APPLICANT INFORMATION PACKAGE
Inform Project, Environmental Data Officer (IPEDO)

CONTENTS

A. BACKGROUND INFORMATION ON SPREP

B. JOB DESCRIPTION

C. REMUNERATION PACKAGE – TERMS & CONDITIONS

D. ADMINISTRATIVE INFORMATION

A. Background Information on SPREP

SPREP is the regional organisation established by the Governments and Administrations of the Pacific charged with protecting and managing the environment and natural resources of the Pacific. The head office is based in Apia, Samoa with over 100 staff. There are SPREP offices in Fiji and Vanuatu as well as SPREP Officers stationed in the Republic of the Marshall Islands and Solomon Islands. SPREP has an annual budget of USD $33 million in 2019.

The establishment of SPREP sends a clear signal to the global community of the deep commitment of Pacific island Governments and Administrations for better management of the environment within the context of sustainable development.

The strategic direction for SPREP is clearly set out in the 2017-2026 SPREP Strategic Plan. The Plan outlines the mandate, vision and programmes for the organisation, and places strong emphasis on effective delivery of services to SPREP Member countries and territories.

Mandate

SPREP's **mandate** is to promote cooperation in the Pacific region and provide assistance in order to protect and improve its environment and to ensure sustainable development for present and future generations.

Vision

SPREP is guided by its **vision for the future:** "A resilient Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures".

Members
SPREP has 21 Pacific island member countries and territories (American Samoa, Cook Islands, Federated States of Micronesia, Fiji, French Polynesia, Guam, Kiribati, Marshall Islands, Nauru, New Caledonia, Niue, Northern Marianas, Palau, Papua New Guinea, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, Vanuatu and Wallis & Futuna) and 5 developed countries (Australia, France, New Zealand, United Kingdom and United States of America) with direct interests in the region.

Four regional goals to achieving resilience and sustainable Pacific communities:
* **Regional Goal 1**: Pacific people benefit from strengthened resilience to climate change
* **Regional Goal 2**: Pacific people benefit from healthy and resilient island and ocean ecosystems
* **Regional Goal 3**: Pacific people benefit from improved waste management and pollution control
* **Regional Goal 4**: Pacific people and their environment benefit from commitment to and best practice of environmental governance

These define the core priorities and focus of SPREP in the areas of:
1. Climate change resilience
2. Ecosystem and Biodiversity Protection
3. Effective Waste Management and Pollution Control
4. Environmental Governance

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

- We value high quality and targeted **Service Delivery**
- We value **Integrity**

The SPREP Secretariat continues to strengthen and realign its institutional capacities, competencies, and systems to best support its Members by delivering more integrated, responsive, and cost-effective services to Members and partners and by better coordinating regional efforts.

Organisation Goal 1: SPREP has information, knowledge, and communications systems that get the right information to the right people at the right time and influence positive organisational, behavioural and environmental change.

Organisation Goal 2: SPREP has multi-disciplinary processes in programme delivery and in supporting Members to develop national and regional policies and strategies.

Organisation Goal 3: SPREP has a reliable and sustainable funding base to achieve environmental outcomes for the benefit of the Pacific islands region and manages its programmes and operations to stay within its agreed budget.

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

Organisation Goal 5: SPREP has access to a pool of people with the attitudes, knowledge, and skills to enable it to deliver on its shared regional vision.

Environmental Monitoring and Governance Programme: a brief overview

The Environmental Monitoring and Governance (EMG) Programme plays a lead role in assisting SPREP member countries to develop their capacity in environmental governance; policy development; and planning, monitoring, and reporting for sustainable environmental outcomes and to keep pace with socio-economic development.

This work includes strengthening and supporting political leadership on environmental issues in the region through policy instruments such as the Framework for a Pacific Oceanscape, and assisting Pacific leaders and delegations in their advocacy in international fora. EMG's work is guided by the SPREP mandate implemented through the SPREP Strategic Plan 2017–2026. The EMG Programme responds directly to Strategic Plan Regional Goal 4 which is to help Pacific people and their environment benefit from a commitment to and the best practice of environmental governance. Given the cross cutting nature of the EMG Programme, it also provides support to SPREP's programmes on Climate Change Resilience, Island and Oceanic Ecosystems and Waste Management and Pollution .

The EMG Programme works closely through a number of partnership initiatives including those with non-governmental organisations; multilateral, international and regional organisations; development partners and donors; academic institutions; and national governments.

EMG assist national governments by providing an enabling environment to support the implementation of multilateral environmental agreements (MEAs), development of policies and legislation, training and capacity building for environmental impact assessment, and spatial planning. This support includes responsibilities to develop regional standards for monitoring and reporting environmental change at both national and regional scales. EMG supports advocacy and help develop communications strategies to promote good environmental governance.

Regional Goal 4, EMG Programme will deliver services and support in these key areas:

1. Strengthen national sustainable development planning and implementation systems including through use of Environmental Impact Assessments, Environmental Impact Assessments, and spatial planning.

2. Improve national capacity for good environmental governance supported by technical assistance for the development of policy and legislation, and in support of the implementation of Member international and regional commitments.

Strengthen environmental data collection, monitoring, and analysis and reporting on results, nationally and regionally.

About the GEF/UNEP/SPREP funded Regional Project: Building National and Regional Capacity to Implement Multilateral Environmental Agreements (MEA) by Strengthening Planning and State of Environment Assessment and Reporting in the Pacific.

SPREP has received funding from the Global Environment Facility (GEF) to implement a regional project in the Pacific that targets the strengthening of environmental monitoring and governance in 14 Pacific Island Countries. To achieve this, the project will build capacity of national government agencies and local stakeholders to properly use environmental planning tools such as the Environmental Impact Assessment (EIA) for effective decision making. This will be supplemented through the revitalisation of the State of the Environment (SoE) assessments and reporting including the National Environmental Management Strategies (NEMS). Both require inputs of environmental data to bring about better reporting by Pacific Island Countries (PICs) on how well they are meeting their international obligations under the Rio Conventions and other regional MEAs. To this end, the goals of the projects are to:

- Strengthen the legal, policy, and planning frameworks to support collection and sharing of environmental data;
- Establish a network of national and regional databases for monitoring the state of the Pacific's environment;
- Strengthen Convention reporting, policy development, and monitoring and evaluation requirements on the state of the global, regional, and national environment;
- Facilitate the use of environmental data for national planning and sustainable development;
- Generate data through the planning and impact assessment processes;
- Assist PICs with meeting legislated national reporting requirements including State of Environment (SoE) reporting;
- Establish capacity at the national and regional levels to manage a network of national and regional databases; and
- Build institutional capacities of governments to share data, information and knowledge to enable streamlines reporting and informed decision-making.

The MEA regional project will be successful when all 14 Pacific Island Countries have a robust and active national reporting system that stores relevant environmental data that could be analysed to inform effective decision making that promotes sustainable development in the region. Countries will be able to display higher capacity to monitor, review, report and integrate environmental issues and challenges into their national sustainable development plans which in-turn helps them to meet their principal obligations under the Rio Conventions and regional MEAs.

The regional project will be implemented in the following countries: Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Micronesia, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu and Vanuatu.

B. JOB DESCRIPTION

Job Title:	Inform Project, Environmental Data Officer (IPEDO)
Programme:	Environmental Monitoring and Governance
Team:	Inform Project
Responsible To:	Inform Project Manager (IPM)
Responsible For: (Total number of staff)	N/A
Job Purpose:	**This job exists to**: Provide environmental data assistance and support in the implementation of the UNEP-GEF Regional Inform Project
Date:	May 2019

Organisation Context
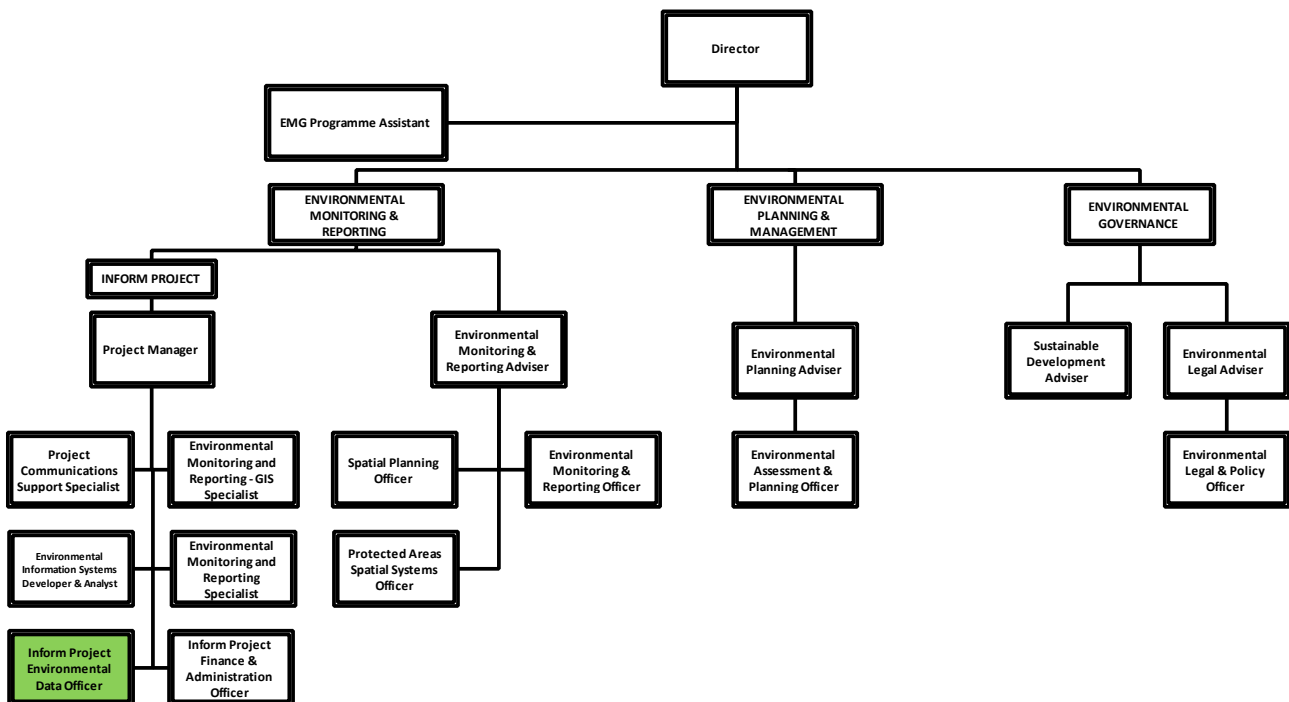
Key Result Areas

The position of **Inform Project, Environmental Data Officer (IPEDO)** addresses the following Key Result Areas:

1. Research and Data analysis
2. Technical Assistance
3. Project management support
4. Information management support

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

Jobholder is accountable for	Jobholder is successful when
1. Research and Data analysis a) Assess and compile relevant resources, information and knowledge from CROP agencies and national environmental departments and other sources; b) Assist the location, compilation, categorisation and tagging of environmental data/information from CROP organisations for the national data portal/regional portal, calendar of events, documents library (in particular environmental resources), image gallery, links, video gallery and country profiles; c) Assist in ensuring that the information presented on the individual national environmental data portal, as well as the regional environmental portal is accurate and current; d) Develop engaging stories using current and accurate data from the portal and outside of the portal; e) Check regional & national portals quality control – i.e. spelling mistakes, locate and eliminate duplicate entries, check for errors which might include software bugs and slow portal performance and alert IPM and System Developer; f) Analyse environmental data whenever required and create charts and graphs visualisations to effectively communicate data insights on both regional/national portals.	▪ Relevant environmental data and information is collected and uploaded to the individual national environmental portals and regional portal (where applicable) in a timely manner; ▪ Content on individual national environmental portals and the regional portal (where applicable) and reporting tools are categorised and easily accessible by users and the portal/RT administrators; ▪ Portal editors/administrators are uploading their relevant country content to their individual national data portals in a timely manner; ▪ National and regional training workshops are delivered (where applicable) ▪ Data portals have story and dashboard posts and portals undergo regular quality control. Bugs are documented and passed to systems developer as tickets, tables are converted into visualizations.

g) Liaise regularly with national portal administrators as directed by the IPM; h) Assist in national, regional and internal training workshops and uploading training materials to the individual national portals and the regional portal. i) Ensure national reporting tools (RT) are populated with indicator definitions, reporting requirements and indicator states as well as build capacity in RT use	
2. **Technical Assistance** a) Ensure that Inform content (and EMG where applicable) is uploaded to the SPREP website in a timely manner; b) Support the development of regional and national State of environment report(s) c) Support the development of environmental indicators d) Assist with the organisation and delivery of technical trainings and capacity building activities	• Inform content (and EMG where applicable) on the SPREP website is current and accurate; • SOE data and indicators are hosted in relevant portals, reports coordinated. • Trainings, meetings and capacity building exercises are fully supported
3. **Project management support** a) Ensure all reports adhere to established reporting requirements in an accurate and timely manner to facilitate the EMG accountability within SPREP and to donors. b) Ensure that environmental data portal activities comply with all relevant policies, regulations and administrative directions to contribute to the good governance of SPREP. c) Ensure Data authentication and protection of data against misuse and improper data access by assigning appropriate data licensing levels to safeguard sensitive data.	▪ Internal reports within SPREP are in accordance with requirements; ▪ All financial and administrative regulations, rules and procedures are complied with ▪ Passwords and user rights are verified and checked on a regular basis
4. **Information management support** a) Support the project by maintaining a record of portal and reporting tool active users, group names, number of dataset uploads and be able to produce monthly	▪ An efficient and effective regular portal performance management & monitoring ▪ Project technical reports, documentations and relevant information are stored and managed properly

update reports and share recurrently for efficient portal management; b) Store incoming data files in a well-organized folder structure in Alfresco (pdf reports/images/geojson files) from countries for uploading c) Document changes (major and minor) being made onto each country portal and update in-country portal personnel accordingly	

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:
• Understanding data analysis and narrative reporting requirements and MEAs and SDGs • Ensuring project country focal points are kept engaged and data is being used • Being aware of potential project risks and issues and managing these in an effective and efficient manner

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
External • SPREP member countries • Inform project national focal points • Project collaborating partners and organisations • Suppliers and Vendors	• Providing and receiving data/information • Answer queries • Respond to correspondences • Assessing data and sharing information • Reporting and collaboration
Internal • Inform Project Management Unit • EMG Programme • Finance and Administration Department • Information Services • Communications and outreach team	• Reporting • Receiving and providing technical input • Assistance and Support • Facilitation • Meetings and discussions • Coordination and collaboration

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 Environmental Science, Environmental Studies, Geography or relevant discipline

Knowledge / Experience

Essential
2. At least three years relevant experience in data analysis, project support and on-line data management as well as demonstrated ability and experience in the development of relationships with national counterparts (preferably in a development agency)

3. Demonstrated research, analytical and reporting skills including strong organisational, office management and problem solving skills and the ability to work with integrity and exercise good sense of judgement, diplomacy and tact within a multi-disciplinary and multi-cultural team environment

4. Knowledge of data management systems and processes, information systems and databases and appreciation of policies, systems and processes

5. Demonstrated knowledge of current and emerging issues and challenges in data management, 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

6. Excellent communication skills with high command of spoken and written English including demonstrated experience in capacity building and networking with diverse stakeholders

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	• English language (spoken and written) • Professionalism
Advanced level	• Analysing and reporting environmental information • Understanding of on line data management processes • Interpersonal and communication skills • Organisational, public relations and problem solving skills • Diplomacy and tact with ability to apply discretion when handling sensitive data and national information • Computer skills particularly MS Excel and MS Word
Working Knowledge	• Multilateral Environmental agreements • Open source data management software • Project management tools and approaches
Awareness	• SPREP Strategic Plan 2017-2026 • Inform Project Document

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 2 years with a possible extension for an additional year based on performance, budget availability and in line with the project timeline. There is no expectation of renewal at the end of contract as this is a project specific position.

Salary: Remuneration is at Band 8 of SPREP's salary scale for locally recruited staff. Starting salary will be SAT$45,374 per annum. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required. Progress in the salary scale will be based on annual performance reviews.

Term: Appointment is subject to a satisfactory medical examination, as well as a 6 months probationary period.

An appointment is terminated by (i) completion of term of contract (ii) one month's notice by either party (iii) without notice by either party paying one month salary in lieu of notice or (iv) dismissed with or without notice as a disciplinary measure.

Performance Reviews: Annual performance assessments and performance rewards will be based on the Secretariat's Performance Development System.

Education Allowance: Education expenses may be reimbursed against actual receipts for dependent children, to cover up to 75% of the actual costs. Currently the annual allowance is up to a maximum of Samoan Tala $1,000.

Annual Leave: 15 working days a year (up to a maximum accumulation of 50 days).

Sick Leave: 30 working days a year (up to a maximum accumulation of 90 days).

Other Leave: Provisions also exist for maternity, compassionate, paternity, examination and special leave (without pay).

Duty Travel: SPREP meets travelling expenses at prescribed rates necessarily incurred by staff required to travel away from Apia on official business.

Life and Accidental Death and Disability Insurance: All employees are covered by SPREP's 24 hour Life and Accidental Death and Disability Insurance Policy.

Medical Benefits: All employees and their 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.

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

<u>*ESSENTIAL*</u>*: 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.

<u>**Submitting applications**</u>:

a) <u>**BY EMAIL**</u> (***MOST PREFERRED OPTION***): Subject matter to be clearly marked "**Application for Inform Project, Environmental Data Officer (IPEDO)** and send to <u>recruitment@sprep.org</u> OR

b) <u>***BY POST OR FAX***</u>*: 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 Inform Project, Environmental Data Officer (IPEDO)***

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

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

Closing date: <u>Friday, 31st May 2019</u>: Late applications will not be considered.

SPREP is an Equal Opportunity Employer