Secretariat of the Pacific Regional Environment Programme (SPREP) and the Secretariat of the Ramsar Convention on Wetlands

APPLICANT INFORMATION PACKAGE

RAMSAR OFFICER, OCEANIA (ROO)

CONTENTS

A. BACKGROUND INFORMATION ON SPREP

B. BACKGROUND INFORMATION ON THE RAMSAR CONVENTION

C. JOB DESCRIPTION

D. REMUNERATION PACKAGE – TERMS & CONDITIONS

E. ADMINISTRATIVE INFORMATION

A. Background Information on SPREP

SPREP is the regional organisation established by the Governments and Administrations of the Pacific charged with protecting and managing the environment and natural resources of the Pacific. It is based in Apia, Samoa, with about 95 staff and an annual budget of USD $20 million in 2015.

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

The future directions for SPREP are clearly set out in the 2011-2015 SPREP Strategic Plan. This Plan outlines the mandate, vision and programmes for the organisation. The Strategic Plan places strong emphasis on effective delivery of services to SPREP Member countries and territories.

Mandate

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

Vision

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

Members

SPREP has 21 Pacific island member countries and territories (American Samoa, Cook Islands, Federated States of Micronesia, Fiji, French Polynesia, Guam, Kiribati, Marshall Islands, Nauru, New Caledonia, Niue, Northern Marianas, Palau, Papua New Guinea, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, Vanuatu and Wallis & Futuna) and 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.

B. Background Information on the Ramsar Convention

The Convention on Wetlands, also called the Ramsar Convention, is an intergovernmental treaty that provides the framework for national action and international cooperation for the conservation and wise use of wetlands and their resources. The treaty, adopted in the Iranian city of Ramsar in 1971, embodies the commitments of its member countries to maintain the ecological character of their Wetlands of International Importance and to plan for the "wise use", or sustainable use, of all of the wetlands in their territories.

Unlike many other global multilateral environmental agreements (MEAs), the Secretariat of the Ramsar Convention is not hosted by the United Nations Environment Programme (UNEP). Instead, it is hosted by the International Union for Conservation of Nature (IUCN) and is based in Gland, Switzerland. The Ramsar Convention works very closely with the other MEAs and is a full partner among the "biodiversity-related cluster" of treaties and agreements. The Ramsar Convention has a Memorandum of Understanding with SPREP through which they cooperate on a range of wetland conservation and wise use issues across the Oceania region.

The Ramsar Convention's mission is "the conservation and wise use of all wetlands through local and national actions and international cooperation, as a contribution towards achieving sustainable development throughout the world".

To achieve this Mission, it is essential that the vital ecosystem services, and especially those related to water and those that wetlands provide to people and nature through their natural infrastructure, are fully recognised, maintained, restored and wisely used.

The Convention uses a broad definition of the types of wetlands covered in its mission, including lakes and rivers, swamps and marshes, wet grasslands and peatlands, oases, estuaries, deltas and tidal flats, near-shore marine areas, mangroves, seagrass beds and coral reefs, and human-made sites such as fish ponds, rice paddies and reservoirs..

At the centre of the Ramsar philosophy is the "wise use" concept. The wise use of wetlands is defined as "the maintenance of their ecological character, achieved through the implementation of ecosystem approaches, within the context of sustainable development". "Wise use" therefore has at its heart the conservation and sustainable use of wetlands and their resources, for the benefit of humankind.

The Ramsar Contracting Parties commit themselves to implementing the Strategic Plan of the Convention (2016 – 2012) whose Strategic Goals are:

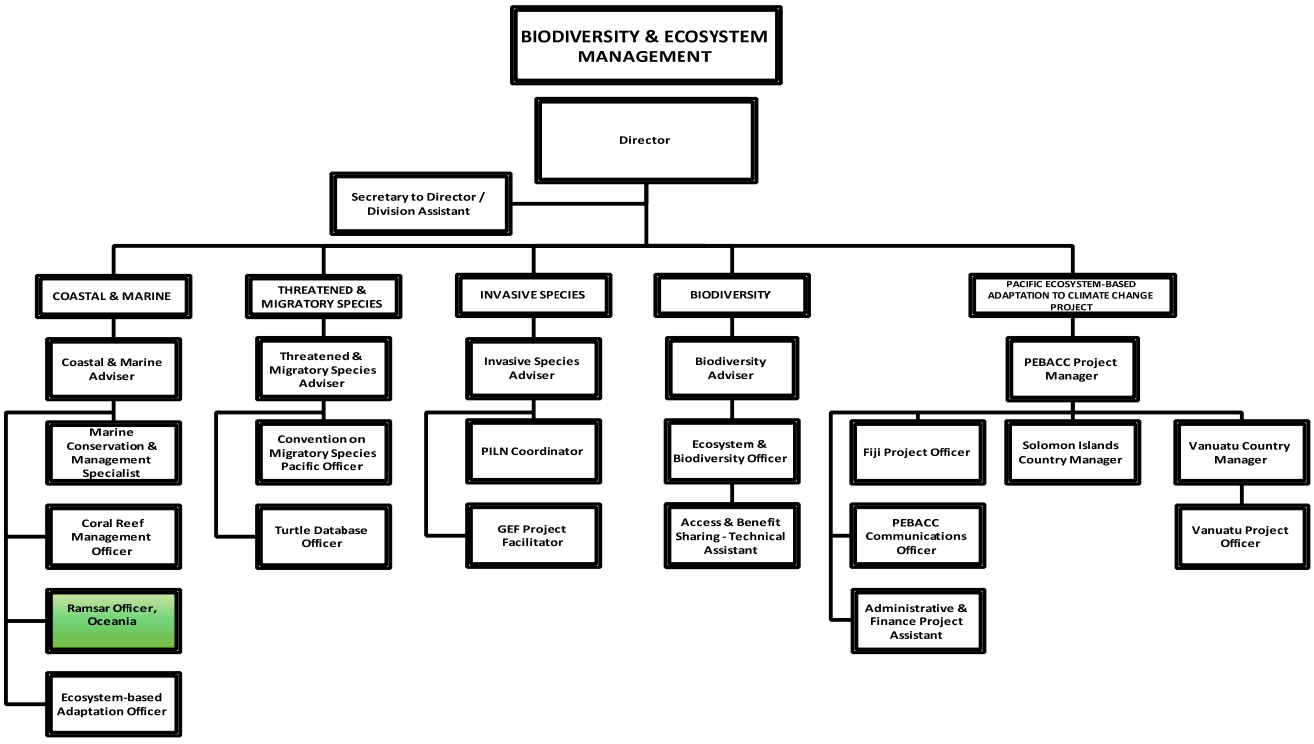
1. Addressing the drivers of wetland loss and degradation
2. Effective conservation and management of the Ramsar Sites network
3. Wise use of all wetlands

Ramsar Contracting Parties in the Oceania region are presently Australia, Fiji, Kiribati, Marshall Islands, New Zeaalnd, Palau, Papua New Guinea and Samoa. Tonga and Vanuatu are expected to accede very soon.

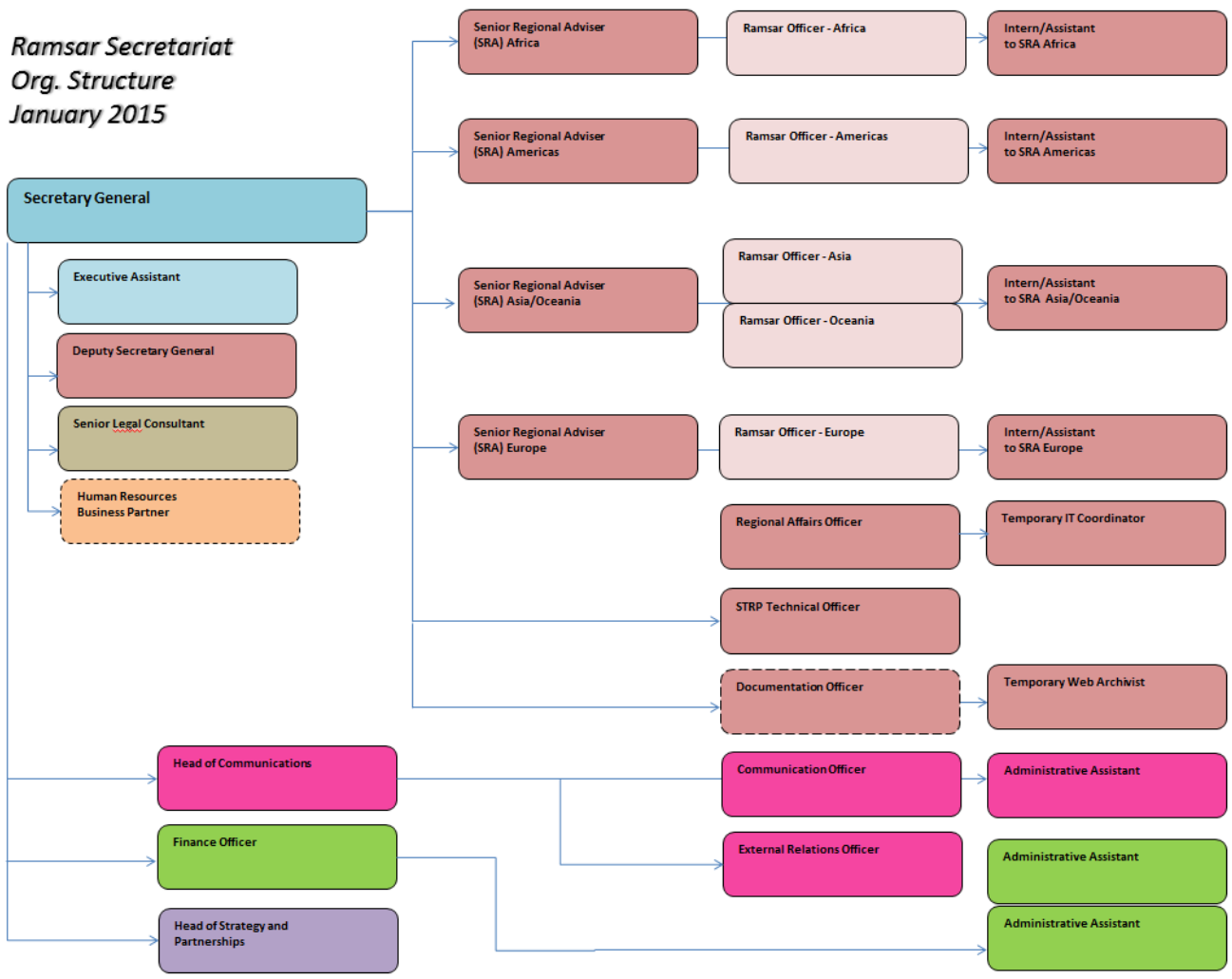
C. JOB DESCRIPTION

Job Title:	Ramsar Officer, Oceania (ROO)
Division:	Biodiversity & Ecosystem Management
Team:	Coastal & Marine
Responsible To:	Coastal & Marine Adviser (CMA) and the Senior Regional Advisor for Asia-Oceania (SRA for Asia-Oceania) with the Ramsar Convention Secretariat.
Responsible For: **(Total number of staff)**	N/A
Job Purpose:	This position exists to: • Represent the Ramsar Convention Secretariat's interests in Oceania and provide support to the Convention's Contracting Parties in the Oceania region to implement the Convention; • Undertake actions to foster and support the implementation of the Ramsar Convention, its Strategic Plan and the actions arising from decisions of the Conferences of Parties and the Standing Committee. (The Ramsar Convention funds approximately 65% of the position whilst SPREP funds the remaining 35%)
Date:	January 2015

Organisation Context within SPREP



Organisation Context within the Secretariat of the Ramsar Convention



Key Result Areas

The position of **Ramsar Officer, Oceania (ROO)** addresses the following Key Result Areas:

1. Advisory, facilitation & coordination
2. Technical assistance & training
3. Meetings & reporting
4. Networking & communications

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

Jobholder is accountable for	Jobholder is successful when
1. Advisory, facilitation & coordination	
a) Provide advice to the Ramsar Parties in the Oceania region to support their implementation of the Convention and related wetland conservation, management and sustainable use activities.	• Ramsar Parties in the Oceania region are well advised and informed of Ramsar matters so that they are able to implement the Convention. • Timely advice is provided upon request to both Ramsar Parties and non-Party Pacific Island Countries (PICs) and Territories.
b) Facilitate implementation of the Ramsar Secretariat - Secretariat of the Pacific Regional Environment Program (SPREP) Joint Work Plan.	• Activities in the SPREP-Ramsar joint work plan implemented within the agreed timeframe.
c) Undertake actions to support the implementation of the Convention, its Strategic Plan and the relevant actions arising from decisions of the Conferences of the Contracting Parties and the Standing Committee in collaboration with the CMA and SRA for Asia-Oceania and as appropriate, with the Ramsar Secretary General and Deputy Secretary General.	• Support provided to the implementation of obligations of Oceania Parties to the Ramsar Convention. • Assistance provided to Oceania Parties to implement relevant decisions of the Ramsar Conference of Parties (COPs) and Standing Committee meetings.
d) Work with the CMA and SRA for Asia-Oceania to develop an agreed annual work plan; report to the CMA and SRA for Asia-Oceania on the implementation of this plan on a monthly basis; and provide an annual report to SPREP and the Secretariat on the implementation of the work plan prior to the renewal of the contract each year.	• Close collaboration is maintained specifically with the CMA and the Senior Regional Advisor for Asia-Oceania, and when necessary with the Ramsar Secretary General and Deputy Secretary General. • Monthly report provided on time, annual work plan developed, agreed, finalised and reported on annually. • Work plan implemented within the agreed time frame.
2. Technical assistance & training	
a) Achieve accession of new Contracting Parties to the Convention.	• Assistance provided to non-Party PICs for their accession to the Ramsar Convention.

b) Place additional sites on to the List of Wetlands of International Importance ("Ramsar List") and the development, implementation and review of management plans for these.	• Assistance provided to develop draft list of priority wetlands for designation as Ramsar Sites and when appropriate, to support the Listing of new 'Ramsar Sites', as well as the development, implementation and review of site management plans.
c) Support the development, implementation and review of National Wetland Policies and/ or other appropriate policy instruments designed to ensure the conservation and wise use of wetlands.	• Assistance provided to countries in the development and /or review of National Wetland Policies or other appropriate policy measures.
d) Provide advice to Parties for the effective conservation and wise use of their Ramsar Sites and other wetlands through effective management, restoration, monitoring and engagement with the local community and the wider water related sectors.	• Maintenance of the ecological character of the Ramsar Sites and other wetlands in the territory of the Parties, through engagement and cooperation with the wider water-related audience.
e) Support education, training and public awareness activities related to the conservation and wise use of wetlands, including World Wetland Day f) Develop, fundraise, organise and, participate in technical missions to assist Oceania Contracting Parties.	• Wetlands conservation and wise use is well promoted throughout the region; • Assistance provided to annual World Wetlands Day celebrations in the Oceania region . • Success stories, pictures, short video clips and news feeds on the progress of Ramsar sites and the fate of all wetlands in the region made available to Communications team in Gland on a monthly basis for use in newsletters on the success and learning by doing that characterises the Ramsar approach to Wise Use of all Wetlands. • Increased awareness of the importance of wetlands in the region both at the national and local level. • Relevant training in wetland conservation, management & monitoring conducted and skills acquired are utilised within the region. • Technical missions are developed, funded and organised upon request.
3. Meetings & Reporting	
a) Raise funds and assist in the organisation and convening of national and regional meetings, especially the regional preparatory meetings for Ramsar COPs, and to raise funds for Oceania Parties to attend the COPs and any other relevant meeting.	• Funding is secured to organise and convene regional preparatory meetings. • Regional preparatory meetings engage all relevant stakeholders. • Participants are updated on and understand relevant issues to be tabled during the COP.
b) Participate in Ramsar related meetings, e.g. the Ramsar Standing Committee and the Conference of Parties to the	• Ramsar Standing Committee meetings and Ramsar COPs are attended when funding allows.

Convention when funding allows. c) Attend regional wetland related meetings as required to update and contribute on the priorities from the Ramsar Convention and other matters of interest.	• To provide sufficient briefing to Oceania delegates attending such meetings so that they make relevant interventions during the meetings and COPs. • Relevant regional wetland related meetings are attended. • Advice and updates are provided on Ramsar matters of interest including relevant meeting outcomes/decisions and issues of importance relating to wetlands in the Oceania region.
4. Networking & Communications a) Facilitate liaison, partnership and networking with current and potential partners and donors as well as Contracting Parties. b) Provide report drafts and checks for project deliverables. c) Provide technical background in to project and reports.	• Effective partnerships with stakeholders and potential partners and donors, especially those stakeholder groups who the Ramsar Convention has not had enough contact with in the past. • Networking is promoted especially amongst wetland stakeholder groups who the Ramsar Convention has not had sufficient contact in the past but who play an important role in the management of wetlands and water, e.g. the sectors related with agriculture, water management etc. • Accurate reports provided on time • Reporting to Ramsar HQ and SPREP on a monthly basis on technical and operational aspects of the work carried out and all successes and ways that challenges have been handled is made electronically to CMA and SRA copied to DSG of the Ramsar Secretariat. • Input provided to technical reports are relevant and timely

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 Plans.

Work Complexity

Most challenging duties typically undertaken:
• Ensuring that wetland issues are well integrated into biodiversity conservation and environment management planning, policy and practice; • Maintaining two-way communication with the various Ramsar focal points in each Oceania

Contracting Party and having regular input to national processes where wetlands issues should be considered;

- Ensuring that Oceania parties are adequately prepared for Ramsar meetings, such as COPs (preparing comprehensive briefs for PIC delegates ahead of Ramsar COPs);
- Ensuring that SPREP is regarded nationally, regionally and internationally as a credible and relevant organisation providing quality service in environment and sustainable development education to its Members.
- Ensuring that adequate funding is secured for regional wetland related projects, activities (e.g. training courses) as well as meetings and workshops.
- Maintain regular and effective communication with the SPREP CMA and the Ramsar SRA for Asia-Oceania, as well as other relevant staff within SPREP and the Ramsar Secretariat.

Functional Relationships & Related Skills

Key internal and/or external contacts	**Nature of the contact most typical**
External • SPREP and Ramsar focal points • Relevant government agencies with the SPREP Member and Ramsar Contracting Party countries • CROP counterparts • Funding agencies • Partners, including research institutions, NGOs, and any other relevant agencies • Consultants • Local communities	• Consultations • Negotiations • Collaboration & partnerships • Securing funding for activities
Internal (SPREP and the Ramsar Secretariat) • Executive and Management • All Staff	• Collaboration • Development and planning • Corporate and administrative requirements

Level of Delegation

The position holder:
▪ manages an operational budget ▪ can authorise costs in own budget up to a certain limit ▪ will 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 Environmental Science, Geography or relevant field

Knowledge / Experience

Essential
2. At least 5 years work experience in the social, economic and environmental aspects of wetlands conservation, preferably within the Pacific islands region
3. Knowledge of freshwater, coastal and marine ecosystems
4. Demonstrated knowledge of the workings of international biodiversity conventions, in particular the Ramsar Convention, its work in the Pacific islands region, its linkages with the other biodiversity conventions (e.g. – CBD, CMS) and familiarity with the Regional Wetlands Action Plan for the Pacific Islands
5. Demonstrated experience in participatory methods of programme and project development, fundraising, project management and implementation, including monitoring and evaluation, financial management, grant proposal and report writing
6. 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
7. Demonstrated advisory and analytical skills including high level of organisational, coordination, analytical, problem-solving and facilitation skills, time management as well as experience within community structures in Pacific Island countries
8. 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

Key Skills / Attributes / Job Specific Competencies

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

Expert level	• Proposal and report writing • Problem solving • Facilitation skills • Fluency in English • Excellent communications in multi-cultural contexts • Ability to set priorities • Team building • Flexible approach • Work across programmes
Advanced level	• Environmental issues in Oceania and especially the Pacific islands region • Emerging environmental issues and challenges • Fundraising, project development and implementation
Working Knowledge	• General management principles
Awareness	• Ramsar Strategic Plan • Ramsar Work Programmes • 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.

D. 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$47,500) to SAT$168,864 (USD$71,251) 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 SDR4,194– SDR5,437 will also be paid to the successful candidate. The current equivalent in Samoan Tala is SAT$16,006 (USD$6,754) to SAT$20,751 (USD$8,756). 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$2.37.

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 in consultation with the Ramsar Secretariat.

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$1,771).

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 recognized 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 recognized 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$6,582) per annum per dependent child, with an overall maximum of Samoan Tala $46,800 (USD$19,747) 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$982) 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$1,013) 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 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.

E. 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 Ramsar Officer, Oceania**" 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 Ramsar Officer, Oceania"**

For further enquiries, Ms. Jolynn Managreve-Fepuleai, Assistant Human Resources Officer, can be contacted on telephone (685) 21929 ext 325 or Email: jolynnf@sprep.org

Closing date: ***Friday, 20th February 2015*** Late applications will not be considered.

SPREP is an Equal Opportunity Employer