



APPLICANT INFORMATION PACKAGE

Communications and Outreach Specialist: Pacific BioScapes Programme

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A. Background Information on SPREP

The *Secretariat of the Pacific Region Environment Programme* (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 other SPREP offices in Fiji, the Republic of the Marshall Islands and Vanuatu.

SPREP has around 150 staff and 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**

B. EU Intra-ACP Pacific Biodiversity and Sustainable Land-Seascapes (Pacific BioScapes) Programme

SPREP is implementing a component within the framework of an existing Financing Agreement between the Organisation of African, Caribbean and Pacific States (OACPS) and the European Union (EU) for the implementation of the Intra-African Caribbean Pacific (ACP) Support Programme for ACP Small Island Developing States (SIDS) and Coastal Countries. Globally the Programme has been approved for a total of EUR 35 million under the Intra-ACP Cooperation–11th European Development Fund Strategy Paper and Indicative Programme 2014-2020 programming actions for ACP regional organizations/institutions and countries. The Programme contributes directly to Sustainable Development Goals (SDGs) 14 and 15, as well as the three Rio Conventions - the United Nations Convention on Biological Diversity (UNCBD), the United Nations Convention to Combat Desertification (UNCCD) and the United Nations Framework Convention on Climate Change (UNFCCC). It will also promote gender equality and good governance. Its overall goal is to support implementation of SDGs 14 (Life Below Water) and SDG 15 (Life on Land) concentrating on climate change, resilience building and the environment and to contribute to addressing the development challenges of ACP SIDS and coastal countries by focusing on the implementation of the SAMOA Pathway.

The Programme component for the Pacific ACP region is the Pacific Biodiversity and Sustainable Land-Seascapes (Pacific BioScapes) Programme to be managed and implemented by the Secretariat of the Pacific Regional Environment Programme (SPREP). The Programme will contribute to the sustainable development of Pacific SIDS by supporting and improving the management and sustainable use of marine and coastal resources. It provides an opportunity to address critical issues concerning coastal and marine biodiversity, and ecosystem-based responses to climate change adaptation. Pacific SIDS continue to face growing environmental challenges with the potential to drastically impact the natural assets upon which the foundation of their national economies and community livelihoods depends. The Programme will apply ridge-to-reef and other management approaches to take into account both marine and terrestrial environments and to contribute to addressing barriers to effective conservation and sustainable use of biodiversity. In total there are 30 activities to be funded by the Programme to address Key Result Area (KRA) 1: strengthened capacities of Pacific countries to effectively manage coastal and marine biodiversity and enhance resilience to climate change and KRA 2: support regional, national and local efforts to assess, conserve, protect, manage and sustainably use marine and terrestrial biodiversity.

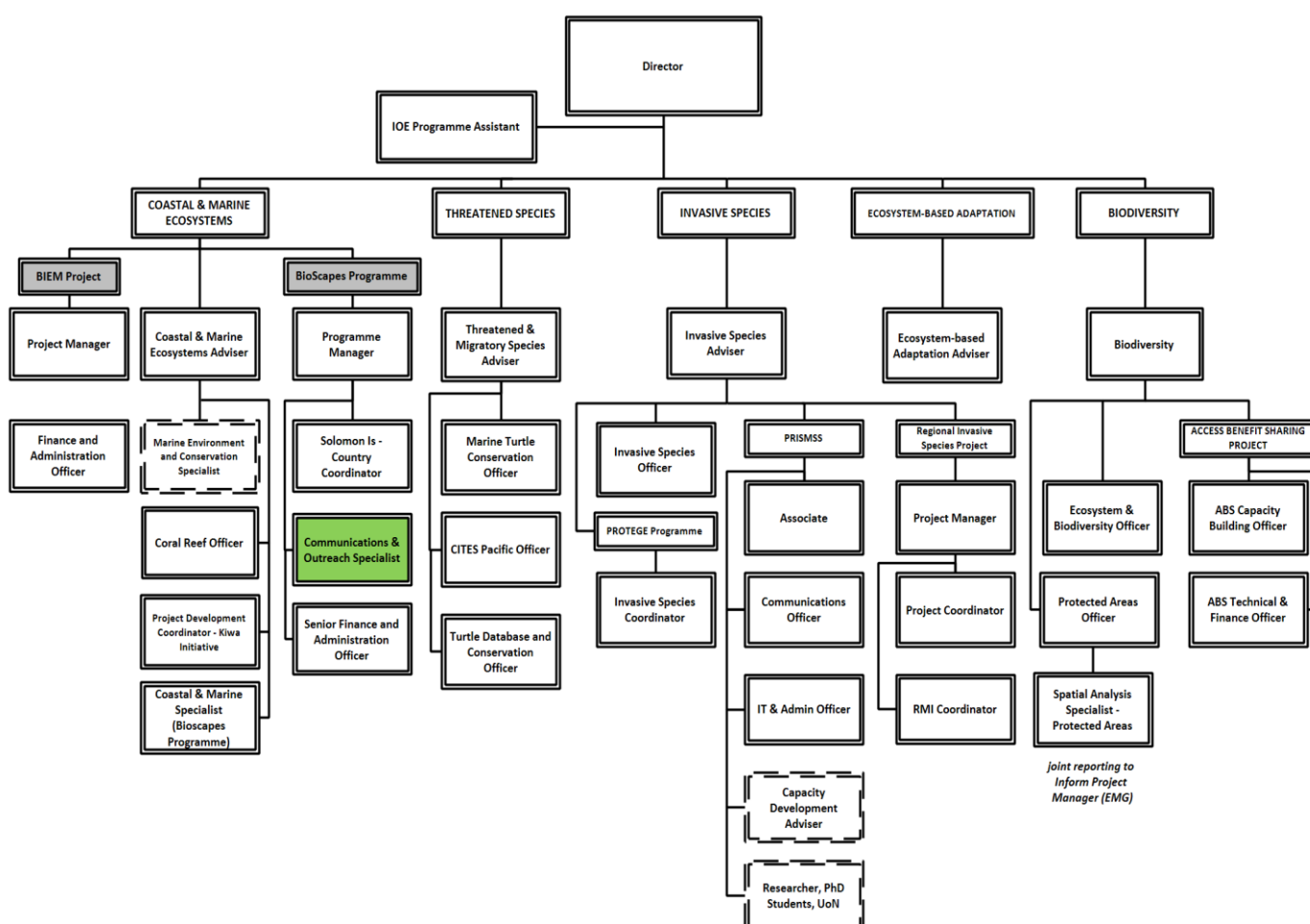
As well as region-wide and sub-regional activities, 11 Pacific countries (Cook Islands, Fiji, Kiribati, Republic of the Marshall Islands, Federated States of Micronesia, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga and Vanuatu) will implement activities to be funded by the Programme with support ranging from national to community levels. SPREP will work with a number of nationally and regionally based NGO and civil society partners to facilitate effective in-country and sub-regional delivery of activities.

Implementation and coordination will be undertaken within the SPREP Island and Ocean Ecosystems Programme with specific engagement of all sub-programmes: Coastal and Marine Ecosystems; Threatened and Migratory Species; Biodiversity; Invasive Species.

C. JOB DESCRIPTION

Job Title:	Communications and Outreach Specialist – Pacific BioScapes Programme
Programme:	Island and Ocean Ecosystems (IOE)
Sub-Programme:	Coastal and Marine Ecosystems
Responsible To:	Programme Manager - Pacific BioScapes
Responsible For: (Total number of staff)	0
Job Purpose:	Develop and deliver communication and outreach content, products, media, synthesis material and training to support the outcomes of the Pacific BioScapes Programme.
Date:	January 2022

Organisation Context



Key Result Areas

The position of **Communications and Outreach Specialist – Pacific BioScapes Programme** addresses the following Key Result Areas:

1. Communication and outreach strategy development and implementation
2. Communications content and outreach methodologies
3. Awareness and promotion of key outcomes and lessons learned
4. Programme communications and outreach materials
5. Programme implementation support

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

Jobholder is accountable for	Jobholder is successful when
1) Communication and outreach strategy development and implementation <ol style="list-style-type: none"> a) Refine the goals and objectives of the Programme Communications and Visibility Plan to address the range of Programme activities, in consultation with the Programme Manager, Gender Specialist and implementing partner organisations b) Identify and apply the most appropriate mechanisms for outreach of key messages for each of the Programme activities in collaboration with partners and stakeholders. c) Lead development of communications activities across the Programme. 	<ul style="list-style-type: none"> • Refined Communications and Visibility Plan endorsed by Programme Manager, stakeholders and partners. • Effective communication results in high engagement with stakeholders and partners in the delivery and promotion of activities and outcomes. • Where relevant, support is provided for participating countries to develop and successfully implement national communications plans. • Communication and outreach outputs and activities are designed for all Programme activities reflect Gender Equality and Social Inclusion (GESI) approaches. • Regular public relations releases produced that promote the Programme, SPREP, EU and stakeholders.
2) Communications content and outreach methodologies <ol style="list-style-type: none"> a) Create and design innovative communications content (infographics, newsletter, video, etc) and publish content on SPREP website, social media platforms and regional and international media fora. b) Develop and implement outreach methodologies for conveying Programme messages and outcomes to a wide range of audiences (communities, national government agencies, civil society organisations, regional and international media organisations). c) Work closely with implementing partner organisation communication teams to ensure consistency in Programme messaging. 	<ul style="list-style-type: none"> • High quality communication products are produced, valued and used by stakeholders. • Effective communication results in high engagement with stakeholders and partners in the delivery and promotion of activities and outcomes. • Partner organisations collaborate in the design and implementation of communication and outreach products. • Communications are produced on a timely basis and are accessible to multiple audiences. • Monitoring and evaluation of Programme communication and outreach activities reflects increased visibility of the SPREP-EU partnership.

<p>3) Awareness and promotion of key outcomes and lessons learned</p> <p>a) Work with the Programme Coordinator, Monitoring and Evaluation Specialist, national counterparts and implementing partners design communications products that promote the lessons learned from Programme activities.</p> <p>b) Contribute to design of Programme activity sustainability plan.</p>	<ul style="list-style-type: none"> • Programme monitoring and evaluation is undertaken on a regular basis and informs Programme implementation and recorded in the PIMS. • Sustainability plan is produced and promoted for relevant activities.
<p>4) Programme communication and outreach materials</p> <p>a) Liaise with external vendors (e.g., designer, printer etc.) to produce communication and marketing packages.</p> <p>b) Ensure that communication materials are translated into local languages, where appropriate.</p> <p>c) Work with the Programme Senior Finance and Administration Officer to coordinate and manage all funded services, supplies and equipment in accordance with SPREP procurement procedures.</p> <p>d) Ensure all materials are reviewed and approved through relevant SPREP and donor channels.</p>	<ul style="list-style-type: none"> • High quality communication and outreach materials are produced and widely disseminated. • All engagements of consultants and service providers are implemented utilising SPREP procurement processes. • Consultants are effectively managed to deliver the required project outputs, to time and budget. • All products are edited in accordance with the SPREP style guide and developed in line with the Programme Communications and Visibility Plan.
<p>5) Programme implementation support</p> <p>a) Work with the Programme Manager to manage the Programme communications budget line in the design, production and delivery of outputs.</p> <p>b) Assist the Programme Manager and other SPREP Programme staff as appropriate to organise and convene Programme meetings, Steering Committees and other events.</p>	<ul style="list-style-type: none"> • Programme communication and outreach outputs are produced within budget and the budget is used effectively. • Programme meetings, Steering Committees and other events are successfully convened.

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:

- Developing and implementing state of the art approaches to communications and outreach.
- Developing materials that address the diversity of Programme ecosystem, species and environmental management activities in 11 countries considering culture, gender and environmental concerns.
- Coordination of communications nationally and regionally across the Programme.
- Donor liaison and coordination.
- Quality control.
- Meeting Programme timelines and milestones.

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
External <ul style="list-style-type: none"> • Member countries • EU • Implementing partners • Regional / International organisations 	<ul style="list-style-type: none"> • Advice and assistance • Consultations and collaboration • Negotiations • Communications and reporting
Internal <ul style="list-style-type: none"> • Director – IOE • Programme Manager • Pacific BioScapes Programme team • SPREP Communications and Outreach 	<ul style="list-style-type: none"> • Leadership and management • Supervision and delegation • Advice and support • Communications and information sharing

Level of Delegation

The position holder:

- Has oversight of the Programme communications budget.
- Can negotiate with vendors for services.

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. Minimum qualifications of a Bachelor degree in Communications, Marketing, Public Affairs or Education or a related discipline.

Knowledge and Experience

Essential

2. At least 7 years extensive experience in communication management and outreach across digital and print media, including the development and implementation of tailored communication and outreach strategies, preferably within the Pacific islands region. A focus on environmental communications is preferred.
3. Demonstrated knowledge and experience of:
 - a) accepted and emerging communications concepts, preferably in relation to environment and sustainable development issues, communication principles
 - b) environmental issues and challenges facing the Pacific islands region.
4. Expert knowledge of computers, web-based publishing methods, social media and other communications tools.
5. Excellent knowledge of the Pacific Islands region, ability to work and collaborate within a multi-disciplinary and multi-cultural team environment as well as sound experience in establishing and maintaining effective relationships with a diverse group of people including different levels of government, NGOs, and other stakeholders.
6. Excellent writing, editing and oral communications skills in English as well as skills and experience in working with technical and diverse groups to ensure effective communication and appropriately tailored to audience materials are developed.
7. Shows 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 programme.

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">• Communications and interpersonal skills• Strategic planning skills
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	<ul style="list-style-type: none"> • Project management • Organisational and time management • Analytical skills • Writing • Technical skills in print and online publishing
Advanced level	<ul style="list-style-type: none"> • Relationship management • Consultant management • Implementation of community-based social marketing (or equivalent) programmes
Working Knowledge	<ul style="list-style-type: none"> • Environmental issues in the Pacific islands region • Financial reporting • Conservation and biodiversity • Ability to use design and desktop-publishing software. • Gender equity
Awareness	<ul style="list-style-type: none"> • SPREP Strategic Plan • SPREP Work Programmes • SPREP Performance Implementation Plan

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.

D. 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 upon confirmation of appointment”.

Duty Station: The position will be based in Suva, Fiji.

Duration: Appointment is for a term of 5 years, subject to continuity of Programme activities.

Salary: Salary is denominated in International Monetary Fund Special Drawing Rights (SDRs). Remuneration for this post falls within Band 11 of SPREP’s salary scale. Starting salary will be SDR36,326 per annum. Currently, the equivalent in USD57,764 per annum. Upon confirmation of probation, salary will be adjusted to SDR40,867 which is equivalent to USD64,984 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.

Adjustments: Salaries and allowances for internationally recruited staff 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\$2.40.

Term: For staff recruited from outside Fiji, 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 and a clean police report, as well as a 6-month 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.

FOR STAFF RECRUITED FROM OUTSIDE FIJI, THE FOLLOWING APPLIES:

Relocation Expenses: SPREP will meet certain appointment and termination expenses for staff recruited from outside Fiji, including transport and accommodation en-route for the appointee and accompanying dependant(s) between point of recruitment and Suva, 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
- up to 20 kilos of excess baggage each for the appointee and family.

Establishment Grant: A lump sum of SDR2,500 is payable upon taking up appointment and arrival in Suva. This is currently equivalent to USD3,975.

Temporary Accommodation and Assistance: On arrival in Suva, the appointee and dependent(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 Suva. This will include help in finding suitable rental accommodation.

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 INTERNATIONALLY RECRUITED STAFF, THE FOLLOWING APPLIES:

Education Allowance: Education expenses maybe reimbursed against actual receipts for dependent children, to cover up to 75% of the actual costs, as stipulated under SPREP's Education Allowance policy. Currently the allowance is up to a maximum of USD6,500 per annum per dependent child, with an overall maximum of USD19,500 per annum per family of 3 or more eligible children.

School Holiday Travel: One return economy class flight each year between the place of education (taken to be recognised home) and Suva by (i) each dependent child being educated outside Fiji 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.

Family Leave Travel: Return economy class airfares between Suva and the recognised home for the staff member and dependants after completing every 18 months of service providing no travel is undertaken within the final 12 months of the contract.

Housing Assistance: Internationally recruited staff shall receive housing assistance of 75% of the typical rent payable in Fiji for expatriate executive furnished housing. The current rate is USD1,393 per month. This assistance shall be reviewed annually and adjusted on relative movement in the local rental market.

Security Assistance: Security-related expenses maybe reimbursed against actual receipts up to USD1,000 per annum as stipulated under SPREP's Security Assistance policy.

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, 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 Suva 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 employees are required to contribute to a recognised Superannuation Fund. An expatriate internationally recruited staff member has the option to participate in the local Superannuation Fund or nominate another recognised Fund for their superannuation. SPREP will pay the minimum legal requirement of basic salary to the approved nominated Fund. For Fiji, this is currently 5%.

Learning and Development

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

Definitions:

'Dependant' 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.

'Expatriate' means an internationally recruited staff member, who is not a citizen or permanent resident of Samoa, and 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 Staff Regulations, a copy of which will be made available to the successful applicant.

E. 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 Communications and Outreach Specialist – Pacific Bioscapes Programme**” and send to 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 Communications and Outreach Specialist – Pacific Bioscapes Programme**”

More Information on SPREP and its work in the region can be found on the SPREP website www.sprep.org

For further enquiries, contact Roger Warren on telephones (685) 21929 ext 325 or Email: rogerw@sprep.org

Closing date: Monday, 28th February 2022: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
