



*Secretariat of the Pacific Regional Environment Programme  
(SPREP)*

APPLICANT INFORMATION PACKAGE  
**PROGRAMME MANAGER, ISLAND ECOSYSTEMS (PM-IE)**



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## A. Background Information on SPREP

SPREP is the regional organisation established by the Governments and Administrations of the Pacific region to protect and manage the environment. It has grown from a small programme attached to the South Pacific Commission (SPC) in the 1980s into the Pacific region's major intergovernmental organization charged with protecting and managing the environment and natural resources of the Pacific. It is based in Apia, Samoa, with about 60 staff.

SPREP works on behalf of Pacific island Governments and Administrations as the conduit for concerted environmental action at the regional level. The establishment of SPREP also sends a clear signal to the global community of the deep commitment of Pacific island Governments and Administrations to sustainable development, especially in light of the outcomes of the World Summit on Sustainable Development, the Millennium Development Goals, the Barbados Plan of Action and Agenda 21.

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 islands region and to provide assistance in order to protect and improve the environment and to ensure sustainable development for present and future generations.

### **Vision**

SPREP's **vision** is that people of the Pacific islands are better able to plan, protect, manage and use their environment for sustainable development.

### **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 four developed countries (Australia, France, New Zealand and United States of America) with direct interests in the region.

### **Programmes**

The SPREP Strategic Programmes is delivered through two programmes: Island Ecosystems and Pacific Futures. These Programmes are currently responsible for delivery of the 2011-2015 Strategic Plan outcomes in the following areas:

- The **Island Ecosystems Programme** has lead responsibility for biodiversity and ecosystem management, capacity development, education and social communications, and knowledge management.
- The **Pacific Futures Programme** has lead responsibility for climate change, waste management and pollution control, environmental monitoring and governance.
- Both Programmes work in an integrated way and will be increasingly involved in joint programme development and implementation

### **ISLAND ECOSYSTEMS PROGRAMME BACKGROUND**

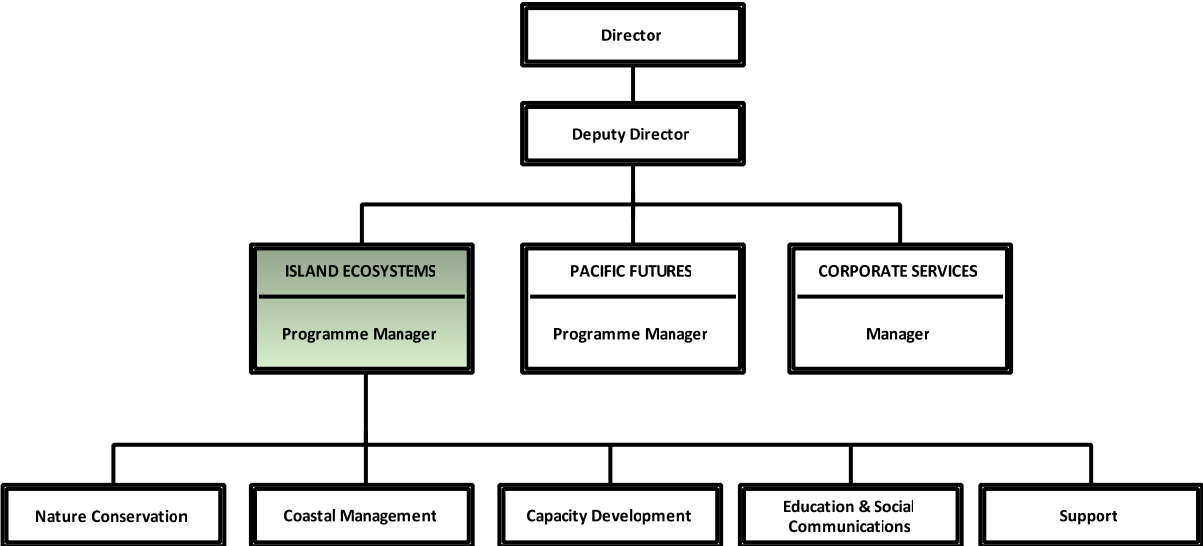
The Island Ecosystems Programme (IEP) is one of SPREP's two technical programmes and its primary focus is on biodiversity and ecosystem management in the Pacific Island country and territory Members of SPREP (PICTs). The IEP currently comprises sub-programme components dealing with:

- Biodiversity planning and policy, including development and implementation of National Biodiversity Strategies and Action Plans, and support on CBD issues
- Development and implementation of regional biodiversity projects, including those funded by the GEF
- Terrestrial ecosystem management issues, including protected areas and support on UNCCD issues
- Invasive species policy, eradication, prevention and control, including the Pacific Islands Learning Network
- Threatened and migratory species, with a current emphasis on marine species
- Coastal and marine policy and planning, including coral reef conservation and sustainable use
- Support to the Ramsar convention on wetlands
- Capacity development and training
- Education and social communications
- Knowledge management, including the Pacific Environment Information Learning Network

# B. JOB DESCRIPTION

<b>Job Title:</b>	Programme Manager, Island Ecosystems (PM-IE)
<b>Programme:</b>	Island Ecosystems
<b>Group / Team:</b>	Island Ecosystems
<b>Responsible To:</b>	Director through the Deputy Director
<b>Responsible For: (Total number of staff)</b>	15 staff – 13 programme and 2 support
<b>Job Purpose:</b>	<p>This job exists to:</p> <ul style="list-style-type: none"> <li>• Provide strategic leadership and management of the Island Ecosystems Programme</li> </ul>
<b>Date:</b>	4 February 2011

## Organisation Context



## Key Result Areas

The position of Programme Manager, Island Ecosystems (**PM-IE**) addresses the following Key Result Areas:

1. Executive Management
2. Strategic Programme Leadership & Planning
3. Programme Performance, Monitoring & Reporting
4. Programme Management & Leadership
5. Member & Donor Liaison
6. Regional Cooperation and Representation

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

Jobholder is accountable for	Jobholder is successful when
<p><b>1. Executive Management;</b></p> <p>a) Work collaboratively with Executive colleagues to provide an integrated approach to strategic and organisational planning, programme design, work programme and budget implementation, performance monitoring and evaluation, and building partnerships to ensure the ongoing success of SPREP.</p> <p>b) Provide technical advice and assistance to the Director and Deputy Director particularly on key strategic issues and opportunities for the Island Ecosystems Programme, building insights into planning and priority setting and bringing critical and emerging issues to the attention of the Executive Management Team.</p> <p>c) Take part in Executive Management meetings and effectively contribute to discussions and decision making on key strategic issues for the organisation.</p>	<ul style="list-style-type: none"> <li>• Current Strategic Plan priorities are achieved</li> <li>• Programme input is provided to development of relevant planning documents, including sub-programme plans</li> <li>• Performance Monitoring and Evaluation Report is presented to annual SPREP Meeting (SM) and adopted</li> <li>• Annual work plans and budgets are completed on schedule and adopted by annual SM</li> <li>• Strong and effective partnerships with other organisations are developed and maintained</li> <li>• Executive management accepts and values advice and assistance</li> <li>• Critical and emerging issues are brought to Executive attention in a timely manner</li> <li>• Staff participation is regular and effective, and staff contributions are acknowledged and valued</li> </ul>
<p><b>2. Strategic Programme Leadership &amp; Planning;</b></p> <p>a) Lead and provide strategic direction to the Island Ecosystems Programme and its team, ensuring integration with other SPREP programmes.</p> <p>b) Keep up to date with current biodiversity and ecosystem management issues and practice and identify implications for SPREP. This includes knowledge of</p>	<ul style="list-style-type: none"> <li>• Timely strategic advice results in improved service delivery to PICTs</li> <li>• IEP staff function as an integrated and effective team</li> <li>• Linkages with other programmes within SPREP are developed and strengthened</li> <li>• Other SPREP programmes are engaged with IEP activities and <i>vice versa</i></li> </ul>

<p>science and technology, of relevant international conventions, sustainable development programmes and Small Island Developing States issues.</p> <p>c) Develop an annual work plan, budget (AWP&amp;B) and implementation strategy including staffing resources and requirements for the Island Ecosystems Programme.</p>	<ul style="list-style-type: none"> <li>• Up-to-date knowledge is reflected in timely advice to SPREP executive and programmes on relevant issues</li> <li>• AWP&amp;B and implementation strategy developed and adopted</li> </ul>
<p><b>3. Programme Management &amp; Leadership;</b></p> <p>a) Lead and manage the performance of staff creating a team environment where people are clear on what is expected of them, how their work supports the wider organisational goals and where feedback is encouraged.</p> <p>b) Coordinate the recruitment and selection of Island Ecosystems Programme staff in partnership with Corporate Services and make recommendations to the Director.</p> <p>c) Ensure the induction, ongoing training and development of staff to build capacity of the Secretariat to meet its organisational goals and contribute to capacity building in the region in collaboration with Corporate Services.</p>	<ul style="list-style-type: none"> <li>• Programme staff operating as a cohesive and effective team</li> <li>• Feedback is regularly provided to staff to continuously improve performance</li> <li>• Programme is effectively staffed with quality staff and staff are recruited in a timely manner</li> <li>• New staff are inducted and staff training and development addressed in individual PDPs</li> </ul>
<p><b>4. Programme Performance, Monitoring &amp; Reporting</b></p> <p>a) Provide oversight and coordinate the day to day management of the Island Ecosystems Programme, including quality control and the provision of technical guidance and assistance to staff.</p> <p>b) Manage and provide approvals for budget expenditures within the approved Work Programme &amp; Budget for the Programme and financial delegations.</p> <p>c) Ensure all reporting requirements and commitments to external stakeholders are upheld and timely communications are undertaken with stakeholders around performance issues.</p>	<ul style="list-style-type: none"> <li>• Programme operates effectively, achieves its AWP&amp;B objectives and meets strategic priority targets</li> <li>• Budget targets are met and payments are made on schedule</li> <li>• All technical and financial reports are provided in a timely manner</li> <li>• External stakeholders report positively on delivery of commitments</li> </ul>
<p><b>5. Member and Donor Liaison</b></p> <p>a) Build and maintain constructive relationships with Member</p>	<ul style="list-style-type: none"> <li>• Constructive relationships with Members results in achievement of programme</li> </ul>

<p>representatives and ensure the implementation of projects within Member countries.</p> <p>b) Identify opportunities and establish partnerships based on mutual benefits</p> <p>c) Identify funding opportunities with regard to the Island Ecosystems Programme and liaise with donors to secure funding for programme and SPREP wide activities.</p>	<p>objectives and activities</p> <ul style="list-style-type: none"> <li>• Effective partnerships are established with relevant organisations</li> <li>• Funding is secured for programme activities</li> <li>• A project pipeline, identifying future project proposals and potential donors, is developed and action taken to secure resources</li> </ul>
<p><b>6. Regional Cooperation and Representation</b></p> <p>a) Establish and maintain national, regional and international partnership networks and coordinate technical or functional support mechanisms which fall within the ambit of the Island Ecosystems Programme.</p> <p>b) Represent SPREP at high level regional and international meetings.</p>	<ul style="list-style-type: none"> <li>• Effective partnerships and networks are established that progress implementation of SPREP strategic priorities in the Strategic Plan</li> <li>• Engagement at high level meetings is effective</li> </ul>

**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 manager as part of the performance development process.

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

**Work Complexity**

<p>Most challenging duties typically undertaken:</p>
<ul style="list-style-type: none"> <li>• Coordinating and managing multi-disciplinary staff to ensure programme targets are met</li> <li>• Ensuring adequate technical and financial resources are available to meet programme objectives</li> <li>• Ensuring all staff and financial resources are managed in an effective and accountable manner</li> <li>• Developing and maintaining effective and productive partnerships</li> <li>• Balancing programme management duties with wider corporate responsibilities</li> </ul>



## Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
<p><b>External</b></p> <ul style="list-style-type: none"> <li>• Member countries</li> <li>• Donors / Partners</li> <li>• Professional / Scientific organisations</li> <li>• Regional / International organisations</li> </ul>	<ul style="list-style-type: none"> <li>• Advice and assistance</li> <li>• Consultations</li> <li>• Technical discussions and support</li> <li>• Collaborative discussions and financial and technical support</li> </ul>
<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• Executive Management</li> <li>• Programme staff</li> <li>• Support staff</li> </ul>	<ul style="list-style-type: none"> <li>• Management and leadership</li> <li>• Supervision and delegation</li> <li>• Advice and support</li> </ul>

## Level of Delegation

The position holder:
<ul style="list-style-type: none"> <li>• manages an operational budget and has oversight of the programme budget</li> <li>• can authorise costs in own budget</li> <li>• can carry out negotiations on behalf of SPREP to seek funding opportunities for work programme activities</li> </ul>

## 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 Masters degree in Environmental Management / Development or related field.

### Knowledge / Experience

#### Essential

2. At least 10 years high level experience in environmental management/ development work as a senior technical professional preferably in, but not limited to the Pacific region, with at least 7 of those years in senior management and leadership roles

3. Extensive strategic leadership and management experience including management and supervision of medium to large teams of technical professionals preferably in a multicultural and multi-disciplinary environment
4. Proven project management experience including the development of funding proposals for major national or regional environmental/development programmes and the design and delivery of integrated work programme activities with a good understanding of synergies and interlinkages across multilateral environmental agreements
5. Excellent written and verbal communication as well as proven experience of high level negotiation work with Governments, especially SPREP member countries and partners
6. Extensive knowledge of the Pacific Islands region and good understanding of the environmental management issues in the Pacific and challenges facing Pacific Island Countries and Territories.
7. A very good understanding of donor policies and processes in relation to funding for biodiversity and ecosystem management including, inter-alia, the GEF, AusAID, NZAID, EU, ADB, World Bank.

### Key Skills / Attributes / Job Specific Competencies

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

Expert level	<ul style="list-style-type: none"> <li>• Strategic Leadership</li> <li>• Strategic Management</li> <li>• Environmental knowledge</li> <li>• Programme monitoring and evaluation</li> <li>• Work programme planning, budgeting and implementation</li> <li>• Proposal development</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• Environmental issues in the Pacific islands region</li> <li>• Emerging environmental issues and challenges</li> </ul>
Working Knowledge	<ul style="list-style-type: none"> <li>• General Financial principles</li> <li>• General Human Resources Management principles</li> <li>• General management principles</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• SPREP Strategic Plan</li> <li>• SPREP Work Programmes</li> </ul>

### 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

All managers and supervisors are expected to uphold SPREP's established Leadership and Management Behaviours forming part of the Performance Development Plan.

### **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 14 of SPREP's salary scale and will be in the range of SDR47,299 to SDR70,949. Currently, the equivalent in Samoan Tala is SAT\$187,026 (USD\$77,928) to SAT\$280,539 (USD\$116,891) per annum. A Cost-of-Living Differential Allowance within the range of SDR6,735 – SDR9,126 will also be paid to the successful candidate.

**Adjustments:** Professional staff salaries and appropriate allowances 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 those 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.

### **For staff recruited from outside Samoa, the following applies:**

**Relocation Expenses:** SPREP will meet certain appointment and termination expenses for professional 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.

**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 professional staff, the following applies:**

**Cost of living differential allowance (COLDA):** 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.

**Education Allowance:** Education expenses maybe reimbursed against actual receipts for dependent children, to cover up to 75% of the actual cost of tuition and boarding fees only. Currently the allowance is up to a maximum of Samoan Tala \$15,600 per annum per dependent child, with an overall maximum of Samoan Tala \$46,800 per annum per family of 3 or more eligible children.

**Housing Assistance:** Professional staff shall receive housing assistance of 75% of the typical rent payable in Samoa for expatriate executive furnished housing. The current rate is SAT\$2,138 per month. This assistance shall be reviewed annually and adjusted on relative movement in the local rental market.

**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, family (compassionate and paternity) and special (without pay) leave.

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

**Personal Accident Insurance:** All employees are covered by SPREP's 24 hour Life and Personal Accident Insurance Policy.

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

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

**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.

'Expatriate' means a professional staff member, not a citizen or permanent resident of Samoa, 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. A detailed curriculum vitae containing full personal details;
2. A statement to address how each Essential Selection Criteria is met;
3. Names and contact addresses of at least three professional referees who are prepared to provide testimonials – prefer the most recent employers and/or supervisors; and,
4. Indication of possible starting date if successful.

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

All applications to be clearly marked “**Application for Programme Manager, Island Ecosystems**” and addressed to: The Director, SPREP, P O Box 240, Apia or alternatively to email address: [sprep@sprep.org](mailto:sprep@sprep.org)

For further enquiries, the Personnel Officer can be contacted on telephone (685) 21929 ext 230 or Email: [luanac@sprep.org](mailto:luanac@sprep.org)

**Closing date: Friday, 11 March 2011:** Late applications will not be considered.

<b>SPREP is an Equal Opportunity Employer</b>
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