



Secretariat of the Pacific Regional Environment Programme (SPREP)

Vacancy: Executive Assistant to the Director (EA_SP/D)

Applications are invited for the above Support Staff position with SPREP at Vailima.

This is an exciting opportunity for a qualified candidate to work for the Office of the Director. The EA is responsible to the Director for the provision of high-level administrative and secretarial services. Key functions include:

- Administrative and Secretarial services to the Office of the Director
- Office Management
- Record Keeping
- Travel Arrangements
- Executive Team Meetings

SELECTION CRITERIA:

Essential:

1. A Diploma in Office Management or Administration (a higher qualification would be an advantage)
2. At least ten years experience in a similar capacity in a medium to large organization; OR at least two years experience in lieu, with a tertiary degree in a relevant field.
3. Excellent office management, coordination, organizational, secretarial and public relations skills
4. Excellent written and verbal communication skills with fluency in English and Samoan;
5. Advanced word processing skills and computer skills in Microsoft Office
6. Demonstrated ability to do research, be proactive and keep ahead with office management trends and work with minimal supervision;
7. Demonstrated experience to work with high-level Executives and the ability to work as a part of an inter-disciplinary and multicultural team.
8. A demonstrated level of diplomacy and tact

Highly Desirable

- A Bachelor degree in Administration or another relevant field

Basic salary ranges from SAT\$31,296 to SAT\$47,142 depending on qualifications and experience. Other attractive staff entitlements such as medical benefits, life & personal accident insurance, etc. will be available to the successful candidate. Full details of the post's responsibilities, requirements and remuneration package can be obtained from the SPREP website, www.sprep.org or by contacting the Personnel Officer on telephone: 21929 Ext. 230, Fax: 20231, or direct Email: luanac@sprep.org

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 details for 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.

All applications to be clearly marked "Application for Executive Assistant to the Director" 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, 23 April 2010. Late applications will not be considered.

SPREP is an Equal Opportunity Employer



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

**APPLICANT INFORMATION PACKAGE
EXECUTIVE ASSISTANT TO THE DIRECTOR**



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A. Background Information on SPREP

SPREP is a regional organisation established by the Governments and Administrations of the Pacific region to look after its 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 organisation charged with protecting and managing the environment and natural resources. It is based in Apia, Samoa, with about 60 staff.

The Pacific island Governments and Administrations saw the need for SPREP to serve 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 the Pacific island Governments and Administrations towards sustainable development, especially in light of the outcomes of the World Summit on Sustainable Development in the form of the Plan of Implementation, the Millennium Development Goals and Declaration, the Barbados Plan of Action and Agenda 21.

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.

Focus

SPREP's unique **focus** is to sustain the integrity of the ecosystems of the Pacific islands region to support life and livelihoods today and tomorrow.

Members

SPREP has 21 Pacific island member countries (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

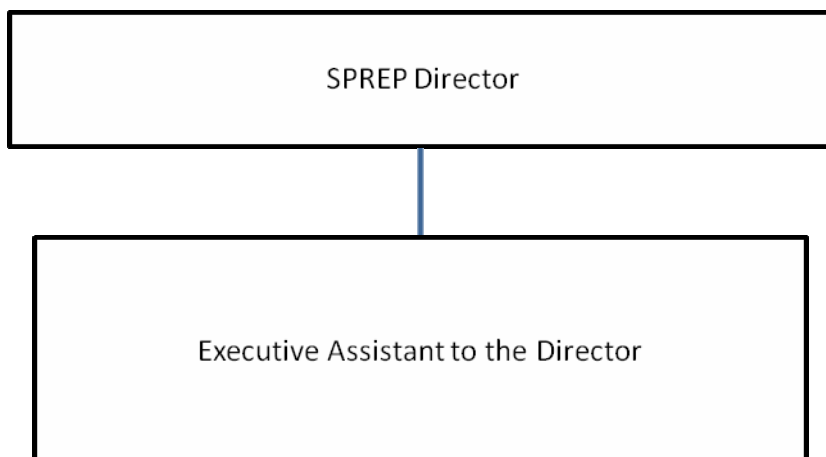
The Secretariat's work is delivered through two Strategic Programmes: Island Ecosystems and Pacific Futures.

- The Island Ecosystems Programme includes components of terrestrial, coastal and marine ecosystems management, species of special interest and people and institutions.
- The Pacific Futures Programme includes components of waste management and pollution control, environmental planning, climate change and atmosphere, environment monitoring, reporting and multilateral environmental agreements and regional coordination mechanisms as well as assisting the region to understand and address sustainable development issues.

B. JOB DESCRIPTION

Job Title:	Executive Assistant to the Director (EA_SP/D)
Programme:	Corporate Services
Group / Team:	Executive
Responsible To:	SPREP Director
Responsible For: (Total number of staff)	N/A
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none">▪ Provide high-level administrative and secretarial services and support to the SPREP Director and Office of the Executive.
Date:	6 April 2010

Organisation Context



Key Result Areas

The position of **Executive Assistant to the Director (EA_SP/D)** encompasses the following major functions or Key Result Areas:

- ❑ Administrative and Secretarial services to the Office of the Director
- ❑ Office Management
- ❑ Record Keeping
- ❑ Travel Arrangements
- ❑ Executive Team Meetings

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

Jobholder is accountable for	Jobholder is successful when
<p>1. Administrative and Secretarial services to the Office of the Director</p> <ul style="list-style-type: none"> • Provide high-level administrative services – including but not limited to the following: <ul style="list-style-type: none"> - Manage the Director’s office and schedules including arranging meetings and travel - Ensure relevant deadlines are tracked and met - Conduct research to support the work of the Director - Prepare and write correspondence and reports - Handle information requests - Provide advice and coordinate work flow • Provide high-level secretarial services – including but not limited to the following: <ul style="list-style-type: none"> - Schedule appointments and meetings - Manage all telephone calls and route as necessary - Oversee visitors’ schedules, provide information and re-direct where necessary - Type correspondence • Ensure the Director is kept up to date on essential Executive Management issues 	<ul style="list-style-type: none"> • Director’s schedules and deadlines are met • Research is relevant, timely and useful • Short turnover time for requests • Visitors and clients are happy • Director is happy • Correspondence are timely and clear
<p>2. Office Management</p> <ul style="list-style-type: none"> • Oversee the Director’s office and all 	<ul style="list-style-type: none"> • Director’s office is clean and well equipped

<p>necessary requirements;</p> <ul style="list-style-type: none"> • Provide advice and seek assistance on means to maintain and support the Director's office; • Receive and despatch all mail for the Director's office. 	<ul style="list-style-type: none"> • All mail is accounted for and distributed in a timely manner
<p>3. Record Keeping</p> <ul style="list-style-type: none"> • Provide a filing system for the Director's Office • Ensure the Director's files are up-to-date, secured and easily accessible; • Ensure the Office of the Director has all necessary information and publications 	<ul style="list-style-type: none"> • Filing system is up-to-date, secured and easily accessible • Latest information and publications are available • No missing records
<p>4. Travel Arrangements</p> <ul style="list-style-type: none"> • Make travel arrangements and attend to all necessary travel requirements of the Director; • Provide necessary support to the Director as required during his travels. 	<ul style="list-style-type: none"> • Director's travels are arranged on time • Director has all travel requirements in place before travel
<p>5. Executive Team Meetings</p> <ul style="list-style-type: none"> • Provide secretarial and support services to Executive Management Meetings including preparation of the agenda, setting up facilities, taking notes and distributing the meeting record to staff; • Assist with arrangements for all other relevant staff and official meetings. 	<ul style="list-style-type: none"> • Timely distribution of all meeting information • All meeting minutes clearly and accurately recorded • Meeting requirements provided
<p>6. Other relevant duties as required from time to time</p>	

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:

- Conducting research and providing relevant information to Director
- Dealing with difficult clients
- Understanding of the Director's role in order to manage his office and work schedule in an efficient manner

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"> • Public • Director's visitors • Catering Companies <p>Internal</p> <ul style="list-style-type: none"> ▪ Management ▪ All Staff 	<ul style="list-style-type: none"> • Answer Queries / Attend to Requests / Explain issues / Respond to correspondences / Answer the telephone / Liaise / Explain ▪ Answer Queries / Attend to Requests / Explain issues / Respond to correspondences / Answer the telephone / Liaise / Explain / Disseminate information

Level of Delegation

The position holder:

- Manages the Office of the Director;
- Handles all administrative and secretarial requirements for the Office of the Director.

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
1. A Diploma in Office Management or Administration (a higher qualification would be an advantage)	<ul style="list-style-type: none"> ▪ A Bachelor degree in Administration or another relevant field

Knowledge / Experience

Essential	Desirable
2. At least ten years experience in a similar capacity in a medium to large organization; OR at least two years experience in lieu, with a tertiary degree in a relevant field. 3. Excellent office management, coordination, organizational, secretarial and public relations skills 4. Excellent written and verbal communication skills with fluency in English and Samoan; 5. Advanced word processing skills and computer skills in Microsoft Office 6. Demonstrated ability to do research, be proactive and keep ahead with office management trends and work with minimal supervision; 7. Demonstrated experience to work with high-level Executives and the ability to work as a part of an inter-disciplinary and multicultural team. 8. A demonstrated level of diplomacy and tact	<ul style="list-style-type: none"> ▪ Relevant experience in a regional / international organisation

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">• Diplomacy and tact• Communications & Public Relations• Report Writing and Typing• Office Management• Problem Solving• Ability to set priorities and be adaptable to any situation• Flexible & courteous approach• Interpersonal skills and cultural sensitivity• Commitment to continuous improvement
Advanced level	<ul style="list-style-type: none">• Understanding of office policies and procedures
Working Knowledge	<ul style="list-style-type: none">• Programme functions• Project backgrounds
Awareness	<ul style="list-style-type: none">• Workplan development and understanding

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 three years and may be renewable for a further term(s) based on the needs of SPREP at the time, its funding situation and proven merit and work performance.

Grade: Appointment will be at the Grade F3 of SPREP's authorised salary scale for support staff.

Salary: The basic salary range for this position is from SAT\$31,296 to SAT\$47,142 depending on the successful candidate's qualifications and experience.

Term: 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 Increments and Bonus: Based on the staff member's annual performance assessment, a salary increment may be awarded if the staff member has not reached the maximum of the salary grade for their position. Where a support staff member has reached the maximum salary point for their salary grade, a fixed sum performance bonus of not more than 5% of the staff's salary will be paid.

Annual Leave: 15 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 examination, 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.

Life and 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: SPREP will pay 7% of basic salary to the Samoa National Provident Fund.

Overtime: Support staff at Grade F3 and below may claim overtime or time off in lieu of overtime for the hours they are required to work in excess of their normal working hours. A meal allowance and transport assistance are also available subject to terms and conditions set out by the Staff Regulations.

Training & Development: Fees for successful completion of approved courses are reimbursed.

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.

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.

D. ADMINISTRATIVE INFORMATION

Applications should include:

1. A detailed curriculum vitae containing full personal details;
2. A statement to address how each Essential Selection Criteria is met;
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