



APPLICANT INFORMATION PACKAGE
Inform Project, Finance & Administration Officer (IPFAO)

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 130 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 USD30 million in 2021.

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

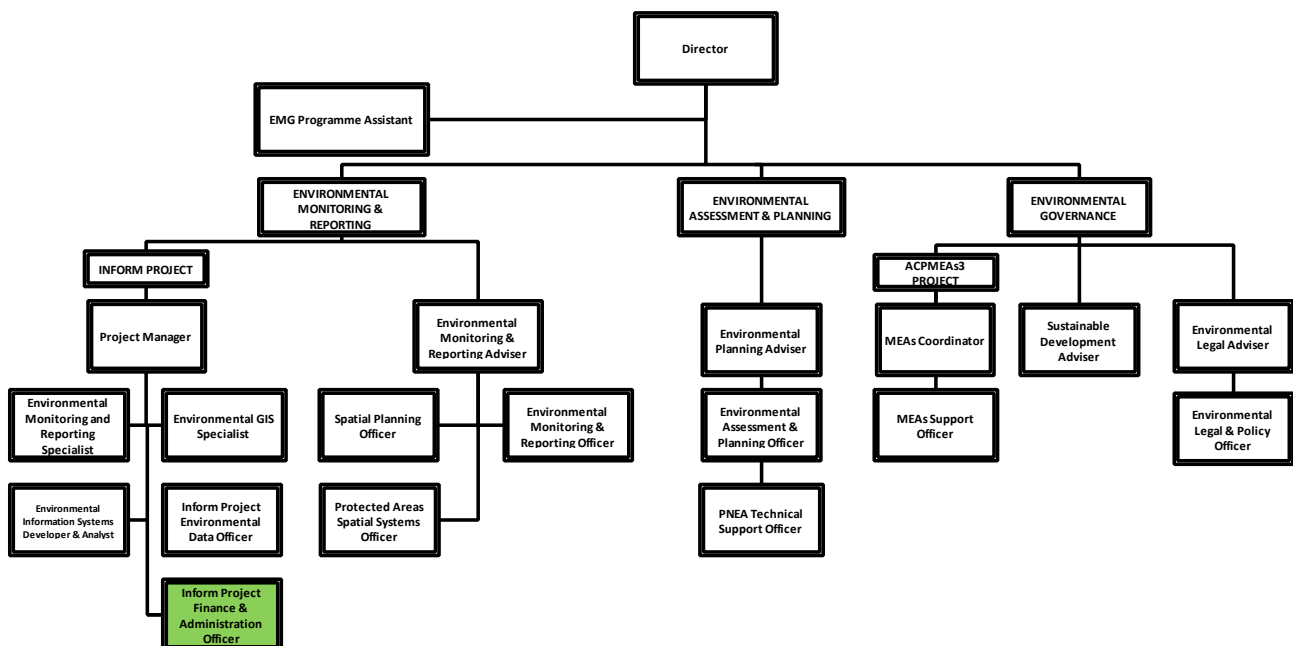
SPREP approaches the environmental challenges faced by the Pacific guided by four simple **Values**. These values guide all aspects of our work:

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

B. JOB DESCRIPTION

Job Title:	Inform Project, Finance & Administration Officer (IPFO)
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: <ul style="list-style-type: none"> Lead the financial and administration functions of the project
Date:	April 2021

Organisation Context



Key Result Areas

The position of **Inform Project, Finance and Administration Officer (IPFAO)** addresses the following Key Result Areas:

1. Budget development and management
2. Procurement management
3. Financial reporting, financial documentation and audit facilitation
4. Logistical, administrative and technical support
5. 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, monitor and report on the overall spending and project financial status in consultation with the UN Environment Task Manager, SPREP Inform Project Management Unit, EMG Programme, Finance Department including IT, IRCA HR and Communication b) Monitor spending to (i) ensure it achieves at least 80% delivery; (ii) ensure it does not exceed approved allocated budgets; and (iii) determine the need for budget revisions c) Prepare budget revisions in consultation with the PMU and UN Environment; and keep good records of all revisions d) Ensure quarterly and annual Inform Project budgets and co-financing reports are prepared using the UN Environment detailed templates e) Monitor the status of the project funds and ensure replenishment is timely and in line with the Project Cooperation Agreement and approved project budget f) Prepare relevant documentation to support cash advance requests 	<ul style="list-style-type: none"> • Budget issues identified, reported and addressed • Consolidated annual budget for the project is prepared using UN Environment budget templates and submitted for endorsement by the Project Steering Committee through the Project Manager • Inform Project annual budget is prepared and endorsed by the Project Manager and EMG Programme Director • Expenditures incurred are within budgets • Timely preparation of budget revisions • A record of the status of project funds being monitored rigorously (spreadsheet or in another electronic format) is developed and tracked • Timely submission of cash advance requests to UN Environment
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 Project Cooperation Agreement and in consultation with PMU, EMG Director, Finance and Administration Department of SPREP 	<ul style="list-style-type: none"> • Procurement Plan for the overall project is accepted UN Environment, Project Management Unit, EMG Director and approved by the project steering committee. • Regular procurement alerts/reminders/reports are sent out to relevant SPREP and EMG staff on

<p>(b) Ensure that procurement of required goods and services comply with the Project Cooperation Agreement and SPREP's procurement policies</p> <p>(c) Prepare all relevant documentation to enable procurement and supply of goods and services required to enable delivery of project activities in consultation with the SPREP Procurement Officer and Finance and Administration Department.</p> <p>(d) Monitor the contracts and agreements for the supply of goods and engagement of consultants to deliver specific services to support project delivery and implementation in consultation with the Project Management Unit and EMG Director</p>	<p>outstanding procurement activities and issues that requires their attention</p> <ul style="list-style-type: none"> • 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>3. Financial reporting, financial documentation and audit facilitation</p> <p>(a) Prepare quarterly and annual financial reports as required by the Project Cooperation Agreement in consultation with the SPREP Project Accountant, Finance and Administration Department, PMU and EMG Director</p> <p>(b) Liaise and consult with the 14 PICs participating in the project on the preparation and submission of co-financing reports</p> <p>(c) Prepare quarterly and annual co-financing reports in consultation with the SPREP Project Account, Finance and Administration Department, PMU and EMG Director</p> <p>(d) Provide financial analysis and information on the project's financial status, budget overviews in consultation with the Project Manager and SPREP Finance Project team</p> <p>(e) Liaise with the SPREP Project Accountant, Finance and Administration Department on project annual audit preparation and ensure that audited financial reports are submitted to UN Environment</p> <p>(f) Upload and process requests for payments and purchase orders on the</p>	<ul style="list-style-type: none"> • Quarterly and annual consolidated financial reports are available on time and endorsed by relevant SPREP entities prior to submission to UN Environment; • Timely preparation and submission of quarterly and annual co-financing reports • LoA acquittal reports are received, reviewed and filed • Annual audit reports are submitted to UN Environment • Financial records and supporting documents (both paper and electronic) for costs incurred by under the project are readily available, up-to-date and complete • Timely processing of project payments

<p>Financial Management Information System (FMIS);</p> <p>(g) Maintain and keep good records and files of all financial documents, invoices, purchase orders including supporting documents for all transactions related to the project</p> <p>(h) Follow up with countries that have Letter of Agreements with SPREP on the submission of financial acquittal reports</p>	
<p>4. Logistical, administrative and secretariat support</p> <p>(a) Organise and arrange all travel requirements of the project in line with SPREP's Travel and Procurement Policies</p> <p>(b) Arrange and organise logistics for all project meetings, visits, workshops and events ensure all are completed and ready on time</p> <p>(c) Provide administrative and secretariat support to the project and all meetings including the Inform Project Steering Committee</p> <p>(d) Set-up, maintain and update project e-filing and record keeping on a regular basis</p> <p>(e) Prepare meeting notes, minutes, action items and reports for project specific and related meetings in a timely fashion.</p> <p>(f) Assist with organising Inform Project Steering Committee meetings and other related meetings as required</p> <p>(g) Assist with the planning and implementation of Inform project events as required</p> <p>(h) Provide secretariat support to DEMG when the need arises.</p>	<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 the Inform Project • Meeting minutes and reports are prepared within 24 hours of meeting and shared with the IPM and or members of the Steering Committee, EMG Director, EMG Programme and national counterparts as appropriate • Effective project filing systems and record keeping are up to date and accessible to the project team and EMG staff • Project logistics and administrative activities comply with SPREP policies and processes • Administrative and secretariat support to DEMG maintained.
<p>5. Project management information system</p> <p>(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 UN Environment and SPREP</p>	<ul style="list-style-type: none"> • Inform Project information on PMIS is accurate and up to date • Timely dissemination of project information to PMU, EMG Programme, UN Environment and Project Steering Committee

(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	
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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:
<ul style="list-style-type: none"> • Development of realistic annual budgets that are within overall approved allocated budget • Ensuring compliance with the Project Cooperation Agreement and SPREP policies • 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 national counterparts in completing co-financing reports required under the Project Cooperation Agreement • Ensuring meeting outcomes are documented in a timely manner

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
External <ul style="list-style-type: none"> • SPREP member countries • Inform project national focal points • UN Environment • Project collaborating partners and organisations • Suppliers and Vendors 	<ul style="list-style-type: none"> • Providing and receiving information • Answer queries • Respond to correspondences • Facilitation and coordination • Reporting and collaboration

Internal <ul style="list-style-type: none"> • Inform Project Management Unit • EMG Programme • Finance and Administration Department • Information Services • Communication and Outreach team 	<ul style="list-style-type: none"> • Reporting • Receiving and providing financial input • Assistance and Support • Facilitation • Meetings and discussions • Coordination and collaboration
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Level of Delegation

The position holder:

- Has oversight of the project budget and finances in line with the Project Cooperation Agreement via the Inform project manager;
- Can identify and seek funding opportunities in particular cost-sharing, co-financing and complementarity with other projects that could fund project activities of similar nature subject;
- Can present financial reports to authorised audiences such as the project Steering Committee and UN Environment

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 Commerce, Finance, Accounting, 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. Demonstrated 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 Programme and project colleagues and staff at all levels • Good oral and written communication skills • Environmental issues in the Pacific island region

Awareness	<ul style="list-style-type: none"> • Multilateral Environmental Agreements including funding mechanisms and processes • UN Environment • SPREP Strategic Plan • SPREP Performance Implementation Plan • SPREP Work Programmes and Budget
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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 will be for a term up to 31 December 2022. 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 SAT45,374 per annum. Upon confirmation of probation, salary will be adjusted to SAT51,046.

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 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 exist for maternity, compassionate, paternity, examination and special leave (without pay).

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

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

Medical Benefits: All employees and their dependants are entitled to have all reasonable medical, dental and optical expenses met, under the terms and conditions of the existing SPREP Medical Insurance.

Superannuation: 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 the 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 “**Application for Inform Project, Finance and Administration Officer (IPFAO)**” 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 Inform Project, Finance and Administration Officer (IPFAO)**”

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

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

Closing date: Friday, 14th May 2021: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
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