website content. b) Provide computer programming support for web-based applications for design and development of database-driven web interfaces and for allowing access and manipulation to organisation and approved IT portfolio of regional databases via the web c) Provide advice and assistance in planning the organisation strategy regarding web development and search engine optimisation d) Provide technical advice and solutions to SPREP staff on all IT-related issues e) Provide technical advice and project status reports and updates to Management and Project Stakeholders f) Ensure "state of the art" IT is applied at SPREP, within the existing SPREP budget g) Provide support and assistance in other areas of IT services when necessary	• Advice is provided to Communications & Outreach Unit on website content to ensure it is informative and meets Secretariat objectives • Advice and assistance is provided to website owners and stakeholders • Website Plans and strategies are in place • General IT assistance is provided when required • Timely reports, updates and technical advice is provided to Management Team and stakeholders • Secretariat is kept up to date on relevant web development issues • Staff issues are addressed in a timely and satisfactory manner
4. Capacity building and reporting a) Monitor web server and site technical performance and conduct testing and report results b) Prepare and deliver training for staff, particularly in the use and maintenance of websites and web-based applications c) Provide IT training and programming support on web technologies and applications to member country participants where relevant d) Ensure the best available IT service providers are used by SPREP and that a consistently high level of service is maintained throughout any contracts that may be managed through SPREP.	• Quarterly statistics on all SPREP hosted sites are provided and monitoring and testing is regularly done • Customised reports developed and provided • Training are prepared and delivered for staff and participants from member countries as needed • Web programming support is provided on request from member countries • Assistance and advice on IT matters in Working Groups, forums and Helpdesks is provided on a timely basis • Support and assistance provide on all IT requirements • IT Service providers contracted by SPREP

	provide the highest level of service and support to SPREP

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:
• Design, develop and maintain web interfaces for existing and/or new applications • Collaborate and coordinate with stakeholders, member countries on modifications and enhancements to web applications accessed via the internet • Collate specific user requirements and meet stakeholder objectives in the developing process

Functional Relationships & Related Skills

Key internal and/or external contacts	**Nature of the contact most typical**
External • Member countries • National, regional and international organisations	• Assistance / support / training programmes • Communications / negotiations / business transactions / sharing systems / consultations and reporting
Internal • Executive • Senior Management Team • All Staffs	• Service / Reporting / media communications • Advice / support / assistance • Enquiries / staff issues

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 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 Computer Science, Information Technology, Web Development or a relevant field

Knowledge / Experience

Essential
2. At least 5 years work experience in web development and management, including website and web applications design and development/management, software and general computer programming, preferably within the Pacific islands region
3. Demonstrated knowledge and experience in the following technical areas; a) Accepted and emerging web and internet concepts, principles and practices, and application of appropriate systems for the Secretariat and the Pacific ICT landscape; b) Programming in a client-server and distributed environment and developing in PHP, CSS, Javascript, Powershell, Ansible as well as other object-oriented programming (preferably C#, Java, Python, Microsoft.Net technologies) c) Software development lifecycle and software development tools such as IDE's, code repositories (preferably Bitbucket or Github), version control, project management and integration tools. d) Internet and associated technologies, such as SEO, Solr enterprise search, web server (Apache, IIS etc.), web services and portals or CMS (Joomla, Drupal, SharePoint). e) Administering Microsoft Products, open source operating systems and configurations such as Linux, Redhat, Apache, etc.
4. Demonstrated experience in computing and/or network management (especially with Microsoft server and back-office technology, network management and design, internet connectivity and application)
5. Strong analytical and advisory skills with a good understanding and appreciation of team work and performance culture as well as a positive attitude to diverse opportunities and challenges
6. Excellent written and verbal communications and presentation skills, interpersonal skills as well as sound experience in capacity building and maintaining effective relationships with a diverse group of people within a multi-disciplinary and multi-cultural environment

7. Demonstrates initiative and ability to think outside the box in dealing with multiple tasks, demanding deadlines and with little supervision and demonstrates strong appreciation of environmental ethics within the workplace,

Key Skills / Attributes / Job Specific Competencies

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

Expert level	• Computing • Programming • Problem solving • Facilitation skills • Fluency in English • Excellent communications • Ability to set priorities • Team building • Commitment to continuous improvement • Interpersonal skills and cultural sensitivity • Flexible approach • Work across programmes
Advanced level	• Environmental and technological issues in the Pacific islands region • Emerging environmental and global technological 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 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$43,132) to SAT$126,648(USD$48,524) 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$6,133) to SAT$17,192 (USD$6,587). Cost-of-living differential allowance reflects the comparative cost of living difference between Suva and Apia. This allowance is reviewed periodically based on data determined by an independent reviewer.

Adjustments: Salaries and allowances for internationally recruited staff are paid in Samoan Tala and adjusted every month based on the monthly average in the value of the SDR relative to the Samoan Tala (SAT) at the time the salary payment is processed. SDR movement however is limited to within 5% above or below a reference point set annually. Remuneration is paid monthly in SAT equivalent. The international currency exchange rate at the time of writing is approximately USD1.00 = SAT$2.61

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

Performance Reviews: Annual performance assessments and performance rewards will be based on the Secretariat's Performance Development System.

FOR STAFF RECRUITED FROM OUTSIDE SAMOA, THE FOLLOWING APPLIES*:*

Relocation Expenses: SPREP will meet certain appointment and termination expenses for staff recruited from outside Samoa, including transport and accommodation en-route for the appointee and accompanying dependant(s) between point of recruitment and Apia, and return, by the shortest and most economical route. This includes:

- economy class airfares;
- reasonable cost of packing, insuring, shipping and transporting furniture, household and personal effects on a 20ft container; and,
- up to 20 kilos of excess baggage each for the appointee and family.

Establishment Grant: A lump sum of SDR1,100 is payable upon taking up appointment and arrival in Apia. This is currently equivalent to SAT$4,198 (USD$1,608).

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

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

Home Leave Travel: Return economy class airfares between Apia and the recognised home for the staff member and dependants after completing 18 months of service for 3-year contracts providing no travel is undertaken within the final 12 months of the contract.

Privileges and Immunities: SPREP remuneration is tax-free for non-citizens or non-residents of Samoa, including duty-free importation of household and personal effects which have been owned and used by them for no less than six months, within 6 months of taking up appointment.

Repatriation allowance: The appointee is entitled to a repatriation allowance equivalent to two week's salary, upon successful completion of contract, provided the contract is not extended or renewed.

FOR ALL INTERNATIONALLY RECRUITED STAFF, THE FOLLOWING APPLIES:

Education 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$5,977) per annum per dependent child, with an overall maximum of Samoan Tala $46,800 (USD$17,931) per annum per family of 3 or more eligible children.

Housing Assistance: Internationally recruited staff shall receive housing assistance of 75% of the typical rent payable in Samoa for expatriate executive furnished housing. The current rate is SAT$2,328 (USD$892) per month. This assistance shall be reviewed annually and adjusted on relative movement in the local rental market.

Security Assistance: Security-related expenses maybe reimbursed against actual receipts up to SAT$2,400 (USD$920) per annum as stipulated under SPREP's Security Assistance policy.

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

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

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

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

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

Life and Accidental Death and Disability Insurance Policy.

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

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

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

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

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

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

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

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

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

4. ADMINISTRATIVE INFORMATION

***ESSENTIAL**: Applications should include:*

1. *Completed Application Form – can be downloaded from the Job Vacancies Section of our website;*
2. *A detailed Curriculum Vitae.*

Applications that do not complete the SPREP Application Form and submit all the requirements stated above will not be considered.

Submitting applications:

a) By email: Subject matter to be clearly marked "**Application for Web Application Developer Specialist**" and send to recruitment@sprep.org (***Most preferred option***) OR

b) By post or fax: Application to be addressed and sent to: The Director, SPREP, P O Box 240, Apia or fax number (685)20231 and clearly marked "**Application for Web Application Developer Specialist**"

All enquiries to be directed to Ms. Christine Purcell on telephone (685) 21929 ext 328 or Email: christinep@sprep.org

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

SPREP is an Equal Opportunity Employer