



Vacancy: **Internship_International Year of Biodiversity _ Pacific Campaign Coordinator (IYB_PCC)**

Applications are invited for the above Intern position with SPREP at Apia.

This is an exciting opportunity for a young graduate or professional just starting their career to gain professional exposure, further capacity development and to learn more about the work of SPREP and about regional environmental issues and priorities. Specifically, the successful candidate will work with a team of professionals at SPREP to coordinate the Pacific campaign for the International Year of Biodiversity.

Key functions include:

1. Coordinate and facilitate activities of the International Year of Biodiversity campaign
2. Implement and support the coordination of communication activities and IYB initiatives
3. Implement, monitor and evaluate community activities related to IYB

ESSENTIAL SELECTION CRITERIA:

1. Must be under 30 years of age
2. Must be a national of a Pacific island country or territory (Consideration will be given to nationals of partner countries in the event no Pacific islander is selected)
3. Minimum academic qualification of a university degree in Communications, Environmental Science, or related field or equivalent experience
4. Evidence of ability to interpret and communicate new concepts and ideas in writing to different target groups
5. Demonstrated ability to develop information materials and communication products for a variety of audiences;
6. Demonstrated experience in working with the media (experience writing press releases and media advisories an advantage);
7. Ability to work as part of a team and to take direction from supervisors;
8. Demonstrated organisational, time management and report writing skills;
9. Excellent oral communication and interpersonal skills.

Salary is SAT\$47,142 per annum. Other attractive staff entitlements such as annual and sick leave, medical benefits, life & personal accident insurance, etc. will be available to the successful candidate. Full details of the position's responsibilities, requirements and terms and conditions 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 Internship: International Year of Biodiversity_Pacific Campaign Coordinator (IYB_PCC)" 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, 30 April 2010. Late applications will not be considered.



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

APPLICANT INFORMATION PACKAGE
Internship Opportunity: International Year of Biodiversity –
Pacific Campaign Coordinator



CONTENTS

A. Background Information on SPREP

B. POSITION DESCRIPTION

C. TERMS & CONDITIONS

D. ADMINISTRATIVE INFORMATION

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. Assisting the region to understand and address sustainable development issues is an essential element of this mandate.

Internship Programme

Each year and subject to funding, SPREP offers a limited number of young graduates or professionals just starting their career, through its Internship Programme, an opportunity to gain professional exposure and strengthen capacity building in a field relevant to their chosen career and to learn more about the work of SPREP and about regional environmental issues and priorities.

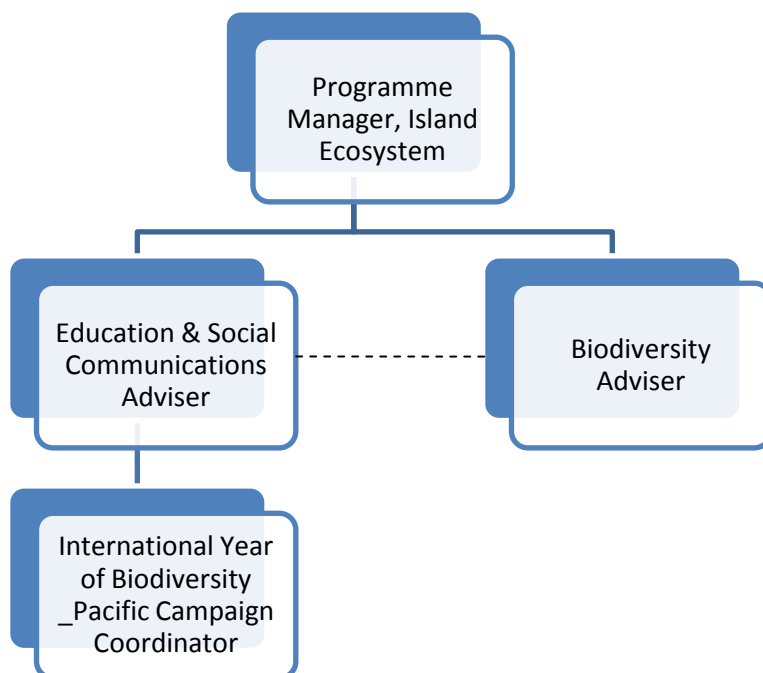
International Year of Biodiversity (IYB)

2010 is the International Year of Biodiversity (IYB). The Pacific input to the IYB involves implementing a regional framework of activities aimed at promoting awareness of biodiversity conservation in the region. SPREP is coordinating activities in collaboration with regional partners such as national Governments, NGOs, the private sector and other regional agencies.

B. DESCRIPTION OF RESPONSIBILITIES

Position Title:	Intern: International Year of Biodiversity – Pacific Campaign Coordinator
Programme:	Island Ecosystems
Group / Team:	Communications / Biodiversity
Responsible To:	Education & Social Communications Adviser
Responsible For: (Total number of staff)	N/A
Job Purpose:	This position exists to: <ul style="list-style-type: none">▪ Coordinate the Pacific Campaign for the International Year of Biodiversity
Date:	19 April 2010

Organisation Context



Key Result Areas

The position of **Intern: International Year of Biodiversity – Pacific Campaign Coordinator** encompasses the following major functions or Key Result Areas:

- Coordinate and facilitate activities of the International Year of Biodiversity campaign
- Implement and support the coordination of communication activities and IYB initiatives

- Implement, monitor and evaluate community activities related to IYB

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

The Intern is accountable for	The Intern is successful when
<p>1. Coordinate and facilitate activities of the International Year of Biodiversity campaign</p> <ul style="list-style-type: none"> • Work with relevant SPREP Programme Officers and SPREP partners to coordinate and facilitate the activities highlighted under the 2010 Pacific Biodiversity campaign regional framework. • Work with key partners to develop and support IYB initiatives. 	<ul style="list-style-type: none"> ▪ Campaign activities completed successfully ▪ IYB initiatives are developed and implemented in a timely manner ▪ Partnerships are developed and secured to support and deliver IYB activities ▪ A network of IYB focal points comprising of key regional and national representatives including key SPREP staff established to coordinate and support the implementation of the IYB activities
<p>2. Implement and support the coordination of communication activities and IYB initiatives</p> <ul style="list-style-type: none"> • Support SPREP members develop and implement national and community level IYB activities. • Implement and support the coordination of communication activities including, but not exclusive to, production of monthly e-alerts, quarterly newsletters, regular media releases, coordinate media opportunities, update the Pacific Year of Biodiversity web page, support education initiatives etc. • Ensure communication is in line with SPREP's corporate communications and existing and ongoing education initiatives. 	<ul style="list-style-type: none"> ▪ Technical support provided to SPREP members to coordinate, develop and implement key IYB activities at the national and community levels ▪ IYB communication activities developed and implemented in SPREP member countries ▪ Key regional and national IYB communication initiatives and activities developed and delivered in close collaborations with key partners and through relevant programmes of SPREP
<p>3. Implement, monitor and evaluate community activities related to IYB</p> <ul style="list-style-type: none"> • Monitor and evaluate regional, national and community based activities relevant to the IYB campaign 	<ul style="list-style-type: none"> ▪ National and community based IYB activities monitored and evaluated ▪ Lessons learnt documented and shared widely with all key partners ▪ A detailed campaign report prepared and submitted to SPREP highlighting key outcomes and results achieved, lessons learnt, challenges and recommendations to assist with similar campaigns in the future.

4. Other IYB related activities assigned from time to time	<ul style="list-style-type: none"> ▪ Activities completed on time and at an acceptable standard
--	--

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.

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 members ▪ National and community representatives ▪ Key IYB partners ▪ Media <p>Internal</p> <ul style="list-style-type: none"> ▪ Programme Staff ▪ Biodiversity Team ▪ Corporate Services 	<ul style="list-style-type: none"> ▪ Coordination / communication / facilitation / discussions / presentations ▪ Coordination / facilitation / reporting

Person Specification

Age & Nationality Requirement

<p>Essential</p> <ul style="list-style-type: none"> ▪ Must be under 30 years of age ▪ Must be a national of a Pacific island country or territory ▪ Consideration will be given to nationals of partner countries in the event no Pacific islander is selected
--

Qualifications

<p>Essential</p> <ul style="list-style-type: none"> ▪ Minimum academic qualification of a university degree in Communications, Environmental Science, or related field or equivalent experience

Knowledge / Experience

Essential

- Evidence of ability to interpret and communicate new concepts and ideas in writing to different target groups
- Demonstrated ability to develop information materials and communication products for a variety of audiences;
- Demonstrated experience in working with the media (experience writing press releases and media advisories an advantage);
- Ability to work as part of a team and to take direction from supervisors;
- Demonstrated organisational, time management and report writing skills;
- Excellent oral communication and interpersonal skills.

Change to position description

From time to time it may be necessary to consider changes in the Position Description in response to the changing nature of our work environment– including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.

C. TERMS & CONDITIONS

Duty Station: Apia, Samoa.

Duration: The internship position will be for 12 months starting as soon as possible.

Remuneration: The salary is SAT\$47,142 per annum. Salary will be tax free for non-citizens and non-residents of Samoa.

Term: For those recruited from outside Samoa, the term begins from the day the intern leaves his or her home to take up the internship programme. The internship is subject to a satisfactory medical examination.

The internship will be 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 an intern recruited from outside Samoa, the following applies:

Relocation Expenses: SPREP will meet certain relocation and repatriation expenses as follows for the successful candidate only:

- Return economy class airfares between Apia and the recognised home by the most direct and most economical route;
- Necessary reasonable accommodation during transit;
- Establishment and repatriation allowances subject to successful completion of the internship;

Establishment Grant: A lump sum payment of SDR1,100 upon taking up the internship and arrival in Apia.

Repatriation allowance: Two week's salary, upon successful completion of the internship.

- Up to 20kgs of excess baggage each way.

Temporary Accommodation and Assistance: On arrival in Apia, the appointee is 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.

Annual Leave: 25 working days per annum

Sick Leave: 30 working days per annum

Duty Travel: SPREP meets travelling expenses at prescribed rates necessarily incurred by the intern if required to travel away from Apia as part of the internship programme

Life & Personal Accident Insurance: The intern is covered by SPREP's 24 hour Life and Personal Accident Insurance Policy.

Medical Benefits: The intern is 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 intern recruited from outside Samoa will receive a superannuation allowance of 7% of basic salary. For an intern recruited locally, SPREP will pay 7% of basic salary to the Samoa National Provident Fund.

Equal Opportunities: SPREP is an Equal Opportunity Employer. Men and women are equally eligible for all posts in SPREP.

4. 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;
3. Names and contact addresses 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 Internship: International Year of Biodiversity – Pacific Campaign 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: 30 April 2010: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
