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

Project Implementation Support Officer (PISO)

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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 $15 million in 2017.

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

The strategic 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 of:

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

SPREP approaches the environmental challenges faced by the Pacific guided by four simple **Values.** These values guide all aspects of our work.

- We value the **Environment**
- We value our **People**

- We value high quality and targeted **Service Delivery**
- We value **Integrity**

The SPREP Secretariat continues to strengthen and realign its institutional capacities, competencies, and systems to best support its Members by delivering more integrated, responsive, and cost-effective services to Members and partners and by better coordinating regional efforts.

Organisation Goal 1: SPREP has information, knowledge, and communications systems that get the right information to the right people at the right time and influence positive organisational, behavioural and environmental change.

Organisation Goal 2: SPREP has multi-disciplinary processes in programme delivery and in supporting Members to develop national and regional policies and strategies.

Organisation Goal 3: SPREP has a reliable and sustainable funding base to achieve environmental outcomes for the benefit of the Pacific islands region and manages its programmes and operations to stay within its agreed budget.

Organisation Goal 4: SPREP is leading and engaged in productive partnerships and collaboration.

Organisation Goal 5: SPREP has access to a pool of people with the attitudes, knowledge, and skills to enable it to deliver on its shared regional vision.

BACKGROUND

SPREP is an Accredited Entity for the Adaptation Fund (AF) and the Green Climate Fund (GCF). As an accredited entity, SPREP aims to be responsive to the climate change priorities of its 14 Pacific Island Country (PIC) Members, and more specifically support them access resources to address their resilient development and low-carbon development climate change priorities.

As an accredited entity, SPREP aims to provide high quality technical project design support. As part of the ongoing institutional reform and strengthening process, SPREP has established a Project Coordination Unit (PCU) to bring greater focus and structure to the way that it develops and manages projects. A key function for the PCU will be to provide oversight functions for the SPREP Project Portfolio, with a particular focus on projects where SPREP is serving as the accredited implementing entity for AF and GCF projects.

SPREP has a growing portfolio of projects (it has recently commenced implementation of a USD $18 million *Climate Information Services for Resilient Development* Project in Vanuatu, a USD $9 million *Enhancing the resilience of vulnerable coastal communities in Federated States of Micronesia,* and is working with various countries on the delivery of GCF Readiness support projects).

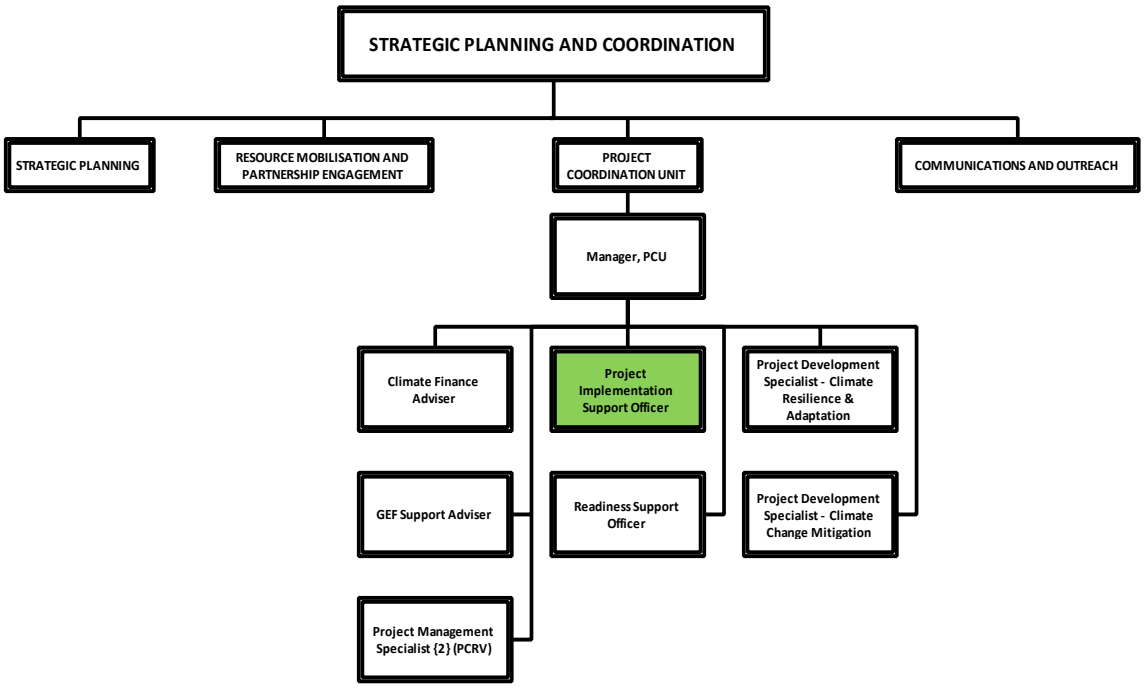
As an accredited entity, SPREP is required to provide quality oversight, monitoring and support for the execution of projects by partnering Executing Entitles, such as Member government agencies. The SPREP PCU leads on the coordination of SPREP's oversight function, working with other key organisational departments and teams such as finance, monitoring and evaluation and legal and technical teams.

To support this function, SPREP is seeking a motivated and skilled Project Implementation Support Officer to work with the SPREP PCU to provide quality oversight and coordination support as part of the PCU.

B. JOB DESCRIPTION

Job Title:	Project Implementation Support Officer (PISO)
Programme:	Strategic Planning and Coordination
Department:	Strategic Planning and Coordination
Team:	Project Coordination Unit
Responsible To:	Manager, PCU
Responsible For: **(Total number of staff)**	N/A
Job Purpose:	**This job exists to**: • Provide technical and administrative support to the PCU in coordinating and carrying out SPREP oversight (ensuring implementation, monitoring and reporting milestones are met) of the SPREP project portfolio, particularly for GCF and AF projects for which SPREP is the Implementing Entity.
Date:	December 2017

Organisation Context



Key Result Areas

The position of **Project Implementation Support Officer (PISO)** addresses the following Key Result Areas:

1. Project management support
2. Technical and finance assistance and support
3. Logistical, administrative and secretariat support
4. Communication and outreach
5. Project management information system

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

Jobholder is accountable for	Jobholder is successful when
1. Project management support a) Monitor and advise on the delivery of key projects, including as per project agreements documents with third party executing entities. b) Coordinate the delivery and collation of project financial and progress information in a timely and comprehensive manner. c) Monitor key project timeframes and milestones and provide advice to the PCU on priorities. d) Monitor SPREP's commitments and obligations to the GCF and AF as per relevant contracts and provide advice on priorities. e) Support technical project teams as required and where appropriate, including provision of trouble shooting support. f) Coordinate the compilation of information for the preparation of narrative progress reports, project implementation reports and other substantive reports as required by the GCF and AF. g) Provide input into the preparation of annual project workplans and budgets. h) Assist with the monitoring and tracking of financial disbursements, payments and expenditures of the project. i) Assist with the monitoring and tracking of project progress and delivery of project outputs.	• The PCU is managing the SPREP Project portfolio in accordance with the SPREP Project Cycle and other relevant internal policies and procedures. • Financial and narrative reports including other required project reports are prepared and submitted to the GCF and AF in a timely manner. • Project disbursements and expenditures are in line with approved work plan and budget. • All payments and other financial requirements of the project are completed on time. • Project risks and issues are identified and advised on in a timely manner

j) Support the proper follow up on audit reports and coordinate responses on any issues that may be raised from the audit reports k) Prepare necessary paperwork, process and follow up payments for project activities l) Provide secretariat support for relevant project related meetings including project Steering Committee meetings, where relevant.	
2. Technical and finance assistance and support a) Provide technical assistance and support for SPREP's role as an accredited entity for key projects. b) Support the PCU to provide advice on AF and GCF policy and requirements c) Undertake analytical work as required. d) Support technical project delivery teams from time to time.	• Effective technical and finance assistance and input is provided to projects to ensure the project implementation is on target • Research work is completed and provides constructive contribution to activities of the project • Reports prepared for project related events and activities are available in a timely manner • Reports and information on any of the project activities are made available on time
3. Logistical, administrative and organisational support a) Support the development and monitoring of project agreements with the GCF and the AF, as well as with third part Executing Entities b) Organise and arrange travel requirements in line with SPREP's Travel and Procurement Policies. c) Arrange and organise logistics for project meetings, visits, monitoring and evaluation activities. d) Work with country counterparts to organise local transport field work and monitoring visits including activities of the project that require local transportation. e) Liaise with local project counterparts on logistics and organisation of project activities	• SPREP PCU is up to date on Project Agreement activities, such as reporting. • All project activities logistics are organised in an efficient and cost effective manner. • The PCU and other staff members are supported to undertake key implementing and oversight roles such as field visits. • Meeting minutes and reports are prepared on time and shared with members of the Steering Committee • Project filing and record keeping are up to date and accessible to the project team and SPREP staff

f) Provide administrative and secretariat support to the project g) Set-up, maintain and update project e-filing and record keeping. h) Prepare meeting notes and reports for all project and related meetings	
4. Communication and outreach a) Develop webpage content materials based on project outputs and deliverables b) Draft press releases and project news articles c) Disseminate project knowledge products and information materials d) Liaise closely with the SPREP Communications and Outreach team in carrying out project communication and outreach activities	• Project information and webpage is up to date and accessible to all • Communications and outreach initiatives raise the profile of the project outcomes and results • Press releases and knowledge products on relevant project activities are developed and disseminated
5. Project Management Information System (PMIS) a) Compile project data and relevant information required for updating the PMIS b) Ensure information is correct and accurate before uploading on the PMIS c) Review project information on PMIS and report on gaps and issues that need to be addressed d) Ensure follow up on project information gaps so that data on PMIS is relevant and up-to-date	• SPREP's GCF and AF project information on PMIS is accurate and up to date

Note

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the Jobholder and Director/Supervisor as part of the Performance Development System.

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

Work Complexity

Most challenging duties typically undertaken:

- Understanding donor financial and narrative reporting requirements and ensure that these requirements are adhered to
- Supporting development and monitoring of contracts
- Ensuring SPREP policies on procurement, travel and other related policies are followed
- Being aware of national level protocols and processes when implementing activities in country

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
External ▪ SPREP member countries ▪ GCF and AF Secretariats ▪ National Government counterparts ▪ Project collaborating partners	▪ Information requests and dissemination ▪ Facilitation and coordination ▪ Monitoring, reporting and collaboration
Internal ▪ PCU ▪ All SPREP Staff ▪ Finance and Administration Department ▪ Legal Unit ▪ Information Services Department ▪ Communication and Outreach Team	▪ Assistance and Support ▪ Facilitation ▪ Meetings and discussions ▪ Coordination and collaboration

Level of Delegation

The position holder:
▪ Has no delegation of authority

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 Commerce, Finance, Administration or relevant discipline

Knowledge / Experience

Essential
2. At least two years of practical experience in project and contract management and administration support as well as technical research preferably with climate change issues in the Pacific and with climate change projects.
3. Demonstrated knowledge of accepted and emerging issues and challenges in administration of a regional project in the Pacific islands region as well as good understanding and appreciation of environmental ethics, values and priorities
4. Strong communications skills with high command of spoken and written English including demonstrated experience with reporting writing, media, publications, communications and networking with diverse stakeholders
5. Excellent computer skills including use of Microsoft Office, Microsoft Excel and project management software.
6. Excellent time management and planning skills including strong analytical, organisational and office management skills with demonstrated ability to show initiative, multi-task and meet deadlines with minimal supervision
7. Ability to work with integrity and maintain confidentiality. Must be able to use discretion when handling sensitive political and financial information.

Key Skills / Attributes / Job Specific Competencies

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

Expert level	• Project Support • Finance and administration • Research and report writing • People skills • Communications and Public Relations
Advanced level	• Analytical skills
Working Knowledge	• Environmental issues in the Pacific islands region • Emerging environmental issues and challenges
Awareness	• SPREP Strategic Plan • SPREP Work Programmes

Key Behaviors

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 three years.

Salary: Remuneration is at Band 7 of SPREP's salary scale for locally recruited staff. Starting salary will be in the range of SAT$32,999 to SAT$37,124 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.

Term: 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.

Education Allowance: Education expenses may be reimbursed against actual receipts for dependent children, to cover up to 75% of the actual costs. Currently the annual allowance is up to a maximum of Samoan Tala $1,000.

Annual Leave: 15 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.

Overtime: Locally recruited staff at Band 7 and below may claim overtime or time off in lieu of overtime for the hours they are required to work in excess of their normal working hours. A meal allowance and transport assistance are also available subject to terms and conditions set out by the Staff Regulations.

Gratuity Payment: The appointee is entitled to a gratuity payment equivalent to two week's salary, upon successful completion of 2 consecutive 3-year contracts, provided the contract is not extended or renewed.

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

Transport: Transport from and to central Apia before and after work is provided.

Definitions:
'Dependant' means the financially dependent spouse or dependent child 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.

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 (***you are required to complete in full all areas requested in the Form rather than referring us to your CV***);
2. A detailed Curriculum Vitae.

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

Submitting applications:

a) **BY EMAIL** (***MOST PREFERRED OPTION***): Subject matter to be clearly marked "**Application for Project Implementation Support Officer (PISO)** and send to recruitment@sprep.org 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 Project Implementation Support Officer (PISO)** "

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 Marion Chan Chui on telephone (685) 21929 ext 328 or Email: marionc@sprep.org

Closing date: Friday, 26th January 2018: Late applications will not be considered.

SPREP is an Equal Opportunity Employer