



**SPREP**  
Secretariat of the Pacific Regional  
Environment Programme

PO Box 240, Apia, Samoa  
E: [sprep@sprep.org](mailto:sprep@sprep.org)  
T: +685 21929  
F: +685 20231  
W: [www.sprep.org](http://www.sprep.org)



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

---

## APPLICANT INFORMATION PACKAGE **Records & Archives Assistant (RAA)**

## **CONTENTS**

A. BACKGROUND INFORMATION ON SPREP

B. JOB DESCRIPTION

C. REMUNERATION PACKAGE – TERMS & CONDITIONS

D. ADMINISTRATIVE INFORMATION

## 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 is also a SPREP office in Fiji with four staff as well as SPREP Officers stationed in the Federated States of Micronesia, Republic of the Marshall Islands, Solomon Islands and Vanuatu. 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, 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 on:**

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.

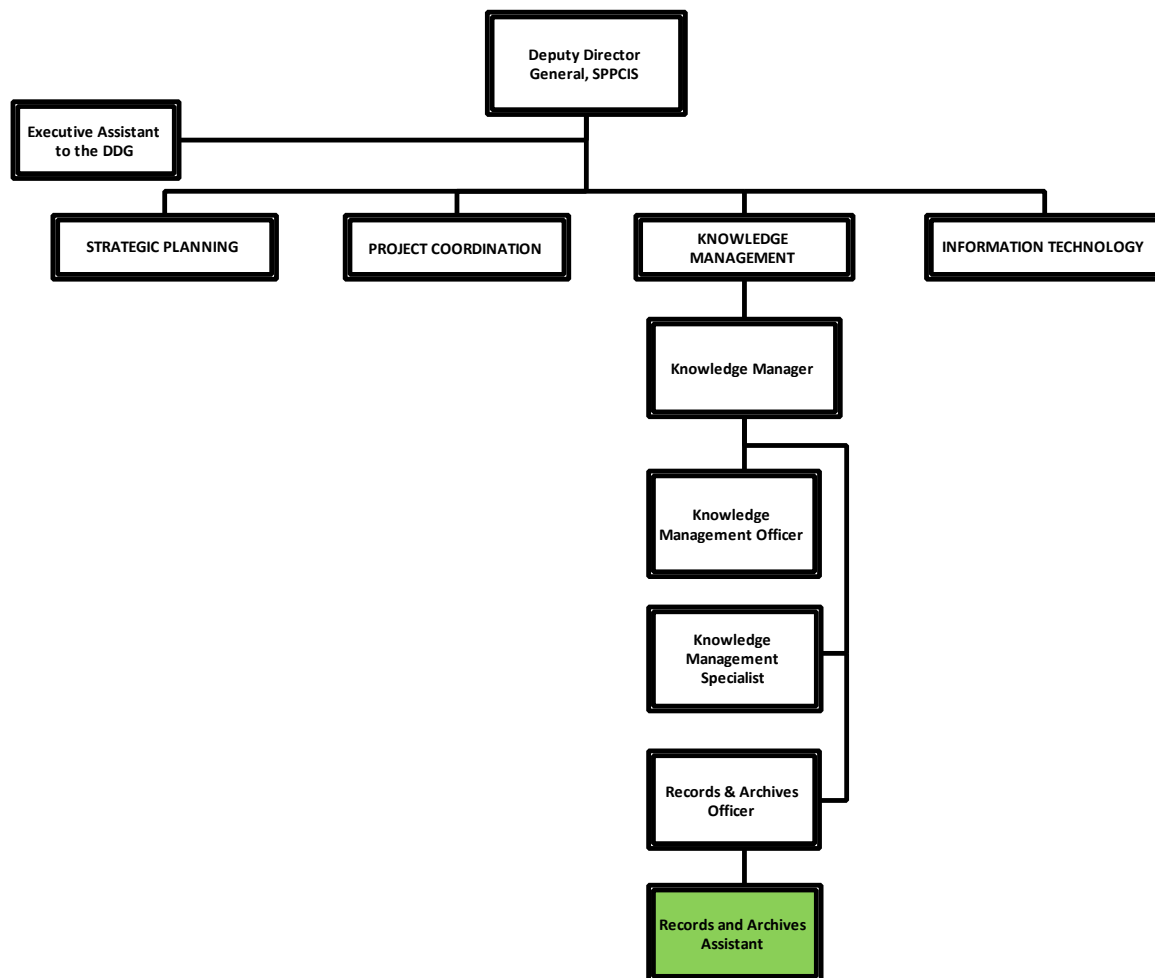
**Organisation Goal 4:** SPREP is leading and engaged in productive partnerships and collaboration.

**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.

## B. JOB DESCRIPTION

<b>Job Title:</b>	Records & Archives Assistant (RAA)
<b>Department:</b>	Information Services
<b>Team:</b>	Knowledge Management (KM)
<b>Responsible To:</b>	Records & Archives Officer (RAO)
<b>Responsible For: (Total number of staff)</b>	N/A
<b>Job Purpose:</b>	This job exists to: <ul style="list-style-type: none"><li>• Provide records and archives services and support</li></ul>
<b>Date:</b>	September 2019

### Organisation Context



## Key Result Areas

The position of **Records & Archives Assistant (RAA)** addresses the following Key Result Areas:

1. Records Management and Filing
2. Preservation and Archiving
3. Administration Support

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

Jobholder is accountable for	Jobholder is successful when
<b>1. Records Management and Filing</b> <ol style="list-style-type: none"> <li>a) Provide daily records management services according to accepted policy and recommend any necessary amendments</li> <li>b) Update and maintain all relevant Records databases;</li> <li>c) Maintain current records/files and update all filing; storage and distribution of relevant documents;</li> <li>d) Create, classify and reclassify current and new files as required including cross-referencing files;</li> <li>e) Maintain the “Bring-Up” system and ensure that requests for files are properly authorised and requests attended to promptly;</li> <li>f) Attend to records requirements of SPREP staff and provide advice and guidance where necessary on records policies and procedures;</li> <li>g) Support the implementation of various internal information systems namely the Project Management Information System (PMIS) &amp; Alfresco</li> </ol>	<ul style="list-style-type: none"> <li>• All records are accurately filed on time and are easily accessible to staff</li> <li>• Records databases are maintained and updated</li> <li>• Files/records are updated and safeguarded</li> <li>• Staff requests are attended to promptly &amp; efficiently</li> <li>• Staff are informed about records management policies &amp; procedures through regular training and updates</li> </ul>
<b>2. Preservation and Archiving</b> <ol style="list-style-type: none"> <li>a) Ensure records security and confidentiality is maintained at all times</li> <li>b) Implement records storage procedures including organising secondary and archival storage;</li> <li>c) Scan and catalog archival records into DBTextworks database</li> <li>d) Support the implementation of the archival and repository system for safekeeping and maintaining old and closed files;</li> </ol>	<ul style="list-style-type: none"> <li>• All records (current &amp; archived) are safely stored in a secure area only accessible to KM staff</li> <li>• Records are regularly assessed for retention &amp; disposal</li> <li>• All archived records are scanned and catalogued into the database.</li> <li>• Quality checks on records completed regularly and on time.</li> <li>• Assistance is provided to the RAO in the archives services</li> </ul>

<b>3. Administration Support</b> <ol style="list-style-type: none"> <li>Process and distribute all official mail in accordance with established procedures;</li> <li>Maintain and update a register of all incoming and outgoing correspondence as well as mailing expenditures and requirements;</li> <li>Handle and distribute queries and official emails received via <a href="mailto:sprep@sprep.org">sprep@sprep.org</a> official email channel</li> <li>Maintain SPREP official mailing lists</li> <li>Distribute all official circulars and tenders to SPREP focal points, partners and stakeholders including upload to the website</li> <li>Assist in organising displays/exhibitions for various SPREP events/meetings</li> <li>Provide back up support to library visitors when other KM staff are absent.</li> <li>Assist in keeping the publication storage in place and organised</li> <li>Assist in conducting inductions for new staff</li> <li>Support internal information requests</li> <li>Support the team in conducting training for staff members on technical and procedural aspects of unit functions</li> </ol>	<ul style="list-style-type: none"> <li>Office mail is received and distributed in line with established procedures</li> <li>Mail register is maintained and updated</li> <li>All enquires dealt with promptly and effectively</li> <li>Up-to-date mailing lists</li> <li>All official circulars and tenders are uploaded to the SPREP website on time and emailed promptly to SPREP focal points and partners</li> <li>Excellent show of displays/exhibitions at meetings is provided</li> <li>KM continues its services even if staff are absent</li> <li>SPREP publications storage is maintained and properly organised.</li> <li>New staff are informed of RM policies and procedures and collections</li> </ul>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

### **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/Immediate 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:

- Records Management
- Archives & Preservation Preservation & Archiving

### **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>• Members and stakeholders</li> <li>• Public</li> <li>• Businesses</li> </ul>	<ul style="list-style-type: none"> <li>• Records services</li> <li>• Archives services</li> <li>• Postal services</li> <li>• Information dissemination</li> </ul>
<b>Internal</b> <ul style="list-style-type: none"> <li>• Executive Management</li> <li>• All Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Records services</li> <li>• Archives services</li> <li>• Information dissemination</li> <li>• Advice and support</li> <li>• Reporting</li> </ul>

### Level of Delegation

The position holder:

- 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.*

### Qualifications

<b>Essential</b>
1. Certificate or Diploma in Records & Archives, Information Management, Librarianship, Business Studies or relevant discipline

### Knowledge / Experience

<b>Essential</b>
2. At least 3 years experience in records management operations
3. Excellent knowledge and understanding of Records Management, Archives and/or library services and systems including general knowledge and appreciation of records and library policies, systems and processes as well as relevant computing systems
4. Excellent organisational and public relations skills with demonstrated ability to set priorities and meet work-plan deadlines with minimal supervision



5. Demonstrates initiative and ability to think outside the box in dealing with multiple tasks, demanding deadlines and with little supervision as well as a commitment for continuous development with a high level of professionalism
6. Excellent communication and interpersonal skills with a high command of spoken and written English and demonstrates ability to work well within a multi-disciplinary and multi-cultural environment;
7. Good understanding and appreciation of team work and performance culture with optimistic attitude to diverse opportunities and challenges within a multi-disciplinary and multi-cultural work environment

## 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>• Records Management</li> <li>• Information management &amp; dissemination</li> <li>• Reporting</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• Communications</li> <li>• Public relations</li> </ul>
Working Knowledge	<ul style="list-style-type: none"> <li>• Administration</li> <li>• Archives services</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• SPREP Strategic Plan</li> <li>• SPREP Work Programmes</li> <li>• Environmental issues in the Pacific islands region</li> <li>• Emerging environmental issues and challenges</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:

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

**Salary:** Remuneration is at Band 6 of SPREP's salary scale for locally recruited staff. Starting salary will be SAT\$29,320 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 minimum legal requirement of basic salary to the Samoa National Provident Fund.

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

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

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

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

**Definitions:**

'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.

## 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 Records & Archives Assistant**” 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 Records & Archives Assistant**”

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 Ms Marion Tuipulotu-Chan Chui, HR Officer, on telephone (685) 21929 ext 328 or Email: [marionc@sprep.org](mailto:marionc@sprep.org)

**Closing date: Friday, 11<sup>th</sup> October 2019**: Late applications will not be considered.

<b>SPREP is an Equal Opportunity Employer</b>
-----------------------------------------------