



SPREP

Secretariat of the Pacific Regional
Environment Programme



10th Pacific Islands Conference

**NATURE CONSERVATION
AND PROTECTED AREAS**

Nature Conservation Action for a Resilient Pacific

APPLICANT INFORMATION PACKAGE
INFORMATION TECHNOLOGY AND ADMINISTRATION
OFFICER, PRISMSS (ITAOPRIS)

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A. Background Information on SPREP

The *Secretariat of the Pacific Regional Environment Programme* (SPREP) is the regional organisation established by the Governments and Administrations of the Pacific charged with protecting and managing the environment and natural resources of the Pacific.

The head office is based in Apia, Samoa with over 100 staff. There are SPREP offices in Fiji, Republic of the Marshalls Islands and Vanuatu as well as SPREP Officers stationed in Solomon Islands.

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

The establishment of SPREP in 1993 sends a clear signal to the global community of the deep commitment of Pacific island Governments and Administrations for better management of the environment within the context of sustainable development.

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

Mandate

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

Vision

SPREP is guided by its **vision for the future**:

"A resilient Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures".

Members

SPREP has 21 Pacific island member countries and territories:

▪ American Samoa	▪ Northern Marianas
▪ Cook Islands	▪ Palau
▪ Federate States of Micronesia,	▪ Papua New Guinea
▪ Fiji	▪ Samoa
▪ French Polynesia	▪ Solomon Islands
▪ Guam	▪ Tokelau
▪ Kiribati	▪ Tonga
▪ Marshall Islands	▪ Tuvalu
▪ Nauru	▪ Vanuatu
▪ New Caledonia	▪ Wallis and Futuna
▪ Niue	

and 5 'metropolitan' member countries with direct interests in the region:

- Australia,
- France,

- New Zealand,
- United Kingdom and
- the United States of America;

SPREP Goals and Objectives

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

SPREP's Pacific and metropolitan members agreed that SPREP's Strategic plan should span 10 years to address critical environmental and related social and governance strategic priorities, which are reflected in the strategy's regional and organisational goals and objectives, as well as in SPREP's core 'Values'.

Regional Goals

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

Organisational Goals

- **Organisation Goal 1:** SPREP has information, knowledge, and communications systems that get the right information to the right people at the right time and influence positive organisational, behavioural and environmental change.
- **Organisation Goal 2:** SPREP has multi-disciplinary processes in programme delivery and in supporting Members to develop national and regional policies and strategies.
- **Organisation Goal 3:** SPREP has a reliable and sustainable funding base to achieve environmental outcomes for the benefit of the Pacific islands region and manages its programmes and operations to stay within its agreed budget.
- **Organisation Goal 4:** SPREP is leading and engaged in productive partnerships and collaboration.
- **Organisation Goal 5:** SPREP has access to a pool of people with the attitudes, knowledge, and skills to enable it to deliver on its shared regional vision.

SPREP's Values

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

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

PRISMSS (PACIFIC REGIONAL INVASIVE SPECIES SUPPORT SERVICE) BACKGROUND

Invasive species are the leading driver of biodiversity loss in the Pacific. They impact ecosystem resilience, ecosystem services and the future ability to adapt to climate change.

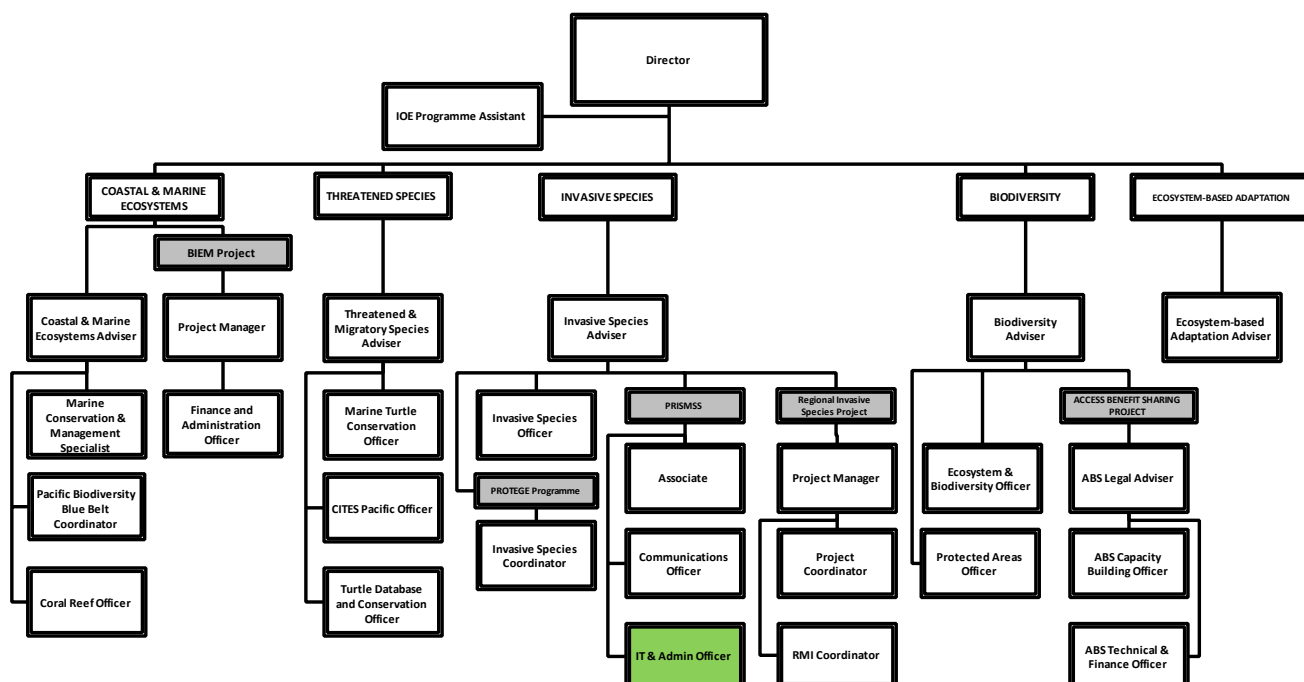
In the past, the major gap in Pacific invasive species management has been on the ground operational action. Now there is an opportunity to significantly increase both the quantity and scope of management operations in the region.

The PRISMSS is a regional mechanism, which facilitates the scaling up of invasive species management in the Pacific. It provides management support for on the ground invasive species actions. It does this through streamlining and coordinating activities and invasive species management experts. Each expert is a lead in their respective field. The expertise is thematic and combines into a full spectrum support service. The PRISMSS provides a comprehensive, cohesive, effective, efficient and accessible suite of management support. Advice, training and operational support is currently available across five regional programmes.

B. JOB DESCRIPTION

Job Title:	Information Technology and Administration Officer, PRISMSS (ITAOPRIS)
Programme:	Island and Ocean Ecosystems
Team:	Invasive Species
Responsible To:	Invasive Species Adviser
Responsible For: (Total number of staff)	N/A
Job Purpose:	This job exists to: <ul style="list-style-type: none"> Provide information technology and office administrative support to the PRISMSS
Date:	September 2020

Organisation Context



Key Result Areas

The position of **Information Technology and Administration Officer, PRISMSS (ITAOPRIS)** addresses the following Key Result Areas:

1. Information technology desktop support
2. Information systems administration
3. Administrative and event logistics and arrangements
4. Assistance and support for PRISMSS activity beneficiaries with ICT support
5. ICT and other related functions

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

Jobholder is accountable for	Jobholder is successful when
1. Information technology desktop support <ol style="list-style-type: none"> a) Provide timely Information and Communications Technology (ICT) support and advice to the PRISMSS b) Provide ICT training as required. c) Liaise with partner organisations as needed in ICT related issues and discussions. d) Provide ICT support and logistics for events, meetings and webinars. 	<ul style="list-style-type: none"> • PRISMSS ICT is supported and partners are enabled with innovative and reliable solutions. • PRISMSS partners are trained and capable in the use of ICT assets. • Partner organisations accept and benefit from PRISMSS ICT solutions. • All events, meetings and webinars are supported with appropriate ICT.
2. Information systems administration <ol style="list-style-type: none"> a) Monitor, maintain and report on PRISMSS ICT infrastructure and the PRISMSS IT Strategy. b) Provide professional, innovative technical advice on software and solutions for use by the PRISMSS. c) Manage third party IT product licensing and subscriptions. 	<ul style="list-style-type: none"> • PRISMSS ICT is stable and working effectively, efficiently and meet a high professional and technical standard. • All ICT activities monitored, tracked, evaluated where relevant and delivered in a timely manner. • Six monthly and annual reports completed providing an update on the PRISMSS IT Strategy, activities delivered, issues arising, solutions proposed and new initiatives for consideration of the PRISMSS.
3. Administration and event logistics and arrangements <ol style="list-style-type: none"> a) Maintain inventory of office supplies and restock as required. b) Operate and maintain office equipment, equipment inventory list, and coordinate maintenance. c) Ensure office space is kept clean at all times. d) Organise and arrange logistics for all PRISMSS meetings, visits, workshops and events. e) Process requisition of goods and services and ensure these are supplied and paid. 	<ul style="list-style-type: none"> • Office supplies are maintained • Office equipment are functioning and maintained. • Office is clean • Meetings, visits, workshops and events are well planned and logistically successful. • The PRISMSS team is well supported administratively.

f) Provide administrative support to the team as required.	
4. Assistance and support for PRISMSS activity beneficiaries with ICT support a) Assist national Invasive Species Coordinators and governments with ICT solutions related to the PRISMSS programmes. b) Provide ICT training and mentoring to national Invasive Species Coordinators.	<ul style="list-style-type: none"> National Invasive Species Coordinators are enabled to manage their ICT requirements related to PRISMSS activities. National Invasive Species Coordinators are trained to manage their ICT requirements related to PRISMSS activities and are supporting in-country staff.
5. ICT and other related functions a) Provide support to ensure all ICT functions of the PRISMSS are met.	<ul style="list-style-type: none"> Contribute and implement necessary actions to maintain a successful PRISMSS ICT programme.

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:

- PRISMSS ICT initiatives are planned and implemented with support from PRISMSS partners and in-country Invasive Species Coordinators.
- Development of relevant and effective ICT systems.
- Training in ICT solutions to different levels of capability.

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
External <ul style="list-style-type: none"> PRISMSS partners National Invasive Species Coordinators Suppliers and vendors 	<ul style="list-style-type: none"> Content development with PRISMSS partners and national invasive species coordinators Advice and assistance Consultations and collaboration Negotiations, communications and reporting

Internal <ul style="list-style-type: none"> • Invasives Team • Information Technology Team • Island & Ocean Ecosystems Programme • Senior Management Team • All staff 	<ul style="list-style-type: none"> • Consultations and collaboration for ICT development in response to needs • Advice and support • Reporting on implementation of ICT strategy
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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 Information Systems/ Technology/ Data Management or related field (Relevant IT professional certifications from Microsoft would be an advantage)

Knowledge / Experience

Essential

2. At least 2 years relevant experience in ICT support.
3. Excellent experience in the following:
 - a) Desktop support in the windows environment including skills to troubleshoot, diagnose and resolve software and hardware incidents as well as operating systems (Microsoft Windows) and a range of other software applications.
 - b) Installing, configuring and maintaining computer hardware, software, systems, printers and scanners.
 - c) Setup and maintain audio and video conference systems.

4. Excellent knowledge and understanding of ICT and has the initiative to be creative, demonstrates a commitment for continuous development and is able to demonstrate a high level of diplomacy and tact.
5. Excellent written and verbal communication skills including high level of presentation and inter-personal skills, and collaboration with donors and partners.
6. Proven ability to work as part of a team within a multi-disciplinary and multi-cultural environment with a demonstrated ability to motivate teams and establish and implement workplan objectives.
7. Shows initiative to think outside the box particularly in problem-solving, setting priorities and meeting work-plan deadlines.

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"> • Desktop support • ICT Administration • Communication and inter-personal skills
Advanced level	<ul style="list-style-type: none"> • Office administration • Coordination • Fluency in English • Problem Solving • Teamwork • Diplomacy • Willingness to learn • Dealing with sensitive and confidential information
Working Knowledge	<ul style="list-style-type: none"> • Ability to work well with colleagues at all levels • Environmental issues in the Pacific islands region
Awareness	<ul style="list-style-type: none"> • PRISMSS and PRISMSS programmes • SPREP Strategic Plan • SPREP Performance Implementation Plan • SPREP Work Programmes

Key Behaviours

All staff are expected to uphold SPREP's Organisational Values and Code of Conduct which are Key Behaviours forming part of the Performance Development Plan:

- Environmental Leadership
- Service Delivery
- Valuing our People
- Integrity

Change to job description

From time to time it may be necessary to consider changes in the Job Description in response to the changing nature of our work environment– including technological requirements or statutory changes. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.

C. REMUNERATION PACKAGE – TERMS & CONDITIONS

“Due to the current COVID-19 situation affecting the region, and the priority the Secretariat places on its staff safety, health and well-being, please note that there may be delays in taking up the appointment. There will be an opportunity to discuss this matter thoroughly with the successful candidates and any appointment and on-boarding would only proceed when regional conditions permit the deployment of new staff”.

Duty Station: Apia, Samoa.

Duration: Appointment is for a term of 3.5 years only. There is no expectation of renewal at the end of contract as this is a project specific position.

Salary: Remuneration is at Band 7 of SPREP's salary scale for locally recruited staff. Starting salary will be SAT\$36,299 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.

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

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

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

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

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

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

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

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

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

Medical Benefits: All employees and their dependants are entitled to have all reasonable medical, dental and optical expenses met, under the terms and conditions of the SPREP in-house Medical Treatment Scheme.

Superannuation: SPREP will pay the minimum legal requirement of basic salary to the Samoa National Provident Fund.

Overtime: Locally recruited staff at Band 8 and below may claim overtime or time off in lieu of overtime for the hours they are required to work in excess of their normal working hours. A meal allowance and transport assistance are also available subject to terms and conditions set out by the Staff Regulations.

Gratuity Payment: The appointee is entitled to a gratuity payment equivalent to two week's salary, upon successful completion of 2 consecutive 3-year contracts, provided the contract is not extended or renewed. For project positions, upon successful completion of the project.

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

Transport: Transport from and to central Apia before and after work is provided.

Definitions:

'Dependant' means the financially dependent spouse or dependent child of an employee.

'Dependent child' means an employee's unmarried, financially dependent, natural or legally adopted child who is:

- under the age of 16 years; or
- under the age of 19 years if undertaking full-time study at a secondary school; or
- under the age of 25 years if enrolled and undertaking full-time study at a university or other tertiary institution; or
- mentally or physically incapacitated.

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

General: Appointment will be under the terms and conditions of SPREP's Staff Regulations, a copy of which will be made available to the successful applicant.

4. ADMINISTRATIVE INFORMATION

ESSENTIAL: Applications should include:

1. Completed Application Form – can be downloaded from the Employment Section of our website (*you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the criteria – DO NOT refer us to your CV. Failure to do this will mean your application will not be considered*);
2. A detailed Curriculum Vitae.

Applications that do not complete the correct SPREP Application Form and submit all the requirements stated above will not be considered.

SUBMITTING APPLICATIONS:

- a) **BY EMAIL (MOST PREFERRED OPTION):** Subject matter to be clearly marked “Information Technology and Administration Officer, PRISMSS (ITAOPRIS)” 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 “Information Technology and Administration Officer, PRISMSS (ITAOPRIS)”

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. Sepasitiano Paulo on telephone (685) 21929 ext 230 or Email: sepasitianop@sprep.org

CLOSING DATE: Friday, 30th October 2020: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
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