

APPLICANT INFORMATION PACKAGE
Invasive Species Coordinator (ISC) PROTEGE Programme
(Sustainable Ecosystem Management in Pacific Territories)

READVERTISEMENT

PREVIOUS APPLICANTS DO NOT NEED TO
REAPPLY AS ALL APPLICATIONS RECEIVED WILL BE
CONSIDERED

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 about 100 staff. There is also a SPREP office in Fiji with four staff as well as SPREP Officers stationed in the Federated States of Micronesia, Republic of the Marshall Islands, Solomon Islands and Vanuatu. SPREP has an annual budget of USD \$29 million in 2018.

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 on:

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.

EDF-11 OCT PROTEGE Programme (Sustainable Ecosystem Management in Pacific Territories)

The €36 million OCT PROTEGE programme is funded through the 11th European Development Framework (EDF-11) Overseas Countries and Territories (OCTs) component. The goal of the overall programme is to strengthen sustainable and resilient development of OCT economies in the face of climate change by building on biodiversity and renewable natural resources. OCTs participating in the project are French Polynesia, New Caledonia, Pitcairn Island, and Wallis and Futuna. The OCTs are characterised by increasing urbanisation, high economic dependence on state transfers and difficulty in developing economic sectors. Their natural ecosystems provide essential services that support economies and provide economically viable solutions to address development resilience issues in the face of climate change. Local populations remain highly dependent on the quality of natural resources and environments, which guarantee their livelihoods and support social and cultural identity and well-being.

The programme will address four thematic areas: 1) agriculture; 2) marine resources; 3) water and 4) invasive species. SPREP will manage and coordinate the invasive species thematic area, which will enhance the protection, resilience and restoration of ecosystem services and terrestrial biodiversity. SPREP will have a co-delegation agreement with SPC, which will oversee the whole programme and implement the other three thematic areas. The SPREP component is costed at €5.5 million.

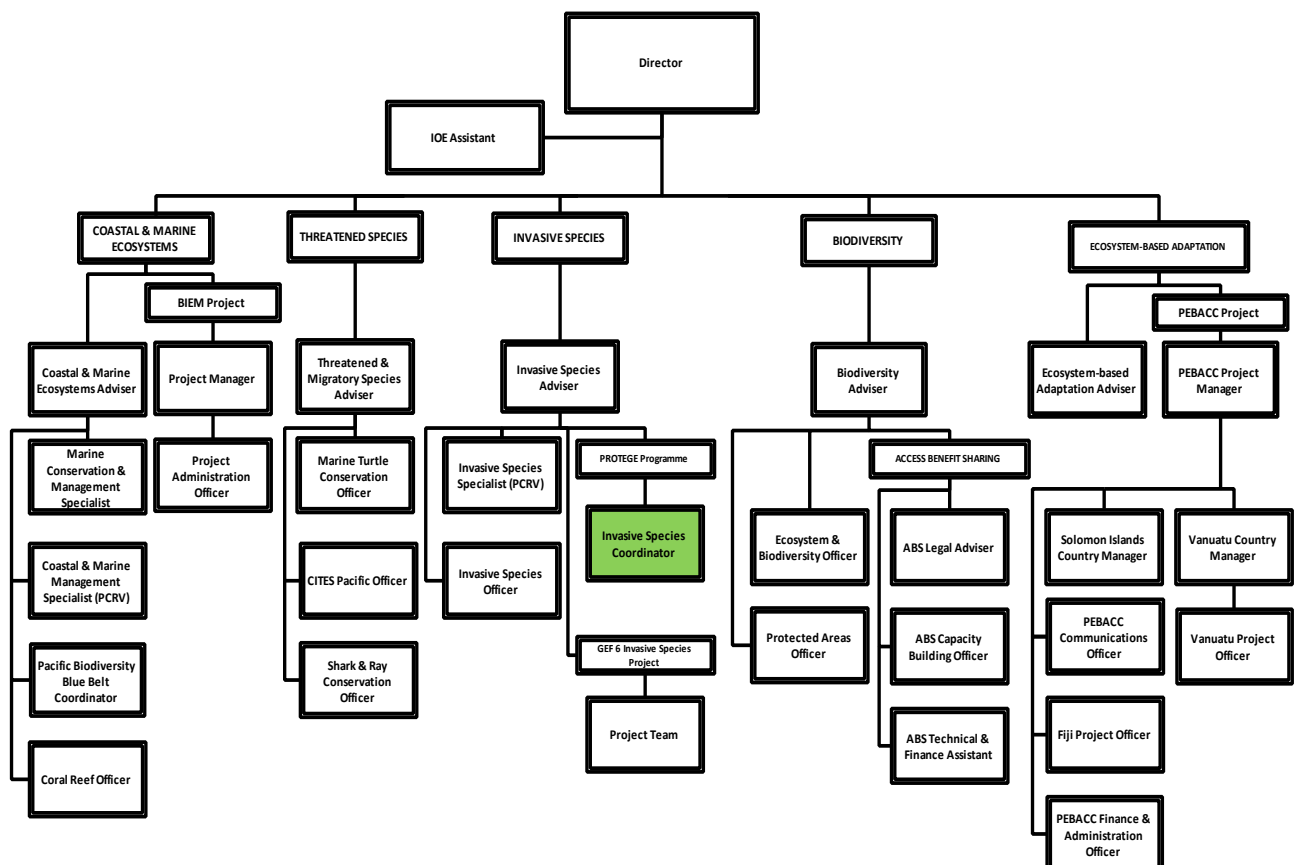
PROTEGE Invasive Species Coordinator Role

The Invasive Species Coordinator's role is to coordinate the activities within the invasive species component of the programme and provide or facilitate support for territories to implement their activities and reporting requirements. The role includes working with territory coordinators and the programme management team to promote information exchange, best practices and regional cooperation.

B. JOB DESCRIPTION

Job Title:	Invasive Species Coordinator (ISC) PROTEGE Programme
Programme:	Island and Ocean Ecosystems
Team:	Invasive Species
Responsible To:	Invasive Species Adviser
Responsible For: (Total number of staff)	N/A
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> Coordinate the SPREP component of the PROTEGE programme and to support invasive species management in the OCTs.
Date:	August 2018

Organisation Context



Key Result Areas

The position of **Invasive Species Coordinator (ISC)** addresses the following Key Result Areas:

1. Capacity building, training and awareness
2. Policy and technical support
3. Regional support mechanism and coordination
4. Communication, partnership and stakeholder engagement
5. Project management support

Requirements for the Key Result Areas are:

Jobholder is accountable for	Jobholder is successful when
1. Capacity building, training and awareness <ol style="list-style-type: none"> a) Assess capacity building needs and gaps for effective invasive species management and assist in developing relevant responses to address these. b) Coordinate and facilitate territory and regional workshops as required under the PROTEGE programme to strengthen invasive species management including the use of the Battler Resource Base to support policy and decision making processes. c) Review existing and emerging initiatives and opportunities for invasive species management and initiate dialogue with relevant partner organisations to collaborate and coordinate efforts in the region. 	<ul style="list-style-type: none"> • Capacity building needs are identified and relevant capacity building programmes are implemented at the territorial and regional level to address these. • Invasive species capacity building and training programmes successfully implemented. • Project partners benefit from training opportunities facilitated through the Pacific Regional Invasive Species Management Support Service (PRISMSS).
2. Policy and technical support <ol style="list-style-type: none"> a) Provide technical support to territories for procurement, financial reporting, recruitment and other project management processes. b) Provide or facilitate technical support to assist in invasive species activities where requested. c) Monitor rapidly emerging invasive species initiatives by governments, partner organisations and scientific research communities relevant to the Pacific. d) Provide regular information and advice on invasive species related issues to Focal Points and practitioners in the territories including key stakeholders 	<ul style="list-style-type: none"> • Territory project components are well managed, reported on and comply with existing policy. • Project activities are provide successful outcomes. • Relevant government agencies and key stakeholders make informed decisions on effective ways to achieve project priorities. • Relevant and effective technical advice and support is provided on a timely basis

<p>within the region as well as to the project PMU.</p>	
<p>3. Regional support mechanism and coordination</p> <ol style="list-style-type: none"> Coordinate action in territories with regional mechanisms including the PRISMSS, Pacific Invasive Learning Network (PILN), Battler Resource Base, Guidelines Reporting Database, and OCT-ACP work exchanges and trainings. Maintain and update the Battler Resource Base on a regular basis with information on new initiatives, case-studies and project outputs. Use the PILN network to share relevant information and best practices to support regional understanding, e.g. lessons learned and initiatives to support invasive species management. Coordinate OCT-ACP learning exchanges in collaboration with the PMU and other components of the project. Support and assist in the development of the PRISMSS. 	<ul style="list-style-type: none"> The territories are fully engaged and their initiatives included in regional mechanisms including the PRISMSS, PILN and the Battler Resource Base. The project territories share relevant information with each other and Pacific ACP countries. The project territories provide data to maintain the Guidelines Reporting Database.
<p>4. Communication, partnership and stakeholder engagement</p> <ol style="list-style-type: none"> Develop project communications in compliance with the SPREP, Invasive Species Team and project communication strategies. Create and maintain links between the Pacific OCTs, with a focus on invasive species but also project wide with the coordination team. Facilitate an inter-territory information exchange platform. Identify and compile a list of in-territory stakeholders relevant to invasive species management including regional partners supporting invasive species management work in country. Liaise closely with territory invasive species practitioners to gather datasets and relevant information on invasive species areas from territory stakeholders. 	<ul style="list-style-type: none"> The project communication strategy is successfully implemented. The OCTs are sharing experiences and learning from each other via an inter-territory information exchange platform which includes comprehensive coverage of practitioners. Practitioners are providing information and data for sharing regionally. Territory PILN teams are active and engage regionally. Information and training materials including relevant documents and reports are prepared, collated and shared with relevant stakeholders.

<ul style="list-style-type: none"> f) Facilitate active engagement of territories in providing accurate and relevant invasive species management information. g) Coordinate and facilitate arrangements with key partners to support invasive species management in the OCTs. h) Maintain the promote active PILN teams in the participating territories 	
<p>5. Project management support</p> <ul style="list-style-type: none"> a) Assist and translate documents, financial reports and communications between French and English. b) Compile individual territory reports for invasive species and contribute to the project's overall reporting. c) Prepare technical output reports for all activities. d) Provide input into the preparation of project annual work plans and budgets. e) Contribute to the preparation of project financial reports and ensure compliance with donor requirements. f) Prepare narrative progress reports on status of project implementation g) Assist with project management including monitoring and evaluation h) Contribute to the preparation of media releases and communication materials to raise profile of the project and its achievements i) Liaise with the Pacific Community (SPC) PMU Team and territories on project administrative matters and participate in project related meetings as required by the project coordination team. j) Liaise with the Regional Authorising Officer as required. k) Provide secretariat support for PROTEGE programme meetings convened by SPREP. l) Coordinate activities with other regional invasive species projects and initiatives 	<ul style="list-style-type: none"> • Effective technical support is provided to the project to ensure it meets agreed measurable outputs and indicators. • Constructive input and feedback is provided to the project reports. • Profile of the project and its results are widely acknowledged and appreciated by key stakeholders, partners and donors. • PROTEGE programme information in PIMS is accurate and effectively used to guide project management planning and implementation. • Successful and effective working relationships with project partners. • Effective secretariat support is provided to the project and relevant meetings.

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:

- Provision of timely and accurate advisory support and assistance to territory governments and stakeholders.
- Coordination and collaboration with international, regional and key stakeholders, including other thematic areas of the PROTEGE programme.
- Effectively managing funding and resources
- Communicating materials in French and English in a format that is easily understood by stakeholders at different levels

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
External <ul style="list-style-type: none"> • Member territories and countries • Donors / Partners • Professional / Scientific organisations • Regional / International organisations 	<ul style="list-style-type: none"> • Advice and assistance • Collaboration and coordination • Communications and reporting • Capacity building and training • Information sharing
Internal <ul style="list-style-type: none"> • Executive • Invasive Species Adviser and Invasive Species Team • IOE Division • IT and IRC teams • Communications and Outreach team • Finance Team 	<ul style="list-style-type: none"> • Information sharing • Capacity building and training • Consultation • Advice and support

Level of Delegation

The position holder:

- can liaise with partners regarding technical activities on behalf of the programme
- can seek funding opportunities for programme activities

Person Specification

This section is designed to capture the expertise required for the role at the 100% fully effective level (this does not necessarily reflect what the current jobholder has). This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Qualifications

Essential
1. Minimum qualifications of a Bachelor degree in Environmental Management, Science, Ecology, Geography and/or related fields.
2. Fluent in written and oral French and English.

Knowledge / Experience

Essential
3. At least 7 years of experience in coordinating and supporting the delivery of invasive species management initiatives to implement successful outcomes, preferably in the Pacific region. Experience in French territories preferred.
4. Demonstrated knowledge of environmental issues, specifically on invasive species management in a biodiversity conservation setting, as well as emerging and related issues including challenges within the Pacific islands region.
5. Demonstrated ability in developing and coordinating capacity building programmes and stakeholder engagement processes
6. Excellent written and verbal communication skills including high level of presentation and interpersonal skills, collaboration with donors and partners with sound experience in developing and maintaining effective relationships with a diverse group of people and as part of a team within a multi-disciplinary and multi-cultural environment.
7. Demonstrated experience in programme and project management and monitoring and evaluation including financial management, proposal and report writing with a high level of organisational, advisory, analytical, problem-solving and facilitation skills.

8. Demonstrates initiative and ability to think outside the box in dealing with multiple tasks, demanding deadlines and with little supervision and demonstrates excellent understanding and appreciation of environmental ethics, values and priorities within the workplace.

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"> • Written and oral French and English • Communications and advisory • Analytical environmental knowledge • Project coordination and reporting • Work programme planning, budgeting and implementation • Invasive species management issues in the Pacific islands region • Capacity development • Practical invasive species management in several key areas
Advanced level	<ul style="list-style-type: none"> • Environmental and biodiversity conservation issues in the Pacific islands region • Emerging environmental issues and challenges • Capacity development needs of Pacific SIDS
Working Knowledge	<ul style="list-style-type: none"> • Project management principles
Awareness	<ul style="list-style-type: none"> • SPREP Strategic Plan • SPREP Performance Implementation Plan and Results Framework • 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:

- 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 3 years initially, with possible renewal in line with the project timeline, subject to performance, continuity of related project activities and availability of funds.

Salary: Salary is denominated in International Monetary Fund Special Drawing Rights (SDRs). Remuneration for this post falls within Band 10 of SPREP's salary scale. Starting salary will be SDR29,499 per annum. This is currently equivalent to Samoan Tala \$112,576 (USD\$43,299) 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.

Cost of living differential allowance (COLDA): A Cost-of-Living Differential Allowance of SDR4,194 will be paid to the successful candidate. The current equivalent in Samoan Tala is SAT\$16,006 (USD\$6,156) per annum. Cost-of-living differential allowance reflects the comparative cost of living difference between Suva and Apia. This allowance is reviewed periodically based on data determined by an independent reviewer.

Adjustments: Salaries and allowances for internationally recruited staff are paid in Samoan Tala and adjusted every month based on the monthly average in the value of the SDR relative to the Samoan Tala (SAT) at the time the salary payment is processed. SDR movement however is limited to within 5% above or below a reference point set annually. Remuneration is paid monthly in SAT equivalent. The international currency exchange rate at the time of writing is approximately USD1.00 = SAT\$2.60

Term: For staff recruited from outside Samoa, the term begins from the day the appointee leaves his or her home to take up the appointment. Appointment is subject to a satisfactory medical examination, as well as a 6-month probationary period.

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

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

FOR STAFF RECRUITED FROM OUTSIDE SAMOA, THE FOLLOWING APPLIES:

Relocation Expenses: SPREP will meet certain appointment and termination expenses for staff recruited from outside Samoa, including transport and accommodation en-route for the appointee and accompanying dependent(s) between point of recruitment and Apia, and return, by the shortest and most economical route. This includes:

- economy class airfares;
- reasonable cost of packing, insuring, shipping and transporting furniture, household and personal effects on a 20ft container; and,
- up to 20 kilos of excess baggage each for the appointee and family.

Establishment Grant: A lump sum of SDR1,100 is payable upon taking up appointment and arrival in Apia. This is currently equivalent to SAT\$4,198 (USD\$1,615).

Temporary Accommodation and Assistance: On arrival in Apia, the appointee and (s) are entitled to temporary accommodation at a suitable hotel or other fully furnished accommodation for up to 6 working days. The appointee will be assisted to settle into Apia. This will include help in finding suitable rental accommodation.

Privileges and Immunities: SPREP remuneration is tax-free for non-citizens or non-residents of Samoa, including duty-free importation of household and personal effects which have been owned and used by them for no less than six months, within 6 months of taking up appointment.

Repatriation allowance: The appointee is entitled to a repatriation allowance equivalent to two week's salary, upon successful completion of contract, provided the contract is not extended or renewed.

FOR ALL INTERNATIONALLY RECRUITED STAFF, THE FOLLOWING APPLIES:

Education Allowance: Education expenses maybe reimbursed against actual receipts for dependent children, to cover up to 75% of the actual costs, as stipulated under SPREP's Education Allowance policy. Currently the allowance is up to a maximum of Samoan Tala \$15,600 (USD\$6,000) per annum per dependent child, with an overall maximum of Samoan Tala \$46,800 (USD\$18,000) per annum per family of 3 or more eligible children.

School Holiday Travel: One return economy class flight each year between the place of education (taken to be recognised home) and Apia by (i) each dependent child being educated outside Samoa or (ii) the staff member or spouse to visit the child, providing the journey is not made within the final 6 months of the contract.

Family Leave Travel: Return economy class airfares between Apia and the recognised home for the staff member and dependents after completing 18 months of service for 3-year contracts providing no travel is undertaken within the final 12 months of the contract.

Housing Assistance: Internationally recruited staff shall receive housing assistance of 75% of the typical rent payable in Samoa for expatriate executive furnished housing. The current rate is SAT\$2,850 (USD\$895) per month. This assistance shall be reviewed annually and adjusted on relative movement in the local rental market.

Security Assistance: Security-related expenses maybe reimbursed against actual receipts up to SAT\$2,400 (USD\$923) per annum as stipulated under SPREP's Security Assistance policy.

Annual Leave: 25 working days a year (up to a maximum accumulation of 50 days).

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

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

Duty Travel: SPREP meets travelling expenses at prescribed rates necessarily incurred by staff required to travel away from 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 SPREP in-house Medical Treatment Scheme.

Superannuation: An expatriate internationally recruited staff member will receive a superannuation allowance of 7% of basic salary. For nationals of Samoa, SPREP will pay 7% of basic salary to the Samoa National Provident Fund.

Learning and Development

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

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.

'Expatriate' means an internationally recruited staff member, who is not a citizen or permanent resident of Samoa, and who resides in Samoa only by virtue of employment with SPREP.

Equal Opportunities: SPREP is an Equal Opportunity Employer. Men and women are equally eligible for all posts in SPREP.

General: Appointment will be under the terms and conditions of SPREP'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 rather than referring us to your CV*);
2. A detailed Curriculum Vitae.

Applications that do not complete the 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 Invasive Species Coordinator**” 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 Invasive Species Coordinator**”

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 Jolynn Managreve-Fepuleai on telephone (685) 21929 ext 325 or
Email: jolynnf@sprep.org

Closing date: Friday, 9 November 2018: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
--