



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

Legal Officer (LGO)

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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 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

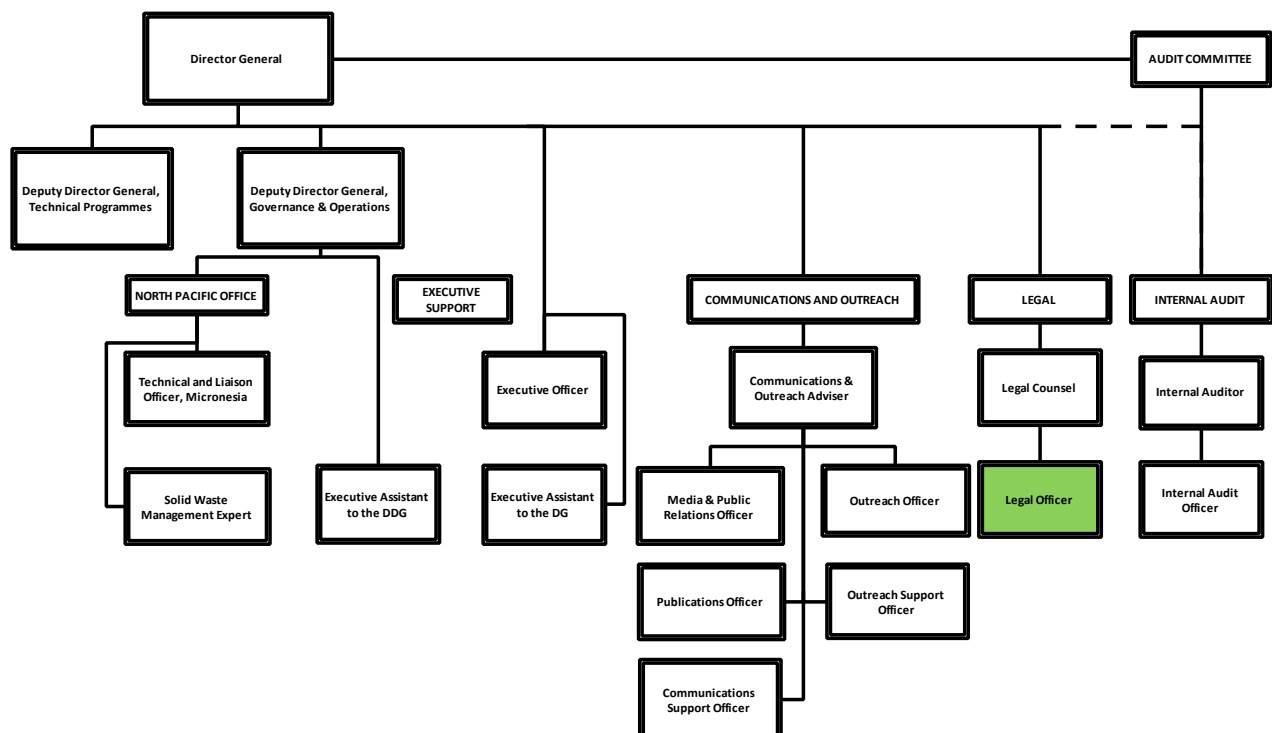
SPREP approaches the environmental challenges faced by the Pacific guided by four simple **Values**. These values guide all aspects of our work:

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

B. JOB DESCRIPTION

Job Title:	Legal Officer
Programme:	Executive and Sub-Regional Offices
Team:	Legal
Responsible To:	Legal Counsel
Responsible For: (Total number of staff)	N/A
Job Purpose:	This job exists to: <ul style="list-style-type: none"> Provide legal advice, services and support to the Legal Unit
Date:	September 2020

Organisation Context



Key Result Areas

The position of **Legal Officer (LGO)** addresses the following Key Result Areas:

1. Constitutional matters
2. Contractual matters
3. Legal and policy advice
4. Environmental law and policy
5. General support and administration

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

Jobholder is accountable for	Jobholder is successful when
1. Constitutional matters <ol style="list-style-type: none"> a) Ensure effectiveness of SPREP's legal status and that of its staff under the Agreement Establishing SPREP and as an international organisation within Samoa b) Ensure effectiveness of SPREP's sub-regional arrangements with other host countries c) Advocate for SPREP's status as a CROP member and its role within the regional agenda d) Advise on Rules of procedure for meetings of SPREP-related bodies e) Assist with court-related matters f) Facilitate Memorandum of Understandings (MOUs) with other organisations 	<ul style="list-style-type: none"> • Sound advice provided in a timely manner • Legal input provided to enhance procedures and systems • SPREP's interests are safeguarded • Legal documents drafted to address key institutional requirements
2. Contractual matters <ol style="list-style-type: none"> a) Assist with legal requirements of the procurement process including updating of contract templates b) Provide assistance and advice to all Programmes and the Project Coordination Unit regarding programme and project documentation and in compliance with the SPREP Operations Manual c) Provide advice and guidance on all SPREP contracts and agreements. 	<ul style="list-style-type: none"> • Sound advice is provided in a timely manner • Legal input provided to enhance procedures or systems • SPREP's interests are safeguarded • Contracts and agreements are drafted and checked in a timely manner • All SPREP legal documents are secure and in accessible databases
3. Legal and policy advice <ol style="list-style-type: none"> a) Provide assistance and advice to the Legal Counsel on all institutional legal matters b) Provide advice and guidance on all SPREP legal issues 	<ul style="list-style-type: none"> • Legal advice is provided in a timely manner • Legal input provided enhances procedures and systems • SPREP's interests are safeguarded
4. Environmental law and policy	

<p>a) Provide assistance and support to the Legal Counsel on work relating to environmental law and policies, conventions as well as Multilateral Environment Agreements (MEAs)</p>	<ul style="list-style-type: none"> • Assistance and support are provided in a timely manner • Relevant legal research and input into key environmental issues provided in a timely manner
<p>5. General support and administration</p> <p>a) Provide support, assistance and regular updates to the Legal Counsel on establishing and reviewing the Legal Unit's systems and processes</p> <p>b) Ensure all the Legal Unit's relevant records and documents are updated and maintained;</p> <p>c) Attend to the administration requirements for the Legal Unit including procurement of supplies, travel and other office matters.</p>	<ul style="list-style-type: none"> • Systems and processes are in place and regularly reviewed for efficiency and effectiveness • All the Legal Unit's records and documents are maintained and safeguarded • The Legal Unit's office and administration requirements are implemented in line with established policies and procedures

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 Legal Counsel 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"> • Analysis of complex contracts and documentation • Provision of timely and accurate briefings and advice to Executive, Senior Management Team, Members and Partners • Legal Drafting • Dispute resolution

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
<p>External</p> <ul style="list-style-type: none"> • SPREP Members • Donors / Partners • SPREP stakeholders 	<ul style="list-style-type: none"> • Advice and assistance • Consultations and collaboration • Negotiations • Communications and reporting

Internal <ul style="list-style-type: none"> • Senior Management Team • Environmental Legal Adviser • All staff 	<ul style="list-style-type: none"> • Advice and support • Communications and reporting • Consultations and collaboration
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Level of Delegation

The position holder:
<ul style="list-style-type: none"> • Does not have an operational budget • 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 qualification of a Bachelor degree in Law from a recognised institution (<i>Admission to the Samoan bar and a current practicing certificate would be advantageous</i>)

Knowledge / Experience

Essential
2. At least 3 years of relevant experience, preferably in providing legal analysis and advice on a range of institutional issues as well as legal drafting.
3. Excellent knowledge and appreciation of current and emerging environmental issues and challenges in the Pacific with a proven knowledge of international law and organisations with a working knowledge or specialisation in an area of Environmental Law or a particular MEA
4. Strong analytical and advisory skills, particularly in developing and implementing legal processes and systems and frameworks within a multi-disciplinary and multi-cultural team environment
5. Excellent relationship management and experience that demonstrate a high level of professional and constructive engagement with a diverse range of stakeholders as well as an excellent understanding of key donor partners and funding institutions

6. Excellent skills in communications, negotiation and reporting across diverse audiences, as well as strong experience in capacity building, particularly in the Pacific setting
7. Good understanding and appreciation of team work and performance culture with a positive approach to diverse opportunities and challenges including commitment to continuous learning and development

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"> • Interpretation of complex legal documents • Legal analysis and statutory interpretation • Legal Drafting
Advanced level	<ul style="list-style-type: none"> • Project contract documentation • Institutional regulations and policies
Working Knowledge	<ul style="list-style-type: none"> • General management principles • Gender mainstreaming • Environmental and social safeguards • Multilateral environmental agreements and conventions • Environmental issues and challenges in the Pacific islands region • Policy and governance issues in the Pacific islands region
Awareness	<ul style="list-style-type: none"> • 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

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 years with possibility of renewable for a further term(s) based on the needs of SPREP at the time, its funding situation and proven merit and work performance.

Salary: Remuneration is at Band 8 of SPREP's salary scale for locally recruited staff. Starting salary will be SAT\$45,374 per annum. Upon confirmation of employment after the 6-month probation period, salary will be adjusted to SAT\$51,046 per annum.

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

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

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

Learning and Development

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

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

Definitions:

'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.

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.

D. 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 Legal Officer” 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 Legal Officer”

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 285 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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