



Vacancy: Terrestrial Ecosystems Management Officer (TEMO)

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 in providing technical advice and support to Pacific Island members on terrestrial ecosystem conservation and ecosystem management strategies.

Key functions include:

1. Support on terrestrial ecosystem conservation
2. Technical advice and assistance on ecosystem management strategies, implementation plans and funding framework
3. Training programmes and capacity building
4. Technical advice and support on key conventions including UN Convention on Biological Diversity (CBD), UN Convention to Combat Desertification (UNCCD) and others;
5. Working with key partners on species conservation issues
6. Education and Public Awareness
7. Programme Workplan and Implementation

ESSENTIAL SELECTION CRITERIA:

1. Masters degree in biodiversity-related environmental science, environmental management, resource management or related natural science discipline; OR Bachelor degree in lieu, with applied relevant work experience in excess of the minimum required relevant work experience
2. At least 10 years relevant work experience in conservation planning and management, natural resource management or related area.
3. Proven strategic, coordination, analytical, communication and facilitation skills
4. Proven knowledge of conservation related conventions, agreements and policies; particularly those relevant to the Pacific region and conservation issues in PICTs.
5. Proven project and programme management experience, including budget preparation and financial management.
6. Proven ability to work as a part of an inter-disciplinary and/or multi-cultural team.

Basic salary ranges from SDR29,015 to SDR39,754 (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 TEMO'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 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 Terrestrial Ecosystems Management Officer (TEMO)**" and addressed to: The Director, SPREP, P O Box 240, Apia or alternatively to email address: sprep@sprep.org

Closing date: Friday, 28 May 2010. Late applications will not be considered.



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

APPLICANT INFORMATION PACKAGE
TERRESTRIAL ECOSYSTEMS MANAGEMENT OFFICER (TEMO)



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A. Background Information on SPREP

SPREP is a regional organisation established by the Governments and Administrations of the Pacific region to look after its environment. It has grown from a small programme attached to the South Pacific Commission (SPC) in the 1980s into the Pacific region's major intergovernmental organisation charged with protecting and managing the environment and natural resources. It is based in Apia, Samoa, with about 60 staff.

The Pacific island Governments and Administrations saw the need for SPREP to serve as the conduit for concerted environmental action at the regional level. The establishment of SPREP also sends a clear signal to the global community of the deep commitment of the Pacific island Governments and Administrations towards sustainable development, especially in light of the outcomes of the World Summit on Sustainable Development in the form of the Plan of Implementation, the Millennium Development Goals and Declaration, the Barbados Plan of Action and Agenda 21.

Mandate

SPREP's **mandate** is to promote cooperation in the Pacific islands region and to provide assistance in order to protect and improve the environment and to ensure sustainable development for present and future generations.

Vision

SPREP's **vision** is that people of the Pacific islands are better able to plan, protect, manage and use their environment for sustainable development.

Focus

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

Members

SPREP has 21 Pacific island member countries (American Samoa, Cook Islands, Federated States of Micronesia, Fiji, French Polynesia, Guam, Kiribati, Marshall Islands, Nauru, New Caledonia, Niue, Northern Marianas, Palau, Papua New Guinea, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, Vanuatu and Wallis & Futuna) and four developed countries (Australia, France, New Zealand and United States of America) with direct interests in the region.

Programmes

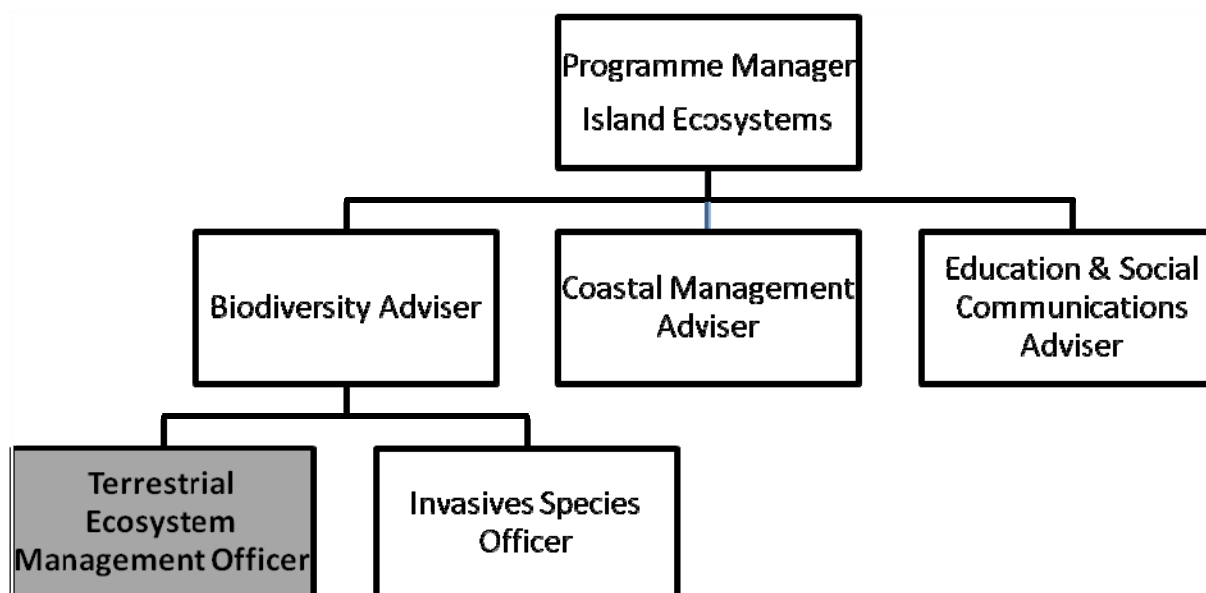
The Secretariat's work is delivered through two Strategic Programmes: Island Ecosystems and Pacific Futures.

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

B. JOB DESCRIPTION

Job Title:	Terrestrial Ecosystems Management Officer (TEMO)
Programme:	Island Ecosystems
Group / Team:	Biodiversity
Responsible To:	Biodiversity Adviser
Responsible For: (Total number of staff)	N/A
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none">▪ Provide technical advice and support to Pacific Island members on terrestrial ecosystem conservation and ecosystem management strategies
Date:	20 April 2010

Organisation Context



Key Result Areas

The position of **Terrestrial Ecosystems Management Officer (TEMO)** encompasses the following major functions or Key Result Areas:

1. Support on terrestrial ecosystem conservation
2. Technical advice and assistance on ecosystem management strategies, implementation plans and funding framework
3. Training programmes and capacity building
4. Technical advice and support on key conventions including UN Convention on Biological Diversity (CBD), UN Convention to Combat Desertification (UNCCD) and others;
5. Working with key partners on species conservation issues
6. Education and Public Awareness
7. Programme Workplan and Implementation

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

Jobholder is accountable for	Jobholder is successful when
<p>1. Support on terrestrial ecosystem conservation</p> <ul style="list-style-type: none"> • Work closely with the Biodiversity Adviser, other relevant programme officers including the Ramsar Oceania Officer, partners such as LifeWeb, and the Roundtable for Nature Conservation, strengthen SPREP's support to Pacific island Members on terrestrial ecosystem conservation including protected areas, resource use issues including land degradation, and terrestrial species conservation. 	<ul style="list-style-type: none"> • Work outputs are designed and successfully achieved in collaboration with key staff and partners and PICTs
<p>2. Technical advice and assistance on ecosystem management strategies, implementation plans and funding framework</p> <ul style="list-style-type: none"> • Provide technical advice and assistance to Pacific island members and other international or regional organisations on ecosystem management strategies, including protected areas design and management, and species management strategies. • Develop, promote and oversee the implementation of conceptual frameworks, methods and tools for 	<ul style="list-style-type: none"> • Technical advice is accepted by PICTs and/or partners and strategies are implemented. • Conceptual frameworks, methods and tools are developed, promoted and successfully implemented. • Constructive contributions are made to SPREP's climate change agenda, especially with regard to promoting • Funding is secured for ecosystem conservation, planning and management priorities

<p>ecosystem conservation, planning and management.</p> <ul style="list-style-type: none"> • Contribute to the development and implementation of SPREP's work on climate change and ecosystem-based approaches to adaptation. • Assist management and PICTs to identify priorities and appropriate funding mechanisms for ecosystem conservation, planning and management and prepare funding proposals. 	
<p>3. Training programmes and capacity building</p> <ul style="list-style-type: none"> • Design and implement training programmes and capacity building activities in collaboration with the Capacity Development Adviser in response to the needs of individual PICTs. 	<ul style="list-style-type: none"> • Capacity building programmes and activities are designed and implemented
<p>4. Technical advice and support on key conventions including UN Convention on Biological Diversity (CBD), UN Convention to Combat Desertification (UNCCD) and others</p> <ul style="list-style-type: none"> • Provide technical and advisory support to Pacific island countries on the UN Convention on Biological Diversity (CBD) under the guidance of the Biodiversity Adviser, especially in relation to the CBD Programme of Work (PoW) on Protected Areas and the PoW on Island Biodiversity. • Provide technical and advisory support to Pacific island countries on the UN Convention to Combat Desertification (UNCCD), including liaison with the UNCCD Secretariat and participation on the CROP Sustainable Land Management Working Group. • Provide technical and advisory support to Pacific island countries on other key conventions and agreements as required, including the Ramsar Convention, Convention on Migratory Species (CMS), the World Heritage Convention, and the Convention on International Trade in Endangered Species (CITES). 	<ul style="list-style-type: none"> • PICs are supported with technical and other advice on relevant aspects of UNCBD, UNCCD, and other specified multilateral environmental agreements (MEAs)

<p>5. Working with key partners on species conservation issues</p> <ul style="list-style-type: none"> • Work collaboratively with key partners on species conservation issues, including IUCN (including the Red List process), BirdLife International, Conservation International and national NGOs. 	<ul style="list-style-type: none"> • Outputs relating to species conservation issues are successfully achieved in collaboration with relevant partners
<p>6. Education and Public Awareness</p> <ul style="list-style-type: none"> • Promote public awareness of, and education for, biodiversity issues, sustainable terrestrial ecosystem management and species issues in collaboration with the Education and Social Communications Adviser. 	<ul style="list-style-type: none"> • Public awareness, communication and education products are produced and distributed on biodiversity issues, sustainable terrestrial ecosystem management and species issues
<p>7. Programme Workplan and Implementation</p> <ul style="list-style-type: none"> • Prepare annual work plans in conjunction with the Programme Manager and Biodiversity Adviser. • Serve as an expert resource for relevant various regional committees and working groups, where required. • Other related activities as required. 	<ul style="list-style-type: none"> • Annual work plans produced • Expert advice provided

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

<p>Most challenging duties typically undertaken:</p> <ul style="list-style-type: none"> • Developing strategic and technical approaches to resolving critical and often complex terrestrial ecosystem management (EM) issues in Pacific island countries and territories (PICTs) • Developing coherent linkages and solutions between EM issues and climate change • Providing support to PICs for a number of MEAs • Developing, strengthening and maintaining strong, effective partnerships
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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"> • PICTs • NGO partners • CROP agencies <hr/> <p>Internal</p> <ul style="list-style-type: none"> • PM, Biodiversity Adviser • Other programme staff • Programme staff and Management 	<ul style="list-style-type: none"> • Ongoing liaison and support for in-country focal points and thematic counterparts • Developing joint activities and common approaches • Developing joint activities and common approaches and advisory role on relevant working groups <hr/> <ul style="list-style-type: none"> • Supervision and direction received • Collaboration on joint activities • Development of organisation-wide strategies on relevant issues

Level of Delegation

The position holder:
<ul style="list-style-type: none"> ▪ manages an operational budget ▪ can authorise costs in own budget up to a certain limit ▪ 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
<ol style="list-style-type: none"> 1. Masters degree in biodiversity-related environmental science, environmental management, resource management or related natural science discipline; OR Bachelor degree in lieu, with applied relevant work experience in excess of the minimum required relevant work experience

Knowledge / Experience

Essential	Desirable
<p>2. At least 10 years relevant work experience in conservation planning and management, natural resource management or related area.</p> <p>3. Proven strategic, coordination, analytical, communication and facilitation skills</p> <p>4. Proven knowledge of conservation related conventions, agreements and policies; particularly those relevant to the Pacific region and conservation issues in PICTs.</p> <p>5. Proven project and programme management experience, including budget preparation and financial management.</p> <p>6. Proven ability to work as a part of an interdisciplinary and/or multi-cultural team.</p>	<ul style="list-style-type: none"> ▪ Experience in protected areas development, land management, forestry management, and species conservation in a developing island context would be highly regarded. ▪ Has lived and worked within Pacific island communities.

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"> • Proposal & Report Writing • Problem Solving • Facilitation Skills • Excellent communications • Fluency in English • Ability to set priorities • Team Building
Advanced level	<ul style="list-style-type: none"> • Flexible approach • Willingness to assist with other programmes
Working Knowledge	<ul style="list-style-type: none"> • Interpersonal skills and cultural sensitivity • Commitment to continuous improvement
Awareness	<ul style="list-style-type: none"> • Ability to work well with other programmes

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\$2.53

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 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.

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 Terrestrial Ecosystems 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, 28 May 2010: Late applications will not be considered.

SPREP is an Equal Opportunity Employer