



Vacancy: Knowledge Management Officer (KMO)

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 to provide support to the Climate Change team in the implementation of climate change strategies including support for the development and management of a Climate Change portal. Key functions include (1) Development & Maintenance of Database/Information System (2) Content Building (3) Capacity Building (4) Reporting and (5) General Advice & Support.

ESSENTIAL SELECTION CRITERIA:

1. Bachelor degree in Information / Knowledge Management, Information Science or relevant field
2. At least 5 years relevant experience specifically in the information management field.
3. Demonstrated experience and understanding of relational databases, information systems and related tools and software packages with focus point of issues and content pertaining to climate change including:
 - Use of databases required together with practical experience with other text data management products
 - Internet solutions, such as Content Management Systems
 - MS Access and/or SQL-server, or other relational database management systems using SQL
 - Data management, analysis and presentation skills
4. Demonstrated experience in developing and managing databases and information systems within an information service as well as in training users in using the information systems;
5. Sound Understanding and awareness of issues relating to the access and use of information and knowledge in the Pacific and has good understanding of the working environment in Pacific Island countries
6. Strong analytical and problem solving skills and is creative, innovative, persistent and resourceful - to develop and build the best possible database, information system and on-line monitoring tools
7. Excellent oral and written communication skills
8. Demonstrated knowledge and experience of team building concepts; a team player with excellent interpersonal skills and ability to work within a multicultural and multi-disciplinary environment

Basic salary ranges from SDR 29,015 to SDR 39,754 (including COLDA). This is currently equivalent to SAT\$114,729 to SAT\$157,192 (including COLDA) per annum depending on qualifications and experience. Other attractive staff entitlements such as housing & education allowances, medical benefits, life & personal accident insurance, etc. will be available to the successful candidate.

Full details of the KMO'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

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 Knowledge Management Officer**" and addressed to: The Director, SPREP, P O Box 240, Apia or alternatively to email address: sprep@sprep.org .

Closing date: Friday, 29 October 2010. Late applications will not be considered.



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

APPLICANT INFORMATION PACKAGE
KNOWLEDGE MANAGEMENT OFFICER (KMO)



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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 SRPEP mandate.

SPREP, in implementing the Action Plan for the Pacific Islands Framework for Action on Climate Change (2006-2015) (PIFACC), has identified the need to enhance the communication and awareness raising on climate change issues in the region, as well as to enhance knowledge and understanding of synergies and linkages to waste management, biodiversity conservation and protection, invasive species, and to mainstreaming of sustainable development.

The Action Plan for PIFACC was developed at the request of the Pacific Island Leaders and was endorsed in 2005. The Framework's goal is to ensure that Pacific Island peoples and communities build their capacity to be resilient to the risks and impacts of climate change with the key objective to deliver on the expected outcomes under the following Principles:

1. Implementing adaptation measures
2. Governance and decision-making
3. Improving our understanding of climate change
4. Education, training and awareness
5. Contributing to global greenhouse gas reduction; and
6. Partnerships and cooperation

The action plan is intended to contribute to the implementation of the Framework through actions taken in response to meeting the key outcomes under each of these principles. It is regional in nature, with national activities complemented by regional programming in support. It provides an indicative menu of options for action on climate change. An accompanying matrix will also be developed in order to provide a clear overview of ongoing and planned activities at the national and regional levels, with responsible agencies or entities, and ensure that interested donor countries and agencies are able to identify initiatives to support, so that their work aligns to Pacific priorities. By clearly identifying actual existing programmes and projects within the matrix of activities it is expected that national officials and local stakeholders, as well as interested donor countries and partner organizations can ensure greater leverage of resources to the region for climate change work. This will also allow for a clearer alignment between different initiatives.

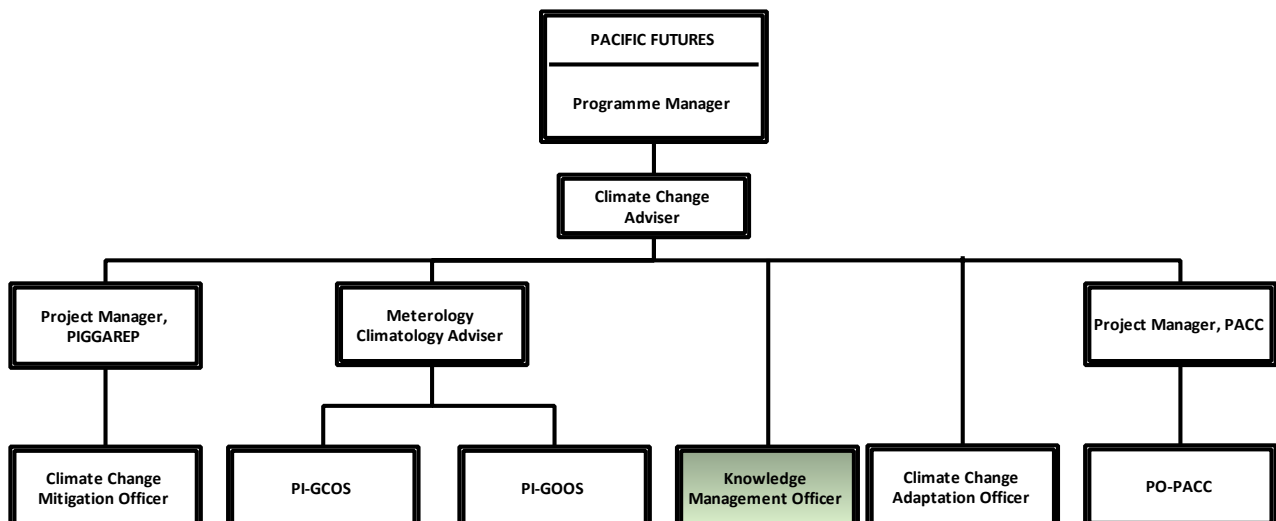
The recently concluded Pacific Climate Change Roundtable also strongly endorsed the need to strengthen the knowledge management side at SPREP, and provisional arrangements for a climate change portal will be one of the key issues for the KMO.

The SPREP Pacific Future's Programme (FPF) is responsible for climate change among other focal areas and responsible for the implementation of PIFACC. In respect of climate change the PFP climate change programme provides assistance to PICTs and in the region by collaborating with development partners and donors in providing technical advice in support of climate change response in terms of adaptation, mitigation and risk reduction through a combination of technological, policy, legislative institutional and administrative options.

B. JOB DESCRIPTION

Job Title:	Knowledge Management Officer (KMO)
Programme:	Pacific Futures
Group / Team:	Climate Change
Responsible To:	Climate Change Adviser
Responsible For: (Total number of staff)	N/A
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> • Provide support to the climate change team in the implementation of climate change strategies consistent with national and regional priorities as in PIFACC and other related regional and international frameworks through timely collating and dissemination of relevant information; • Support the development and management of a climate change portal, provide relevant training and ensure end user needs are provided through a user friendly, interactive and appropriately linked portal.
Date:	17 September 2010

Organisation Context



Key Result Areas

The position of **Knowledge Management Officer (KMO)** encompasses the following major functions or Key Result Areas:

1. Development & Maintenance of Database/Information System
2. Content Building
3. Capacity Building
4. Reporting
5. General Advice & Support

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

Jobholder is accountable for	Jobholder is successful when
<p>1. Development & Maintenance of Database/Information System</p> <ul style="list-style-type: none"> • Work closely with SPREP's ICT, ICR Manager and Climate Change Adviser in the on-going supervision, development and support of the Pacific Climate Change Portal (PCCP), a web information portal which is housed under the Pacific Futures' Programme at SPREP. • Lead in maintaining databases/information systems and their standards, ensuring accuracy and integrity of the products and incorporating a future perspective for development and enhancement and ensure the systems provide relevance and sustainability for users with very different experiences, expectations and needs. • Support the development of the Pacific Climate Change Virtual Database (PCCVD), an on-line monitoring database for the PIFACC and for regional and international climate change development partners and donors and for national providers and users such as Meteorological Services, Civil Aviation, NDMO, Agriculture and Fisheries. 	<ul style="list-style-type: none"> • Timely development and functionality of the portal • All relevant information within SPREP systems are uploaded and or linked • Programme for portal management, data acquisition and uploading, training on how to use the system are developed. • Develop a funding proposal for the implementation of the programme • Protocol for data/portal standards, accuracy and integrity is developed and approved • PCCVD open to the users • Phase linked to a PIFACC monitoring developed and implemented • Wide promotion of PCCVD to key users
<p>2. Content Building</p> <ul style="list-style-type: none"> • Liaise on a regular basis with relevant national authorities in PICTs and regional/ 	<ul style="list-style-type: none"> • Protocol developed for uploading and screening national and regional

<p>international development partners and donors to identify data and information sources</p> <ul style="list-style-type: none"> • Carry out all technical requirements for the systems including system planning, set up and enhancement with close information exchange to future users; define functionalities according to data, retrieval and information needs; establish and maintain a structure to effectively identify and handle data for targeted efforts; evaluate and integrate standards and relevant tools; facilitate content structure and coordinate data input; establish quality control; presentation and information; installation; to ensure accuracy and integrity of the database and act as focal point for all related questions and functions with support and advice. • Identify strategic opportunities to enhance information management for climate change adaptation and mitigation in the Pacific. 	<ul style="list-style-type: none"> • Use lessons from existing regional portals (PDN) • Linkages with SPREP ICR • Support the collation and hosting of baseline data and information in PICTs to strengthen the PCCP's utility for the future.
<p>3. Capacity Building</p> <ul style="list-style-type: none"> • Provide information and data to support technical assistance to PICTs upon request specifically on the following: <ul style="list-style-type: none"> - impact analyses of climate change; - recent scientific findings; - input to regional climate change studies; - sustainable development impact of climate change mitigation and adaptation activities and sector specific impacts of climate change; • Provide training and capacity building opportunities to enhance the ability of users PICTs to work with the PCCP, improve general computer search capabilities; • Work closely with the Education and Communication Adviser to ensure the strengthening of information management capacities of PICTs country representatives through the preparation and delivery of a comprehensive training package including documentation with 	<ul style="list-style-type: none"> • Capacity building programme developed • Developed funding proposals for the implementation of the PCCP • Good feedback from users • Capacity building through hands on training completed, and reports indicate the level of training and any future training needs

<p>handouts.</p> <ul style="list-style-type: none"> Facilitate the transfer of technical/specialist skills to assistant staff and key counterparts in regional countries through the provision of informal training, guidance and mentoring. 	
<p>4. Reporting</p> <ul style="list-style-type: none"> Adhere to all reporting requirements in an accurate and timely manner to facilitate the PFP accountability within SPREP and to donors. 	<ul style="list-style-type: none"> Donors reporting requirement are strictly adhered to
<p>5. General advice and support</p> <p>Provide accurate and timely advice and support to the PFP Manager to help enhance delivery of PFP core business.</p>	<ul style="list-style-type: none"> Flexibility to provide advice when it is required or offered advice when there are issues to be addressed.

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:

- Development & Maintenance of Database/Information System
- Content Building
- Capacity Building
- Reporting
- Promoting the system
- All of the five linked to the KRAs

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 member countries / focal points • Pacific Meteorological Council • Regional & International Partners and Organisations <p>Internal</p> <ul style="list-style-type: none"> ▪ SPREP Management ▪ Other programmes ▪ Corporate Services ▪ Staff Committee 	<ul style="list-style-type: none"> ▪ Technical assistance / advisory ▪ Capacity building ▪ Data collection and sharing ▪ Presentation and reporting ▪ Communications / advisory ▪ Collaboration

Level of Delegation

The position holder:
<ul style="list-style-type: none"> ▪ Manages an operational budget ▪ Can authorise costs in own budget ▪ Can seek funding opportunities for the work programmes

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. Bachelor degree in Information / Knowledge Management, Information Science or relevant field

Knowledge / Experience

Essential
2. At least 5 years relevant experience specifically in the information management field.
3. Demonstrated experience and understanding of relational databases, information systems and

related tools and software packages with focus point of issues and content pertaining to climate change including:

- Use of databases required together with practical experience with other text data management products
 - Internet solutions, such as Content Management Systems
 - MS Access and/or SQL-server, or other relational database management systems using SQL
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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"> • An expert in portal development and management • Ability to organise and set priorities • Proactive, take initiative and detail-oriented • Resolve problems in a flexible approach and follow through with demonstrated ability to manage multiple priorities, ensure goals and meet deadlines • Clarity, confidence and articulateness in both oral and written communication in English; • Ability to work as part of a small team, with a high level of interpersonal skills and minimal supervision • Demonstrated professional ethics • Ability to work effectively in a cross cultural environment and awareness of the need for gender sensitivity
Advanced level	<ul style="list-style-type: none"> • Willingness to assist with other programmes
Working Knowledge	<ul style="list-style-type: none"> • Commitment to continuous improvement
Awareness	<ul style="list-style-type: none"> • Ability to work well with others

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 I 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 SDR29,015 to SDR39,754 (including COLDA) depending on the successful candidate's qualifications and experience. Currently, the equivalent salary in Samoan Tala is SAT\$114,729 to SAT\$157,192 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\$2.51

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

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.

All applications to be clearly marked “**Application for “Knowledge Management 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, 29 October 2010: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
