



# SPREP

Secretariat of the Pacific Regional  
Environment Programme

## APPLICANT INFORMATION PACKAGE **YOUNG PROFESSIONALS PROGRAMME**

Pacific Biodiversity Coordinator for the Pacific Islands  
Roundtable for Nature Conservation (PBC-PIRT)

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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 130 staff. There are SPREP offices in Fiji, the Republic of the Marshalls Islands and Vanuatu.

SPREP 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**

## **BACKGROUND OF PROJECT:**

### **Pacific Islands Roundtable for Nature Conservation Background**

The Pacific Islands Roundtable for Nature Conservation (PIRT) is a coalition of nature conservation and development organisations, governments, inter-government, donor agencies and community groups created to increase effective conservation action in the Pacific Islands Region. It was formed in 1997 at the request of Pacific Island countries and territories. The forum enables those organisations working on nature conservation in the Pacific to improve their collaboration and coordination towards effective conservation action. It is the key coordination mechanism for the implementation of the new Framework for Nature Conservation and Protected Areas in the Pacific Islands region 2021-2025 which was adopted at the 10th Pacific Islands Conference on Nature Conservation and Protected Areas in 2020 and was subsequently endorsed at the Annual SPREP Meeting in September 2021.

SPREP is the Secretariat of this Roundtable, with Margaret West from BirdLife International, the Chair with a term from 2021 to 2025. The PIRT Implementation Coordinator and the Young Professional/Pacific Biodiversity Coordinator will be supporting the PIRT Secretariat to carry out its duties and responsibilities under the Pacific Islands Round Table for Nature Conservation.

### **The Roundtable's mandate<sup>1</sup>**

The Pacific Island Roundtable for Nature Conservation is maintained as a mechanism for promoting, facilitating and monitoring the implementation of the Framework. The Roundtable adopts mechanisms for making its membership accountable to jointly formulated Principles of Implementation and its work inclusive of participation by regional and national bodies. The Roundtable's mandate for the next six years is to increase effective conservation action in the Pacific islands by ensuring members:

- **Actively recognise, respect** and support a Pacific approach to conservation based on sustainable resource use, community property rights and decision-making practices, and local aspirations for development and well-being,
- **Respect and encourage** national and community partner leadership for all conservation programmes and help strengthen partner capacity to exercise their leadership,
- **Align** conservation programmes with conservation programmes of national partners,
- **Design** conservation programmes that are of a scale and budget appropriate to the local context and that long-term strategic planning and resource mobilisation sustains conservation over time,
- **Actively support** communication, education and public awareness,
- **Put systems in place** to enable full accountability to and participation of the people affected by conservation programme implementation assisted by well-communicated, fully transparent operations,
- **Work with each other** to ensure collaborative analysis, strategies, agreed priorities and coordination of political engagement to avoid duplication,
- **Provide timely, transparent and comprehensive** reporting on conservation programmes to the Roundtable,
- **Mobilise resources** for the implementation of the Framework

The Roundtable reports to the five-yearly Pacific Island Roundtable conferences on the implementation of the [\*Framework for Nature Conservation and Protected Areas in the Pacific Island region, 2021-2025\*](#).

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<sup>1</sup> As prescribed in the PIRT Membership Charter

A key outcome of the 10<sup>th</sup> Pacific Islands Conference on Nature Conservation and Protected Areas in 2020 was the [Vemoore Declaration: Commitments To Nature Conservation Action In The Pacific Islands Region, 2021-2025](#).

### **SPREP's Young Professionals Programme**

SPREP's Young Professionals Programme offers short-term opportunities to young professionals and recent graduates from the Pacific Island member countries and territories. The programme's main objectives are:

- To provide professional exposure to young Pacific Islanders;
- To strengthen capacity building in young professionals in the island member countries and territories;
- To promote SPREP's work and especially regional environmental issues and priorities.
- To support a youth network across the region that mobilises Pacific youth engagement in biodiversity decision making at the regional and global level;
- To promote PIRT's work and regional environmental issues and priorities.

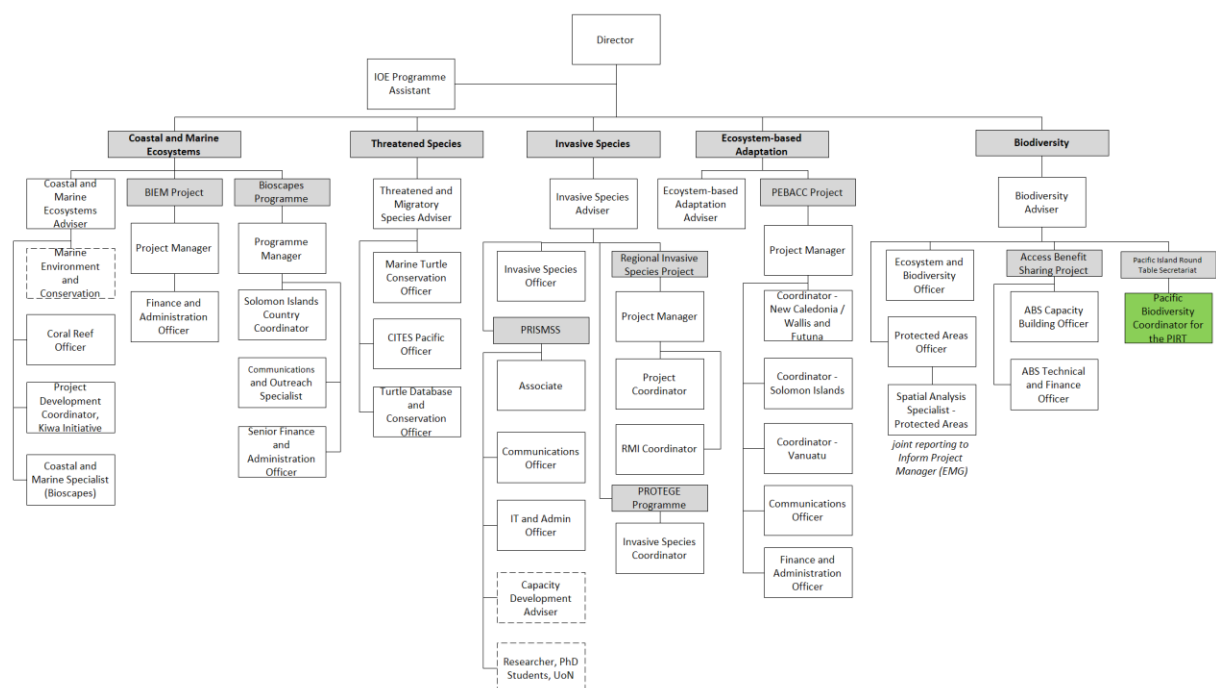
### **For this opportunity, other benefits include:**

- Practical experience working as part of a team in the Island and Ocean Ecosystems Programme as well as the Secretariat of the Pacific Islands Roundtable for Nature Conservation (PIRT)
- Experience working at an intergovernmental organisation
- Opportunities to liaise and network with key conservation organisations and government departments from around the Pacific.
- Opportunity to travel to the external overseas countries and territories (EOCTs) to facilitate the implementation of the PIRT.
- Opportunity to participate in regional events.

## B. JOB DESCRIPTION

<b>Job Title:</b>	Pacific Biodiversity Coordinator for the Pacific Islands Roundtable for Nature Conservation (PBC-PIRT)
<b>Programme:</b>	Island and Ocean Ecosystems Programme
<b>Team:</b>	Biodiversity Team (PIRT Secretariat)
<b>Responsible To:</b>	Biodiversity Adviser
<b>Responsible For: (Total number of staff)</b>	N/A
<b>Job Purpose:</b>	<p><b>This Young Professionals opportunity exists to:</b></p> <ul style="list-style-type: none"> <li>• Provide professional exposure and opportunities to develop skills and knowledge of young Pacific islanders;</li> <li>• Strengthen capacity building in young professionals in the island member countries and territories;</li> <li>• Provide technical, administrative and coordination support to SPREP to carry out its duties and functions as Secretariat of PIRT</li> <li>• Support a youth network across the region that mobilises Pacific youth engagement in biodiversity decision making at the regional and global level;</li> <li>• Promote SPREP and PIRT's work and regional environmental issues and priorities.</li> </ul>
<b>Date:</b>	August 2022

### Organisation Context



## Key Result Areas

The Young Professional position addresses the following Key Result Areas:

1. Administrative and secretariat support services
2. Communications and advocacy activities
3. Coordination, partnership and fundraising
4. Monitoring and reporting

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

The Young Professional is accountable for	The Young Professional is successful when
<b>1. Administrative and secretariat support services</b> <ol style="list-style-type: none"> <li>a) Provide administrative and secretariat support services including filing, procurement, logistics and travel arrangements for the PIRT and related meetings, record keeping and maintenance, rapporteur, research, communications and correspondences for all PIRT and related matters</li> <li>b) Update and maintain the PIRT webpage</li> </ol>	<ul style="list-style-type: none"> <li>• All required tasks are completed within designated timeframes to required standards.</li> <li>• SPREP reporting, filing and procurement procedures are followed as directed by SPREP policies.</li> <li>• Information flow internally with SPREP and PIRT members and partners are accurately processed in a timely manner</li> <li>• PIRT webpages are up to date</li> </ul>
<b>2. Communications and advocacy activities</b> <ol style="list-style-type: none"> <li>a) Develop and implement communication, media and advocacy activities for all PIRT and related activities and events.</li> <li>b) Update and maintain PIRT website, prepare and disseminate promotional materials, publications, posters, information materials, visual materials, press releases and media activities</li> <li>c) Raise awareness of the Framework for Nature Conservation and Protected Areas in the Pacific Islands region 2021-2025, and the Vemoore Declaration.</li> </ol>	<ul style="list-style-type: none"> <li>• PIRT communication and promotional products and materials are completed, published and disseminated in a timely manner</li> <li>• PIRT webpage on the SPREP website is updated regularly with new information</li> <li>• Engagement at key events to promote the Framework and activities of PIRT</li> </ul>
<b>3. Coordination, partnership and fundraising</b> <ol style="list-style-type: none"> <li>a) Coordinate PIRT Secretariat activities in consultations with the Head of the Secretariat, PIRT Chair and PIRT Implementation Coordinator</li> <li>b) Liaise and work closely with Chairs of PIRT Working Groups and provide support to their meetings and activities as required</li> <li>c) Work with the PIRT Chair, Secretariat and Chair of the Working Groups to prepare</li> </ol>	<ul style="list-style-type: none"> <li>• Reliable and accurate technical information are available in a timely manner</li> <li>• New members have joined PIRT and signed the membership charter</li> <li>• Partnership and fundraising strategy completed with new funding secured</li> <li>• PIRT and its Working Groups fully operational</li> </ul>



<p>consolidated annual workplans and reports</p> <p>d) Develop and implement a partnership and fundraising strategy to support PIRT activities and annual PIRT meetings</p> <p>e) Develop project proposals and submit to relevant donors for funding</p> <p>f) Mobilise new members of PIRT and coordinate signing of the Membership Charter as necessary</p>	
<p><b>4. Monitoring and reporting</b></p> <p>a) Prepare reports in partnership with the PIRT Coordination team on progress in implementing the Framework and circulate to PIRT members on a regular basis</p> <p>b) Support the compilation of the PIRT Annual Report with input from Working Groups including relevant technical reports produced from PIRT led activities</p> <p>c) Liaise with key networks and mechanisms to promote collaboration and partnership with PIRT</p>	<ul style="list-style-type: none"> <li>• Regular progress reports on implementation of the Framework including PIRT agreed activities are prepared and disseminated</li> <li>• PIRT annual report finalised with input from members and working groups</li> </ul>

### **Note**

The above performance standards are provided as a guide only. The precise performance measures for this role will need further discussion between the Young Professional and the 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:**

- Providing effective support and active participation in the activities and implementation of the PIRT
- Working with PIRT members from a diverse multi-disciplinary and multi-cultural background
- Ensuring PIRT procedures are implemented and reporting undertaken by members

## **Functional Relationships & Related Skills**

Key internal and/or external contacts	Nature of the contact most typical
<b>External</b> <ul style="list-style-type: none"> <li>• SPREP member countries</li> <li>• PIRT Chair and members</li> <li>• Sub regional, regional and international networks and mechanisms</li> <li>• Development partners</li> </ul>	<ul style="list-style-type: none"> <li>▪ Facilitation</li> <li>▪ Meetings and discussions</li> <li>▪ Coordination, collaboration and partnership</li> <li>▪ Assistance, support and guidance</li> </ul>
<b>Internal</b> All SPREP Staff	<ul style="list-style-type: none"> <li>▪ Assistance and Support</li> <li>▪ Facilitation</li> <li>▪ Meetings and discussions</li> <li>▪ Coordination and collaboration</li> <li>▪ Communications and information sharing</li> </ul>

### 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 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.*

### Age & Nationality Requirement

#### Essential

- Must be under 32 years of age
- Must be a national of a Pacific island country or territory

### Qualifications

#### Essential

1. A Bachelor degree in Environment Studies, Science, Natural Resource Management, Business Management and Administration or equivalent.

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## Knowledge / Experience

<b>Essential</b>
2. At least two years of relevant practical experience in strategic planning, partnership coordination, fundraising, programme/project management, monitoring and reporting in an organisation
3. Excellent communications skills with high command of spoken and written English including demonstrated experience with media, publications, communications and networking with internal and external stakeholders.
4. Demonstrated technical research, analytical, organisational and time management skills including strong management and leadership skills
5. Excellent computer skills including use of Microsoft Office and website design experience and skills
6. Demonstrated ability to show initiative, multi-task and meet deadlines with minimal supervision including strong self-motivation and commitment as well as strong commitment to ongoing learning and development through the YPP
7. Demonstrated ability to work with integrity, maintain confidentiality and apply discretion when handling sensitive political and financial information.

## 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"> <li>Microsoft office</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>Experience with the Pacific region, and preferably the PIRT member organisations</li> <li>Strong communication skills and proven ability to liaise with diverse range of partners</li> </ul>
Working Knowledge	<ul style="list-style-type: none"> <li>Webpage management</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>Knowledge of the Pacific Islands Roundtable for Nature Conservation and Protected Areas (PIRT) and the Framework for Nature Conservation and Protected Areas.</li> <li>Pacific youth networks</li> </ul>

## 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. YOUNG PROFESSIONALS - 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. Under the SPREP COVID-19 Emergency Preparedness and Response Contingency Plan (CV-19EPRCP), all SPREP staff must be fully vaccinated, and vaccination cards must be presented upon confirmation of appointment.”*

**Duty Station:** Apia, Samoa (or Suva, Fiji\*)

\*Terms and conditions below are based on Apia as the duty station. Should the position move to Fiji, similar terms and conditions apply as appropriate for Suva.

**Duration:** Appointment is for a term of 2 years.

**Salary:** The salary is SAT69,763 per annum

**Housing Assistance:** Housing assistance of SAT2,400 per annum will be provided to the successful candidate for appropriate secured furnished housing.

**Term:** 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.

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.

**For a Young Professional Recruited From Outside of Samoa (Fiji), the following terms apply:**

**Privileges:** SPREP remuneration is tax-free for non-citizens or non-residents of Samoa (same applies for non-citizens or non-residents of Fiji if the position was based in Fiji)

**Beginning and End of Contract:**

- Return economy class airfares between Apia and the recognised home by the most direct and most economical route;
- Necessary reasonable accommodation during transit;
- Establishment and repatriation allowances;

**Establishment Grant:** A lump sum payment of SDR1,100 (USD1,749) upon taking up the offer and upon arrival in Apia.

**Repatriation allowance:** Two week's salary, upon successful completion of the programme.

- Up to 20kgs of excess baggage each way

**Temporary Accommodation and Assistance:** On arrival in Apia, the successful candidate is entitled to temporary accommodation at a suitable hotel or other fully furnished accommodation for up to 6

working days. The same applies upon completion of contract. The successful candidate will be assisted to settle into Apia. This will include help in finding suitable rental accommodation.

**For all Young Professionals, the following terms apply:**

**Annual Leave:** 15 working days a year.

**Sick Leave:** 30 working days a year.

**Duty Travel:** SPREP meets travelling expenses at prescribed rates necessarily incurred by the Young Professional if required to travel away from Apia on official business.

**Life and Accidental Death and Disability Insurance:** The Young Professional will be covered by SPREP's 24 hour Life and Accidental Death and Disability Insurance Policy.

**Medical Benefits:** The Young Professional is entitled to have all reasonable medical, dental and optical expenses met, under the terms and conditions of the SPREP's existing Medical Insurance.

**Superannuation:** All Young Professionals are required to contribute to a recognised Superannuation Fund. An expatriate has the option to participate in the Samoa National Provident 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 Samoa National Provident Fund or another approved nominated Fund. For Samoa, this is currently 10%.

**Overtime:** Young Professionals 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.

**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 YPP: PBC-PIRT**” and send to [recruitment@sprep.org](mailto: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 YPP: PBC-PIRT**”

More Information on SPREP and its work in the region can be found on the SPREP website  
[www.sprep.org](http://www.sprep.org)

For further enquiries, contact Mr. Roger Warren on telephones (685) 21929 ext 328 or Email:  
<mailto:rogerw@sprep.org>

**CLOSING DATE: (Wednesday, 31 August 2022):** Late applications will not be considered.

SPREP is an Equal Opportunity Employer
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