



# SPREP

Secretariat of the Pacific Regional  
Environment Programme

## APPLICANT INFORMATION PACKAGE **FINANCE AND ADMINISTRATION ASSISTANT (FAA)**

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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 Marshalls 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***

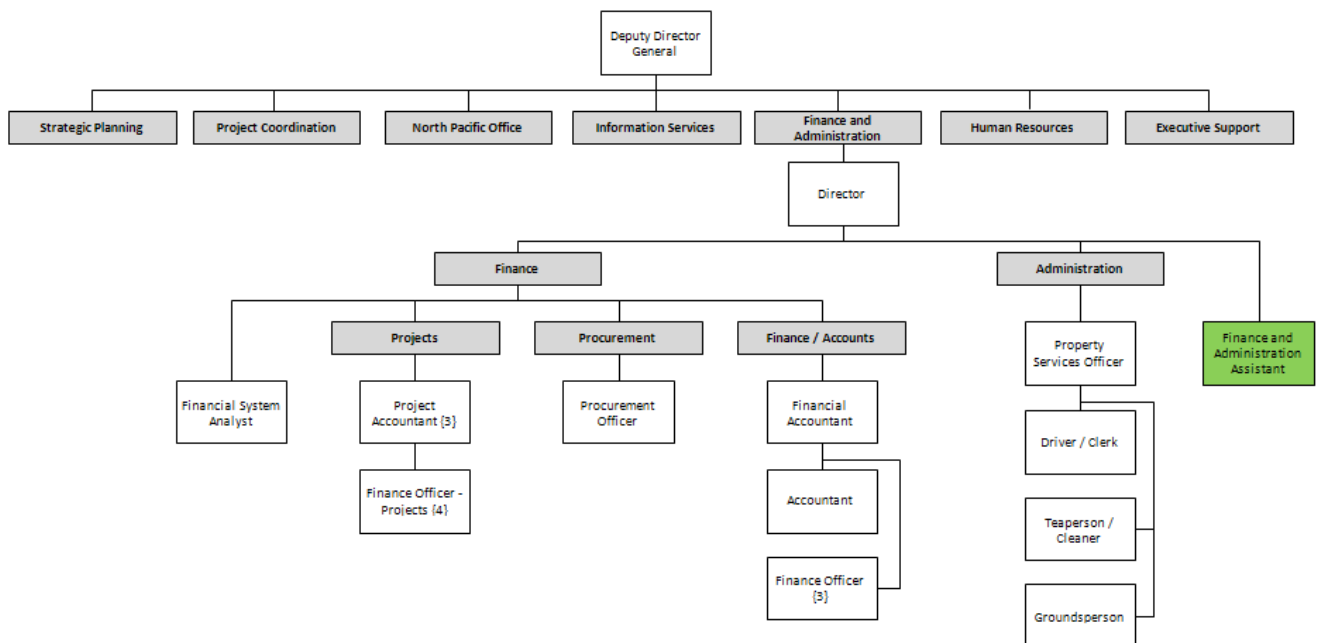
SPREP approaches the environmental challenges faced by the Pacific guided by four simple **Values**. These values guide all aspects of our work:

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

## B. JOB DESCRIPTION

<b>Job Title:</b>	Finance and Administration Assistant (FAA)
<b>Programme:</b>	Finance & Administration
<b>Team:</b>	Finance
<b>Responsible To:</b>	Director, Finance & Administration (DFA)
<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 administrative support to the Finance &amp; Administration Department</li> <li>• Provide customer services for all clients and visitors to the Finance &amp; Administration Department</li> </ul>
<b>Date:</b>	Nov 2022

### Organisation Context



## Key Result Areas

The position **Finance and Administration Assistant (FAA)** addresses the following Key Result Areas:

1. Finance and Administration (FA) services and support
2. Customer services and Main Finance line
3. General administration
4. Record keeping, correspondences and filing
5. General Financial Services support

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

Jobholder is accountable for	Jobholder is successful when
<b>1. FA Services and Support</b> <ol style="list-style-type: none"> <li>a) Provide secretarial services and support to the Director and the Finance and Administration Department (FAD) including the following:               <ul style="list-style-type: none"> <li>- Manage the Director's and department's schedules, meetings and appointments and ensure documentations for all the Director's and Department meetings are prepared</li> <li>- Maintain the FA department's events calendar and notification about FA staff updates,</li> <li>- Prepare, draft and disseminate/route correspondences, memos, internal forms and reports</li> <li>- Manage incoming and outgoing correspondences and information requests</li> <li>- Perform general clerical duties including photocopying, scanning and mailing</li> <li>- Manage all inbound telephone calls, take messages and route as necessary</li> <li>- Oversee visitors' schedules, provide information and re-direct where necessary</li> <li>- Follow up with staff on pending actions and provide an update status report to the Director and programme</li> <li>- Provide secretarial and support services to the Director and Department Meetings including preparation of the agenda, setting up meeting facilities, organise refreshments, taking notes and</li> </ul> </li> </ol>	<ul style="list-style-type: none"> <li>• Director and staff schedules and deadlines are met</li> <li>• FA Calendar is up-to-date and a schedule for key events and reminders is established</li> <li>• Short turnover time for requests on all administrative support issues</li> <li>• Research, reports and correspondences are prepared in a timely manner</li> <li>• Team is advised and updated on all key advices and communications</li> <li>• Timely distribution of all meeting information</li> <li>• All meeting minutes clearly and accurately recorded</li> <li>• Meeting logistical requirements provided</li> <li>• Standard operating procedures are followed</li> <li>• Work flow efficiently executed and systems in place to monitor work progress</li> </ul>

<p>distributing the meeting record to the department staff;</p> <ul style="list-style-type: none"> <li>- Assist with arrangements of all other relevant team and official meetings.</li> <li>- Manage and maintain staff contacts including contacts while on mission</li> </ul> <p>b) Coordinate and compile input into department reports, annual work programmes and budgets, department update reports</p> <p>c) Ensure the Attendance of staff is kept updated with the DFA and is updated/followed up according to policy</p> <p>d) Assist in general administration requirements for the FA Department including Recruitment, Payments, Circulars, Compiling FA Essential Lists, Section Stationery Order</p>	
<p><b>2. Customer services and Main Finance Line</b></p> <p>a) Receive visitors and provide assistance with their enquiries;</p> <p>b) Operate and receive calls as the main Finance focal point for customer inquiries and maintain records of all international calls</p> <p>c) Maintain and update register of enquiries received (whether by phone call, email etc) and conduct appropriate follow up with relevant staff</p> <p>d) Maintain and update register of staff requests submitted through the finance box</p> <p>e) Coordinate and manage room bookings for FAs managed meeting rooms eg. TEC.</p>	<ul style="list-style-type: none"> <li>• Clients are efficiently attended to</li> <li>• Positive feedback</li> <li>• Telecommunication are efficiently attended to</li> <li>• Ensure all important messages are delivered to relevant staff</li> <li>• Register compiled &amp; sent to FAD in timely manner</li> </ul>
<p><b>3. General Administration</b></p> <p>a) Maintain and manage databases, work flows and standard operational procedures to ensure the effective and efficient delivery of FA's work programme</p> <p>b) Update the Director and staff on all essential institutional policies and procedures and monitor compliance</p> <p>c) Record and compile monthly update reports for FA and ensure timely submission to the Director and team</p>	<ul style="list-style-type: none"> <li>• All FA databases remain up to date</li> <li>• All essential information are kept up to date and circulated to the team in a timely manner</li> <li>• All relevant reports for the team are compiled and circulated on time</li> <li>• Travels are arranged on time including all necessary travel permits and visas</li> <li>• All travel requirements in place before travel including insurance cards</li> <li>• Essential travel information is provided to all travelling staff of the Team</li> </ul>

<p>d) Ensure all relevant staff are updated for information of visitors and the team</p> <p>e) Monitor the databases and budgetary information and update the Director and team regularly</p> <p>f) Ensure the accurate and timely processing of financial requirements (RFP's, PO's);</p> <p>g) Review, update and finalise the Annual Calendar of Events/Activities and assist officers to ensure all events are entered on the Team Calendars;</p> <p>h) Coordinate and arrange logistics for official meetings and workshops;</p> <p><b>Office supplies and equipment</b></p> <p>a) Maintain inventory of office supplies and restock as required</p> <p>b) Operate and maintain office equipment, equipment inventory list, and coordinate maintenance</p> <p><b>Events and travel – workshops, training, meetings and conferences</b></p> <p>a) Schedule and organise travel arrangements for Director and staff</p> <p>b) Organise and arrange logistics for staff travel in line with SPREP's Travel and Procurement Policies;</p> <p>c) Arrange and organise logistics for all FA meetings, visits, workshops and events to ensure all are completed and ready on time;</p> <p>d) Organise and manage travel for all FA arranged travel and activities in line with SPREP's Travel and Procurement Policies;</p> <p>e) Manage and maintain AWPID and ensure staff travel proposals are verified, approved and Duty Travel Reports are submitted, uploaded and circulated</p> <p>f) Process requisition of goods and services and ensure these are supplied and paid Provide administrative support to the Team as required during travel</p>	<ul style="list-style-type: none"> <li>• Lodge staff travel insurance claims on time with relevant Finance Officer</li> <li>• Events logistics are prepared and organised in advance</li> <li>• Team workflow is effective and efficient and staff are updated regularly on relevant programme and corporate issues</li> <li>• Team procedures, policies and administrative requirements are provided regularly to officers</li> <li>• Financial requirements (RFP's, PO's) are processed and submitted on time.</li> <li>• Budget update provided where necessary</li> <li>• Office supplies are efficiently managed with up to date inventory of equipment available</li> <li>• AWPID is up to date with staff travel proposals and reports available</li> </ul>
<p><b>4. Record keeping, correspondences and filing</b></p> <p>a) Set up and maintain paper and electronic filing systems for all FA and Personnel records, correspondences, reports,</p>	<ul style="list-style-type: none"> <li>• Physical and e-Filing system is up-to-date, secured and easily accessible by the Team</li> </ul>



contracts and other materials and ensure these are easily accessible by the team b) Ensure relevant official records and files are kept confidential at all times; c) Coordinate the flow of information both internally and with the team d) Maintain email lists and distribute information to staff and partners as required	<ul style="list-style-type: none"> <li>• Necessary information and publications are available</li> <li>• No missing records</li> <li>• Official correspondence are prepared and submitted in a professional manner using correct format and procedures</li> <li>• Contact list of staff and partners are up to date</li> </ul>
<b>5. General Financial Services support</b> a) Provide support and assistance to all other areas of Finance where needed	<ul style="list-style-type: none"> <li>• Timely, relevant and reliable services, information and responses are provided</li> <li>• High standard of financial services and support is provided to SPREP's programmes and approved work plans</li> <li>• Finance work operates smoothly and efficiently</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**

<b>Most challenging duties typically undertaken:</b>
<ul style="list-style-type: none"> <li>• Dealing with unsatisfied clients</li> <li>• Searching for information</li> <li>• Not been informed in timely manner of staff whereabouts, conferences &amp; workshops held in SPREP</li> </ul>

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

<b>Key internal and/or external contacts</b>	<b>Nature of the contact most typical</b>
<b>External</b> <ul style="list-style-type: none"> <li>• Members and stakeholders</li> <li>• Public</li> <li>• Businesses</li> </ul>	<ul style="list-style-type: none"> <li>• Reception and customer services</li> <li>• Telephone services</li> <li>• Providing and receiving information</li> <li>• Answer queries</li> </ul>

	<ul style="list-style-type: none"> <li>• Respond to correspondences</li> <li>• Event and travel logistics</li> </ul>
<b>Internal</b> <ul style="list-style-type: none"> <li>• Executive Management</li> <li>• Senior Leadership Team</li> <li>• FA Department</li> <li>• All staff</li> </ul>	<ul style="list-style-type: none"> <li>• Telephone services</li> <li>• Information dissemination</li> <li>• Reporting and record keeping</li> <li>• Answer queries/Attend to Requests/Explain issues/Respond to correspondences/Answer the Telephone/Liaise</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 Diploma in Business Administration or Management or relevant field (A Bachelor degree in a relevant discipline would be an advantage)

### Knowledge / Experience

#### Essential

2. At least 3 years of relevant work experience, preferably in a similar role in administration and office management preferably in a multi-cultural and multi-disciplinary environment
3. Excellent knowledge and understanding of business administration and office management requirements including coordination, conducting research, report writing and events management and organisation.
4. Demonstrated ability to carry out basic research, understand and implement administrative policies and procedures, operational manuals and regulations.

5. Demonstrates initiative and ability to think outside the box in dealing with multiple tasks, demanding deadlines and with little supervision as well as excellent experience in Microsoft Office and general computing skills.
6. Good understanding and appreciation of team work and performance culture with optimistic attitude to diverse opportunities and challenges as well as a positive approach to continuous learning and development.
7. Excellent communication and interpersonal skills with a high command of spoken and written English as well as a high level of diplomacy and tact

## 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>• Administration and Office Management</li> <li>• Diplomacy and tact</li> <li>• Problem Solving</li> <li>• Research and report writing</li> <li>• Communication and inter-personal skills</li> <li>• Team work</li> <li>• Positive attitude</li> <li>• Willingness to learn</li> <li>• Dealing with sensitive and confidential information</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• Administration</li> </ul>
Working Knowledge	<ul style="list-style-type: none"> <li>• FA systems and processes</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• SPREP's work and values</li> <li>• SPREP's Strategic Plan</li> <li>• SPREP's People Strategy</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 three years and may be renewable for a further term(s) based on the needs of SPREP at the time, its funding situation and proven merit and work performance

**Salary:** Remuneration is at Band 6 of SPREP's salary scale for locally recruited staff. Starting salary will be SAT30,053 per annum. This will be adjusted to SAT33,809 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 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 SAT1,000.

**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 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.

### **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 FA Assistant” 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 FA Assistant”

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 the Human Resources Team on telephone (685) 21929 ext 325 / 328 or  
Email: [humanresources@sprep.org](mailto:humanresources@sprep.org)

**Closing date: Friday, 27<sup>th</sup> January 2023**: Late applications will not be considered.

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