



SPREP

Secretariat of the Pacific Regional
Environment Programme

APPLICANT INFORMATION PACKAGE **Manager, SPREP North Pacific Office**

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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 other SPREP offices in Fiji, the Republic of the Marshall Islands and Vanuatu.

SPREP has around 150 staff and has an annual budget of approximately USD35 million in 2022.

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

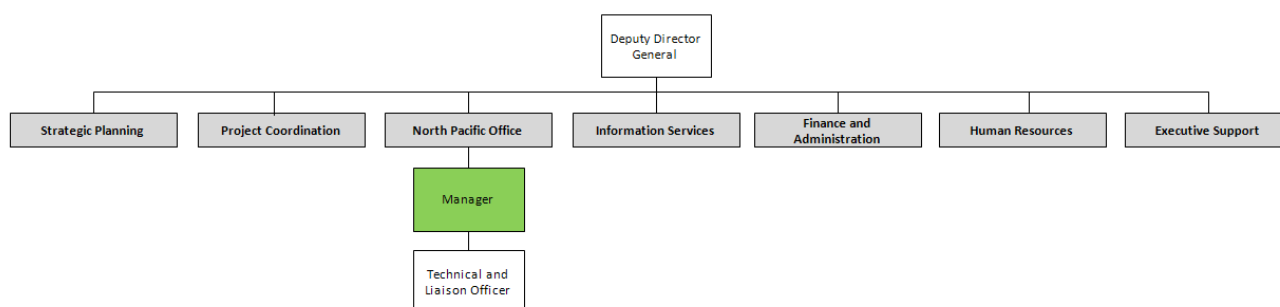
SPREP approaches the environmental challenges faced by the Pacific guided by four simple **Values**. These values guide all aspects of our work:

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

B. JOB DESCRIPTION

Job Title:	Manager, SPREP North Pacific Office
Programme:	Governance and Operations
Team:	North Pacific Office
Responsible To:	Deputy Director General
Responsible For: (Total number of staff)	1
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> • Provide strategic leadership and management of the SPREP North Pacific Office • Provide a liaison function between SPREP and North Pacific Members, including strategic advice, coordination, and facilitation of all SPREP assistance within the environment sector of the North Pacific Members of SPREP.
Date:	December 2022

Organization Context



Key Result Areas

The position of **Manager, North Pacific Office (MNPO)** addresses the following Key Result Areas:

1. Leadership and management of the SPREP North Pacific Office
2. SPREP liaison to North Pacific Members of SPREP
3. Strategic planning, programming, policy advice, monitoring and reporting
4. Networking, advocacy, relationship management and partnerships
5. Capacity building and training

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

Jobholder is accountable for	Jobholder is successful when
1. Leadership and management of the SPREP North Pacific Office. <ol style="list-style-type: none"> a) Provide leadership and management of the Office including oversight and day to day management and operations of the office in line with SPREP corporate policies and procedures. b) Lead the development and the implementation of the North Pacific Office Business Plan, Operational Plan, Work Plan and Budget in close consultation with North Pacific Members and SPREP Executive. c) Provide leadership and management to staff of the North Pacific Office. d) Facilitate and provide support and assistance to Programmes and Projects implemented in countries under the North Pacific Office. e) Identify opportunities for funding and where appropriate, develop project proposals to support the implementation of priorities of the North Pacific Members including those identified in the CTSPFs. 	<ul style="list-style-type: none"> • Efficient and effective leadership, management and oversight is provided to the Office and other SPREP staff based at the North Pacific Office • Business plan, work plan and budget are developed and implemented effectively and efficiently • Office management, operations and programmes are managed and delivered in a timely manner in line with SPREP corporate policies and procedures. • Business Plan, Work Plan and Budget are monitored and updated annually with regular reporting to the SPREP Executive, North Pacific Members and the governing council. • Fully accountable to corporate responsibilities including budget management, financial reporting, staffing issues and other general management requirements
2. SPREP Liaison to North Pacific Members of SPREP <ol style="list-style-type: none"> a) Develop robust and effective relationships with North Pacific Members 	<ul style="list-style-type: none"> • North Pacific Members of SPREP are satisfied with the efficient management and operations of the office.

<ul style="list-style-type: none"> b) Liaise and facilitate strategic dialogues with North Pacific Members of SPREP on programmatic matters, governance arrangements and operations of the Office. c) Lead and facilitate discussions with North Pacific Members of SPREP to ensure SPREP's assistance and services are aligned to and meet Members' priorities. d) Facilitate and support the active engagement of North Pacific Members in SPREP programmes, projects, and key events. e) Coordinate and facilitate discussions with key SPREP programmes and departments to ensure priorities of North Pacific Members are addressed and integrated effectively. f) Participate and represent SPREP in key events in the North Pacific 	<ul style="list-style-type: none"> • North Pacific Members are satisfied with connections made to SPREP technical advice, and funding opportunities. • SPREP projects and programmes are aligned to North Pacific Members' national priorities to the extent possible within available resources. • North Pacific Members satisfied with the effectiveness and efficiency of SPREP advice provided. • SPREP project and Programme activities are well linked to appropriate Member organisations and processes. • Constructive dialogues are established with North Pacific Members
<p>3. Strategic planning, programming, policy advice, monitoring and reporting</p> <ul style="list-style-type: none"> a) Provide strategic advice and support to the North Pacific Members in developing programmes and projects to address environmental priorities b) Provide high level strategic advice and lead the development of Country and Territory Strategic Partnership Frameworks (CTSPFs) for North Pacific Members c) Lead strategic planning discussions with SPREP Programmes to ensure greater alignment of programmes and projects to national priorities of the North Pacific Members d) Lead the development and implementation of a Monitoring and Evaluation Plan for the North Pacific Office aligned to the North Pacific Office Business Plan, the PIP and SPREP Strategic Plan 2017 - 2026 	<ul style="list-style-type: none"> • Strategic advice and support are provided to North Pacific Members • CTSPFs developed for each of the North Pacific Members of SPREP • Timely monitoring and reporting on the implementation of the North Pacific Office work plan as well as SPREP programmes and projects including the CTSPFs • SPREP Programmes and projects are successfully aligned to national environment priorities. • Mechanisms established to support on-going dialogues between the Secretariat, NPO and North Pacific Members on programmatic and project matters

<p>4. Networking, advocacy, relationship management, and partnerships</p> <p>a) Develop new and strengthen existing partnerships with relevant stakeholders to support programmes for members.</p> <p>b) Coordinate activities with partners and donors to ensure greater alignment of initiatives and opportunities for joint activities and collaboration</p> <p>c) Facilitate and support dialogue with partners and donors to identify opportunities for bilateral and multilateral funding including national funding sources to support the North Pacific Sub-regional office activities</p> <p>d) Promote and raise the visibility of the SPREP North Pacific Office including results and outcomes achieved</p>	<ul style="list-style-type: none"> • Partnerships are strengthened to support the coordination of the environment sector programmes and projects and needs of Members • Other donor/partner plans and activities are well coordinated and implemented • New funding and partnerships opportunities established and mobilised • Increased visibility of SPREP and the North Pacific Office
<p>5. Capacity building and training</p> <p>a) Facilitate and support the identification of priority capacity needs on climate change resilience, biodiversity and ecosystems, waste management and pollution control, and environmental monitoring and governance to enhance capacity of the North Pacific Members of SPREP.</p> <p>b) Identify and facilitate access to, and use of strategic expertise from within the North Pacific Members of SPREP as well as from within SPREP and the region, as appropriate, to assist the implementation of priorities of North Pacific Members of SPREP.</p> <p>c) Facilitate and support appropriate capacity building and training programmes to deliver key priorities</p>	<ul style="list-style-type: none"> • Sub-regional and national networks are contributing to the effectiveness of the North Pacific Office. • Appropriate environmental expertise mobilised and meeting needs • Relevant training and capacity building programmes are effectively implemented

in the CTSPFs, SPREP Programmes and projects.	
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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 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:

- Management of the North Pacific Office, getting its operations in order and ensuring the commitment and contribution of North Pacific Members of SPREP
- Coordination between donor partners and relevant stakeholders
- Establishment of relevant and practical policies, systems, and procedures
- Securing funding and resources
- Conducting capacity building programmes

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
EXTERNAL <ul style="list-style-type: none"> • North Pacific member countries • North Pacific Office host country • Professional Sector organisations • Regional / International organisations/ government / Donors / Partner 	<ul style="list-style-type: none"> • Advice and assistance • Liaison • Consultations • Negotiations • Operational issues
INTERNAL <ul style="list-style-type: none"> • SPREP Executive • SPREP Programmes and Departments • SPREP project teams managing SPREP projects in SPREP North Member countries. 	<ul style="list-style-type: none"> • Advice and support • Programme work and collaboration • Reporting

Level of Delegation

The position holder:
▪ Manages the North Pacific Office Work Programme and Budget

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 Environmental Science, Management, or other relevant technical 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 10 years extensive experience in Pacific environmental protection and management or related field, with at least 7 of those years at the strategic and senior advisory level, preferably within the North Pacific region
3. Extensive leadership and management experience in strategic environmental leadership and management, as well as leading and nurturing teams of diverse technical backgrounds and expertise in multicultural and multi-disciplinary environments with ability to make decisions and provide guidance on key policy and strategic matters
4. Excellent strategic advisory and analytical skills, including excellent knowledge, understanding and appreciation of current and emerging environmental issues and challenges in the North Pacific with and excellent understanding and appreciation of environmental ethics, values and priorities
5. Excellent experience at strategic and high-level communications including excellent writing and high level of presentation and reporting to diverse audiences particularly in the Pacific setting

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| 6. Extensive experience in relationship management including representational, diplomatic and negotiations skills, as well as extensive experience in capacity building most relevant in the North Pacific region |
| 7. Excellent project management and leadership experience including the development of funding proposals, design and delivery of integrated work programme activities across diverse programmes, monitoring and evaluation of performance, resource management as well as a good understanding of synergies and inter-linkages across the Secretariat's regional and organisational priorities |

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"> • Technical environmental knowledge • Strategic leadership • Advisory and analytical • Environmental knowledge • Programme monitoring and evaluation • Work programme planning, budgeting and implementation • Proposal development • Environmental issues, key agreements and conventions
Advanced level	<ul style="list-style-type: none"> • Environmental issues in the North Pacific region • Emerging environmental issues and challenges • Capacity building
Working Knowledge	<ul style="list-style-type: none"> • General management principles
Awareness	<ul style="list-style-type: none"> • SPREP Strategic Plan • SPREP Work Programmes • National environmental priorities and sustainable development priorities

Key Behaviours

All staff are expected to uphold SPREP's Organisational Values and Code of Conduct which are Key Behaviors 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: Republic of the Marshall Islands (RMI).

Duration: Appointment is for a term of 3 years initially with possible renewal for a further 3-year term subject to priority needs at the time and continuity of related programme activities, funding availability and merit and work performance.

Salary: Salary is denominated in International Monetary Fund Special Drawing Rights (SDRs). Remuneration for this post falls within Band 12 of SPREP's salary scale. Starting salary will be SDR41,822. Currently, the equivalent in Samoan Tala is SAT159,604 (USD66,502) per annum. Upon confirmation of probation, salary will be adjusted to SDR47,049 which is equivalent to SAT179,554 (USD74,814) per annum. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required.

Cost of living differential allowance (COLDA): A Cost-of-Living Differential Allowance of SDR5,233 will be paid to the successful candidate. The current equivalent in Samoan Tala is SAT19,970 (USD8,321). 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\$2.40

Term: For staff recruited from outside RMI, 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 including full vaccination against COVID-19 and a clean police report, 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 RMI, THE FOLLOWING APPLIES:

Relocation Expenses: SPREP will meet certain appointment and termination expenses for staff recruited from outside RMI, including transport and accommodation en-route for the appointee and accompanying dependant(s) between point of recruitment and Majuro, 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 SDR2,500 is payable upon taking up appointment and arrival in Majuro. This is currently equivalent to SAT9,541 (USD3,975).

Temporary Accommodation and Assistance: On arrival in Majuro, 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 Majuro. This will include help in finding suitable rental accommodation.

Privileges and Immunities: SPREP remuneration is tax-free for non-citizens or non-residents of RMI, 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 SAT15,600 (USD6,500) per annum per dependent child, with an overall maximum of SAT46,800 (USD19,500) 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 Majuro by (i) each dependent child being educated outside RMI or (ii) the staff member or spouse to visit the child, providing the journey is not made within the final 6 months of the contract.

Family Leave Travel: Return economy class airfares between Majuro 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.

Housing Assistance: Internationally recruited staff shall receive housing assistance of 75% of suitable expatriate executive furnished housing. The current rate is SAT2,850 (USD1,188) 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 SAT2,400 (USD1,000) 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 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 Majuro 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 Medical Insurance.

Superannuation: All employees are required to contribute to a Superannuation Fund. An expatriate internationally recruited staff member has the option to participate in the local Superannuation Fund or nominate another recognised Fund in their recognised home for their superannuation. SPREP will pay the minimum legal requirement of basic salary to the approved nominated 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 spouse and financially dependent children of an employee.

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

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

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

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

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

4. ADMINISTRATIVE INFORMATION

ESSENTIAL: Applications should include:

1. Completed Application Form – can be downloaded from the Employment Section of our website (***you are required to complete in full all areas requested in the Form, 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 Manager, North Pacific Office” 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 Manager, North Pacific Office**”

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

For further enquiries, contact the HR Team on telephone (685) 21929 ext 325 / 328 or
Email: humanresources@sprep.org

Closing date: Friday, 27th January 2023: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
