



Secretariat of the Pacific Regional Environment Programme (SPREP)

Vacancy: Information Resource Centre Manager

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

This is an exciting and challenging opportunity to work with a team of professionals. The Secretariat is seeking a suitably qualified and experienced person to fill the role of Information Resource Centre Manager to manage the SPREP Information Resource Centre and Library, to coordinate the Pacific Environment Information Network (PEIN), and to implement the information component of the African Caribbean and Pacific (ACP) Multilateral Environmental Agreements (MEAs) project that runs to 2013.

Applicants should have at a minimum a Masters Degree in Library work, Information Resource Management or relevant or the equivalent in a relevant discipline with more than seven (7) years relevant experience in the Pacific Islands region and preferably in an environment related field (or Bachelor degree in lieu, with applied relevant work experience in excess of the minimum required relevant work experience).

The appointment carries a competitive remuneration and benefits package including a base salary in the range of SDR30,639 to SDR45,985 which is currently equivalent to SAT\$121,149 to SAT\$181,829 per annum as well as a Cost-of-Living Differential Allowance (COLDA), housing & education allowances, medical benefits, life & personal accident insurance, etc.

Full details of the IRCM'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: +685 21929 Ext. 230, Fax: +685 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 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 labeled "**Application for Information Resource Centre Manager**". We encourage all interested applicants to send their applications through email to sprep@sprep.org. Alternatively, please send to: The Director, SPREP, P O Box 240, Apia, SAMOA.

Closing date: Friday, 18 February 2011.

Late applications and those that do not submit all the requirements stated above will not be considered.

SPREP is an Equal Opportunity Employer



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

APPLICANT INFORMATION PACKAGE
INFORMATION RESOURCE CENTRE MANAGER (IRCM)



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A. Background Information on SPREP

SPREP is a regional organization 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 organization 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 SPREP Strategic Programmes is delivered through two programmes; Island Ecosystems and Pacific Futures.

- The Island Ecosystems Programme includes components of terrestrial ecosystems management, 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. The climate change team is assisting the region to understand and respond to climate change, variability, sea level rise and stratospheric ozone depletion, and provides services to meet an essential element of the SPREP mandate.

INFORMATION RESOURCES CENTRE

The key functions of the Information Resources Centre include:

- Management and provision of access to SPREP publications and information resources in hardcopy, multimedia and electronic formats
- Responding to requests for SPREP publications and information resources from stakeholders.
- Collecting, storing and disseminating scientific and technical information on environmental and development concerns in Pacific island countries and territories;
- Development and management of a research collection to support the programmatic work of the Secretariat and its stakeholders
- Provision of a research and reference service to the Secretariat and its stakeholders
- Liaising and co-ordination with other national, regional and international organisations to improve access to Pacific environment information
- Provision of technical assistance and advice on the establishment of environment information centres and libraries in the region

PACIFIC ENVIRONMENT INFORMATION NETWORK [PEIN]

The objectives of the Pacific Environment Information Network are:

- Strengthening of environmental information flow to and within, member countries in a variety of print and electronic formats
- Development and management of information dissemination networks for both hardcopy and electronic information resources utilising the SPREP website, a network of in-country partners and repository libraries, and web 2.0 social networks and communities of practice
- Development and management of targeted online environmental information resources to support the work of the Secretariat and its stakeholders. These resources include virtual environment libraries for each of the Pacific island countries and territories and a range of online directories and pathfinders.
- Development of capacity at the regional and national level to better manage and provide access to critical environmental information. This include technical advice and assistance to PICTS in the development and management of environment information resource centres and libraries

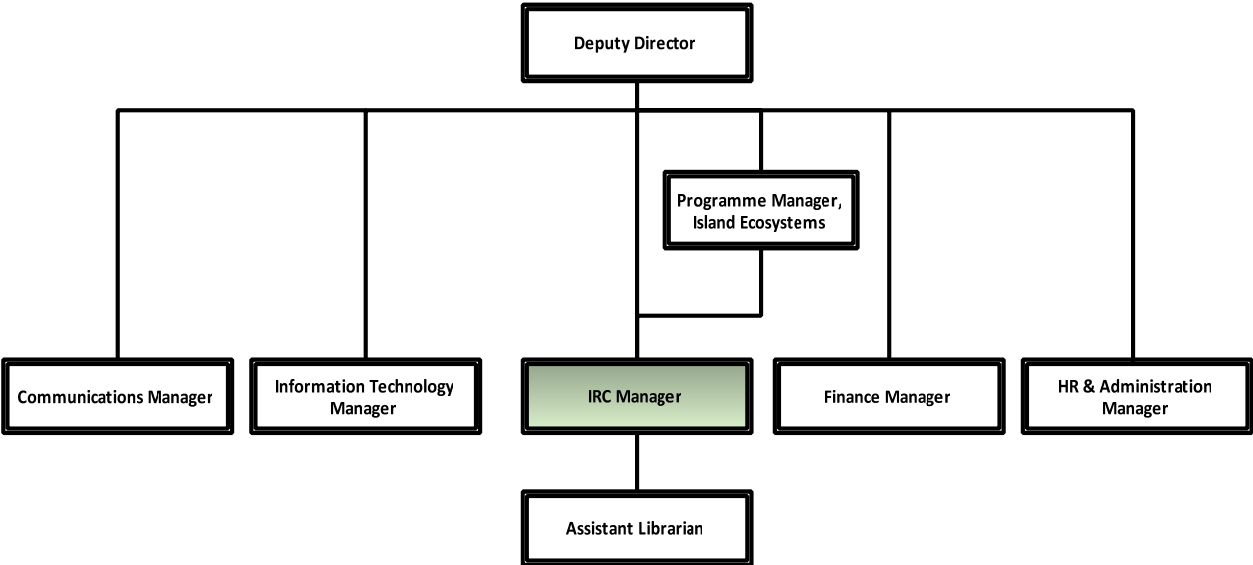
AFRICAN CARIBBEAN AND PACIFIC (ACP) MULTILATERAL ENVIRONMENTAL AGREEMENTS (MEAs) PROJECT

The Pacific Hub of the ACP MEA project, which runs 2009-2013, will foster the intra-governmental networks for cost-effective compliance with MEAs. The Pacific Hub is implementing activities worth a total of 1.3 million Euros over the four years. These activities will focus on providing technical assistance, training, and policy and advisory support services to enable participating countries to fulfil their MEA obligations. Two key information components of the ACP MEA project are the development and management of a Pacific clearinghouse mechanism and database for MEAs and the strengthening of capacity at a national level in PICTs to manage environment information.

B. JOB DESCRIPTION

Job Title:	Information Resource Centre Manager (IRCM)
Programme:	Corporate Services / Island Ecosystems (PEIN project)
Group / Team:	Corporate Services
Responsible To:	Deputy Director / Programme Manager, Island Ecosystems (on PEIN Project)
Responsible For: (Total number of staff)	1 support staff
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> Manage the SPREP Information Resource Centre and Library, to coordinate the Pacific Environment Information Network (PEIN), and to implement the information component of the ACP Multilateral Environmental Agreements (MEAs) project that runs to 2013
Date:	6 January 2011

Organisation Context



Key Result Areas

The position of **Information Resource Centre Manager (IRCM)** encompasses the following major functions or Key Result Areas:

1. Development and management of the SPREP library-based information systems and services;
2. Development and integration of knowledge resources including through the Pacific Environment Information Network;
3. Advice and support to PICTs and SPREP Secretariat
4. Leadership and management of the IRC Team;
5. Capacity building
6. Securing appropriate funding.

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 SPREP library-based information systems and services;</p> <p>a) Develop and manage the SPREP library-based information service in accordance with the organisation's strategic objectives;</p> <p>b) Develop and maintain relevant collections to support information needs of the Secretariat and its various programmes;</p> <p>c) Undertake the range of technical activities necessary for the efficient operation of the Secretariat library-based information services and systems, in particular cataloguing, classifying, acquiring, archiving library material, coordinating SPREP publication distribution, maintaining and improving library computerized system (InMagic DBText), and development of the SPREP Library website;</p>	<ul style="list-style-type: none"> • The SPREP library-based information service meets the needs of the Secretariat and its stakeholders • The SPREP library collections supports the information needs of the Secretariat and its various programmes • The SPREP IRC and library is operating efficiently and systems for acquiring, cataloguing and providing access to library materials via both the library database and SPREP website are well maintained and meet user needs.
<p>2. Development and integration of knowledge resources;</p> <p>a) Advise the Secretariat on the development and integration of knowledge resources into SPREP programme activities</p> <p>b) Establish and maintain cooperative links with regional and international networks of information repository and providers;</p> <p>c) Maintain knowledge resources developed through the PEIN and develop new information resources to strengthen SPREP's role as an information clearinghouse for</p>	<ul style="list-style-type: none"> • Knowledge resources are developed and fully integrated into SPREP programme activities • Links with regional and international networks of information repositories and providers are active and fostering enhanced information flow • The SPREP Information Resource Centre and the Pacific Environment Information Network (PEIN) is recognised regionally and internationally as the leading clearinghouse for Pacific environment

Pacific environment information	information
<p>3. Advice and support to Member countries and territories</p> <p>a) Provide tailored research and reference services, analysis and advice to the Secretariat and to SPREP member countries;</p> <p>b) Provide advice and support to the Pacific Islands Marine Resources Information System (PIMRIS)</p>	<ul style="list-style-type: none"> • Research and reference services to the SPREP Secretariat and its stakeholders meet user needs • SPREP is an active participant and supporter of the Pacific Islands Marine Resources Information System (PIMRIS)
<p>4. Leadership and management of the IRC Team and work plans;</p> <p>a) Plan, implement, monitor and report on Library-related activities and outputs of SPREP's work programmes, and ensure that Library information services are well integrated within all SPREP programmes and activities;</p> <p>b) Manage the staff of the Information Resource Centre to achieve its objectives and establish and supervise individual work plans, timely performance evaluations, overall output delivery and identification of staff development needs.</p>	<ul style="list-style-type: none"> • Library and information services are well integrated within all SPREP programmes and activities • Staff of the Information Resource Centre are working effectively and efficiently with regular performance evaluation and development need identification
<p>5. Capacity building</p> <p>a) Plan and manage programmes to include technical assistance in the establishment of environmental libraries and the strengthening of information management capacity in SPREP member countries under the PEIN and ACP MEA Projects;</p>	<ul style="list-style-type: none"> • Programmes for technical assistance and advice to strengthen information management capacity in PICTS are developed and implemented
<p>6. Secure appropriate funding</p> <p>a) Develop or initiate the writing of funding proposal(s) to support library related initiatives for the development of information capacity in SPREP and for SPREP Pacific Island Members;</p>	<ul style="list-style-type: none"> • Library related initiatives for the development of information capacity in SPREP and for Pacific Island members are funded

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:

- Advising Secretariat on knowledge management issues
- Leading process for improving knowledge management at SPREP
- Ensuring library policies and procedures are effective and meet user requirements
- Exercising judgment on the strategic development of the SPREP library collection
- Planning and prioritising work to ensure the information needs of the SPREP staff and regional stakeholders are met
- Developing and implementing regional capacity building programmes in information management
- Developing new information resources to meet stakeholder needs
- Collaborating with other regional organisations to improve regional capacity building in the information management sector

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"> • PICT Librarians and Information Officers • PICT stakeholders and focal points • Researchers • General Public • Publishers / Suppliers 	<ul style="list-style-type: none"> • Information dissemination; • Advice and assistance • Leading capacity building initiatives in information management • Information retrieval and reference services • Information literacy • Acquisitions of resources
<p>Internal</p> <ul style="list-style-type: none"> • IRC Staff • Programme staff • Support staff • SPREP Executive 	<ul style="list-style-type: none"> • Supervision, management and delegation • Information support • Cooperation • Advice and support

Level of Delegation

The position holder:

- manages an operational budget
- can authorise costs in own budget
- can begin negotiations on behalf of SPREP, ensuring that the Executive and Management are informed, and as long as the negotiations are in line with the SPREP Strategic Plan
- can seek funding opportunities for work program activities

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 Masters degree in Library work, Information Resource Management or relevant field OR Bachelor degree in lieu, with applied relevant work experience in excess of the minimum required relevant work experience

Knowledge / Experience

Essential
1. More than seven (7) years library management experience (preferably in a specialised / corporate library / department / section) , within the Pacific Islands region, relevant experience in an environment related field highly desirable.
2. Demonstrated experience in library management and information resource management project development, design and implementation with a proven record on successful programme and/or project implementation
3. Sound knowledge of information work within Pacific island country contexts and basic knowledge of international law (eg copyright) and its application to library services.
4. Demonstrated technical skills in cataloguing, classification and reference work and sound working knowledge of library standards in particular AACR2, LCSH, DDC20;
5. Excellent working knowledge of DBTextWorks, DBText WebPublisher, Macromedia Dreamweaver and of other computer applications in information work;
6. Demonstrated management and leadership qualities including ability to motivate teams and establish and implement workplan objectives;
7. Fluent in English with excellent communications, presentation and inter-personal skills and ability to work within a multi-disciplinary and multi-cultural team environment;
8. Demonstrated project management experience, strong advisory, analytical, training and negotiation 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">• Knowledge management• Information resources• Implementing programmes and/or projects• Work programme planning and budgeting• Developing proposals• Ability to source information• Competency in appropriate Information Technology and Communication software• Communication, representation and interpersonal skills• Teamwork in an interdisciplinary and multicultural environment
Advanced level	<ul style="list-style-type: none">• As above
Working Knowledge	<ul style="list-style-type: none">• Data analysis and reporting• Knowledge of key environmental information networks• Knowledge of environmental issues in the Pacific Islands region
Awareness	

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 11 of SPREP's salary scale and will be in the range of SDR30,639 to SDR45,985. Currently, the equivalent base salary in Samoan Tala is SAT\$121,149 to SAT\$181,829 per annum. A Cost-of-Living Differential Allowance within the range of SDR5,050 – SDR6,599 will also be paid to the successful candidate.

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 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 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 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 Information Resource Centre Manager**” 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 February 2011: Late applications will not be considered.

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