Secretariat of the Pacific Regional Environment Programme (SPREP)

APPLICANT INFORMATION PACKAGE

BIOPAMA Project Officer (BPO)

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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 90 staff and an annual budget of USD $22 million in 2014.

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.

Environmental Monitoring and Governance

The position will be part of the Environmental Monitoring and Governance (EMG) Division whose strategic plan priorities are to ensure that SPREP members "have the capacity to develop and implement transparent and robust frameworks and processes for improved environmental governance, planning, monitoring and reporting". In addition, it aims to establish an effective

regional monitoring system for producing periodic State of the Environment reports at the national and regional levels. The position will manage the implementation of the BIOPAMA Project.

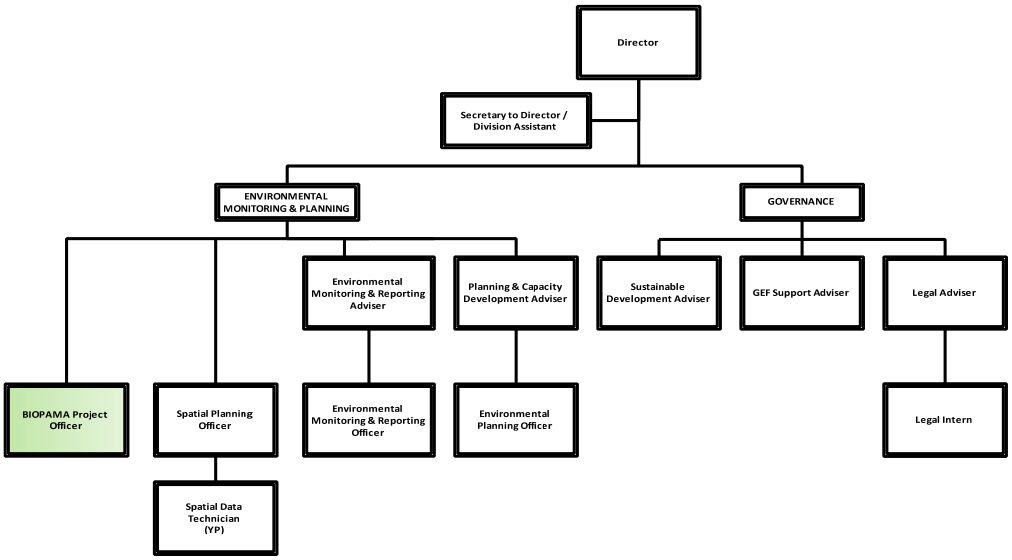
BIOPAMA Project Background

The Biodiversity & Protected Areas Management Programme (BIOPAMA) aims to assist the African, Caribbean and Pacific (ACP) countries to improve technical and institutional approaches to conserve biodiversity, particularly in protected areas, through regional cooperation and capacity building activities. It is managed in the Pacific by the International Union for the Conservation of Nature (IUCN). A key part of the approach is the establishment of a Regional Observatory for Biodiversity and Protected Areas Management at SPREP.

B. JOB DESCRIPTION

Job Title:	**BIOPAMA Project Officer** (BPO)
Division:	Environmental Monitoring and Governance (EMG)
Group/Team	Environmental Monitoring and Planning
Responsible To:	Director, EMG
Responsible For: **(Total number of staff)**	N/A
Job Purpose:	This job exists to: • Establish and operate the Regional Observatory for Biodiversity and Protected Areas Management in the Pacific as an integrated component of the IUCN BIOPAMA project and of SPREP's existing protected areas • Support broader BIOPAMA capacity building activities in the region and coordinate the SPREP component of the BIOPAMA programme.
Date:	September 2014

Organisation Context



Key Result Areas

The position of **BIOPAMA Project Officer** (BPO) addresses the following Key Result Areas:

1. Platform enhancement/development and data sourcing/population (RRIS/PEIN, GIS/ESIS, Statistics/NMDI)[1]
2. Data preparation and regionalization of BIOPAMA products, including - working with developers to make Global BIOPAMA tools regionally relevant and user friendly.

3. Monitoring, evaluation and reporting

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

Jobholder is accountable for	Jobholder is successful when
1. Platform enhancement/development and data sourcing/population (RRIS/PEIN, GIS/ESIS, Statistics/NMDI) a) Work with PEIN to enhance data sharing / search-ability of biodiversity and protected area information b) Ensure spatial data on Protected Areas (PAs) and biodiversity is available and accessible from the SPREP Spatial Data Infrastructure (SDI) Environmental Spatial Information Server (ESIS) website, and the SPREP protected areas portal with well integrated links to the Digital Observatory for Protected Areas (DOPA) developed by the Joint Research Centre (JRC), and IUCN, UNEP-WCMC and Secretariat of the Pacific Community (SPC) partners. c) Work with SPREP's National Minimum Development Indicators (NMDI) database, upload relevant national level statistics for biodiversity and protected areas management particularly where relevant to national and multilateral environmental agreement reporting. d) Contribute biodiversity and PAs data to national and regional State of Environment (SoE) and State of Conservation (SOCO) reporting	• PEIN database includes relevant biodiversity and protected area data, information and reports. • Database is up to date and used by key targets audiences. • Relevant data for biodiversity and protected areas, including spatial data, is available online to member countries and SPREP and project partners, including through the SPREP ESIS website, SPREP Protected Area Portal and the allied RRIS and DOPA portal. • Accurate national statistics on biodiversity, conservation and protected areas are compiled and incorporated in the NMDI database and quality assurance procedures have been carried out • Biodiversity and PAs data provides, and is recognized, as an accurate source of information and used in SoE and SOCO reports • Link the BIOPAMA observatory to ongoing SPREP engagement with WCMC, UNEP-Live and to the work of the WCMC ICCA program officer
2. Data preparation and regionalisation of BIOPAMA products	

[1] RRIS- Regional Reference Information System, PEIN- Pacific Environmental Information Network, GIS- Geographic Information System ESIS - Environmental Spatial Information Server, NMDI National Minimum Development Indicator

Jobholder is accountable for	Jobholder is successful when
a) Work with IUCN and JRC to ensure seamless integration of BIOPAMA components with SPREP's website b) Work with JRC to scope tools being developed by JRC to meet national and regional needs and are demonstrated and deployed to ensure maximum uptake and practical application. c) Work with the SPREP team to ensure protected areas and biodiversity data are up to date and incorporated into national and regional SOEs and SOCOs. d) Work with countries to reduce the reporting burden to MEAs by using BIOPAMA-generated PA indicators in the NMDI to streamline the reporting process. e) Assist IUCN to build national capacity in protected area management, linking action plans (both regional and national) to national and site implementation in particular using best management practices, facilitating monitoring and the need for adaptive management.	• User requirements are identified, prioritised, and documented sufficiently to guide the development of practical and relevant tools. • Tools and methods are practical, relevant and tailored to pacific needs and appropriately address user requirements • Tools and methods in Pacific Island countries are developed, applied and evaluated. • Biodiversity and protected area data is available and incorporated into relevant national data bases and the region's SOE and SOCO processes. • NMDI indicators related to MEA reporting requirements are populated through the BIOPAMA implementation process and accessible to members. • Capacity building activities are implemented, in partnership with IUCN, to strengthen national capacity to use methods and tools to increase PA management effectiveness and application of the BIOPAMA observatory functions.
3. Monitoring, evaluation and reporting a) Ensure that planning for all project activities is carried out to highest standards of efficiency. b) Track activities undertaken and outcomes of project activities in a table of key performance targets that shows overall target and current status of achievement on a quarterly basis c) Plan and document description of activities ahead of the next quarter d) Provide a regular and timely financial statement – total funding under the contract, funds expended during the quarter, total funding expended to date and funds remaining e) Coordinate and prepare all relevant meetings	• Clear project plans are developed in co-ordination with partners and countries. • All project planning is completed and reported on, on a quarterly basis. • All activities for prior quarters/year are documented in narrative and tabular format • Financial statements are prepared and submitted on time • Contracting organisation approves reports and budgets

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 process.

This section may be copied directly into the Performance Development Plan.

Work Complexity

Most challenging duties typically undertaken:
• Eliciting user requirements and support for obtaining access to data and information • Collating, controlling and managing multiple protected area and biodiversity datasets • Quality control • Advance open data sharing practices and support data sharing agreements • Advising technical experts outside of the region on regional capacity and requirements • Project management, reporting, contract and donor relations • Timely and successful completion of project components and reporting. • Ensuring coordination between the project manager in Fiji (IUCN) and SPREP staff within the Environmental and Governance Division as well as Biodiversity and Ecosystem Management.

Functional Relationships & Related Skills

Key internal and/or external contacts	**Nature of the contact most typical**
External • IUCN BIOPAMA Project • National partners • SPREP national focal points • JRC • Roundtable for Nature Conservation • Other CROP agencies • UNEP_WCMC	• Guidance and technical support • Engagement and collaboration • Communications and information sharing • Project management and reporting
Internal • Biodiversity and Ecosystem Management Division • Environmental Monitoring and Governance Division • SPREP IT • Executive Management	• Advice and assistance • Consultations and reporting • Discussions and negotiations • Communications 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 carry out negotiations on behalf of SPREP as delegated • can seek funding opportunities for 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. A Bachelor degree in Protected Area Management, GIS/data management, Environmental Management, Environmental Science, Ecology, Marine Management or a relevant discipline. (A postgraduate qualification in a relevant field would be an advantage)

Knowledge / Experience

Essential
2. At least 5 years experience in a role requiring a similar degree of versatility and responsibility, preferably within the Pacific islands region
3. Demonstrated experience in GIS, datasets sourcing and harmonization of and web development.
4. Demonstrated knowledge and experience of Biodiversity and Protected Area Management as well as international conventions relating to biodiversity including the CBD, CMS etc, including accepted and emerging environmental issues and challenges relevant to the Pacific islands region or similar island ecosystems
5. 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
6. Demonstrated experience in programme and project management and monitoring and evaluation including strong organisational, coordination and facilitation skills, time management, financial management, proposal and report writing

7. 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

Key Skills / Attributes / Job Specific Competencies

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

Expert level	• Organisational and time management • Self-motivated • Knowledge of multilateral environmental agreements and reporting issues in the Pacific context • Experience with broadening data sharing networks and advancing data sharing practices • Ability to gather and document user requirements for decision-support tools and methods • Project management • GIS capability • Ability to develop and populate open source databases. • Interpersonal skills • Knowledge of Biodiversity and Protected Area issues • Ability to communicate results in writing, clearly and accurately
Advanced level	• Environmental and climate change issues in the Pacific islands region
Working Knowledge	• Demonstrated success in working with diverse cultures and communities in the use of funds for action implementation.
Awareness	• BIOPAMA Programme • SPREP Strategic Plan • Multilateral Environmental Agreements • 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: 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 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$46,907) to SAT$168,864 (USD$70,360) 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 SDR 4,194– SDR5,437 will also be paid to the successful candidate. The current equivalent in Samoan Tala is SAT$16,006 (USD$6,669) to SAT$20,751 (USD$8,646). 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$2.40.

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 months' 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 Apia, Samoa, including transport and accommodation en-route for the appointee and accompanying dependant(s) between home 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$1,749).

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$6,500) per annum per dependent child, with an overall maximum of Samoan Tala $46,800 (USD$19,500) per annum per family of 3 or more eligible children.

Housing Assistance: International 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$970) 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$1,000) 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 per 3-year contract).

Sick Leave: 30 working days a year (up to a maximum accumulation of 90 days per 3-year contract).

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 financially dependent spouse and 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 the SPREP website;
2. A detailed Curriculum Vitae.

Applications that do not include all the requirements stated above will not be considered.

Submitting applications:

a) **BY EMAIL**: Subject matter to be clearly marked "**Application for BIOPAMA Project 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 BIOPAMA Project Officer**"

All enquiries to be directed to the Assistant HR Officer on telephone (685) 21929 ext 328 or Email: christinep@sprep.org

Closing date: Friday, 17 October 2014: Late applications will not be considered.

SPREP is an Equal Opportunity Employer