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|  | Secretariat of the Pacific Regional Environment Programme (SPREP)  |

APPLICANT INFORMATION PACKAGE

**Multilateral Environmental Agreements (MEAs) Support Officer – ACPMEAs3 Project (MEASO)**

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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:

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

**The ACPMEA3 Project**

The capacity building programme related to Multilateral Environmental Agreements (MEAs) in the African, Caribbean and Pacific (ACP) countries results from a partnership between the European Commission (EC), the Secretariat of the ACP group of states, the United Nations Environment Programme (UNEP) and the Food and Agriculture Organisation (FAO) of the United Nations (UN). The aim of this programme is to empower key stakeholders to address environmental challenges and to reap the benefits of improved environmental management at the national and regional levels.

Through capacity building activities during the first two phases of the programme, regional intergovernmental organisations, governments and stakeholders have been equipped with the appropriate knowledge and tools to: participate in international negotiations (i.e. Conventions of Parties); mainstream MEAs commitments into national policies; develop environmental legislations and management tools that serve the implementation of MEAs commitments; and ensure monitoring and reporting of the implementation of MEAs and on the impact of these efforts on the environment in their respective territories.

Throughout the first two phases of the programme, environmental management issues were mainstreamed into institutions and national development plans of a large number of ACP countries. The Programme has enhanced the capacity of the agricultural sector to effectively implement the relevant Conventions on biodiversity and chemical and waste management. The need to continue this effort has been strongly expressed by evaluators as well as by all the partners involved in the programme.

The purpose of this third phase of the ACP MEAs programme is to enhance the mainstreaming and implementation of MEAs related to biodiversity and chemicals and waste, with a focus on the mainstreaming of biodiversity in agriculture, the management of chemicals and waste (including hazardous pesticides), the reinforcement of compliance and enforcement measures and the strengthening of the implementation of regional seas conventions in ACP countries.

The aim will be to ensure that environmental treaties, priorities, decisions, tools and best practices are shared, promoted and effectively transformed into effective actions on the ground. This will be done specifically by confirming the main needs and priorities of the countries and supporting and strengthening the main institutions involved, and enhancing the relevant technical capacities of relevant stakeholders. This programme will assist countries that are Parties to MEAs to support decision-making, develop appropriate policies and legislations, as well as monitoring tools, where needed. The programme will also aim to mobilise non-Party countries to join existing treaties and begin the implementation process.

The third phase of the ACP MEAs programme will deepen the work that has been done by regional institutions and accompany them further in providing the adequate tools and knowledge to countries. It will also address ocean governance by supporting the implementation of Regional Seas conventions, which are MEAs. Ocean governance requires cross-border cooperation, notably for biodiversity and waste and chemicals management: the Regional Seas conventions are an example of sub-regional agreements aimed at bringing countries together in tackling issues of common interest.

SPREP in cooperation with UN Environment Programme will implement the ACPMEAs3 Project in the Pacific ACP States including Timor Leste. The project duration is four years with a total budget of US$3.26m.

The primary objective of the programme is to promote environmental sustainability in ACP countries by strengthening environmental governance and the implementation of Multilateral Environmental Agreements (MEAs). Specific objectives of the project for SPREP are:

*Objective 1*: Improved enforcement of- and compliance with- Multilateral Environmental Agreements related to biodiversity (CBD, CITES, CMS) and chemicals and waste (Basel, Rotterdam, Stockholm and Minamata)

*Objective 2*: Improved ACP countries capacities for the management of coasts and oceans in line with the related regional seas conventions (Noumea Convention).

The Project will be managed and coordinated by the SPREP Environmental Monitoring and Governance Programme.

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| **B. JOB DESCRIPTION** |

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| **Job Title:** | Multilateral Environmental Agreements (MEAs) Support Officer (ACPMEAs3 Project) |
| **Programme:** | Environmental Monitoring and Governance  |
| **Team:** | Environmental Governance |
| **Responsible To:** | Multilateral Environmental Agreements Coordinator – ACPMEAs3 Project  |
| **Responsible For:(Total number of staff)**  | Nil |
| **Job Purpose:** | **This job exists to**:* Provide technical and administrative support to the management and implementation of the ACPMEAs3 Project
 |
| **Date:** | October 2020  |

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| **Organisation Context** |



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| **Key Result Areas**  |

The position of **Multilateral Environmental Agreements (MEAs) Support Officer – ACPMEAs3 Project** addresses the following Key Result Areas:

1. Project management and coordination
2. Project Management Information System
3. Technical and research
4. Communication and outreach
5. Logistical and administrative

***The requirements, expectations and performance standards for the above duties are broadly identified below.***

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| **(Duties) The Jobholder is accountable for:** | **(Performance) Jobholder is successful when:** |
| 1. **Project management and coordination**
2. Assist the MEAs Coordinator develop, implement and report on the project annual and quarterly Work Plan and Budget (AWP&B)
3. Assist with the coordination of project activities in line with the approved work plan at the regional and national level
4. Assist with the collation of input for the narrative technical progress reports
5. Assist the MEAs Coordinator and the Project Accountant in preparing quarterly financial reports for the project
6. Prepare and submit Cash Advance Requests and relevant documentation on a timely basis
7. Maintain and keep up to date all project financial information which includes project budgets, quarterly financial reports, budget revisions, audits, and other relevant documents
8. Prepare necessary paperwork for the procurement and payment of goods and services to support project activities
9. Obtain quotations for goods and services as per the SPREP Procurement Manual
10. Coordinate processes required to evaluate and select service providers
11. Register and file all project contracts, agreements, deliverables/outputs, and other related documents
12. Maintain a register/inventory of all project procured assets and equipment.
13. Verify requests for purchase orders, supporting documents and account codes for validity, accuracy and completeness and prepare timely and accurate purchase orders
14. Upload and process requests for payments and purchase orders on the Financial Management Information System (FMIS)
 | * Clear financial overviews of project expenditure are regularly provided to the Project Coordinator
* Financial and narrative reports including other required project reports are prepared and submitted to AFD in a timely manner
* Project disbursements and expenditures are in line with approved work plan and budget
* All payments and other financial requirements of the project are completed on time
* Project work plan is current and effective
* Procurement activities meet policies and set deadlines
* Relevant procurement dossiers and reports are ready in a timely manner to support advertisement of tenders or soliciting of quotes, evaluation, decisions, and re-contracting
* Non-conformity with conditions of contracts and agreements are prevented at all times with issues swiftly managed and addressed.
* Timely submission of cash advance requests to UN Environment
 |
| 1. **Project Management Information System (PMIS)**
2. Compile project data and relevant information required for updating the Project Management Information System (PMIS) and for the preparation of narrative progress reports, project implementation reports and other substantive reports as required under the project
3. Ensure information is correct and accurate before uploading on PMIS and assist with the monitoring and tracking of project progress and delivery of project outputs
4. Review project information on PMIS and report on gaps and issues identified
5. Ensure to follow up on project information gaps so that data on PMIS is relevant and up to date
 | * Project information on PMIS is accurate and up to date
 |
| 1. **Technical and research support**
2. Provide technical assistance and support in implementing project and related activities
3. Undertake technical and policy related research and analytical work to support project activities, as required
4. Assist and support the development and delivery of project capacity building activities, workshops, seminars, meetings, and training at national and regional levels including official meetings with partners and stakeholders
5. Assist with and contribute to the preparation of project technical reports including policy briefs
 | * Effective technical and policy input is provided to the project to ensure the project implementation is on target
* Research work is completed and provides constructive contribution to activities of the project
* Effective technical support is provided to the project to ensure it meets agreed measurable outputs and indicators
* Constructive input and feedback are provided on project reports
 |
| 1. **Communication and outreach**
2. Update the ACPMEAs project webpage on the SPREP website in consultations with the IT team
3. Develop webpage content materials based on project outputs and deliverables
4. Liaise closely with the SPREP Communications team in carrying out project communication and outreach activities
5. Contribute to the preparation of media releases and communication materials to raise the profile of the project, key results, and achievements
6. Disseminate project knowledge products and information materials
7. Assist in carrying out project communication and outreach activities
 | * Project participating countries, and SPREP Senior Management are fully aware of project outcomes and results
* Project outputs and results are widely disseminated through the website and other means
* Project profile is raised through media releases and communication materials
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| 1. **Logistical and administrative**
2. Organise and arrange all travel requirements of the project in line with SPREP’s Travel and Procurement Policies
3. Arrange and organise logistics for all project meetings, visits, workshops, and events to ensure all are completed and ready on time
4. Provide administrative and secretariat support to all project meetings and related activities
5. Set-up, maintain and update project e-filing and record keeping on a regular basis; and
6. Prepare meeting notes and reports for project specific and related meetings
7. Assist with organising internal meeting of the Project Implementation and Coordination Group, and any other project meeting as required
8. Assist with the planning and implementation of project and related events as required for example, side events etc
 | * All project activities and logistics (including travel arrangements) are organised in an efficient and cost effective manner
* Workshops and project activities are well received by stakeholders and government officials, and stakeholders exhibit improved understanding of the ACPMEAs and its project components.
* Meeting minutes and reports are prepared on time and shared with members of the internal Project Implementation and Coordination Group, Director EMG and EMG staff
* An effective project electronic filing system and record keeping are up to date and accessible to the project team, Project Implementation and Coordination Group, and EMG staff
* Project logistics and administrative activities comply with SPREP policies and processes
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**Note**

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the Jobholder and Project Manager/Director as part of SPREP’s Performance Development System.

This section may be reflected in the successful applicant’s Performance Development Plan.

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| **Work Complexity**  |

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| **Most challenging duties typically undertaken:** |
| * Understanding donor financial and narrative reporting requirements and ensure that these requirements are adhered to
* Ensuring SPREP policies on procurement, travel and other related policies are followed
* Identifying potential project risks and issues and managing these in an effective and efficient manner
* Provision of timely and accurate advisory support and assistance to stakeholders
* Communicating materials in a format that is easily understood by stakeholders at different levels
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| **Functional Relationships & Related Skills**  |

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| **Key internal and/or external contacts**  |  **Nature of the contact most typical** |
| ***External**** SPREP member countries and national focal points
* Project national focal points
* Project collaborating partners and organisations
* Suppliers and Vendors
* UNEP Nairobi
 | * Providing and receiving information, advice, and assistance
* Capacity building
* Answer queries
* Respond to correspondences ‘
* Facilitation and coordination
* Reporting and collaboration
* Facilitation of travel arrangements
 |
| ***Internal*** * Environmental Monitoring and Governance Programme
* Islands and Oceans Ecosystem Programme
* Waste Management & Pollution Control Programme
* Finance Department
* Communications Department
* Registry, IRCA and IT
* MEAs Coordinator
* Internal Project Implementation and Coordination Group
 | * Reporting
* Receiving and providing financial input
* Assistance and Support
* Facilitation
* Meetings and discussions
* Coordination and collaboration
* Facilitation of travel arrangements
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| **Level of Delegation**  |

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| **The position holder**:  |
| * Has no delegation of authority
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| **Person Specification** |

*This section is designed to capture the expertise required for the role at the 100% fully effective level. 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**

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| **Essential**  |
| 1. Minimum qualifications of a Bachelor degree in Environmental Studies, Business Management and Administration or related field.
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**Knowledge / Experience**

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| **Essential**1. At least three years relevant practical experience in a project management and administrative support role.
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| 1. Excellent research, policy and technical analytical and reporting skills including strong organisational, office management and problem solving skills and the ability to work with integrity and exercise good sense of judgement, diplomacy and tact within a multi-disciplinary and multi-cultural team environment
 |
| 1. Excellent knowledge and experience of project environment work, financial and administration systems and processes including procurement and tender works, financial management information systems and databases and appreciation of organisational policies, systems, processes and databases
 |
| 1. Excellent experience in event management and coordination including travel arrangements for participants, venue hire, catering and programme logistics as well as ability to multi-task and meet deadlines with minimal supervision, has strong self-motivation and initiative to think outside the box
 |
| 1. Excellent knowledge of accepted and emerging environmental issues and challenges in the Pacific island region as well as good understanding and appreciation of environmental ethics, values and priorities
 |
| 1. Excellent communication and outreach skills with high command of spoken and written English including demonstrated experience with media, publications, communications and networking with diverse stakeholders ranging from local community members to high-level government officials
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**Key Skills / Attributes / Job Specific Competencies**

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

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| Expert level | * English language (spoken and written)
* Professionalism
* Organisational, public relations and problem-solving skills
* Interpersonal and communication skills
* Research skills
* Analytical and conceptual skills
* Time management skills
* Writing / drafting articles and reports for publication
 |
| Advanced level | * Understanding of financial and organisational policies and procedures
* Diplomacy and tact with ability to apply discretion when handling sensitive and financial information
* Computer skills particularly MS Outlook, MS Excel, MS Word, and MS PowerPoint
 |
| Working Knowledge | * Accounting practices
* Financial and procurement system software
* Project management tools and approaches
* Waste management issues in the Pacific
* Communications and networking
 |
| Awareness | * SPREP Strategic Plan 2017 - 2026
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**Key Behaviours**

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

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

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| **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.*

**D. 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 period of four years in line with the project time frame with no expectation of continuity beyond the life of the project.

**Salary**: Remuneration is at Band 8 of SPREP's salary scale for locally recruited staff. Starting salary will be SAT$45,374 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 Samoa 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 in 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.

**E. 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**:

1. **BY EMAIL**: (***MOST PREFERRED OPTION***) Subject matter to be clearly marked “**Application for Multilateral Environmental Agreements Support Officer – ACPMEAs3 Project**” and send to recruitment@sprep.org OR
2. **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 Multilateral Environmental Agreements Support Officer – ACPMEAs3 Project**”

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

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

**Closing date: Friday, 13th November 2020**: Late applications will not be considered.

**SPREP is an Equal Opportunity Employer**