



**SPREP**

Secretariat of the Pacific Regional  
Environment Programme

APPLICANT INFORMATION PACKAGE  
**COMMUNICATIONS OFFICER, PACIFIC CLIMATE CHANGE**  
**CENTRE**

(for Samoan nationals and Permanent Residents ONLY)

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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 130 staff. There are SPREP offices in Fiji, the Republic of the Marshall Islands and Vanuatu.

SPREP has an annual budget of approximately USD35 million in 2022.

The establishment of SPREP in 1993 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 to Pacific island countries and territories 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	▪ Northern Marianas
▪ Cook Islands	▪ Palau
▪ Federate States of Micronesia,	▪ Papua New Guinea
▪ Fiji	▪ Samoa
▪ French Polynesia	▪ Solomon Islands
▪ Guam	▪ Tokelau
▪ Kiribati	▪ Tonga
▪ Marshall Islands	▪ Tuvalu
▪ Nauru	▪ Vanuatu
▪ New Caledonia	▪ Wallis and Futuna
▪ Niue	

and 5 ‘metropolitan’ member countries with direct interests in the region:

- Australia,
- France,
- New Zealand,

- United Kingdom and
- the United States of America.

## ***SPREP Goals and Objectives***

The 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.

SPREP's Pacific and metropolitan members agreed that SPREP's Strategic plan should span 10 years to address critical environmental and related social and governance strategic priorities, which are reflected in the strategy's regional and organisational goals and objectives, as well as in SPREP's core 'Values'.

### ***Regional Goals***

- **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.

### ***Organisational Goals***

- **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.

## ***SPREP's Values***

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**

## ABOUT THE PACIFIC CLIMATE CHANGE CENTRE

The Pacific Climate Change Centre (PCCC) is a globally respected Centre of Excellence providing practical information, support and training to address the adaptation and mitigation priorities of Pacific communities. It is underpinned by strong partnerships with Pacific Governments, applied research institutions, donors, civil society and the private sector. The PCCC is delivering four mutually reinforcing functions:

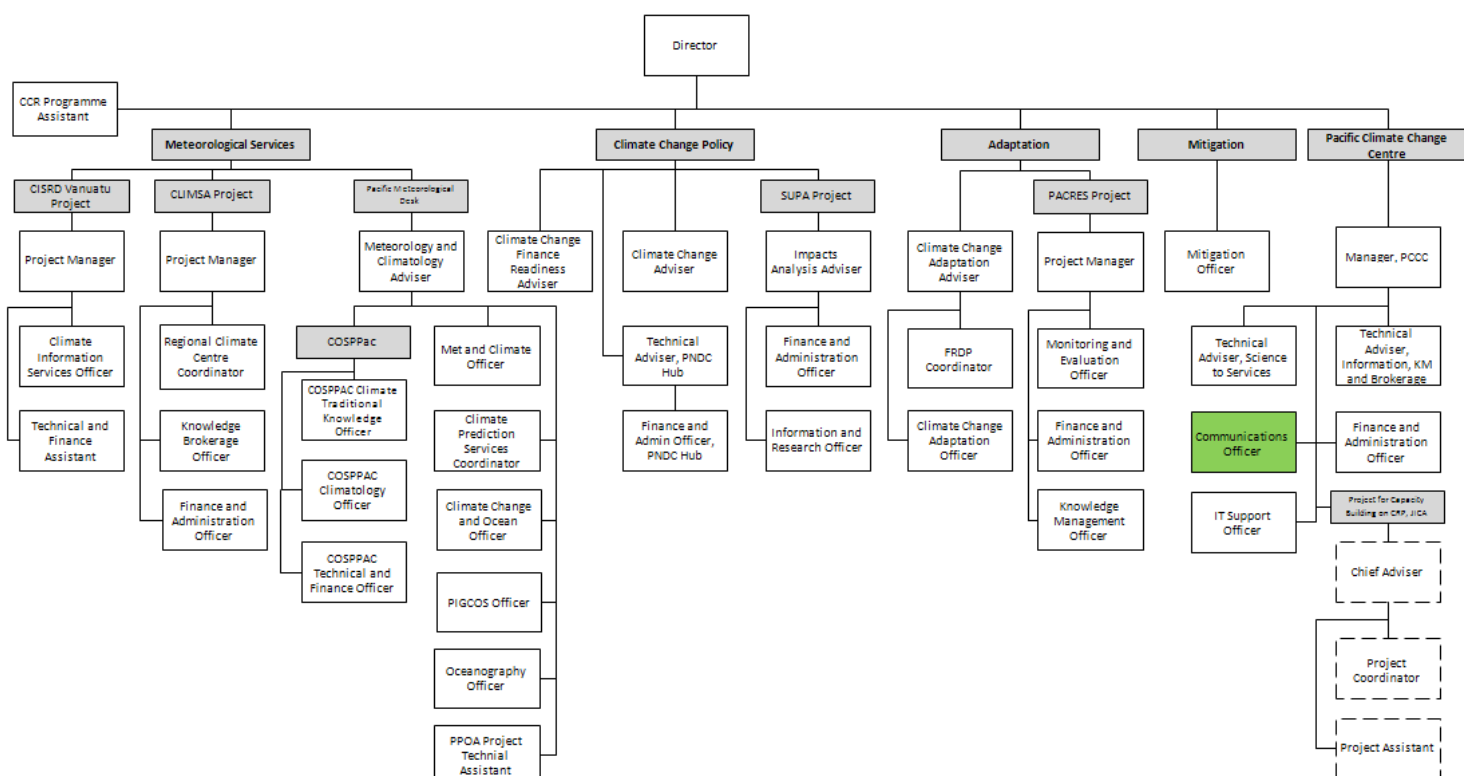
- **Knowledge brokerage:** Building relationships between the producers and users of climate change knowledge so that Pacific Governments and other decision-makers receive timely, robust information in user-friendly formats.
- **Applied research:** The PCCC will host research projects that are designed to address specific research objectives and priorities identified in the region and which lead to practical outcomes for the Pacific.
- **Capacity building through training and learning:** The PCCC will be a one-stop-shop for the improved coordination of climate change training and will help the region to more effectively learn from climate change adaptation and mitigation efforts to date.
- **Innovation:** The PCCC will support the development of innovative products and services which can increase resilience in the Pacific.

The PCCC is a shared regional asset belonging to the people of the Pacific with the support of development partners committed to the resilient development of Pacific Island countries and territories. It is hosted and supported by SPREP at its campus in Samoa.

## B. JOB DESCRIPTION

<b>Job Title:</b>	Communications Officer, PCCC (COPCCC)
<b>Programme:</b>	Climate Change Resilience
<b>Team:</b>	Pacific Climate Change Centre
<b>Responsible To:</b>	Manager, PCCC
<b>Responsible For: (Total number of staff)</b>	N/A
<b>Job Purpose:</b>	<b>This job exists to:</b> <ul style="list-style-type: none"> <li>Coordinate and implement the PCCC Partnership and Communications Strategy and Action Plan (PCAP) and to raise the profile of the PCCC and PCCC four key thematic areas- Knowledge Brokerage, Applied Research, Capacity Building and Innovation</li> </ul>
<b>Date:</b>	August 2022

### Organisation Context



## Key Result Areas

The position of **Communications Officer, PCCC** addresses the following Key Result Areas:

1. Web-based outreach and communications
2. Coordination of resources and publications development
3. Monitoring of web-based outreach, resources, publications and media profiling
4. Assistance and support for activity beneficiaries with outreach and communications
5. Outreach and other communications-related functions

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

Jobholder is accountable for	Jobholder is successful when
<b>1. Web-based outreach and communications</b> <ol style="list-style-type: none"> <li>a) Develop content for the PCCC webpage and associated communication channels as per the PCCC Communication and Partnership Plan.</li> <li>b) Maintain and continuously update outreach and communication channels in collaboration with PCCC partners, SPREP Communication team and the PCCC team.</li> <li>c) Develop content for PCCC special activities, events and meetings in close collaboration with SPREP Communication team.</li> </ol>	<ul style="list-style-type: none"> <li>• All PCCC communication channels are updated with accurate information and used regularly.</li> <li>• Communication channels are linked and contributing to the overall PCCC Communication and Partnership Plan.</li> <li>• Communication is seamless via beneficiaries, PCCCS partners and funders.</li> <li>• All communication is correctly credited and provides visibility to donors, partners and beneficiaries.</li> </ul>
<b>2. Coordination of resources and publications development</b> <ol style="list-style-type: none"> <li>a) Coordinate with the SPREP Communication team, PCCC partners and beneficiaries to develop resources and publications for PCCC.</li> <li>b) Provide PCCC with professional and technical assistance on editing and publications issues.</li> <li>c) Coordinate the translation of all official publications and productions for PCCC.</li> </ol>	<ul style="list-style-type: none"> <li>• A working relationship has been established between the PCCC Communications Officer, PCCC partners and beneficiaries to coordinate production of publications and resources.</li> <li>• All publications and resource products are produced in a timely manner and in accordance with partner, donor and beneficiary guidelines and procurement.</li> <li>• All publications and resources meet a high professional and technical standard.</li> </ul>
<b>3. Monitoring of web-based outreach, resources, publications and media profiling</b> <ol style="list-style-type: none"> <li>a) Monitor, update and report on the PCCC Partnership and Communication Strategy and Action Plan</li> <li>b) Ensure all materials for PCCC developed are monitored, tracked and evaluated in close collaboration with SPREP Communication team.</li> <li>c) Develop lessons learnt case studies from PCCC outreach and awareness activities</li> </ol>	<ul style="list-style-type: none"> <li>• All communications activities monitored, tracked and evaluated.</li> <li>• Six monthly and annual reports completed providing an update on the PCCC Communication AND Partnership Plan, communications delivered, issues arising, solutions proposed and new initiatives for consideration of the PCCC.</li> <li>• Updates are provided to PCCC partners at PCCC Advisory Board meetings.</li> </ul>

	<ul style="list-style-type: none"> <li>Content for electronic Lessons Learnt case studies based on PCCC outreach and awareness activities are developed</li> </ul>
<b>4. Assistance and support for PCCC activity beneficiaries with outreach and communications</b> <ol style="list-style-type: none"> <li>Assist governments with outreach and communications on the PCCC and related activities in close coordination with the SPREP Communication team.</li> <li>In coordination with the SPREP Communication, monitor PCCC communications throughout the region and encourage amplification of members and PCCC partners key messages.</li> </ol>	<ul style="list-style-type: none"> <li>PCCC communications are effective and amplify key messages.</li> <li>PCCC partners are aware of PCCC communication and outreach activities.</li> <li>Partners communication is amplified through other external channels.</li> </ul>
<b>5. Outreach and other communications-related functions</b> <ol style="list-style-type: none"> <li>Provide support where required to ensure all communications, PCAP and functions of the PCCC are met.</li> </ol>	<ul style="list-style-type: none"> <li>Contribute and implement necessary actions to maintain a successful PCCC communications and outreach programme inline with the PCAP. All PCCC outreach and communications are delivered in close coordination with the SPREP Communication team.</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 Supervisor as part of the Performance Development System.

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

### **Work Complexity**

#### **Most challenging duties typically undertaken:**

- PCCC communication activities are planned and implemented with support from PCCC partners
- Development of relevant and effective communication content for the PCCC.
- Profile raising of PCCC, partners and PCCC Advisory Board

### **Functional Relationships & Related Skills**

<b>Key internal and/or external contacts</b>	<b>Nature of the contact most typical</b>
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<b>External</b> <ul style="list-style-type: none"> <li>• PCCC partners</li> <li>• PCCC Advisory BoardSuppliers and vendors</li> </ul>	<ul style="list-style-type: none"> <li>• Content development with PCCC partners and PCCC Advisory Board</li> <li>• Advice and assistance</li> <li>• Consultations and collaboration</li> <li>• Negotiations, communications and reporting</li> </ul>
<b>Internal</b> <ul style="list-style-type: none"> <li>• PCCC Team</li> <li>• Communications &amp; Outreach Team</li> <li>• Climate Resilience Programme</li> <li>• Senior Leadership Team</li> <li>• All staff</li> </ul>	<ul style="list-style-type: none"> <li>• Consultations and collaboration for development of communications</li> <li>• Advice and support</li> <li>• Reporting on implementation of Communication and Partnership Plan</li> </ul>

### Level of Delegation

#### The position holder:

- Has no delegation of authority

### 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 communications, journalism, marketing or relevant discipline

#### Knowledge / Experience

##### Essential

2. At least 3 years extensive experience in communications development
3. Excellent experience in the following:
  - a) The use of media software, applications and communication tools, including graphic design and the ability to create designs for digital media purposes.

<p>b) Developing communication content, media operations and communication outputs.</p> <p>c) Microsoft Office and social media platforms.</p>
4. Excellent knowledge and understanding of communications and has the initiative to be creative, demonstrates a commitment for continuous development and is able to demonstrate a high level of diplomacy and tact.
5. Excellent written and verbal communication skills including high level of presentation and inter-personal skills, and collaboration with donors and partners.
6. Proven ability to work as part of a team within a multi-disciplinary and multi-cultural environment with a demonstrated ability to motivate teams and establish and implement workplan objectives.
7. Shows initiative to think outside the box particularly in problem-solving, setting priorities and meeting work-plan deadlines. Demonstrated ability to work with integrity, maintain confidentiality and use discretion when handling sensitive information.

## 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>• Applications and communication tools</li> <li>• Communication and inter-personal skills</li> <li>• Working with many different partners and SPREP Communication team to develop content for resources and profiling</li> <li>• Microsoft Office</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• Coordination</li> <li>• Fluency in English</li> <li>• Problem Solving</li> <li>• Teamwork</li> <li>• Willingness to learn</li> <li>• Dealing with sensitive and confidential information</li> <li>• Innovative profile-raising activities (planning and implementation)</li> <li>• </li> </ul>
Working Knowledge	<ul style="list-style-type: none"> <li>• Ability to work well with colleagues at all levels</li> <li>• Environmental and Climate change issues in the Pacific islands region</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• PCCC Strategy and Business Plan programmes</li> <li>• PCCC Partnership and Communications Action Plan</li> <li>• SPREP Strategic Plan</li> <li>• SPREP Performance Implementation Plan</li> <li>• SPREP Work Programmes</li> <li>• SPREP style guide</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 Plan:

- 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

*“Due to the current COVID-19 situation affecting the region, and the priority the Secretariat places on its staff safety, health and well-being, please note that there may be delays in taking up the appointment. There will be an opportunity to discuss this matter thoroughly with the successful candidates and any appointment and on-boarding would only proceed when regional conditions permit the deployment of new staff. Under the SPREP COVID-19 Emergency Preparedness and Response Contingency Plan (CV-19EPRCP), all SPREP staff must be fully vaccinated, and vaccination cards must be presented prior to confirmation of appointment”.*

**Duty Station:** Apia, Samoa.

**Duration:** Appointment is for a term up to 31 December 2023. 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\$46,509 per annum. This will be adjusted to SAT\$52,322 upon successful confirmation of probation. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required.

**Term:** Appointment is subject to a satisfactory medical examination including full vaccination against COVID-19 and a 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 SAT\$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 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 dependants are entitled to have all reasonable medical, dental and optical expenses met, under the terms and conditions of the existing SPREP Medical Insurance.

**Superannuation:** All staff are required to contribute to a Superannuation Fund. 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. For project positions, upon successful completion of the project.

**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:**

'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.

**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 “**Communications Officer, PCCC (COPCCC)**” 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 “**Communications Officer, PCCC (COPCCC)**”

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 Mr. Roger Warren on telephone (685) 21929 ext 230 or Email: [rogerw@sprep.org](mailto:rogerw@sprep.org)

**CLOSING DATE: Friday, 9 September 2022** : Late applications will not be considered.

SPREP is an Equal Opportunity Employer
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