



SPREP

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The Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures.

APPLICANT INFORMATION PACKAGE
**INTRA ACP GCCA+ PACIFIC ADAPTATION TO CLIMATE
CHANGE AND RESILIENCE BUILDING (PACRES), KNOWLEDGE
MANAGEMENT OFFICER**

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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 over 100 staff. There are SPREP offices in Fiji and Vanuatu as well as SPREP Officers stationed in the Republic of the Marshall Islands and Solomon Islands. SPREP has an annual budget of USD \$33 million in 2019.

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, Republic of the 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 of:

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.

About the Intra ACP GCCA+ Pacific Adaptation to Climate Change and Resilience Building (PACRES)

The European Commission endorsed the Intra-ACP Global Climate Change Alliance Plus (GCCA+) Programme focusing on climate change, resilience and the environment to be financed from the 11th European Development Fund (EDF11) in 2016. The Action is being implemented in the ACP regions.¹ The Pacific component of this programme is the Intra-ACP GCCA+ Pacific Adaptation to Climate Change and Resilience Building (PACRES). PACRES aims to ensure better regional and national adaptation and mitigation responses to climate change challenges facing Pacific ACP countries.

About this position

A specific activity under PACRES will scale up regional and national climate change portals to increase access to and reach of climate change and disaster resilience information. The Pacific Climate Change Portal (www.pacificclimatechange.net) is in place and the development of national portals is also underway. There is a need to scale up the reach and access of these portals as well as to ensure content on them remains relevant and up-to-date. A range of knowledge management products will be delivered across the PACRES Key Results Areas including strengthening regional and national climate change strategies and priorities, piloting adaptation pilots in five countries and engaging with the private sector on climate change and resilience building.

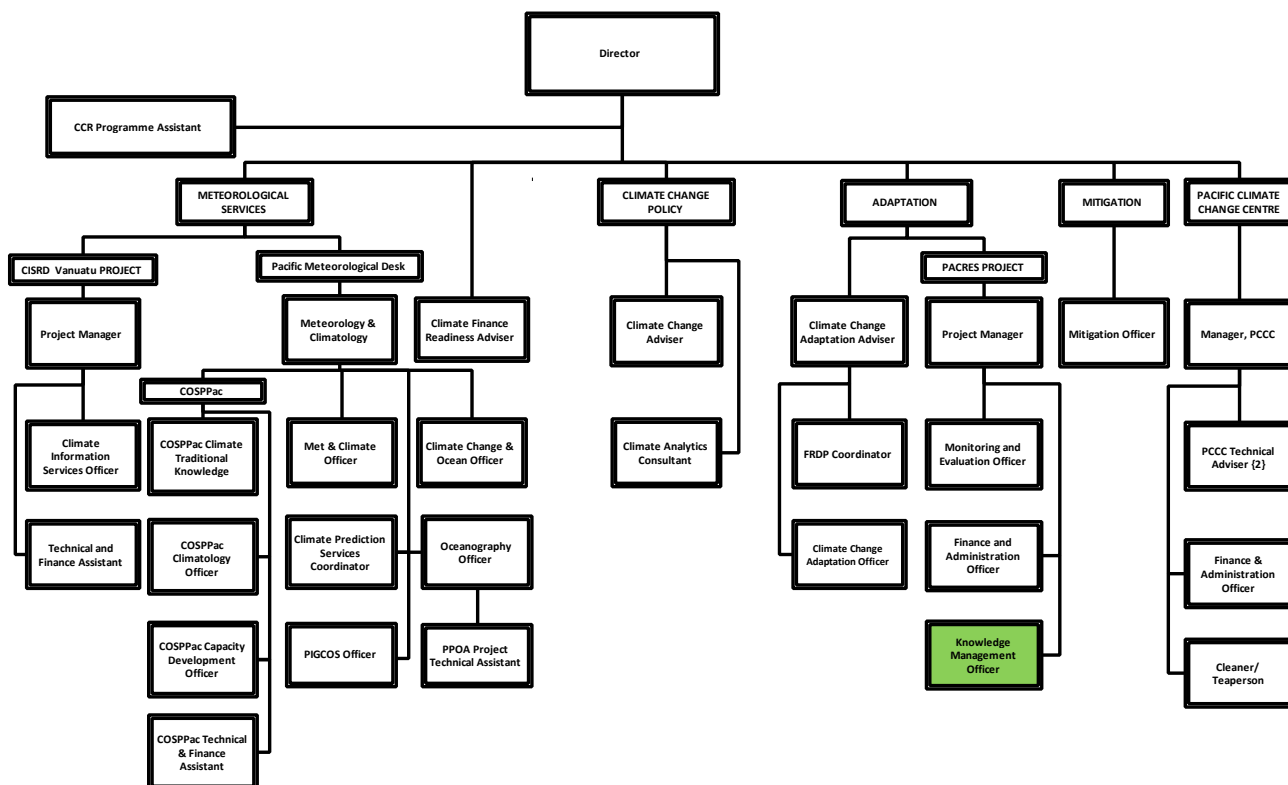
To support these activities, SPREP will recruit a Knowledge Management Officer.

¹ ACP: Africa, Caribbean and Pacific Group of States

B. JOB DESCRIPTION

Job Title:	PACRES, Knowledge Management Officer (PACRESKMO)
Programme:	Climate Change Resilience
Team:	Adaptation
Responsible To:	Project Manager, PACRES
Responsible For: (Total number of staff)	N/A
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> Manage content on the Pacific Climate Change Portal and facilitate enhancements based on user requirements Support delivery of knowledge management products across PACRES Key Results Areas
Date:	July 2019

Organisation Context



Key Result Areas

The position of **PACRES Knowledge Management Officer** addresses the following Key Result Areas:

1. Portal content management
2. Portal user requirements gathering
3. Portal enhancements
4. Knowledge management support

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

Jobholder is accountable for	Jobholder is successful when
1. Portal content management <ol style="list-style-type: none"> a) Liaise with SPREP climate change subject matter experts to develop a work plan for the regular review and updating of content on the Pacific Climate Change Portal (PCCP); b) Assist SPREP climate change subject matter experts in developing ideas for new content for the PCCP, including knowledge products delivered across PACRES Key Results Areas; c) Upload new and updated material on the PCCP when received; d) Conduct PCCP quality control – ie, checking spelling mistakes, locating and eliminating duplicate entries and alerting SPREP climate change subject matter experts to any out-of-date information; e) Ensure PCCP content adheres to established reporting requirements and relevant SPREP policies and requirements; f) Check for errors or software bugs and slow performance and alert SPREP Information Technology (IT) Team. g) Liaise with national climate change portal editors as directed by the PACRES Project Manager h) Assist in organising and managing national and regional training workshops associated with the PCCP and PACRES knowledge management activities. 	<ul style="list-style-type: none"> • The content on the PCCP is up to date and accurate and in accordance with relevant SPREP policies and reporting requirements. • Content on the PCCP is categorised and easily accessible by users;
2. Portal user requirements gathering <ol style="list-style-type: none"> a) Assist the PACRES Project Manager in gathering requirements from users for enhancements to regional and national climate change portals. This will include: 	<ul style="list-style-type: none"> • User requirements are accurately captured and prioritised.

<ul style="list-style-type: none"> i. Recording user requirements through workshops, surveys and interviews of key users and user groups; ii. Validating requirements with users; iii. Working with other key stakeholders prioritise enhancements to the PCCP. 	
<p>3. Portal enhancements</p> <ul style="list-style-type: none"> a) Assist the PACRES Project Manager in translating priority user requirements into specifications for PCCP enhancements; b) Liaise with SPREP IT to develop detailed specifications for PCCP enhancements; c) Work with the PACRES Finance and Administration Officer in developing procurement and tender documentation for enhancements to the PCCP; d) Liaise with service providers and SPREP IT to implement PCCP enhancements. 	<ul style="list-style-type: none"> • User requirements are accurately translated into specifications for PCCP enhancements • Enhancements are delivered in a timely manner and meet quality requirements.
<p>4. Knowledge management support</p> <ul style="list-style-type: none"> a) Collaborate with the SPREP Knowledge Management (KM)/IT Teams to develop linkages between the PCCP, SPREP Virtual Library and other existing internal information portals; b) Work closely with the SPREP KM Team to advocate and strengthen good knowledge and records management practices within the PACRES project and the CCR programme; c) Coordinate with the SPREP KM unit on any climate change awareness raising activities including displays/exhibitions related to PACRES meetings/workshops; d) Facilitate the transfer of technical knowledge/skills to the SPREP KM unit on the content management of the PCCP for its longterm sustainability. 	<ul style="list-style-type: none"> • Link between the PCCP and existing information portals are sustained; • Good knowledge management practice within PACRES is observed; • PACRES knowledge management activities are well coordinated with other relevant SPREP teams; • SPREP KM team are upskilled with the content management of the PCCP.

Note

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

This section may be copied directly into the Performance Development Plans.

Work Complexity

Most challenging duties typically undertaken:

- Development of a workplan and schedule to update portal content
- Quality control
- Liaison with users and accurate capture of user requirements
- Translating user requirements into portal enhancement specifications.

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
External <ul style="list-style-type: none">• Portal users• Managers of national portals• Expert consultancy service providers	<ul style="list-style-type: none">• Gathering and validating user requirements• Advice and assistance• Consultations and collaboration• Contract negotiation
Internal <ul style="list-style-type: none">• SPREP climate change subject matter experts• SPREP knowledge management team• SPREP IT team• SPREP communications team• Other SPREP programmes and teams	<ul style="list-style-type: none">• Liaison on portal content and PACRES knowledge management activities• Collaboration and coordination

Level of Delegation

The position holder:

- Has no delegation of authority.

Person Specification

This section is designed to capture the expertise required for the role at the 100% fully effective level. This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Qualifications

Essential
1. A Bachelor degree in Information and Communications Technology (ICT) or a relevant field

Knowledge / Experience

Highly desirable
2. At least three years relevant experience in ICT project work, portal content management or on information and knowledge management preferably in the Pacific region
3. Demonstrated research, analytical and reporting skills, including problem solving skills.
4. Demonstrated knowledge of current and emerging issues and challenges in data management, web portal content management and user experience.
5. Excellent written and verbal communication skills including high level of presentation and interpersonal skills, maintaining effective relationships with a diverse group of people within a multi-disciplinary and multi-cultural team environment
6. Proof-reading skills specifically in relation to web portal content, attention to details and has a good understanding and appreciation of environmental ethics, values and priorities
7. Shows initiative to think outside the box particularly in problem-solving, setting priorities and meeting work-plan deadlines as well as meeting challenges and demands of a regional project

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"> • Understanding of ICT and web portal management • English language (spoken and written) • Attention to detail and proficiency in checking portal content for spelling mistakes and formatting prior to loading
Advanced level	<ul style="list-style-type: none"> • Analytical skills • Information and knowledge management • Communications, representation and interpersonal skills • Advisory and analytical skills
Working Knowledge	<ul style="list-style-type: none"> • Climate change and resilience building frameworks and issues in the Pacific region • Project management tools and approaches • Copyright laws

Awareness	<ul style="list-style-type: none"> • UNFCCC, Paris Agreement and Climate Change funding mechanisms and processes • Sustainable Development Goals, SAMOA Pathway • Framework for Resilient Development in the Pacific • SPREP Strategic Plan and related documents
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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 the Performance Development Plan:

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

Change to job description

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

C. REMUNERATION PACKAGE – TERMS & CONDITIONS

Duty Station: Apia, Samoa.

Duration: Appointment is to 30 June 2022. There is no expectation of renewal at the end of contract as this is a project specific position.

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 also exist for maternity, compassionate, paternity, examination and special leave (without pay).

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

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

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

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

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

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

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

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

Definitions:

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

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

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

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

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

4. ADMINISTRATIVE INFORMATION

ESSENTIAL: Applications should include:

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

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

SUBMITTING APPLICATIONS:

- a) **BY EMAIL (MOST PREFERRED OPTION)**: Subject matter to be clearly marked “PACRES Project, Knowledge Management Officer (PACRESKMO)” 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 “PACRES Project, Knowledge Management Officer (PACRESKMO)”

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 Jolynn Managreve-Fepuleai on telephones (685) 21929 ext 325 or
Email: jolynnf@sprep.org

CLOSING DATE: Friday, 16th August 2019: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
