



APPLICANT INFORMATION PACKAGE  
NZ PACIFIC PARTNERSHIP ON OCEAN ACIDIFICATION,  
PROJECT TECHNICAL ASSISTANT (PPOA,PTA)

## **CONTENTS**

A. BACKGROUND INFORMATION ON SPREP

B. JOB DESCRIPTION

C. REMUNERATION PACKAGE – TERMS & CONDITIONS

D. ADMINISTRATIVE INFORMATION

## 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 is also a SPREP office in Fiji with four staff as well as SPREP Officers stationed in the Federated States of Micronesia, Republic of the Marshall Islands, Solomon Islands and Vanuatu. SPREP has an annual budget of USD \$33 million in 2019.

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.

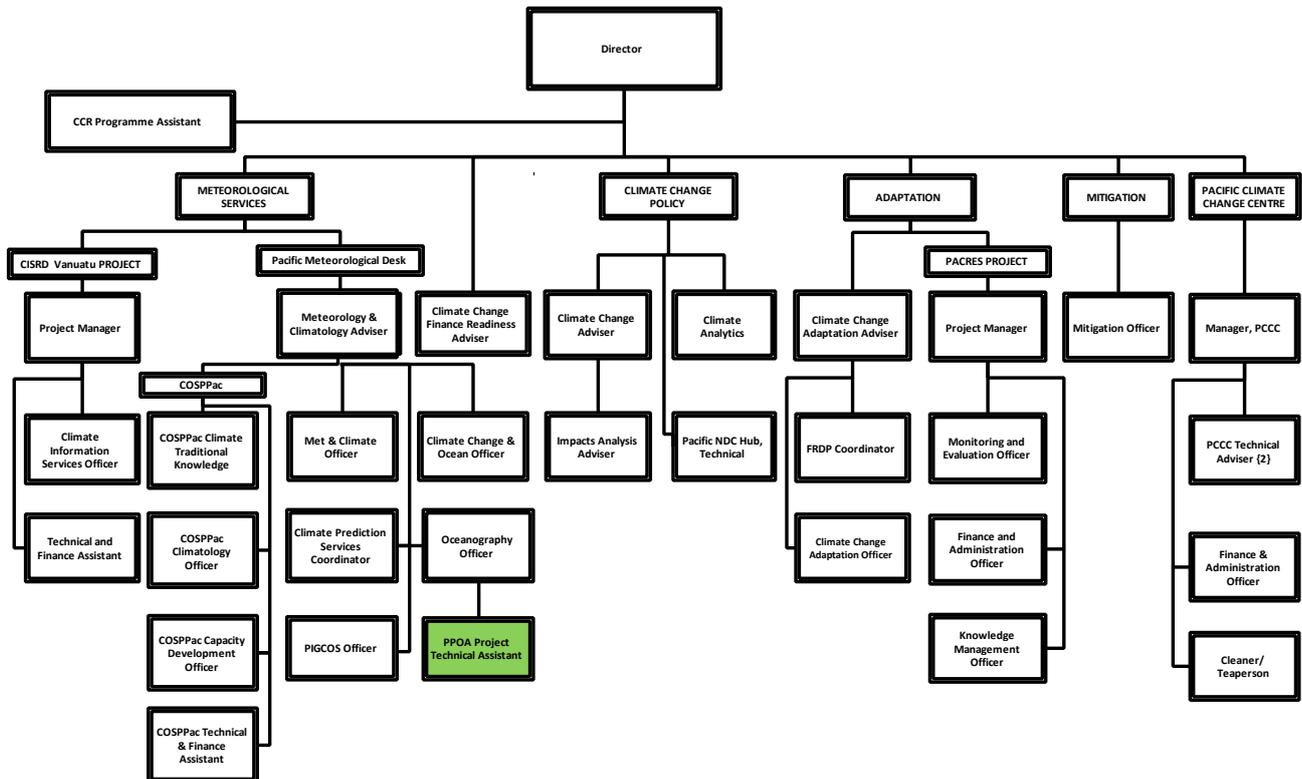
**Organisation Goal 4:** SPREP is leading and engaged in productive partnerships and collaboration.

**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>	NZ Pacific Partnership on Ocean Acidification, Project Technical Assistant (PPOA, PTA)
<b>Programme:</b>	Climate Change Resilience
<b>Team:</b>	Meteorological Services: PPOA Project
<b>Responsible To:</b>	Oceanography Officer (Project Manager: PPOA Project)
<b>Responsible For: (Total number of staff)</b>	N/A
<b>Job Purpose:</b>	<p><b>This job exists to:</b></p> <ul style="list-style-type: none"> <li>Provide project assistance and support in the management and implementation of the NZ Pacific Partnership on Ocean Acidification Project</li> </ul>
<b>Date:</b>	November, 2019

### Organisation Context



## Key Result Areas

The position of **NZ Pacific Partnership on Ocean Acidification, Project Technical Assistant (PPOA PTA)** addresses the following Key Result Areas:

1. Project management support
2. Project implementation support
3. Logistical, administrative and secretariat support
4. Communications and outreach
5. Project management information system

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

Jobholder is accountable for	Jobholder is successful when
<p><b>1. Project management support</b></p> <p>a) Provide financial analysis and information on the project's financial status, budget overviews and ensure all relevant project information and financials are up-to-date for the preparation of project financial reports in consultation with the Project Manager and SPREP Finance Project team;</p> <p>b) Compile and ensure all information is up-to-date and available for the preparation of narrative progress reports, project implementation reports and other substantive reports as required by NZ MFAT, Monaco, and SPREP</p> <p>c) Liaise with SPREP Finance and Administration Department in preparing project financial reports required by the donors;</p> <p>d) Assist the Project Manager in preparing work plans and budgets for the project;</p> <p>e) Maintain and keep records of all project budget revisions</p> <p>f) Assist with the monitoring and tracking of project progress and delivery of project outputs;</p> <p>g) Follow up on audit reports and assist in coordinating responses on issues that may be raised from the audit reports;</p> <p>h) Prepare necessary paperwork, process and follow up payments for project activities;</p> <p>i) Upload and process requests for payments and purchase orders on the Financial Management Information System (FMIS);</p>	<ul style="list-style-type: none"> <li>• Clear financial overviews of project expenditure are regularly provided to the Project Manager</li> <li>• Financial and narrative reports including other required project reports are prepared and submitted to NZ MFAT and Monaco in a timely manner</li> <li>• Project disbursements and expenditures are in line with approved work plan and budget</li> <li>• All payments and other financial requirements of the project are completed on time</li> <li>• Project work plan is current and effective</li> </ul>

<p>j) Maintain a filing system for all invoices, receipts and related documents.</p>	
<p><b>2. Project implementation support</b></p> <p>a) Provide technical assistance and support in implementing project and related activities</p> <p>b) Facilitate the implementation of on-the-ground practical adaptation activities (may include setting up Locally Managed Marine Areas (LLMAs), reef restoration, seagrass restoration, mangrove restoration and others) including assisting with drafting Requests for Tenders (RFTs) and obtaining tenders for adaptation activity work, including budgeting such work</p> <p>c) Undertake research and analytical work as required for the project</p> <p>d) Support project workshops, seminars and training including official meetings with partners and stakeholders</p> <p>e) Travel to pilot sites (Kiribati, Fiji, Tokelau, Vanuatu) to lead community workshops and engage with stakeholders ranging from local community members to high-level government officials</p> <p>f) Assist in capacity building, awareness raising and raising the profile of the project through regular communication outputs, including leading in-country workshops to train local counterparts to hold their own workshops (i.e., 'train the trainers' workshops)</p> <p>g) Assist participating countries in linking the project to national policy by way of policy development support including assisting countries to link PPOA project results into outside programs, policies, or projects</p> <p>h) Obtain quotations for goods and services as per the SPREP Procurement Manual;</p> <p>i) Verify requests for purchase orders, supporting documents and account codes for validity, accuracy and completeness and prepare timely and accurate purchase orders;</p>	<ul style="list-style-type: none"> <li>• Practical adaptation actions are approved by and being implemented in project countries in an effective and sustainable manner</li> <li>• Consultants' work at pilot sites is on time on budget and reported to the PM monthly</li> <li>• Stakeholders exhibit ownership of the PPOA project and activities</li> <li>• Project procurements are effectively documented and managed according to SPREP procurement procedures</li> <li>• Effective technical and finance assistance and input is provided to the project to ensure the project implementation is on target</li> <li>• Research work is completed and provides constructive contribution to activities of the project</li> <li>• Reports prepared for project related events and activities are available in a timely manner</li> <li>• Reports and information on any of the project activities are made available on time</li> </ul>

<ul style="list-style-type: none"> <li>j) Coordinate processes required to evaluate and select service providers;</li> <li>k) Register and file all project contracts, agreements, deliverables/outputs and other related documents;</li> <li>l) Maintain a register/inventory of all project procured assets and equipment.</li> </ul>	
<p><b>3. Logistical, administrative and secretariat support</b></p> <ul style="list-style-type: none"> <li>a) Organise and arrange all travel requirements of the project in line with SPREP's Travel and Procurement Policies;</li> <li>b) Arrange and organise logistics for all project meetings, visits, workshops and events to ensure all are completed and ready on time;</li> <li>c) Provide administrative and secretariat support to the project and all meetings including the Steering Committee;</li> <li>d) Contribute to the preparation of media releases and communication materials to raise the profile of the project, key results and achievements;</li> <li>e) Set-up, maintain and update project e-filing and record keeping on a regular basis; and</li> <li>f) Prepare meeting notes and reports for project specific and related meetings.</li> <li>g) Assist with organising PPOA Steering Committee meetings</li> </ul>	<ul style="list-style-type: none"> <li>• All project activities logistics are organised in an efficient and cost effective manner</li> <li>• Workshops and project activities are well received by stakeholders and government officials, and stakeholders exhibit improved understanding of OA, OA adaptation actions, and OA research and monitoring</li> <li>• Meeting minutes and reports are prepared on time and shared with members of the Steering Committee, Director, EMG and staff</li> <li>• An effective project filing system and record keeping are up to date and accessible to the project team and EMG staff</li> <li>• Project logistics and administrative activities comply with SPREP policies and processes</li> </ul>
<p><b>4. Communications and outreach</b></p> <ul style="list-style-type: none"> <li>a) Set up a project webpage on the SPREP website in consultations with the IT team and update the project webpage on a regular basis;</li> <li>b) Maintain information on the PPOA Project webpage, develop webpage content materials based on project outputs and deliverables</li> <li>c) Liaise closely with the SPREP Communications team in carrying out project communication and outreach activities</li> <li>d) Disseminate project knowledge products and information materials;</li> </ul>	<ul style="list-style-type: none"> <li>• Project participating countries, and SPREP Senior Management are fully aware of project outcomes and results</li> <li>• Project outputs and results are widely disseminated through the website and other means</li> </ul>

<p>e) Assist in carrying out project communication and outreach activities.</p>	
<p><b>5. Project Management Information System (PMIS)</b></p> <p>a) Compile project data and relevant information required for updating the PMIS and for the preparation of narrative progress reports, project implementation reports and other substantive reports as required by NZ MFAT, Monaco, and SPREP</p> <p>b) Ensure information is correct and accurate before uploading on the PMIS and assist with the monitoring and tracking of project progress and delivery of project outputs</p> <p>c) Review project information on PMIS and report on gaps and issues that need to be addressed</p> <p>d) Ensure follow up on project information gaps so that data on PMIS is relevant and up-to-date</p>	<ul style="list-style-type: none"> <li>• PPOA Project information on PMIS is accurate and up to date</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 Plans.

**Work Complexity**

<p><b>Most challenging duties typically undertaken:</b></p> <ul style="list-style-type: none"> <li>• Understanding donor financial and narrative reporting requirements and ensure that these requirements are adhered to</li> <li>• Ensuring SPREP policies on procurement, travel and other related policies are followed</li> <li>• Being aware of potential project risks and issues and managing these in an effective and efficient manner</li> <li>• Provision of timely and accurate advisory support and assistance to stakeholders</li> <li>• Communicating materials in a format that is easily understood by stakeholders at different levels</li> </ul>
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## Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
<p><b>External</b></p> <ul style="list-style-type: none"> <li>• SPREP member countries</li> <li>• PPOA project national focal points</li> <li>• Project collaborating partners and organisations</li> <li>• Suppliers and Vendors</li> </ul>	<ul style="list-style-type: none"> <li>• Providing and receiving information, advice and assistance</li> <li>• Capacity building</li> <li>• Answer queries</li> <li>• Respond to correspondences</li> <li>• Facilitation and coordination</li> <li>• Reporting and collaboration</li> </ul>
<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• Oceanography Officer (PPOA Project Manager)</li> <li>• CCR Programme</li> <li>• Finance and Administration Department</li> <li>• Information Services</li> <li>• Communication and Outreach team</li> </ul>	<ul style="list-style-type: none"> <li>• Reporting</li> <li>• Receiving and providing financial input</li> <li>• Assistance and Support</li> <li>• Facilitation</li> <li>• Meetings and discussions</li> <li>• Coordination and collaboration</li> </ul>

## Level of Delegation

The position holder:
<ul style="list-style-type: none"> <li>• Has no delegation of authority</li> </ul>

## Person Specification

*This section is designed to capture the expertise required for the role at the 100% fully effective level (this does not necessarily reflect what the current jobholder has). This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.*

### Qualifications

<b>Essential</b>
1. A Bachelor degree in Marine Science, Oceanography, Natural Resource Management or relevant discipline

### Knowledge / Experience

<b>Essential</b>	
2.	At least three years relevant experience in project-related work, administrative work and/or development of communication products (preferably in a development agency)
3.	Excellent research, analytical and reporting skills including strong organisational, office management and problem solving skills and the ability to work with integrity and exercise good sense of judgement, diplomacy and tact within a multi-disciplinary and multi-cultural team environment
4.	Excellent knowledge of project environment work, financial and administration systems and processes, management and operations of procurement processes including tender work and assessment, financial management information systems and databases and appreciation of organisational policies, systems and processes and databases
5.	Strong self-motivation and initiative to think outside the box particularly in problem-solving, setting priorities and meeting work-plan deadlines as well as meeting challenges and demands of a regional project
6.	Demonstrated knowledge of current and emerging issues and challenges in technical support and administration of a regional project in the Pacific islands region as well as good understanding and appreciation of environmental ethics, values and priorities
7.	Excellent written and verbal communication skills including high level of presentation and interpersonal skills, collaboration with donors and partners with sound experience in capacity building and maintaining effective relationships with a diverse group of people within a multi-disciplinary and multi-cultural team environment

## 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>• English language (spoken and written)</li> <li>• Professionalism</li> <li>• Communicating diplomatically with and engaging stakeholders ranging from local community members to high-level government officials</li> <li>• Organising and leading workshops with stakeholders</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• Analysing and reporting financial information</li> <li>• Understanding of financial policies and procedures</li> <li>• Interpersonal and communication skills</li> <li>• Organisational, public relations and problem solving skills</li> <li>• Diplomacy and tact with ability to apply discretion when handling sensitive and financial information</li> <li>• Computer skills particularly MS Excel and MS Word</li> </ul>

Working Knowledge	<ul style="list-style-type: none"> <li>• Accounting practices</li> <li>• Financial and procurement system software</li> <li>• Project management tools and approaches</li> <li>• Ocean acidification and climate change</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• SPREP Strategic Plan 2017-2026</li> <li>• PPOA Project Document</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 1.5 years. There is no expectation of renewal at the end of contract as this is a project specific position.

**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 PPOA Project Technical Assistant (PPOA, PTA)” 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 PPOA Project Technical Assistant (PPOA, PTA)”

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 Tuipulotu- Chan Chui, HR Officer, on telephone (685) 21929 ext 328 or Email: [marionc@sprep.org](mailto:marionc@sprep.org)

Closing date: **Friday, 17<sup>th</sup> January 2020:** Late applications will not be considered.

SPREP is an Equal Opportunity Employer
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