



Secretariat of the Pacific Regional Environment Programme (SPREP)

## Position Title: Sustainable Development Adviser (SDA)

Applications are invited for the above position with SPREP in Apia, Samoa.

The Secretariat is focused upon providing high quality advice and assistance to Members on environmental aspects of sustainable development and, in particular, on the effective integration of environmental and sustainable development considerations into national development planning and decision-making processes. The Secretariat is also supporting Members to effectively optimize the benefits arising from their participation in various international and regional sustainable development processes such as the Mauritius Strategy and Pacific Plan. The SDA is responsible to the Programme Manager - Pacific Futures for the performance of the following key duties:

### Key functions include:

1. Provide advice and assistance to members to facilitate effective integration of environmental considerations into national and regional decision-making processes
2. Provide high quality advice to SPREP, member countries, and the Council of Regional Organizations of the Pacific (CROP) on environmental aspects of sustainable development, including advice to members to support their effective participation in key international and regional sustainable development processes (such as MSI, Agenda 21, MDG and Pacific Plan) and the special requirements of Small Island Developing States (SIDS);
3. Act as a source of expertise on environmental implications of regional and international trading regimes and as well as on sustainable tourism; and
4. Develop and deliver a coherent programme of work for the Secretariat in relation to sustainable development, and ensure that sustainable development issues are reflected, where appropriate, across the whole of SPREP's Strategic Programme activities

### Essential Selection Criteria include:

1. Masters Degree from a recognised university in the Social and/or Environmental Sciences, or other relevant technical field from a recognised institution in a discipline relevant to sustainable development.
2. At least 10 years experience in Sustainable Development or relevant area at the senior management level within the Pacific Islands region;
3. Proven knowledge and experience to be recognized as a source of expert advice on sustainable development and related issues across the region;
4. Familiarity with key international and regional sustainable development processes; sustainable tourism; and major international and regional trading regimes;
5. The ability to provide intellectual leadership on environmental aspects of sustainable development;
6. The ability to link sustainable development and related issues across SPREP's Strategic Programme areas; and
7. Excellent written and oral communication skills.

Full details of the SDA's responsibilities, requirements and remuneration package can be obtained from the Employment section of our website: [www.sprep.org](http://www.sprep.org) or by contacting the Personnel Officer on telephone: 21929 Ext. 230, Fax: 20231, or direct Email: [luanac@sprep.org](mailto:luanac@sprep.org)

Basic salary ranges from 43,234SDRs to 57,697SDRs (including COLDA), equivalent to SAT\$170,953 to SAT\$228,141 (including COLDA) per annum depending on qualifications and experience. Other attractive staff entitlements such as housing & education allowances, medical benefits, life insurance, etc. will be available to the successful candidate.

All applications to be clearly marked "Application for Sustainable Development Adviser" and addressed to: The Director, SPREP, P O Box 240, Apia or alternatively to email address: [sprep@sprep.org](mailto:sprep@sprep.org)

**Closing date & time: Close of business, Friday 23 July 2010.** Late applications will not be considered.

**SPREP is an Equal Opportunity Employer**



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

**APPLICANT INFORMATION PACKAGE  
SUSTAINABLE DEVELOPMENT ADVISER (SDA)**



## **CONTENTS**

A. Background Information on SPREP

B. JOB DESCRIPTION

C. REMUNERATION PACKAGE – 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.

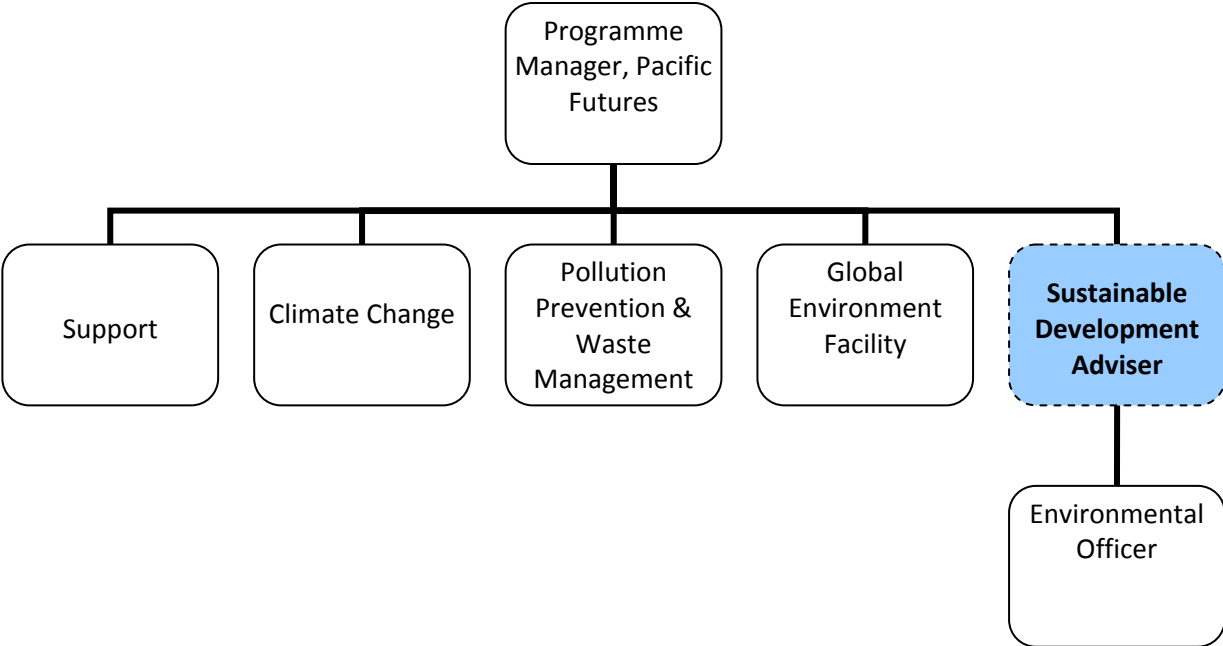
### Sustainable Development work

The Secretariat is focused upon providing high quality advice and assistance to Members on environmental aspects of sustainable development and, in particular, on the effective integration of environmental and sustainable development considerations into national development planning and decision-making processes. The Secretariat is also supporting Members to effectively optimize the benefits arising from their participation in various international and regional sustainable development processes such as the Mauritius Strategy and Pacific Plan.

# B. JOB DESCRIPTION

Job Title:	Sustainable Development Adviser
Department:	Pacific Futures
Group / Team:	Environmental Governance
Responsible To:	Program Manager – Pacific Futures
Responsible For: (Total number of staff)	Environmental Officer
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"><li>Support members to facilitate effective integration of environmental objectives and sustainable development principles and considerations into development planning and decision-making processes.</li></ul>
Date:	21 June 2010

## Organisation Context



## Functional Relationship 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 /focal points /central planning</li> <li>• Forum Secretariat and CROP agencies</li> <li>• International and regional development organizations</li> <li>• Development partners</li> </ul> <p><b>Internal</b></p> <ul style="list-style-type: none"> <li>▪ Executive management</li> <li>▪ Program staff</li> <li>▪ Corporate services</li> </ul>	<ul style="list-style-type: none"> <li>▪ Technical assistance / guidelines, tools &amp; methodologies</li> <li>▪ Monitoring &amp; reporting on key sustainable development issues</li> <li>▪ Identifying key regional priorities on sustainable development</li> </ul> <ul style="list-style-type: none"> <li>▪ Reporting / communications / participation</li> </ul>

## Key Result Areas

The position of **Sustainable Development Adviser** encompasses the following major functions or Key Result Areas:

1. Provide advice and assistance to members to facilitate effective integration of environmental considerations into national and regional decision-making processes
2. Provide high quality advice to SPREP, member countries, and the Council of Regional Organizations of the Pacific (CROP) on environmental aspects of sustainable development, including advice to members to support their effective participation in key international and regional sustainable development processes (such as MSI, Agenda 21, MDG and Pacific Plan) and the special requirements of Small Island Developing States (SIDS);
3. Act as a source of expertise on environmental implications of regional and international trading regimes and as well as on sustainable tourism; and
4. Develop and deliver a coherent programme of work for the Secretariat in relation to sustainable development, and ensure that sustainable development issues are reflected, where appropriate, across the whole of SPREP's Strategic Programme activities.

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

Jobholder is accountable for	Jobholder is successful when
<p><b>1. Provide advice and assistance to members to facilitate effective integration of environmental considerations into national and regional decision-making processes:</b></p> <p>a. Provide advice and assistance to members on mainstreaming methodologies and planning tools, models and best practices that would</p>	<ul style="list-style-type: none"> <li>▪ Pacific island countries have strengthened their capacity to develop and implement national policies and plans that have effectively integrated environmental objectives and sustainable development principles</li> <li>▪ Pacific island countries are able to</li> </ul>

<p>facilitate effective integration of environmental considerations into national and regional decision-making processes</p> <ul style="list-style-type: none"> <li>b. Undertake and organize capacity-building and training workshops at the national and local levels on sustainable development and policy mainstreaming processes and on their practical application</li> <li>c. Provide support to members, as appropriate, in the design and implementation of effective national sustainable development strategies and sector policy mainstreaming endeavors</li> <li>d. Participate in the work of CROP and other partners to develop and implement regional partnerships related to sustainable development such as the regional NSDS and Green Growth or Green Economy partnerships.</li> </ul>	<p>effectively use and apply mainstreaming and planning tools and methodologies to integrate environmental considerations into development planning and decision-making processes</p> <ul style="list-style-type: none"> <li>▪ Regional partnerships on sustainable development initiatives such as on the NSDS and Green Economy are functional and their services used by member countries</li> </ul>
<p><b>2. Provide high quality advice to SPREP, member countries, and the Council of Regional Organizations of the Pacific (CROP) on environmental aspects of sustainable development, including advice to members to support their effective participation in key international and regional sustainable development processes (such as MSI, Agenda 21, MDG and Pacific Plan) and the special requirements of Small Island Developing States (SIDS):</b></p> <ul style="list-style-type: none"> <li>a. Maintain a current knowledge of significant processes and events in relation to sustainable development (e.g. CSD, MSI, BPoA, JPOI, Agenda 21, MDG, Pacific Plan, etc);</li> <li>b. Provide leadership within SPREP, CROP and for the region in environmental aspects of sustainable development;</li> <li>c. Act as a source of expertise on concepts of sustainable development from an environmental perspective, and their practical application;</li> <li>d. Act as the SPREP focal point for Forum related processes (e.g. PPAC, FOC, SIS, etc);</li> <li>e. Contribute to development,</li> </ul>	<ul style="list-style-type: none"> <li>▪ Pacific island countries are effectively participating and benefiting from key international and regional sustainable development processes</li> </ul>

<p>implementation and monitoring of relevant international and regional sustainable development strategies, policies, plans and other initiatives, including the Pacific Plan</p> <p>f. Provide support for members' participation in regional and international sustainable development meetings and processes; and</p> <p>g. Participate in national, regional and international sustainable development processes.</p>	
<p><b>3. Act as a source of expertise on environmental implications of regional and international trading regimes and as well as on sustainable tourism:</b></p> <p>a. Provide advice to members on the implications of and linkages between trade and sustainable tourism and sustainable development and environmental objectives</p> <p>b. Provide advice to members on the environmental implications of any proposed regional, sub-regional or international trading regimes, including advice on trade negotiations that should take into account sustainable environmental management objectives</p> <p>c. Undertake and organize capacity-building and training workshops to strengthen the capacity of members to identify, analyze, design and implement programs and practices in the area of sustainable tourism that takes into account sustainable environmental management objectives</p>	<ul style="list-style-type: none"> <li>▪ Regional or international trading regimes have taken into account environmental implications of those trading mechanisms</li> <li>▪ Pacific island countries are implementing sustainable tourism programs or measures that take into account environmental and conservation considerations</li> </ul>
<p><b>4. Develop and deliver a coherent programme of work for the Secretariat in relation to sustainable development, and ensure that sustainable development issues are reflected, where appropriate, across the whole of SPREP's Strategic Programme activities:</b></p> <p>a. Provide leadership within SPREP in environmental aspects of sustainable development</p> <p>b. Ensure sustainable development principles and considerations are</p>	<ul style="list-style-type: none"> <li>▪ Sustainable development principles and considerations have been mainstreamed into the SPREP work programs and activities</li> </ul>



mainstreamed across SPREP's strategic programs of work and activities	
---	--

**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:
<ul style="list-style-type: none"> <li>• Develop, trial and roll-out suitable mainstreaming and planning guidelines, tools and methodologies for integration of environmental considerations into development planning</li> <li>• Facilitate broad stakeholder consultative processes for mainstreaming and coordination</li> <li>• Provide support to the development and implementation of national sustainable development strategies, sectors plans and programs</li> <li>• Raise awareness and advocate for environmental implications of trade and sustainable tourism</li> </ul>

**Level of Delegation**

The position holder:
<ul style="list-style-type: none"> <li>▪ manages an operational budget</li> <li>▪ has authority to commit funds and approve payments in own operational budget up to a certain limit</li> <li>▪ can seek funding opportunities for own work area</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	Desirable
1. Masters Degree from a recognised university in the Social and/or Environmental Sciences, or other relevant technical field from a recognised institution in a discipline relevant to sustainable development.	<ul style="list-style-type: none"> <li>▪ Proven ability to lead and work as part of an inter-disciplinary and/or multi-cultural team, and to live and work within Pacific island communities</li> </ul>

## Knowledge / Experience

Essential <i>(indicate years of experience required as appropriate)</i>	Desirable
2. At least 10 years experience in Sustainable Development or relevant area at the senior management level within the Pacific Islands region; 3. Proven knowledge and experience to be recognized as a source of expert advice on sustainable development and related issues across the region; 4. Familiarity with key international and regional sustainable development processes; sustainable tourism; and major international and regional trading regimes; 5. The ability to provide intellectual leadership on environmental aspects of sustainable development; 6. The ability to link sustainable development and related issues across SPREP's Strategic Programme areas; and 7. Excellent written and oral communication skills.	

## 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>• Competent in developing and applying mainstreaming guidelines, tools and methodologies</li> <li>• Competent in concepts of environmental aspects of sustainable development and their practical application</li> <li>• Problem Solving</li> <li>• Facilitation Skills</li> <li>• Excellent communications</li> <li>• Fluency in English</li> <li>• Ability to set priorities</li> <li>• Team Building</li> </ul>	
Advanced level	<ul style="list-style-type: none"> <li>• Keep updated in the sustainable development field</li> <li>• Flexible approach</li> <li>• Willingness to assist with other programmes</li> </ul>	
Working Knowledge	<ul style="list-style-type: none"> <li>• Interpersonal skills and cultural sensitivity</li> <li>• Commitment to continuous improvement</li> </ul>	
Awareness	<ul style="list-style-type: none"> <li>• Ability to work well with other programmes and with both genders</li> </ul>	

### 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.

**Grade:** Appointment will be at the Grade J of SPREP's authorised 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 SDR43,234 to SDR57,697 (including COLDA) depending on the successful candidate's qualifications and experience. Currently, the equivalent salary in Samoan Tala is SAT\$170,953 to SAT\$228,141 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	=	SAT\$2.59
---------	---	-----------

**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 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 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 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 Life & 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.

## 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;
3. Names and contact details 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.

All applications to be clearly marked “Application for Sustainable Development Adviser” 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, 23 July 2010:** Late applications will not be considered.

**SPREP is an Equal Opportunity Employer**