



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

APPLICANT INFORMATION PACKAGE

Pacific Islands Global Ocean Observing System Coordinator (PI-GOOSC)



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

Programmes

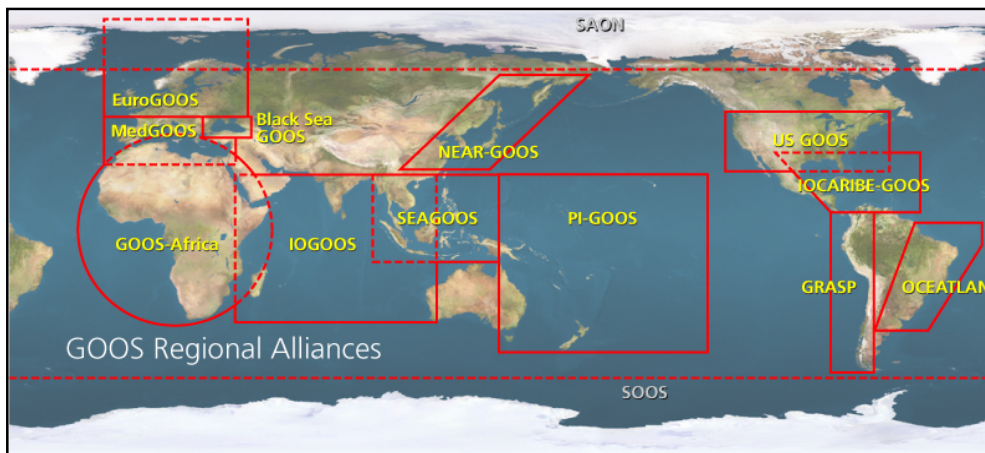
The SPREP Strategic Programmes is delivered through two programmes: Island Ecosystems and Pacific Futures. These Programmes are currently responsible for delivery of the 2011-2015 Strategic Plan outcomes in the following areas:

- 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

Background: The Pacific Islands – Global Ocean Observing System

The Pacific Islands Global Ocean Observing System (PI-GOOS) was established in 1998, and is currently one of 12 GOOS Regional Alliances (GRA) operational worldwide (see map below). GRAs are designed

to facilitate sustained coastal and open ocean monitoring to meet regional and national priorities, and form a critical component to the successful implementation of GOOS objectives.



Within the Pacific Islands region, PI-GOOS aims to assist sustainable development by facilitating the establishment and implementation of coastal and open ocean observing programmes, and in helping to improve uptake and use of the data, information and products being generated. Implementation of the PI-GOOS programme is primarily through capacity building at the local and regional level, and via the delivery of useful observation related products to relevant national level Government departments and other national partners.

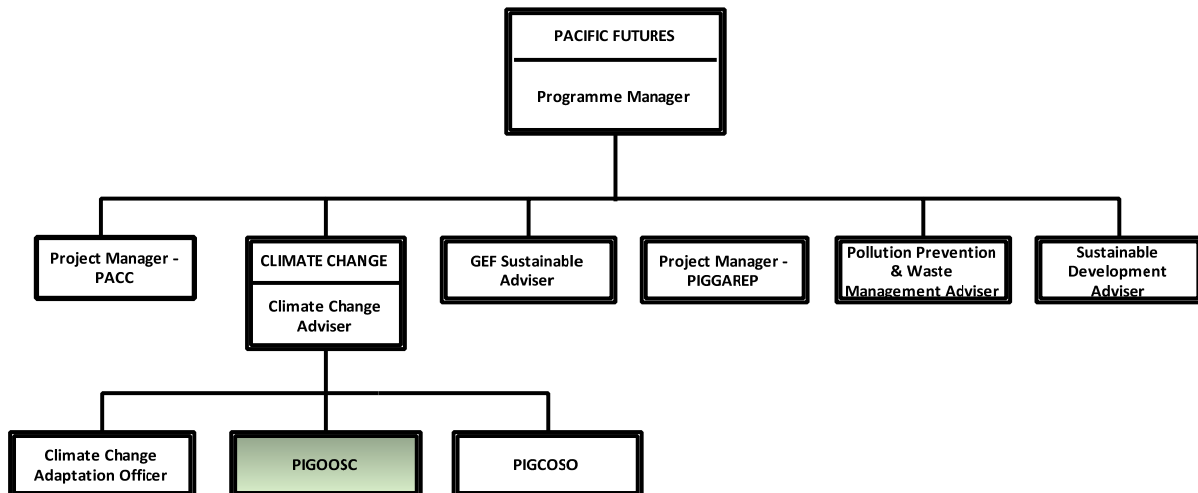
In 2004 a full-time coordinator of PI-GOOS was appointed as a joint initiative between the Secretariat of the Pacific Islands Applied Geoscience Commission (SOPAC) and the Perth Regional Programme Office of the UNESCO Intergovernmental Oceanographic Commission (IOC-UNESCO). In 2009, the Regional Integration Framework (RIF) decisions by the Pacific Forum Island Leaders led to the shifting of the PI-GOOS programme to the Secretariat of the Pacific Regional Environment Programme (SPREP) where it will now be placed as part of its Pacific Futures Programme, and with the Climate Change Division. PI-GOOS serves all 24 SPREP Member Countries (but in particular the 15 PIC Members) and is coordinated from SPREP's offices in Apia, Samoa.

The work of PI-GOOS is overseen by an Advisory Committee comprising of donors and partners from across the Pacific region. The Advisory Committee meets once a year and reports at the annual SPREP Meeting. This provides all SPREP member countries with an opportunity to comment and advise on the future direction of the PI-GOOS programme.

B. JOB DESCRIPTION

Job Title:	Pacific Islands – Global Ocean Observing System Coordinator (PIGOOSC)
Programme:	Pacific Futures
Group / Team:	Climate Change
Responsible To:	Climate Change Adviser
Responsible For: (Total number of staff)	N/A
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> ▪ Contribute to achieving the implementation of SPREP’s strategic directions under its Corporate Plan. ▪ Expand the PI-GOOS programme substantially by identifying and securing additional funds, leading strategic programme development, and coordinating and managing the full range of activities expected of the Pacific Islands GOOS programme.
Date:	10 February 2011

Organisation Context



Key Result Areas

The position of **Pacific Islands – Global Ocean Observing System Coordinator (PIGOOSC)** addresses the following Key Result Areas:

- Development and management of the GOOS programme
- Facilitation of the PIGOOS Advisory Committee
- Capacity building programmes
- Advisory and reporting
- Publication

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

Jobholder is accountable for	Jobholder is successful when
<p>1. Development and management of the GOOS programme</p> <ul style="list-style-type: none"> • Provide advice on all aspects of the development of the GOOS programme in the Pacific Islands region through the preparation of medium term (3-5 year) strategies and annual programmes of work • Manage the PI-GOOS programme budget, providing annual financial statements to the programme Advisory Committee, and seeking additional resources to ensure programme growth and expansion. • Facilitate the PI-GOOS Advisory Committee to ensure its effective operation and functioning by way of organising annual meetings, preparing annual reports and financial statements, and fulfilling all administrative requirements of PI-GOOS sponsors 	<ul style="list-style-type: none"> • Coordination of immediate programme and plans of action with the PI-GOOS Advisory Committee (or members thereof) • Preparation of annual work programme is completed in collaboration with all stakeholders, and attains the approval of the PI-GOOS Advisory Committee. • Work programme is consistent and in line with GOOS programme as well as other guiding principles as advised by Advisory Committee. • Annual budget is completed and submitted to SPREP Finance, and financial reports submitted to the Advisory Committee on regular intervals in line with the needs of the Committee. • Additional project funding is attained through proposals. • Meetings and operations of the Steering Committee (interactively) are organised and facilitated on an annual basis, providing the necessary papers and reports before and after such meetings.
<p>2. Capacity building programmes</p> <ul style="list-style-type: none"> • Conduct, facilitate and co-ordinate regional and national training activities, seminars, and workshops related to PI-GOOS and in support of the Pacific Futures programme of work. 	<ul style="list-style-type: none"> • PI-GOOS programmes are reviewed and regional training needs and workshop activities in support of those needs are identified. • Capacity building programme is integrated with and supports similar activities of the

	<p>Pacific Futures Programme to build on synergies and combined efforts, in particular those of the PI-GCOS programme, and the Climate Change Team in general.</p>
<p>3. Coordination and representation</p> <ul style="list-style-type: none"> Promote effective regional coordination and collaboration within the ocean-climate sector by facilitating and providing authoritative advice in the integration of activities under the three observing system programmes for the Pacific Islands region (PI-GOOS, PI-GCOS, Pacific HYCOS). Represent PI-GOOS at relevant national, regional, and international GOOS related meetings, actively participate in regional and international networks, chair working groups of established programmes, and engage in activities related to PI-GOOS to ensure across-programme synergies and benefits. 	<ul style="list-style-type: none"> Close liaison with coordinators of PI-GCOS and Pacific HYCOS programmes on joint activities and shared goals to improve coordination and strengthen collaborative outputs, and to minimize overlaps. The Coordinator’s annual programme of work must indicate at least one joint activity or project with the PI-GCOS and Pacific HYCOS programmes. Attendance sought and gained to PI-GOOS relevant meetings - active participation in board, committees, and working group positions appointed to. PI-GOOS network and connections to other networks is expanded and builds synergies and partnerships in related areas of work e.g. waste-water management, coastal zone management, in-shore and off-shore fisheries etc.
<p>4. Advisory and reporting</p> <ul style="list-style-type: none"> Prepare briefings and reports to the GOOS, IOC, and UNESCO Secretariats, and provide a focal point for all activities under the IOC-UNESCO GOOS programme in the Pacific Islands region. Provide advisory guidance to ensure co-operation and collaboration between national, regional, and international partners, to identify and meet specific needs for coastal and ocean observations, and identify and secure funds to implement new observing programmes. Provide advice and coordinate the developments of new mechanisms that improve access to data and information from existing programmes, including collaborating with and accessing data from other CROP agencies including SOPAC and SPC, and facilitating activities that contribute to the secure management and distribution of existing SPREP ocean, coastal, and climate change 	<ul style="list-style-type: none"> Regular reports are provided to the relevant governing and sponsoring bodies under which the PI-GOOS programme operates including (but not limited to) the GOOS/IOC/UNESCO/SPREP Secretariats Regular updates are provided to the PI-GOOS stakeholder group/network with progress on the annual PI-GOOS work programme - an active forum is operating across national, regional and international stakeholders in order to share ocean observation information needs and resources including funding sources for on the ground assistance in SPREP Member countries. An updated review of data resources/needs with sources/stakeholders, ongoing facilitation of its data access mechanism facilitated online through the www.pi-goos.org website, and continued close liaison with University of Hawaii’s APDRC and SOPAC/SPC to ensure server operation serving data is maintained. SPREP Members are provided via the SPREP

<p>data resources.</p> <ul style="list-style-type: none"> • Provide authoritative advice to SPREP Members regarding the impact and sustainability of proposed coastal and marine developments, and advise and provide technical assistance to Member Country governments on a range of marine environmental issues. • Evaluate and review the technical merits of activities and initiatives in the marine environmental sectors of SPREP Members and provide technical and policy advice. Advise and assist Member governments with the development of project documents designed to secure funding for the development of their respective national marine sector programmes. • Collaborate with the Islands Ecosystems Programme Manager and Coastal Management Adviser to provide advice on marine environmental issues and observations to the SPREP Executive Management Team and Governing Council, and contribute to the design of IEP strategies and annual programmes of work. 	<p>Meeting with information and action briefings with regard to coastal and marine development issues of concern, and to facilitate decisions made to assist Members in this regard.</p> <ul style="list-style-type: none"> • Sound technical and policy advice is provided with regards to ocean observing issues, and continued liaison with Members on their marine sector programmes where PI-GOOS can assist. • PI-GOOS collaborates with ocean and marine related programmes of the Island Ecosystems Programme and provide technical and policy advice where relevant to their needs.
<p>5. Publications</p> <ul style="list-style-type: none"> • Author international publications to raise the profile and awareness of PI-GOOS, and be responsible for the coordination and development of electronic communication material (newsletter, website of www.pi-goos.org etc.) that contributes to and advertises the full range of data and products developed and available to the region. 	<ul style="list-style-type: none"> • PI-GOOS information material is produced where possible or to combine resources with existing publications such as Vai Pasifika, SPREP Newsletter, and other related forums, to make known the PI-GOOS programme of work. In the main, the Coordinator should provide updated and relevant PI-GOOS information on its online home www.pi-goos.org.

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

Most challenging duties typically undertaken:

- Manage the PI-GOOS programme with regular reporting to, and oversight from, the PI-GOOS Steering Committee
- Liaise with counterparts within Member governments possibly at political levels within Member governments
- Create, facilitate and nurture partnerships between national stakeholders, PI-GOOS Steering Committee, development partners, and the SPREP Meeting;
- Be sensitive to issues politically and show foresight and fortitude where potential conflicts may arise and to deal with any effectively without detriment to SPREP.

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
<p>External</p> <ul style="list-style-type: none">• SPREP member countries / focal points• PIGOOS Advisory Committee• Regional & International Partners and Organisations <p>Internal</p> <ul style="list-style-type: none">▪ SPREP Management▪ Other programmes▪ Corporate Services▪ Staff Committee	<ul style="list-style-type: none">▪ Negotiations▪ Facilitations▪ Meetings and discussions▪ Coordination and collaboration <ul style="list-style-type: none">▪ Presentation, reporting and training▪ Negotiations▪ Collaboration▪ Management and development

Level of Delegation

The position holder:

- Manages an operational budget
- Can authorise costs in own budget

- Can make deals and negotiations on behalf of SPREP with prior approval by managing supervisor
- 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 the field of Science, including marine and oceanography

Knowledge / Experience

Essential
2. At least 5 years relevant experience specifically in dealing with marine environmental issues, at least 2 of those years working in a developing country and preferably within the public sector. Recognition as an expert in a relevant area - of marine environmental science in the international scientific literature with a track record of publishing would be an advantage;
3. Strong strategic advisory and analytical skills with a demonstrated ability to motivate teams, establish and implement workplan objectives and work with minimal supervision;
4. Demonstrated experience in programme and project management and monitoring and evaluation including financial management, proposal and report writing with a high level of organisational, analytical, problem-solving and facilitation skills and working with donors and developing country partners;
5. Demonstrated knowledge and understanding of ocean issues in the Pacific, including donor and development agency priorities, regional strategies and sector drivers;
6. Strong understanding of the working environment in Pacific Island countries;

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"> • Ability to set priorities • Proficient technical experience in relevant field; • Aptitude for the provision of high quality service; • Ability to master new material quickly; • Flexible approach and demonstrated ability to meet deadlines; • Ability to work as part of a small team, with a high level of interpersonal skills and minimal supervision; • Demonstrated professional ethics; • Ability to work effectively in a cross cultural environment and awareness of the need for gender sensitivity;
Advanced level	<ul style="list-style-type: none"> • Ability to transfer skills • Ability to promote and disseminate the PIGOOS product to PICTs • Willingness to assist with other programmes
Working Knowledge	<ul style="list-style-type: none"> • Competent in his/her field • Commitment to continuous improvement • Team building • A driver
Awareness	<ul style="list-style-type: none"> • Ability to work well with other programmes • Sensitive to PICTs needs • Donors requirements

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 SDR30,137 to SDR44,230 (including COLDA). Currently, the equivalent salary plus COLDA in Samoan Tala is SAT\$119,167 to SAT\$174,889 per annum.

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\$2.41

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 costs, as stipulated under the terms and conditions of the SPREP Education Allowanced policy. 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 stipulated 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 Pacific Islands Global Ocean Observing System Coordinator**” and addressed to: The Director, SPREP, P O Box 240, Apia or alternatively to email address: sprep@sprep.org

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

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

SPREP is an Equal Opportunity Employer
