Secretariat of the Pacific Regional Environment Programme (SPREP)

APPLICANT INFORMATION PACKAGE

TECHNICAL EXPERT (WATER SECTOR), NORTH PACIFIC - REPUBLIC OF MARSHALL ISLANDS - (TERMI)

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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 70 staff and an annual budget of USD $19 million in 2013.

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 five 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

- Corporate Services provide the necessary support to the delivery of the Secretariat's strategic priorities and include Finance & Administration, Human Resources Management, Information Technology, Information Resources & Archives and Communications & Outreach..

Background

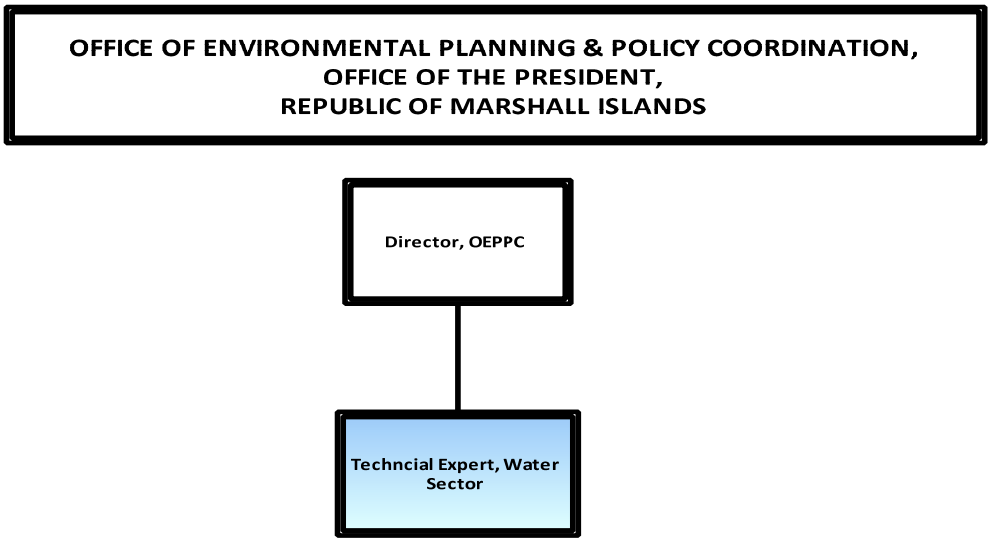
At the 23rd SPREP Meeting held in Noumea New Caledonia in September 2012 – Members agreed to place two technical officers in the Northern Pacific – one in the Republic of Marshall Islands (RMI) and another in the Federated States of Micronesia (FSM), to establish a sub-regional presence for SPREP in the North Pacific.

This position will be based in RMI with the main objective of providing strategic advice and technical expertise, including coordination and facilitation, on all water issues within the water sector in the North Pacific. Reference market for terms and conditions is the RMI Public Service.

B. JOB DESCRIPTION

Job Title:	Technical Expert (Water Sector), North Pacific - Republic of Marshall Island (TERMI)
Programme:	Office of Environmental Planning and Policy Coordination (OEPPC), Office of the President of RMI
Group / Team:	Water Sector
Responsible To:	Deputy Director General, SPREP and Director, OEPPC (daily operational matters)
Responsible For: **(Total number of staff)**	N/A
Job Purpose:	This job exists to: • Provide strategic advice and technical expertise, including coordination and facilitation, on all water issues within the water sector in the North Pacific.
Date:	September 2013

Organisation Context



Key Result Areas

The position of **Technical Expert (Water Sector), North Pacific - Republic of Marshall Islands (TERMI)** addresses the following Key Result Areas:

1. Strategic and technical advice, support and assistance
2. Facilitation and coordination
3. Networking and capacity building
4. Funding and resourcing

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

Jobholder is accountable for	Jobholder is successful when
1. Strategic and technical advice, support and assistance a) Provide strategic and expert advice to the North Pacific member countries on policy issues relating to water and opportunities for funding assistance b) Ensure technical assistance and support is provided on all matters relating to development and enhancement of the water sector programme in the North Pacific	• Relevant and practical policies, systems and planning processes are in place for the water sector • Strategic plans developed and implemented for the water sector • Development and management of water sector issues .
2. Facilitation and coordination; a) Coordinate all water inputs within the water sector b) Coordinate assistance of all donor and partners including AUSAID, USAID, GIZ, SPC (SOPAC) and EU in particular c) Ensure effective facilitation and coordination of all relevant water sector activities with donors and partners	• Clear and relevant processes are established for the water sector) • Partnerships are strengthened to support the coordination of the water sector programmes • Plans and activities are well coordinated and implemented
3. Networking and capacity building a) Identify and implement ways of enhancing national capacities for the water sector in the North Pacific b) Identify and implement ways of improving access to and use of strategic expertise in the water sector c) Conduct relevant national capacity building programmes to support the development of the water sector	• National, and where necessary regional, networks have been developed • Relevant training and capacity building programmes are effectively implemented
4. Funding and resourcing a) Identify potential donors and partners and	• An integrated funding strategy is in place for

secure funds and other support for the water sector programmes b) Ensure funding and resources are effectively mobilised	the national water sector programme • Resources are mobilised effectively in support of the water sector programmes • Funds are secured to provide technical assistance and capacity building for the water sector • Partnerships are established which result in increased resources (technical assistance, financial resources, human resources) for the water sector

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/Immediate 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:
• Coordination between donor partners and relevant stakeholders • Establishment of relevant and practical policies, systems and procedures • Securing funding and resources to support the water sector programmes • Conducting capacity building programmes

Functional Relationships & Related Skills

Key internal and/or external contacts	**Nature of the contact most typical**
External • North Pacific member countries • Government / Donors / Partners • Professional / Water Sector organisations • Regional / International organisations •	• Advice and assistance • Consultations • Negotiations • Operational issues
Internal • Hon. President • Hon. Minister • OEPPC • SPREP Staff	• Advice and support • Programme work and collaboration • Reporting

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 with a focus on Water and Sanitation or other relevant technical field

Knowledge / Experience

Essential
2. At least 5 years' relevant experience in water and sanitation field, preferably within the Pacific islands region
3. Demonstrated knowledge, understanding and appreciation of environmental issues and challenges, specifically water issues at the national and regional levels in the North Pacific
4. Demonstrated experience in programme and project management including monitoring and evaluation, financial management, proposal and report writing with a high level of organisational, analytical and problem-solving skills
5. Demonstrated experience in working within a multi-disciplinary and multi-cultural team environment with a demonstrated ability to motivate teams and establish and implement work plans objectives, including strong coordination and facilitation skills amongst key partners and member countries
6. Excellent written and verbal communication skills including high level of presentation and inter-personal skills with sound experiencing in capacity building and maintaining effective relationships with a diverse group of people.
7. Demonstrated knowledge and understanding of accepted and emerging environmental issues and challenges, focusing on water and sanitation, in the North Pacific region

Key Skills / Attributes / Job Specific Competencies

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

Expert level	• Water and sanitation technical knowledge • Project management

	• Advisory and analytical • Environmental knowledge • Programme monitoring and evaluation • Work programme planning, budgeting and implementation • Proposal development • Environmental issues, key agreements and conventions
Advanced level	• Environmental (water and sanitation) issues in the North Pacific region • Emerging environmental (water and sanitation) issues and challenges • Capacity building
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: Republic of Marshall Islands.

Duration: Appointment is for a term of 1 year initially with possible renewal for a further term subject to priority needs at the time, funding situation and proven merit and work performance.

Salary: The basic salary range for this position is USD$35,000 per annum and will be paid out in accordance with prevailing RMI Public Service Commission procedures.

Term: Appointment is subject to a 3 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 assessment will be based on the approved OEPPC performance development system.

Annual Leave: 10% (4 hours) for every 40 working hours.

Sick Leave: 5% (2 hours) for every 40 working hours.

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

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

Group Life Insurance: Employees are given the option to enrol in the Government's Group Life Insurance if they wish to under their own expense.

Health Fund: All employees are required to contribute 3% to the Health Fund..

Marshall Islands Social Security Authority: All employees will pay 7% of basic salary towards MISSA.

Equal Opportunities: SPREP and OEPPC are Equal Opportunity Employers. Men and women are equally eligible for all posts in SPREP.

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

4. ADMINISTRATIVE INFORMATION

ESSENTIAL: Applications should include:

1. Application Letter – should include statement to address how they meet the Essential Selection Criteria;
2. A detailed Curriculum Vitae.

Submitting applications:

a) **BY EMAIL**: Subject matter to be clearly marked "**Application for Technical Expert (Water Sector), North Pacific - Republic of Marshall Islands (TERMI)**" and send to warwick47@gmail.com (***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 Technical Expert (Water Sector), North Pacific - Republic of Marshall Islands (TERMI)**"

All enquiries to be directed to:

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Closing date: Friday, 13th September 2013: Late applications will not be considered.

SPREP is an Equal Opportunity Employer