



SPREP
Secretariat of the Pacific Regional
Environment Programme

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

APPLICANT INFORMATION PACKAGE

SENIOR HUMAN RESOURCES OFFICER (SHRO)

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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 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.

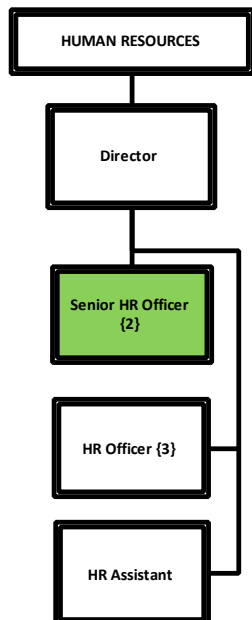
Organisation Goal 4: SPREP is leading and engaged in productive partnerships and collaboration.

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

Job Title:	Senior Human Resources Officer (SHRO)
Department:	Human Resources
Team:	Human Resources
Responsible To:	Director, Human Resources
Responsible For: (Total number of staff)	N/A
Job Purpose:	This job exists to: <ul style="list-style-type: none">• Provide strategic advice, services and support on all Human Resources matters
Date:	October 2019

Organisation Context



Key Result Areas

The position of **Senior Human Resources Officer (SHRO)** addresses the following Key Result Areas:

1. Strategic HR Advisory, Planning & Management
2. Leadership and Management
3. People Strategy, Staff Regulations, HR Policies and Processes
4. Payroll, PayGlobal and Human Resources Information Systems
5. Communications, capacity building, monitoring & reporting
6. General HR support and administration

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

Jobholder is accountable for	Jobholder is successful when
1. Strategic HR Advisory, Planning & Management <ol style="list-style-type: none"> a) Provide strategic HR policy advice and assistance to management and staff particularly on addressing key strategic Human Resources issues and opportunities for the Secretariat. b) Provide support and back up to the Director Human Resources (DHR) in planning and managing the Secretariat's Human Resources function and requirements to ensure all HR and staffing issues for the efficient and effective operations of the Secretariat are met and consistent with the SPREP Staff Regulations 	<ul style="list-style-type: none"> • Key HR priorities are achieved • Strategic and HR advice and inputs are provided to organisational strategic planning and all relevant institutional development • Strategic input is provided into submissions relating to changes to the Staff Regulations and other HR matters are prepared and presented to annual SPREP Meeting (SM) • Critical and emerging issues are brought to Executive attention in a timely manner • Staff concerns and morale issues are addressed in an effective and timely manner • Staff participation is regular and effective, and staff contributions are acknowledged and valued • HR needs of the organisations are well planned and fulfilled • HR objectives to support the Strategic Plan are successfully achieved • Accurate and timely advice is provided to the Senior Management Team
2. Leadership and Management <ol style="list-style-type: none"> a) Provide support to the DHR on leading the HR function in the Secretariat and on the day to day management of the HR Department and its services b) Assist in coaching and guiding the staff of the HR Department to achieve its objectives c) Support the establishment and supervision of individual Performance Development Plans, overall output 	<ul style="list-style-type: none"> • HR Department achieves its Annual Work Plan and Budget (AWP&B) • HR Department achieves their annual priority targets • Positive feedback from staff on services provided to support the Strategic Programmes and overall operations of the Secretariat

<p>delivery and identification of staff development needs;</p> <p>d) Assist the development and preparation of the Department's annual budget including all remuneration issues</p>	
<p>3. People Strategy, Staff Regulations, HR Policies and Processes;</p> <p>a) Provide support and assistance to the development and implementation of the People Strategy</p> <p>b) Assist in the regular review and implementation of the Staff Regulations and HR policies for the efficient and effective operations of the Secretariat</p> <p>c) Carry out regular monitoring and checks on compliance issues and identify areas of improvement for all HR processes and systems</p>	<ul style="list-style-type: none"> • Constructive input is provided to the development and implementation of the People Strategy • HR policies and processes are in place and implemented in an efficient and effective manner • Compliance checks and reviews are carried out to ensure HR policies and practices reflect best practice • Efficient and effective support is provided to all staff on all HR matters
<p>4. Payroll, PayGlobal and Human Resources Information Systems</p> <p>a) Manage and maintain the Human Resources Information Systems including the PayGlobal Payroll and Employee Connect</p> <p>b) Lead on processing the monthly payroll in an efficient and effective manner</p> <p>c) Lead on maintaining and addressing issues on the PayGlobal system and ensure the payroll data is up-to-date</p> <p>d) Lead on the maintenance, updating and implementation of the online Performance Development System, address challenges and identify solutions</p> <p>e) Provide advice on assessment of all claims and payroll issues and regularly communicate to staff key payroll matters</p> <p>f) Provide support in checking and endorsing the fortnightly and monthly payrolls</p> <p>g) Attend to queries from the staff on all payroll issues</p>	<ul style="list-style-type: none"> • Continuous improvements to the SPREP HR systems are identified, planned and implemented. • Staff queries and claims are addressed and processed in timely manner and in line with policies and procedures • PayGlobal is up to date and issues are addressed in a timely manner • The Staff Payroll is processed on time • Staff claims are processed in a timely manner and according to established policies and procedures • Irregularity reports and problems are identified and addressed at the earliest possible • Staff queries are addressed and resolved at the earliest possible opportunity
<p>5. Communications, capacity building, monitoring & reporting</p> <p>a) Provide all necessary reports for the Senior Management team and staff;</p>	<ul style="list-style-type: none"> • SPREP management and staff have access to accurate and relevant HR information

<ul style="list-style-type: none"> b) Ensure all reporting requirements and commitments to staff and other stakeholders are fulfilled c) Ensure all HR records are updated, maintained and safeguarded d) Communicate all essential information to all staff and community as needed and ensure the HR Newsletter remains relevant and up-to-date e) Provide training and refresher programmes for all staff on HR essential information, policies and processes 	<ul style="list-style-type: none"> • Annual Staff Satisfaction Survey is carried out and reports prepared to SMT and staff • Staff are regularly updated on HR developments and policies and procedures • Induction programme and refresher sessions are relevant and useful for staff
<p>6. General HR support and administration</p> <ul style="list-style-type: none"> a) Provide regular updates to DHR and Team on the status of the HR processes b) Ensure all relevant records are updated and maintained and all Personal Files safeguarded and kept confidential at all times; a) Attend to the administration requirements for the HR section including procurement of supplies, travel and other office matters 	<ul style="list-style-type: none"> • Effective and efficient support services is provided on all HR matters • Reports and databases are up-to-date • Records are up-to-date and secured

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 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:

- Ensuring strategic and policy advice to the Senior Management Team is accurate, relevant, timely and reflects best practices
- Application of flexibility in addressing staff issues whilst maintaining compliance with Staff Regulations and audit requirements
- Dealing with different personalities and approaches in order to arrive at a mutually accepted position for a staff policy and procedure
- Managing changing priorities
- Implementing workplans with limited resources

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
EXTERNAL professional HR and Employment institutions <ul style="list-style-type: none"> • CROP HR counterparts • Professional HR Institutes • Businesses and vendors • General Public 	<ul style="list-style-type: none"> • Advice and assistance • Consultations and reporting • Discussions and negotiations • Survey participation • Communications and information sharing
INTERNAL <ul style="list-style-type: none"> • Executive Management • SPREP All Staff 	<ul style="list-style-type: none"> • Strategic policy advice • Supervision and advice • Advice, negotiations and support • Guidance and information sharing • Supervision, delegation, coaching and training

Level of Delegation

The position holder:

- can authorise costs in Department's budget including payroll, recruitment, performance rewards and all staff remuneration-related payments
- can carry out relevant negotiations on behalf of SPREP
- can seek funding opportunities for core activities

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. A Bachelor degree in Human Resources Management/Business Management/Organisational Development or related field (Certified qualification and membership from a recognised HR body would be an advantage)

Knowledge / Experience

Essential
2. At least 5 years relevant experience in HR or relevant management field, preferably in the Pacific islands region
3. Excellent knowledge and experience of HR policies, systems and processes
4. Strong strategic advisory and analytical skills including extensive knowledge of emerging HR and management issues and challenges in the Pacific Islands region with sound understanding and appreciation of environmental ethics, values and priorities
5. Shows initiative to think outside the box and demonstrates strong leadership and management skills including management and supervision of medium to large teams and consultants and ability to motivate teams and establish and implement workplans
6. Excellent written and verbal communication skills including high level of negotiation work as well as excellent presentation and inter-personal skills with sound experiencing in capacity building and maintaining effective relationships with a diverse group of people
7. Excellent understanding and knowledge of HR Information Systems as well as Microsoft Office and relevant databases as well as managing and processing payrolls and associated issues

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"> • HR principles • Leadership and management • Remuneration issues • Learning & Development • Work programme planning, budgeting and implementation • Policy advice • Analytical skills
Advanced level	<ul style="list-style-type: none"> • Report writing • Communications skills • General management skills
Working Knowledge	<ul style="list-style-type: none"> • Environmental issues in the Pacific islands region
Awareness	<ul style="list-style-type: none"> • SPREP Strategic Plan • SPREP Work Programmes

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

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: Apia, Samoa.

Duration: Appointment is for a term of 3 years initially with possible renewal up to a maximum of 6 years subject to performance during the initial term, continuity of related programme activities and availability of funds.

Salary: Salary is denominated in International Monetary Fund Special Drawing Rights (SDRs). Remuneration for this post falls within Band 10 of SPREP's salary scale. Starting salary will be SDR29,499 per annum. This is currently equivalent to Samoan Tala \$112,576 (USD\$43,299) 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.

Cost of living differential allowance (COLDA): A Cost-of-Living Differential Allowance of SDR4,194 will be paid to the successful candidate. The current equivalent in Samoan Tala is SAT\$16,006 (USD\$6,156) per annum. Cost-of-living differential allowance reflects the comparative cost of living difference between Suva and Apia. 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\$2.60

Term: For staff recruited from outside Samoa, 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, 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 SAMOA, THE FOLLOWING APPLIES:

Relocation Expenses: SPREP will meet certain appointment and termination expenses for staff recruited from outside Samoa, including transport and accommodation en-route for the appointee and accompanying dependent(s) between point of recruitment and Apia, 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 SDR1,100 is payable upon taking up appointment and arrival in Apia. This is currently equivalent to SAT\$4,198 (USD\$1,615).

Temporary Accommodation and Assistance: On arrival in Apia, the appointee and (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 Apia. This will include help in finding suitable rental accommodation.

Privileges and Immunities: SPREP remuneration is tax-free for non-citizens or non-residents of Samoa, 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 Samoan Tala \$15,600 (USD\$6,000) per annum per dependent child, with an overall maximum of Samoan Tala \$46,800 (USD\$18,000) 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 Apia by (i) each dependent child being educated outside Samoa 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 Apia and the recognised home for the staff member and dependents 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 the typical rent payable in Samoa for expatriate executive furnished housing. The current rate is SAT\$2,850 (USD\$1,096) 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 SAT\$2,400 (USD\$923) 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 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 dependents 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: For nationals of Samoa, SPREP will pay the minimum legal requirement of basic salary to the Samoa National Provident Fund. An expatriate internationally recruited staff member will be paid the same as an allowance.

Learning and Development

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

Definitions:

'Dependent' 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 Samoa, and who resides in Samoa 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 Senior Human Resources Officer” 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 “Senior Human Resources Officer”

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

Closing date: Friday, 8th November 2019: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
