



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

APPLICANT INFORMATION PACKAGE  
**HUMAN RESOURCES OFFICER (HRO)**

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## A. Background Information on SPREP

SPREP is the regional organisation established by the Governments and Administrations of the Pacific charged with protecting and managing the environment and natural resources of the Pacific. The Head Office is based in Apia, Samoa with over 100 staff. There are SPREP Offices in Fiji and Vanuatu as well as SPREP Officers stationed in the Republic of the Marshall Islands and Solomon Islands. SPREP has an annual budget of USD \$37 million in 2020.

The establishment of SPREP sends a clear signal to the global community of the deep commitment of Pacific island Governments and Administrations for better management of the environment within the context of sustainable development.

The strategic direction for SPREP is clearly set out in the 2017-2026 SPREP Strategic Plan. The Plan outlines the mandate, vision and programmes for the organisation, and places strong emphasis on effective delivery of services to SPREP Member countries and territories.

### Mandate

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

### Vision

SPREP is guided by its **vision for the future**: "A resilient Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures".

### Members

SPREP has 21 Pacific island member countries and territories (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 5 developed countries (Australia, France, New Zealand, United Kingdom and United States of America) with direct interests in the region.

### Four regional goals to achieving resilience and sustainable Pacific communities:

- **Regional Goal 1:** Pacific people benefit from strengthened resilience to climate change
- **Regional Goal 2:** Pacific people benefit from healthy and resilient island and ocean ecosystems
- **Regional Goal 3:** Pacific people benefit from improved waste management and pollution control
- **Regional Goal 4:** Pacific people and their environment benefit from commitment to and best practice of environmental governance

### These define the core priorities and focus of SPREP in the areas on:

1. Climate change resilience
2. Ecosystem and Biodiversity Protection
3. Effective Waste Management and Pollution Control
4. Environmental Governance

SPREP approaches the environmental challenges faced by the Pacific guided by four simple **Values**. These values guide all aspects of our work.

- We value the **Environment**
- We value our **People**
- We value high quality and targeted **Service Delivery**
- We value **Integrity**

The SPREP Secretariat continues to strengthen and realign its institutional capacities, competencies, and systems to best support its Members by delivering more integrated, responsive, and cost-effective services to Members and partners and by better coordinating regional efforts.

**Organisation Goal 1:** SPREP has information, knowledge, and communications systems that get the right information to the right people at the right time and influence positive organisational, behavioural and environmental change.

**Organisation Goal 2:** SPREP has multi-disciplinary processes in programme delivery and in supporting Members to develop national and regional policies and strategies.

**Organisation Goal 3:** SPREP has a reliable and sustainable funding base to achieve environmental outcomes for the benefit of the Pacific islands region and manages its programmes and operations to stay within its agreed budget.

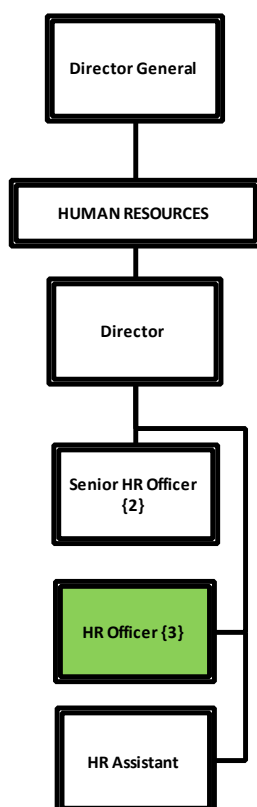
**Organisation Goal 4:** SPREP is leading and engaged in productive partnerships and collaboration.

**Organisation Goal 5:** SPREP has access to a pool of people with the attitudes, knowledge, and skills to enable it to deliver on its shared regional vision.

## B. JOB DESCRIPTION

<b>Job Title:</b>	Human Resources Officer (HRO)
<b>Department:</b>	Human Resources
<b>Team:</b>	Human Resources
<b>Responsible To:</b>	Director, Human Resources
<b>Responsible For: (Total number of staff)</b>	N/A
<b>Job Purpose:</b>	This job exists to: <ul style="list-style-type: none"><li>• Provide advice, guidance, services and support on Human Resources policies, issues and procedures</li></ul>
<b>Date:</b>	January 2020

### Organisation Context



## Key Result Areas

The position of **Human Resources Officer (HRO)** addresses the following Key Result Areas:

1. Human Resources Advisory & Support
2. Staff Regulations and HR Policies, Systems and Processes
3. Payroll, PayGlobal and Human Resources Information Systems
4. Communications, capacity building and coordination
5. General HR support and administration

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

Jobholder is accountable for	Jobholder is successful when
<b>1. Human Resources Advisory and Support</b> <ol style="list-style-type: none"> <li>a) Provide advice, assistance and support on all HR policies, systems and processes</li> <li>b) Provide guidance to staff on HR issues and all staffing matters including compliance with HR practices and processes</li> <li>c) Take part and provide guidance in relevant Recruitment and Selection and Consultancy procurement processes and other organisational panels requiring HR presence and input</li> </ol>	<ul style="list-style-type: none"> <li>• Advice, assistance and support is provided on all HR policies, systems and processes</li> <li>• Guidance and advice is provided on all HR issues and staffing matters</li> <li>• Staff comply with HR policies, practices and processes</li> <li>• Effective input and participation in Recruitment and Selection, procurement processes and other organisational panels</li> </ul>
<b>2. Staff Regulations and HR Policies, Systems and Processes</b> <ol style="list-style-type: none"> <li>a) Contribute to the development and review of HR policies, systems and processes</li> <li>b) Implement HR policies, systems and processes across the organisation</li> <li>c) Review, process and provide relevant advice on all staff claims and entitlements in accordance with the Staff Regulations</li> <li>d) Attend to the relocation and repatriation procedures, induction programme and other employment requirements for all staff</li> <li>e) Monitor and advise on the Performance Development System and Process</li> </ol>	<ul style="list-style-type: none"> <li>• Advice and support provided to HR policies, systems and processes review and development</li> <li>• HR policies and procedures are effectively implemented and staff are aware of HR policies and procedures</li> <li>• Processes are completed in an efficient and effective manner</li> <li>• Staff queries are responded to in a timely manner including relevant guidance and support provided to all staff and partners</li> <li>• Positive feedback from staff is provided regarding advice and services provided</li> <li>• HR guidance is provided in recruitment and selection processes, procurement process and all other</li> <li>• Relocation and repatriation processes, induction programme and all other HR processes are implemented on time</li> </ul>

<p><b>3. Payroll, PayGlobal and Human Resources Information System</b></p> <ul style="list-style-type: none"> <li>a) Process payroll in an efficient and effective manner</li> <li>b) Ensure the staff and payroll data are up-to-date in PayGlobal</li> <li>c) Assess all claims, advise staff on key payroll issues and prepare the fortnightly and monthly payrolls</li> <li>d) Check that data is correct for fortnightly and monthly payrolls</li> <li>e) Report any irregularities relating to the data and system</li> <li>f) Ensure the PayGlobal system is up to date</li> <li>g) Attend to queries from staff</li> </ul>	<ul style="list-style-type: none"> <li>• The Staff Payroll is processed on time</li> <li>• Staff claims are processed in a timely manner and according to established policies and procedures</li> <li>• PayGlobal is up to date and issues are addressed in a timely manner</li> <li>• Irregularity reports and problems are identified and addressed at the earliest possible</li> <li>• Staff queries are addressed and resolved at the earliest possible opportunity</li> </ul>
<p><b>4. Communications, Capacity Building and Coordination</b></p> <ul style="list-style-type: none"> <li>a) Communicate all relevant and critical HR information to staff and to the SPREP community</li> <li>a) Ensure all staff are aware of HR policies and processes and all other essential employment issues</li> <li>b) Provide timely advice and information to Finance and all staff on payroll and remuneration issues;</li> <li>b) Develop and circulate the HR Newsletter</li> <li>c) Ensure all essential information on the HR common folder are up-to-date and that regular briefings and programmes are coordinated and carried out for staff information</li> </ul>	<ul style="list-style-type: none"> <li>• Critical and relevant information is relayed to staff on time</li> <li>• Staff refresher sessions are organised and coordinated to ensure staff have access to up-to-date information</li> <li>• Newsletter is prepared, edited and circulated on a monthly basis</li> <li>• Newsletter is informative, up-to-date and accurate</li> <li>• HR databases are maintained and updated</li> </ul>
<p><b>5. General HR support and administration ;</b></p> <ul style="list-style-type: none"> <li>a) Provide regular updates to DHR and Team on the status of the HR processes</li> <li>b) Ensure all relevant records are updated and maintained and all Personal Files safeguarded and kept confidential at all times;</li> <li>c) Attend to the administration requirements for the HR section including procurement of supplies, travel and other office matters;</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly progress updates are provided to DHR and Team</li> <li>• All HR and Staff Records are maintained and safeguarded</li> <li>• Office and administration requirements are implemented in line with established policies and procedures</li> </ul>

### **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 Director as part of the Performance Development System.

This section may be copied directly into the Performance Development Plan.

### Work Complexity

Most challenging duties typically undertaken:

- Dealing with the HR demands of a diverse multi-disciplinary and multi-cultural workforce
- Ensuring HR policies and procedures are implemented and that staff are aware and comply with them
- Ensuring the payroll is processed efficiently and effectively and that it complies with HR policies and procedures and in accordance with SPREP's staff regulations
- Providing timely advice and support to staff in outposted offices
- Staff issues and official HR correspondences are kept confidential at all times

### Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
<b>External</b> <ul style="list-style-type: none"> <li>• Public and Businesses</li> <li>• Media outlets</li> <li>• HR sections of CROP agencies</li> <li>• Private and Public organisations</li> <li>• Insurance providers</li> </ul>	<ul style="list-style-type: none"> <li>• Advertisement and payments</li> <li>• Discussions and information sharing</li> <li>• Meetings</li> <li>• Business transactions</li> <li>• Communications</li> </ul>
<b>Internal</b> <ul style="list-style-type: none"> <li>• Executive</li> <li>• Senior Management Team</li> <li>• SPREP staff</li> <li>• SPREP community</li> </ul>	<ul style="list-style-type: none"> <li>• Advice and support</li> <li>• Guidance</li> <li>• Processing claims</li> <li>• Reporting</li> </ul>

### Level of Delegation

The position holder:

- Can sign off on the HR budget in line with financial delegation for Officers

### 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 Bachelor degree in Human Resources / Management / Business Administration or relevant discipline ( <i>Certified qualification and membership from a recognised HR Institute would be an advantage</i> )

## Knowledge / Experience

Essential
2. At least 3 years experience in Human Resources / Business Management operations, preferably within the Pacific region ( <b><i>New graduates with no work experience but have lots of energy to be creative and shows lots and lots of initiative are strongly encouraged to apply!</i></b> )
3. Excellent knowledge and experience in HR policies, systems and processes including policy advisory work including strong research and analytical work and understanding and appreciation of organisational policies, systems, processes and databases
4. Excellent organisational and planning skills with demonstrated ability to exercise good sense of judgment, diplomacy and tact in dealing with diverse sensitive situations and information
5. Good knowledge of current and emerging Human Resources issues and challenges in the Pacific islands region as well as sound understanding and appreciation of environmental ethics, values and priorities
6. Excellent written and verbal communication skills with good command of spoken and written English, high level of presentation and inter-personal skills and networking with diverse stakeholders within a multi-disciplinary and multi-cultural team environment
7. Good understanding and appreciation of team work and performance culture with a positive approach to diverse opportunities and challenges including commitment to continuous learning and development

## 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>• HR best practices</li> <li>• Occupational Health and Safety issues</li> <li>• Learning &amp; Development</li> <li>• Organisational Administration</li> <li>• Monitoring and evaluation</li> <li>• People skills</li> </ul>
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	<ul style="list-style-type: none"> <li>• Communications and Public Relations</li> <li>• Reporting</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• Advisory and analytical skills</li> </ul>
Working Knowledge	<ul style="list-style-type: none"> <li>• Recent developments and initiatives in HR</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• SPREP Strategic Plan</li> <li>• SPREP Work Programmes</li> <li>• Environmental issues in the Pacific islands region</li> <li>• Emerging environmental issues and challenges</li> </ul>

## 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 with possibility of renewable for a further term(s) based on the needs of SPREP at the time, its funding situation and proven merit and work performance.

**Salary:** Remuneration is at Band 8 of SPREP's salary scale for locally recruited staff. Starting salary will be SAT\$45,374 per annum. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required. Progress in the salary scale will be based on annual performance reviews.

**Term:** Appointment is subject to a satisfactory medical examination and clean police report, 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.

**Performance Reviews:** Annual performance assessments and performance rewards will be based on the Secretariat's Performance Development System.

**Education Allowance:** Education expenses may be reimbursed against actual receipts for dependent children, to cover up to 75% of the actual costs. Currently the annual allowance is up to a maximum of Samoan Tala \$1,000.

**Annual Leave:** 15 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, compassionate, paternity, examination and special leave (without pay).

**Duty Travel:** SPREP meets travelling expenses at prescribed rates necessarily incurred by staff required to travel away from Apia on official business.

**Life and Accidental Death and Disability Insurance:** All employees are covered by SPREP's 24 hour Life and Accidental Death and Disability Insurance Policy.

**Medical Benefits:** All employees and their dependents are entitled to have all reasonable medical, dental and optical expenses met, under the terms and conditions of the SPREP in-house Medical Treatment Scheme.

**Superannuation:** SPREP will pay the minimum legal requirement of basic salary to the Samoa National Provident Fund.

**Overtime:** Locally recruited staff at Band 8 and below may claim overtime or time off in lieu of overtime for the hours they are required to work in excess of their normal working hours. A meal

allowance and transport assistance are also available subject to terms and conditions set out by the Staff Regulations.

**Gratuity Payment:** The appointee is entitled to a gratuity payment equivalent to two week's salary, upon successful completion of 2 consecutive 3-year contracts, provided the contract is not extended or renewed.

### **Learning and Development**

Learning and development opportunities will be based on the approved SPREP Performance Development System and individual Performance Development Plans.

**Transport:** Transport from and to central Apia before and after work is provided.

### **Definitions:**

'Dependent' means the spouse and financially dependent children 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.

**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. Completed Application Form – can be downloaded from the Employment Section of our website (*you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the criteria – DO NOT refer us to your CV. Failure to do this will mean your application will not be considered*);
2. A detailed Curriculum Vitae.

***Applications that do not complete the correct SPREP Application Form and submit all the requirements stated above will not be considered.***

**Submitting applications:**

- a) **BY EMAIL (MOST PREFERRED OPTION)**: Subject matter to be clearly marked “Application for Human Resources Officer” and send to [recruitment@sprep.org](mailto:recruitment@sprep.org) OR
- b) **BY POST OR FAX**: Application to be addressed and sent to: The Director General, SPREP, P.O.Box 240, Apia or fax number (685)20231 and clearly marked “Application for Human Resources Officer”

More Information on SPREP and its work in the region can be found on the SPREP website  
[www.sprep.org](http://www.sprep.org)

For further enquiries, contact Ms Marion Chan Chui on telephone (685) 21929 ext 328 or Email:  
[marionc@sprep.org](mailto:marionc@sprep.org)

**Closing date: Friday, 28<sup>th</sup> February 2020**: Late applications will not be considered.

<b>SPREP is an Equal Opportunity Employer</b>
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