APPLICANT INFORMATION PACKAGE
KNOWLEDGE MANAGER (KM)

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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.

B. JOB DESCRIPTION

Job Title:	Knowledge Manager (KM)
Department:	Strategic Planning, Project Coordination and Information Services (SPPCIS)
Team:	Knowledge Management
Responsible To:	Deputy Director General, SPPCIS
Responsible For: (Total number of staff)	3 staff
Job Purpose:	This job exists to: • Lead and manage the Knowledge Management Team in providing strategic policy and technical advice and services on all Information & Knowledge Management issues
Date:	July 2018

Organisation Context
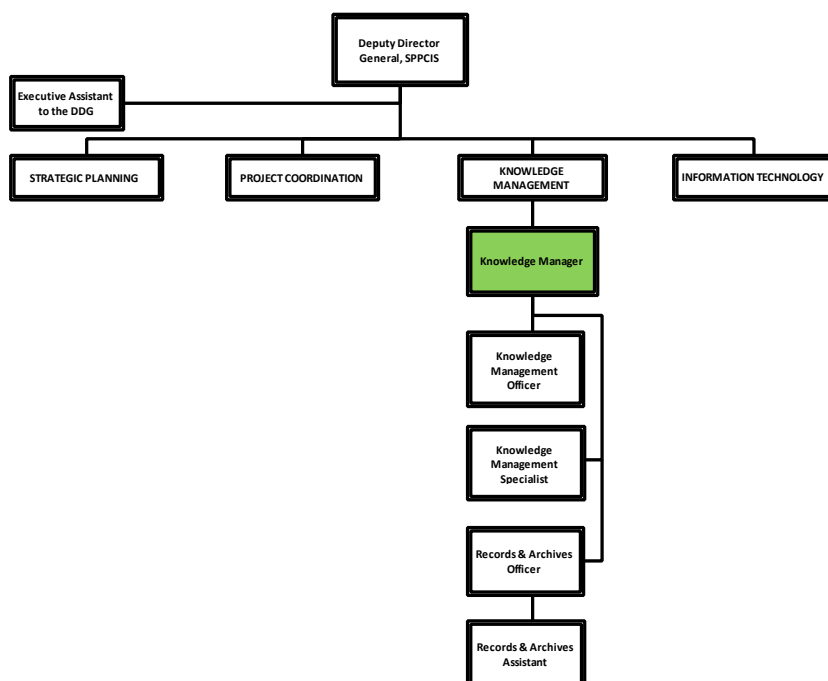
Key Result Areas

The position of **Knowledge Manager (KM)** addresses the following Key Result Areas:

1. SPREP library-based information systems and services;
2. Knowledge resources including the Pacific Environment Information Network;
3. Advice and support to PICTs and SPREP Secretariat
4. Leadership and management
5. Capacity building
6. Information services support

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

Jobholder is accountable for	Jobholder is successful when
1. SPREP library-based information systems and services; a) Develop and manage the SPREP library-based information service in accordance with the organisation's strategic objectives b) Develop and maintain relevant collections to support information needs of the Secretariat and its various programmes c) Maintain and improve the library computerised system (InMagic DBTextWorks, DBText- Presto), and development of the SPREP Library website	• The SPREP library-based information service meets the needs of the Secretariat and its stakeholders and objectives of its Strategic Plan • The SPREP library collections support the information needs of the Secretariat and its various programmes • The SPREP Information Resource Centre and library is operating efficiently and systems for acquiring, cataloguing and providing access to library materials via both the library database and SPREP website are well maintained and meet user needs.
2. Knowledge resources including the Pacific Environment Information Network; a) Provide advice on the development and integration of all information & knowledge resources into SPREP programme activities b) Establish and maintain cooperative links with regional and international networks of information repository and providers; c) Maintain information & knowledge resources developed through the PEIN Virtual Libraries & Country Profiles and develop new information resources to strengthen SPREP's role as an information clearinghouse for Pacific environment information	• Knowledge resources are developed and fully integrated into SPREP programme activities • Links with regional and international networks of information repositories and providers are active and are fostering enhanced information flow • Web 2.0 i.e Social media is used for sharing and disseminating environmental information to members and stakeholders • The SPREP Information Resource Centre and the Pacific Environment Information Network (PEIN) are recognised regionally and internationally as the leading clearinghouses for Pacific environment information.
3. Advice and support to Member countries and territories a) Provide tailored research and reference services, analysis and advice to the Secretariat and to SPREP member countries; b) Provide advice and support to the Pacific Islands Marine Resources Information System	• Research and reference services to the SPREP Secretariat and its stakeholders meet user needs • SPREP is an active participant and supporter of the Pacific Islands Marine Resources Information System (PIMRIS)

(PIMRIS)	
4. **Leadership and management;** a) Plan, implement, monitor and report on Information & Knowledge Management activities and outputs, and ensure that Library services are well integrated within all SPREP programmes and activities; b) Lead and manage the Knowledge Management staff to achieve its objectives and establish and supervise individual Performance Development Plans, timely performance evaluations, overall output delivery and identification of staff development needs c) Provide oversight and coordinate the day to day management of the Knowledge Management team, including quality control and the provision of technical guidance and assistance to staff d) Lead and provide advice on the development and preparation of the Team's annual budget including all remuneration issues e) Develop or initiate the writing of funding proposal(s) to support knowledge management and library related initiatives for the development of information capacity in SPREP and for SPREP Pacific Island Members	• Information & Knowledge management, library and services are well integrated within all SPREP programmes and activities • KM staff are a high performing team who effectively and efficiently with regular performance evaluation and development need identification • KM team achieves its Annual Work Plan and Budget (AWP&B) targets and objectives • Positive feedback from staff on services and support provided • KM and library related initiatives for the development of information capacity in SPREP and for Pacific Island members are funded
5. **Capacity building** a) Plan and manage programmes to include technical assistance in strengthening of information management capacity in SPREP member countries b) Provide support to SPREP projects with information & knowledge management components to carry out capacity building activities in SPREP member countries c) Provide and coordinate training programmes for SPREP staff on library & knowledge management related initiatives	• Programmes for technical assistance and advice to strengthen information management capacity in PICTs are developed and implemented • Capacity building in information management & knowledge management is provided to relevant ministries in member countries through various SPREP projects • Staff are well aware of library services & knowledge management related initiatives
6. **Information services support** a) Provide advice to identify, develop and implement effective knowledge management practices across the organisation b) Provide basic IT support to staff c) Provide support to the administration of Information Management back-end tools such as the Project Management Information System (PMIS) and the Electronic Document and Records Management System (EDRMS) (Alfresco) d) Provide advice and support to the Knowledge	• Staff and the Secretariat are well aware of Knowledge Management Initiatives and best practices • Knowledge management practices and activities amongst programmes and departments are well coordinated • Timely and adequate information services support is provided to the Secretariat • The EDRMS (Alfresco) is well supported, maintained and backed up. • Digital database is user friendly & accessible to

Management working group	staff. • Information & Knowledge management initiatives through the Knowledge Management working group are supported

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 Plan.

Work Complexity

Most challenging duties typically undertaken:

• Advising Secretariat on knowledge management issues and leading process for improving knowledge management at SPREP
• Ensuring library policies and procedures are effective and meet user requirements
• Exercising judgment on the strategic development of the SPREP library collection
• Planning and prioritising work to ensure the information needs of the SPREP staff and regional stakeholders are met
• Developing and implementing regional capacity building programmes in information management
• Developing new information resources to meet stakeholder needs
• Collaborating with other regional organisations to improve regional capacity building in the information management sector

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
External • PICT Librarians and Information Officers • PICT stakeholders and focal points • Researchers • General Public • Publishers / Suppliers	• Information dissemination; • Advice and assistance • Leading capacity building initiatives in information management • Information retrieval and reference services • Information literacy • Acquisitions of resources
Internal • KM Staff • Programme staff • Support staff • SPREP Executive	• Supervision, management and delegation • Information support • Cooperation and guidance • Advice and support

Level of Delegation

The position holder:
• manages an operational budget
• can authorise costs in own budget
• can undertake negotiations on behalf of SPREP, subject to Executive Management endorsement
• can seek funding opportunities for work 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 Master degree in Library work, Information Resource Management or relevant field OR relevant Bachelor degree in lieu, with applied relevant work experience in excess of the minimum required relevant work experience

Knowledge / Experience

Essential
2. At least 7 years work experience in knowledge / library management or relevant field with at least 5 of those years at the senior advisory level preferably within the Pacific Islands region.   Experience in an environment related field highly desirable.
3. Excellent knowledge and experience in information resource management, and information work within Pacific island country contexts with sound knowledge and appreciation of international law (eg copyright) and its application to library services
4. Strong strategic advisory and analytical skills, capacity building and negotiation experience, and ability to establish and implement workplan objectives as well as experience in project management including project development, design and implementation.
5. Extensive knowledge and experience of: • Cataloguing, classification and reference work and library standards in particular AACR2, LCSH, DDC; • Inmagic DBTextWorks, DBText Presto, Drupal, Alfreso and other computer applications in information work;
6. Extensive leadership and management experience including leading and nurturing teams of diverse technical backgrounds and expertise in multicultural and multi-disciplinary environments with appreciation of environmental ethics and values in their work

7.	Excellent experience at strategic and high level communication, negotiation and reporting across diverse audiences, as well as extensive experience in capacity building and maintaining effective relationships particularly in the Pacific setting

Key Skills / Attributes / Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level 1.	• Knowledge management • Information resources • Implementing programmes and/or projects • Work programme planning and budgeting • Developing proposals • Ability to source information • Competency in appropriate Information Technology and Communication software • Communication, representation and interpersonal skills • Teamwork in an interdisciplinary and multicultural environment
Advanced level	• Knowledge of key environmental information networks • General management principles
Working Knowledge	• Data analysis and reporting • Environmental issues in the Pacific islands region • Records & Archives management
Awareness	• SPREP Strategic 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:
• Environmental Leadership
• Service Delivery
• Valuing our People
• Integrity

All managers and supervisors are expected to uphold SPREP's established Leadership and Management Behaviours forming part of the Performance Development Plan.

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, up to a maximum of 6 years, subject to availability of funds, continuity of related programme activities and performance during the initial term

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 and will be in the range of SDR29,499 to SDR33,186. Currently, the equivalent in Samoan Tala is SAT$112,577 (USD$42,482) to SAT$126,648 (USD$47, 792) 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 within the range of SDR4,194 – 4,505 per annum will be paid to the successful candidate. The current equivalent in Samoan Tala is SAT$16,006 (USD$6,040) to SAT$17,192 (USD$6,487). 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$2.65

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 dependant(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$1,584).

Temporary Accommodation and Assistance: On arrival in Apia, the appointee and dependant(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.

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

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$5,887) per annum per dependent child, with an overall maximum of Samoan Tala $46,800 (USD$17,660) 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.

Housing Assistance: Professional 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$1,075) 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$906) 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, family (compassionate and paternity) and special (without pay) leave.

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, as determined by the Director, 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:

'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.

'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 the SPREP website www.sprep.org (*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 Knowledge Manager (KM)**" 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 Knowledge Manager (KM)**"

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 Marion Tuipulotu-Chan Chui on telephone (685) 21929 ext 328 or Email: marionc@sprep.org

Closing date: <u>Friday, 3rd August 2018 (Samoan Time)</u>: Late applications will not be considered.

SPREP is an Equal Opportunity Employer