



SPREP

Secretariat of the Pacific Regional
Environment Programme



10th Pacific Islands Conference

**NATURE CONSERVATION
AND PROTECTED AREAS**

Nature Conservation Action for a Resilient Pacific

APPLICANT INFORMATION PACKAGE
FINANCE AND ADMINISTRATION OFFICER
Pacific Nationally Determined Contribution (NDC) Hub

CONTENTS

A. BACKGROUND INFORMATION ON SPREP

B. JOB DESCRIPTION

C. REMUNERATION PACKAGE – TERMS & CONDITIONS

D. ADMINISTRATIVE INFORMATION

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 over 100 staff. There are SPREP offices in Fiji, Republic of the Marshalls Islands and Vanuatu as well as SPREP Officers stationed in Solomon Islands.

SPREP has an annual budget of approximately USD37 million in 2020.

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**

PROJECT BACKGROUND

The actions and ambitions provided in each country's Nationally Determined Contribution (NDC) provide a strong measure of whether the world will achieve the long-term goals of the Paris Agreement. These goals are: to hold the increase in global average temperature to well below 2°C, to pursue efforts to limit the increase to 1.5°C and, to increase the ability to adapt to the adverse impacts of climate change and foster climate resilience and low greenhouse gas emissions development.

An assessment of actions in the NDCs submitted so far indicate that current actions are still not ambitious enough to keep global temperature increase to well below 2°C. There is a need to enhance current NDCs and accelerate the scale and pace of climate action globally in order to meet the objectives of the Paris Agreement.

For some Pacific Island Countries (PICs), the development of NDCs was hurried to meet the deadline before the Paris COP21 in 2015. This meant that many NDCs were often developed by external consultants based on pre-existing plans to increase access to renewable energy, which is crucial for PICs as a way to reduce emissions while also reducing dependency on fossil fuel imports for diesel electricity generation.

Support for reviewing and implementing NDCs is therefore identified as a clear need. The Regional Pacific NDC Hub aims to address identified needs and priorities of PICs to enhance and successfully implement their NDCs.

On 3rd and 4th July 2017, around 200 stakeholders from different organisations and sectors gathered in Suva, Fiji for the inaugural Climate Action Pacific Partnership Event. Also attending were leaders from 14 Pacific Island Countries. During this event, stakeholders raised the need for a regional NDC platform or mechanism to support PICs in enhancing and implementing their NDCs. This was further developed at the Partnership Days during pre-COP meetings in October in Nadi, Fiji, and side-events during COP23 in November.

At the NDC Partnership high-level event on 14th November, 2017, the Hon. Prime Minister of Fiji and President of COP 23 formally launched the Regional Pacific NDC Hub. Based on consultations held since November 2017, this project design document describes the objectives of the Hub, proposed services to be offered, mechanisms for service delivery and proposed governance and institutional arrangements.

The Regional Pacific NDC Hub serves to:

1. Provide advisory and technical support to PICs to enhance and implement their NDCs and integrate these climate actions into their development plans.
2. Support PICs with the required systematic review of the implementation of their NDCs and the acceleration of climate actions to contribute towards global efforts to reduce greenhouse gas emissions and to increasingly strengthen national and local resilience, as outlined in the Paris Agreement.
3. Strengthen the monitoring and reporting of NDCs in the region and align this to the regional reporting on the progress of the implementation of Goal 2 of the FRDP to Pacific Island Leaders, SDGs and other national and regional reporting mechanisms.

SPREP as one of the regional partners will support a number of activities to assist the region meet these objectives.

PROJECT ACTIVITIES & TARGETS

Output 1. NDCs reviewed and enhanced

1.1 Establish support processes to review and enhance NDCs, in particular to ensure coverage of all relevant sectors and to include adaptation where requested.

Output 2. Roadmaps and investment plans developed to support NDC implementation

2.1 Support the development of NDC roadmaps/implementation plans/actions plans to outline how targets set out in the NDC can be achieved in practice

2.1.1 Stocktake of policies and plans/gap analysis.

2.2 Support the development of investment plans for NDC implementation including private sector and civil society

2.2.1 Investment planning in EE/DSM

Output 3. Finance leveraged to support NDC implementation through improved regional coordination

3.1.1 Develop project pipelines for NDC implementation jointly with SPC

Output 4. Guidance and technical assistance provided to streamline and integrate NDCs into national and regional plans and processes

4.1: Support the integration of NDC aspects into policies and strategies, legislation, regulations and standards where this is relevant for the implementation of NDCs and in particular where these could prompt significant investment of the private sector

4.1.2: Integrate NDC into legislation and standards: Provide an enabling environment and incentives for private sector in the energy sector legislation to in Nauru and develop a regulation for energy efficiency

4.1.3 Synergize with ongoing processes in order to integrate NDC

4.3: Support the establishment of national and sector statistics and reporting processes (MRV) towards achieving NDCs

Output 5. NDC related information and knowledge, learning and partnership mechanisms enhanced to support NDC enhancement and implementation

5.2 Facilitate learning about NDCs through newly established or existing exchange network

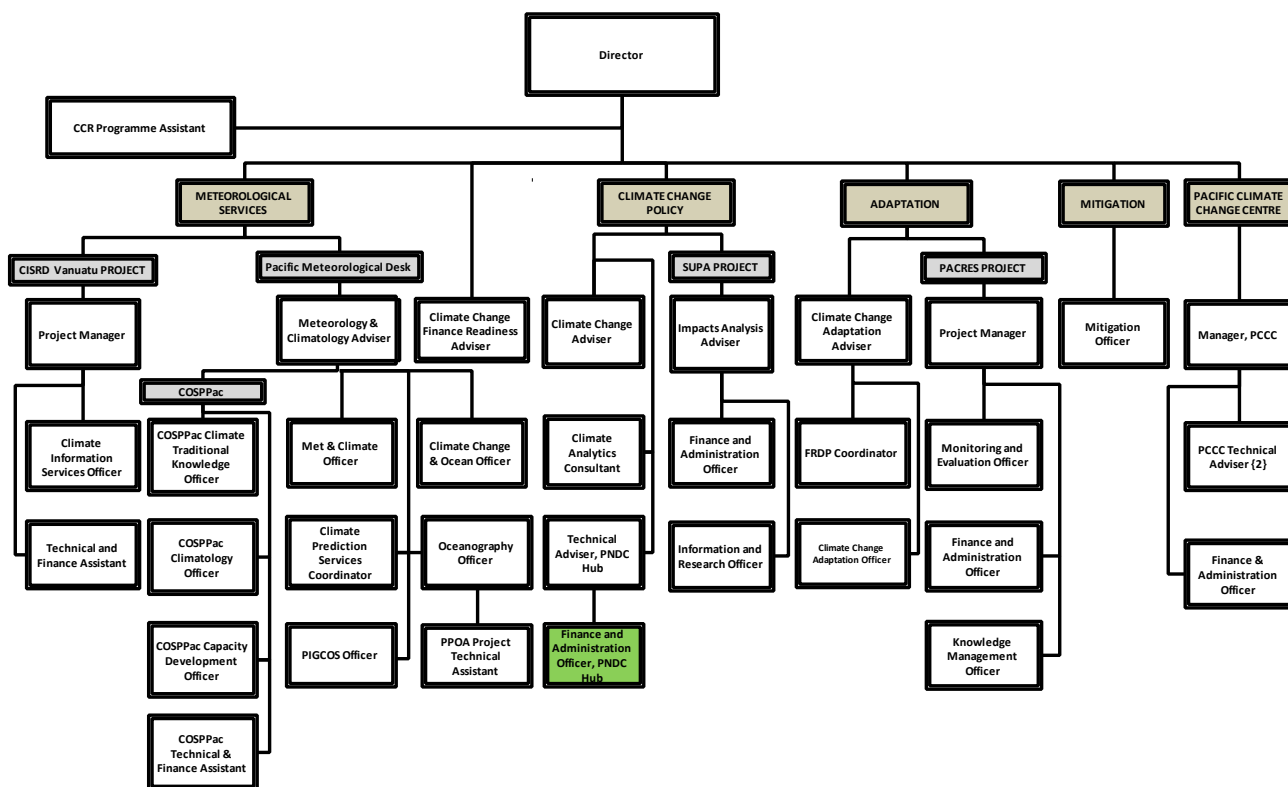
- Knowledge products created through Hub shared through Pacific Climate Change Portal

5.4 Collect, make accessible and interlink NDC related information resources that are relevant to the Pacific on the Pacific Climate Change Portal, NDC knowledge portal, etc., including those developed by the NDC partnership.

B. JOB DESCRIPTION

Job Title:	Finance and Administration Officer, Pacific NDC Hub (FAONDCH)
Programme:	Climate Change Resilience
Team:	Climate Change Policy
Responsible To:	Technical Adviser NDC Hub (SPREP)
Responsible For: (Total number of staff)	N/A
Job Purpose:	This job exists to: <ul style="list-style-type: none"> Lead the financial and administration functions of the project
Date:	June 2020

Organisation Context



Key Result Areas

The position of **Finance and Administration Officer, Pacific NDC Hub** addresses the following Key Result Areas:

1. Budget development and management
2. Procurement management
3. Financial reporting, financial documentation and audit facilitation
4. Compliance with the donor contractual Agreement
5. Logistical, administrative and technical support
6. Project management information system

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

Jobholder is accountable for	Jobholder is successful when
1. Budget development and management <ol style="list-style-type: none"> a) Develop annual consolidated budget and monitor the overall spending in consultation with the project partners teams and relevant SPREP Departments b) Develop, maintain and monitor SPREP's NDC Hub budget in consultation with the PMU and relevant SPREP Departments c) Ensure spending does not exceed allocated budgets d) Ensure annual NDC Hub budgets are prepared using the GIZ detailed budget template e) Monitor the status of the project funds and ensure replenishment is timely and meets the Agreement for the project f) Prepare relevant documentation to support tranche requests 	<ul style="list-style-type: none"> • Budget issues identified, reported and addressed • Consolidated annual budget for the project is prepared and submitted for endorsement by the Project Steering Committee • SPREP NDC Hub annual budget is prepared and endorsed by the Project Manager and Director CCR and the SPREP component of the NDC Hub budget is prepared and endorsed by relevant project staff and Director CCR • Expenditures incurred are within budgets • A record of the status of project funds being monitored rigorously (spreadsheet or in another electronic format) is developed and tracked • Replenishment of the project funds are submitted and available for disbursement.
2. Procurement management <ol style="list-style-type: none"> (a) Develop, monitor and update the overall procurement plan for the project in line with the Agreement and in consultation with PMU, Finance and Administration Department of SPREP and the project partners. (b) Ensure that procurement of required goods and services comply with the General Conditions and the special conditions of the Agreement, SPREP's procurement policies for SPREP activities and those of partners (c) Prepare all relevant documentation to enable procurement and supply of goods and services required to enable delivery 	<ul style="list-style-type: none"> • Procurement Plan for the overall project is accepted by project partners and approved by the project steering committee. • Regular procurement alerts/reminders/reports are sent out to partners on outstanding procurement activities and issues that requires their attention • Procurement activities meet set deadlines and relevant procurement dossiers and reports are ready in a timely manner to support advertisement of tenders or soliciting of quotes, evaluation, decisions and recontracting. • Non-conformity with conditions of contracts and agreements are prevented at all times with issues swiftly managed and addressed.

<p>of SPREP activities in consultation with the Finance and Administration Department.</p> <p>(d) Monitor the contracts and agreements for the supply of goods and engagement of consultants to deliver specific aspects of the project in consultation with partners and including contracts managed by SPREP PMU.</p>	
<p>3. Financial reporting, financial documentation and audit facilitation</p> <p>a) Prepare consolidated six monthly and annual financial reports as required by the Agreement and financial component of the annual and six monthly narrative report.</p> <p>b) Prepare annual and six monthly financial reports on SPREP activities.</p> <p>c) Facilitate annual audits and ensure that audited financial reports are readily available before the submission deadlines</p> <p>d) Facilitate the preparation of the annual management declaration to be submitted together with the progress reports</p> <p>e) Keep good records and files of all financial documents including supporting documents for all transactions related to the project</p> <p>f) Ensure all required financial records and supporting documents are submitted by project units in partners as part of their progress and financial reporting.</p>	<ul style="list-style-type: none"> • Six monthly and annual consolidated financial reports are available on time and endorsed by relevant authorities prior to submission to EU; • Six monthly and annual financial reports on SPREP costs for the implementation of SPREP activities are available on time and endorsed by relevant authorities in SPREP. • Audited financial and management declaration are carried out and ready for submission with project overall narrative progress reports. • Financial records and supporting documents (both paper and electronic) for costs incurred by SPREP under the project and those by USP and SPC are readily available, up-to-date and complete.
<p>4. Compliance with the conditions of the contractual Agreement</p> <p>a) Ensure in-depth understanding by and project units in partners of the contractual Conditions of the Agreement relevant to the financial management, narrative progress reports, audits and management declaration and in particular direct and indirect costs criteria.</p> <p>b) Monitor compliance with the contractual Agreement relevant to the financial management, narrative progress reports, audits and management declaration and in particular direct and indirect costs criteria.</p>	<ul style="list-style-type: none"> • All staff of PMU as well as project units in partners have in-depth understanding of the contractual Agreement relevant to the financial management, narrative progress reports, audits and management declaration and in particular direct and indirect costs criteria. • Non-compliance is prevented and potential cases that could lead to non-compliance are detected earlier and addressed.

<p>5. Logistical, administrative and secretariat support</p> <ul style="list-style-type: none"> a) Organise and arrange all travel requirements of the project in line with SPREP's Travel and Procurement Policies; b) Arrange and organise logistics for all project meetings, visits, workshops and events to ensure all are completed and ready on time; c) Provide administrative and secretariat support to the project and all meetings including the Hub Steering Committee; d) Set-up, maintain and update project e-filing and record keeping on a regular basis; e) Prepare meeting notes and reports for project specific and related meetings. f) Assist with organising Hub Steering Committee meetings and other Hub project meetings; g) Assist with the planning and implementation of Hub events 	<ul style="list-style-type: none"> • All project activities and logistics (including travel arrangements) are organised in an efficient and cost effective manner • Workshops and project activities are well received by stakeholders and government officials, and stakeholders exhibit improved understanding of NDC Hub. • Meeting minutes and reports are prepared on time and shared with members of the Steering Committee, Director CCR and staff • Effective project filing systems and record keeping are up to date and accessible to the project teams and CCR staff • Project logistics and administrative activities comply with SPREP policies and processes
<p>6. Project Management Information System</p> <ul style="list-style-type: none"> 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 GIZ and SPREP 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 c) Review project information on PMIS and report on gaps and issues that need to be addressed d) Ensure follow up on project information gaps so that data on PMIS is relevant and up-to-date 	<ul style="list-style-type: none"> • Hub Project information on PMIS is accurate and up to date

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/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:

- Development of realistic annual budgets that are within overall allocated budget and monitoring of spending in collaboration with the project units in partners.
- Ensuring costs charged to the project are eligible costs under the contractual Agreement.
- Coordinating and meeting deadlines for financial reporting and audits.
- Ensuring that procurement is undertaken in line with the relevant policies and financial records and supporting documents are provided.
- Working in collaboration with the project units in partners to monitor compliance with these organisations' internal controls and any remedial actions by auditors and evaluators of the project to address financial management and procurement issues.

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
External <ul style="list-style-type: none"> • Partners – SPC, GGGI, GIZ and Global NDC Partnership • GIZ and other donors • Steering Committee • Beneficiary countries • Expert Consultancy Service providers • Regional / International organisations 	<ul style="list-style-type: none"> • Access to financial and procurement records and information • Advice and assistance • Consultations and collaboration • Negotiations, communications and reporting
Internal <ul style="list-style-type: none"> • Senior Management Team • Climate Change Resilience Programme • Other SPREP Programmes • Project Coordination Unit • Finance and Administration Department • Human Resources Department • All staff 	<ul style="list-style-type: none"> • Access to data and information • Advice and support • Collaboration and coordination

Level of Delegation

The position holder:

- Has oversight of the project budget and finances in line with Co-Delegation Agreement and General Conditions;
- Can seek funding opportunities in particular cost-sharing and complementarity with other projects that could fund project activities of similar nature subject to authorisation;
- Can present financial reports to authorised audiences such as the project Steering Committee, EU, USP and SPC project units.

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 Accounting / Finance or relevant discipline (a certified qualification and membership from a recognised professional accounting institute would be an advantage)

Knowledge / Experience**Essential**

2. At least 3 years relevant experience in project accounting or in a similar accounting role with demonstrated experience in project fund management, preferably in the Pacific region
3. Excellent experience in the following:
 - a) financial management and accounting
 - b) financial analysis, advisory and reporting
 - c) programme and project fund management including monitoring and evaluation, proposal and report writing
 - d) Microsoft Office, spreadsheet applications and computerised accounting systems
 - e) Performance Based Output Budgeting systems
4. Excellent experience in management and operations of procurement processes including tender work and assessment as well as appreciation of policies, systems, processes and databases
5. 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

6. Excellent knowledge of current and emerging issues and challenges in administration and financial reporting and demands of a regional project in the Pacific islands region as well as good understanding and appreciation of environmental ethics, values and priorities
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 project

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"> Financial and accounting knowledge Project financial reporting Work programme planning, and budgeting Computerised accounting systems
Advanced level	<ul style="list-style-type: none"> Analytical skills Understanding of financial policies and regulations Communications, representation and interpersonal skills Advisory and analytical skills
Working Knowledge	<ul style="list-style-type: none"> Accounting practices Financial systems software Knowledge of SPREP financial procedures Corporate policies Ability to work well with section colleagues and staff at all levels Good oral and written communication skills Environmental issues in the Pacific islands region
Awareness	<ul style="list-style-type: none"> UNFCCC, Paris Agreement and Climate Change funding mechanisms and processes Sustainable Development Goals, SAMOA Pathway Framework for Resilient Development in the Pacific SPREP Strategic Plan SPREP Performance Implementation Plan SPREP Work Programmes

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”.

Duty Station: Apia, Samoa.

Duration: Appointment is for a term of 12 months only, with a possible extension in line with discussions on further extension of the project.

Salary: Remuneration is at Band 8 of SPREP's salary scale for locally recruited staff. Starting salary will be SAT\$45,374 per annum.

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 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 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. 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 “**Finance and Administration Officer, Pacific NDC Hub (FAONDCH)**” 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 “**Finance and Administration Officer, Pacific NDC Hub (FAONDCH)**”

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

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

CLOSING DATE: Friday, 12th July 2020: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
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