



Secretariat of the Pacific Regional Environment Programme (SPREP)

Associate Turtle Database Officer (ATDO)

Applications are invited from interested and qualified nationals of the Pacific Island countries and territories for the above position with SPREP in Apia, Samoa.

The ATDO is responsible to the Coastal Management Adviser, through the Marine Species Officer.

This is an exciting opportunity for a young professional to work for an Intergovernmental Organisation to assist Pacific Island Countries and Territories (PICTs) in the area of marine species management, conservation and recovery

Some key functional areas of the post include:

- Management of use and functioning of the Regional Marine Turtle Database System (TREDS),
- Implementation of Tagging programmes, and
- Assistance for other programmatic activities.

Essential Qualifications and Experience

1. A tertiary qualification in a natural science discipline..
2. At least 3 years of field experience in
 - a. marine turtle research, management, conservation and/or recovery programme;
 - b. MS Access or a demonstrated experience in similar relational database applications.
3. Sound knowledge of conservation issues related to the marine environment and marine

Full details of the ATDO's responsibilities, requirements, remuneration package and lodging an application can be obtained from the Employment section of our website: www.sprep.org or by contacting the Personnel Officer on telephone: 21929 Ext. 230, Fax: 20231, or direct Email: luanac@sprep.org

Basic salary ranges from SDRs 21,948 to 29,857 (including COLDA), equivalent to SAT\$86,881 to SAT \$118,189 (including COLDA) per annum depending on qualifications and experience. Other attractive staff entitlements such as housing & education allowances, medical benefits, life and personal accident insurance, etc. will be available to the successful candidate.

All applications to be clearly marked "Application for Associate Turtle Database Officer" and addressed to: The Director, SPREP, P O Box 240, Apia or alternatively to email address: sprep@sprep.org

Closing date & time: Close of business, Friday, 18 December 2009. Late applications will not be considered.

SPREP is an Equal Opportunity Employer

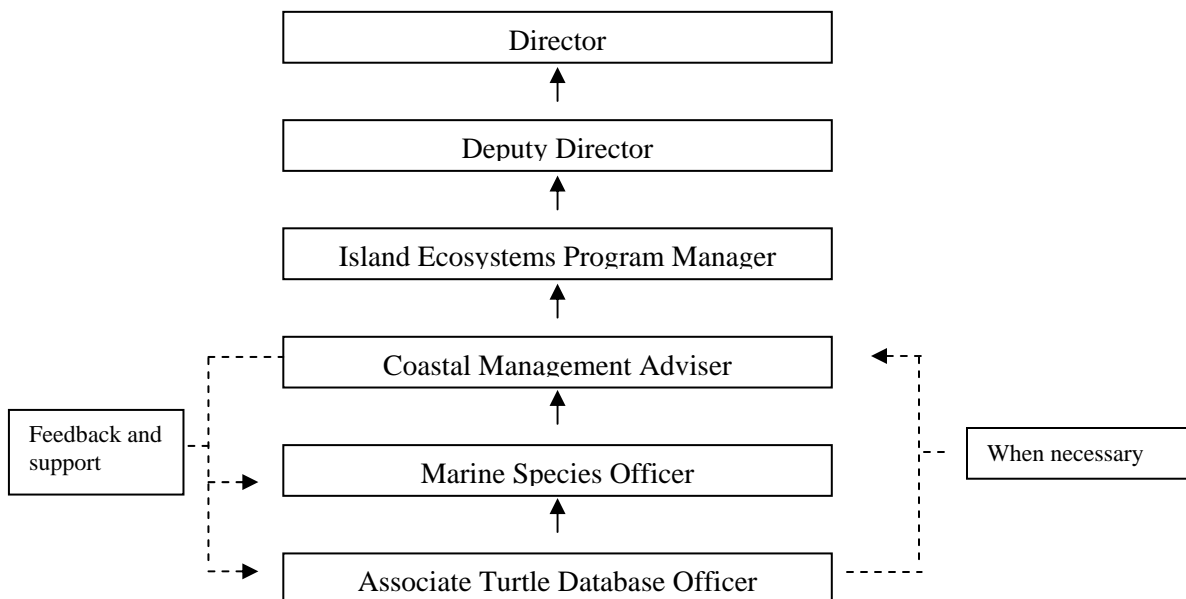


Secretariat of the Pacific Regional Environment Programme (SPREP)

JOB DESCRIPTION

Job Title:	Associate Turtle Database Officer (ATDO)
Department:	Island Ecosystems Programme
Group / Team:	Coastal Management Team
Responsible To:	Marine Species Officer (MSO)
Responsible For: (Total number of staff)	Nil
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none">▪ Manage, implement & monitor the Regional Marine Turtle Database System (TREDS);▪ Provide support to the Turtle Tagging programme and activities;▪ Provide support for marine species management, conservation and recovery
Date:	6 November 2009

Organisation Context



Functional Relationships

<p>External</p> <ul style="list-style-type: none"> ▪ SPREP focal points ▪ Various project partners (donors or recipient governments) ▪ Database Consultants / Specialists 	<p>Internal</p> <ul style="list-style-type: none"> ▪ Executive & Management ▪ Programme Manager, IE ▪ Coastal Management Adviser ▪ Marine Species Officer & Coastal Management team ▪ Corporate Services & other staff
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Key Result Areas

The position of **Associate Turtles Database Officer** encompasses the following major functions or Key Result Areas:

- ❑ Management of use and functioning of TREDS,
- ❑ Implementation of Tagging programmes, and
- ❑ Assistance for other programmatic activities.

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

Jobholder is accountable for	Jobholder is successful when
<p>1. Management of use and functioning of TREDS</p> <ul style="list-style-type: none"> • Develop and implement an annual work plan and budget for TREDS, and complete associated reporting requirements; • Assist implementation of in-country turtle data management initiatives, including the co-ordination and provision of turtle database services, provision of troubleshooting support and training, and the use of use of appropriate technologies to communicate more effectively; • Secure resources to facilitate the extension and use of TREDS; • Provide analysis, monitoring and 	<ul style="list-style-type: none"> • Annual work plan completed including all associated reporting requirements; • In-country turtle data management initiatives implemented and supported; • Resources secured; • Analysis and reporting completed;

<p>reporting on TREDS;</p> <ul style="list-style-type: none"> • Produce regular reports and disseminating them to TREDS users as per TREDS Information Sharing Policy; • Assist SPREP's Database and Systems Administrator with the management, development and refinement of TREDS; and • Monitor the use and functionality of TREDS, and where possible have any functionality issues fixed with the support of SPREP's Database and Systems Administrator, and regularly report functionality issues to the Western Pacific Regional Fisheries Management Council for further interventions if required. 	<ul style="list-style-type: none"> • Reports produced and disseminated; • TREDS functional and usable; and • TREDS functional and usable.
<p>2. Implementation of tagging programmes</p> <ul style="list-style-type: none"> • Assist with tagging programmes when and where required; and • Secure resources for tagging programmes and other activities related to turtle management and recovery programmes. 	<ul style="list-style-type: none"> • Tagging programs implemented; and • Resources secured.
<p>3. Assistance for other programmatic activities</p> <ul style="list-style-type: none"> • Support regional and international co-operation in marine species management, conservation and/or recovery; • Develop education and awareness resources related to marine species management, conservation and/or recovery; • Assist in the planning and implementation of the Regional Marine Species Action Plan (2008-2012); 	<ul style="list-style-type: none"> • Support provided; • Education and awareness resources developed and used by stakeholders; • Regional Marine Species Action Plan implemented;

<ul style="list-style-type: none"> • Ensure effective linkages are made, and assist with initiatives as required within SPREP’s Island Ecosystem Programme; • Represent SPREP in national and regional forums; and • Provide other relevant activities as required. 	<ul style="list-style-type: none"> • Linkages connected; • Representation fulfilled; and • Other activities completed.
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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 management process.*

Work Complexity

<p>Most challenging duties typically undertaken:</p> <ul style="list-style-type: none"> • TRENDS remaining functional; • Producing information outputs; • Implementation activities; and • Training conducted.

Functional Relationship Skills

Key internal and/or external contacts	Nature of the contact most typical
<p>External</p> <ul style="list-style-type: none"> ▪ SPREP focal points ▪ Various project partners (donors or recipient governments) ▪ Database Consultants / Specialists <p>Internal</p> <ul style="list-style-type: none"> ▪ Executive & Management ▪ Programme Manager, IE ▪ Coastal Management Adviser ▪ Marine Species Officer & Coastal Management team ▪ Corporate Services & other staff 	<ul style="list-style-type: none"> ▪ Written submissions/advice ▪ Verbal discussions/negotiations ▪ Report Writing ▪ Facilitation ▪ Monitoring ▪ Report Writing ▪ Verbal Discussions

Level of Delegation

The position holder:

- Has access to Staff guidelines.
- Controls a budget: YES (personal operating budget)
- Maximum that may be spent without reference to manager: NO LIMIT
- Job holder can spend unbudgeted capital: NO
- Job holder is responsible for committing the organisation to long-term contracts: NO
- Job holder signs correspondence for Company: YES (within area of competence)

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	Desirable
<ul style="list-style-type: none"> ▪ A tertiary qualification in a natural science discipline. 	<ul style="list-style-type: none"> ▪

Knowledge / Experience

Essential <i>(indicate years of experience required as appropriate)</i>	Desirable
<ol style="list-style-type: none"> 1. At least 3 years of field experience in <ul style="list-style-type: none"> ○ marine turtle research, management, conservation and/or recovery programme; ○ MS Access or a demonstrated experience in similar relational database applications. 2. Sound knowledge of conservation issues related to the marine environment and marine species, preferably in the Pacific region; 	

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">• Data analysis & reporting• Excellent communications, representation & interpersonal skills• Developing & implementing proposals• Work programme planning, budgeting & output delivery• Teamwork in an interdisciplinary & multicultural environment
Advanced level	<ul style="list-style-type: none">• General environmental science degree• Fisheries impacts• Data collection and data input
Working Knowledge	<ul style="list-style-type: none">• Marine issues• Biodiversity
Awareness	<ul style="list-style-type: none">• Topical environmental issues, particularly marine related

Key Behaviours

- Commitment and Personal Accountability
- Professional and Technical Expertise
- Teamwork
- Customer and Diplomatic Focus
- Effective Communication and Relationship

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.

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.

Grade: Appointment will be at the Grade H of SPREP's salary scale for professional staff.

Salary: The basic salary range for this position is expressed in International Monetary Fund Special Drawing Rights (SDRs). The salary range is from SDR 21,948 to SDR 29,857 (including COLDA) depending on the successful candidate's qualifications and experience. Currently, the equivalent salary in Samoan Tala is SAT\$86,881 to SAT\$118,189 per annum (including COLDA) .

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	=	SAT2.50
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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 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 as follows:
 - 6m 3 for the staff member;
 - 2m 3 for dependent spouse;
 - 1m 3 for each dependent child; and,

- up to 20 kilos of excess baggage for the appointee and family.

Establishment Grant: A lump sum, of SDR 1,100 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 recognised 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 recognised 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 SAT \$15,600 per annum per dependent child, with an overall maximum of SAT \$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 22 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.

APPLICATIONS

Applications are invited from interested and qualified nationals of the Pacific Island countries and territories. This is an exciting opportunity for a young professional to work for an Intergovernmental Organisation to assist Pacific Island Countries and Territories (PICTs) in the area of marine species management, conservation and recovery

Applications should include:

1. A detailed curriculum vitae containing full personal details (birth date, gender, nationality, marital status, number of dependents and age/s, health status, home address, and full contact numbers); qualifications and experience relevant for the position; previous and current appointments with salaries, names and contact addresses/numbers/E-mail of three professional referees who are prepared to provide testimonials.
2. A statement to address how each Essential Selection Criteria is met.
3. Available references from at least three recent employers and/or supervisors.
4. Indication of possible starting date if successful.

Please note it is essential that all requirements for submitting an Application as outlined above must be addressed otherwise your application will not be considered.

All applications to be clearly marked “**Application for Associate Turtle Database Officer**” 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, 18 December 2009: Late applications will not be considered.

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