APPLICANT INFORMATION PACKAGE

**<u>GCCA+ Scaled Up Pacific Adaptaiton to Climate Change (SUPA) Project, Information and Research Officer (SUPAIRO)</u>**

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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, 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 GCCA+ Scaled Up Pacific Adaptation to Climate Change (SUPA) Project:**

The Global Climate Change Alliance Plus Scaling Up Pacific Adaptation (GCCA+ SUPA) project focuses on building sector resilience, based on lessons learnt from past actions, whilst enhancing the resilience capacity of sub-national governments and other stakeholders. The Action's overall objective is to enhance climate change adaptation and resilience within ten Pacific island countries. The specific objective is to strengthen the implementation of sector-based, but integrated, climate change and disaster risk management strategies and plans. The overall amount of the Action covered by this co-delegation agreement is EUR 12.9 million.

**The three outputs of GCCA+ SUPA are:**
1. Climate and disaster risk information, knowledge management, monitoring and strategic planning capacities strengthened at national and regional levels;
2. Planning and decision-making capacities to address climate change and disaster risks at sub-national and community level strengthened, applying participatory, gender-sensitive and rights-based approaches;
3. Strategic and local interventions for climate change adaptation and mainstreaming scaled up in up to five sectors.

This action will be implemented in indirect management with the Pacific Community (SPC) and the Secretariat of the Pacific Regional Environment Programme (SPREP). This implementation entails a co-delegation agreement with SPC as lead and coordinating organisation and SPREP as co-delegate. A separate Grant Agreement for an additional Euros 2.1 million will be signed between the European Commission and the University of the South Pacific (USP). Within a framework of close collaboration, each of the three regional implementing organisations has responsibility for delivery of a specific output: Output 1 – SPREP; Output 2 – USP; and Output 3 – SPC.

The ten countries covered by this Action are Small Island Developing States (SIDS) with a total population of about 1.5 million people spread over an immense area of ocean in the western Pacific equivalent to 15 % of the globe's surface. This diverse region falls into three geographical areas of the western Pacific: Melanesia (Fiji); Micronesia (Palau, Federated States of Micronesia (FSM), Republic of the Marshall Islands (RMI), Nauru and Kiribati); and Polynesia (Cook Islands, Niue, Tonga and Tuvalu). The nine project countries located in Micronesia and Polynesia each have populations of less than
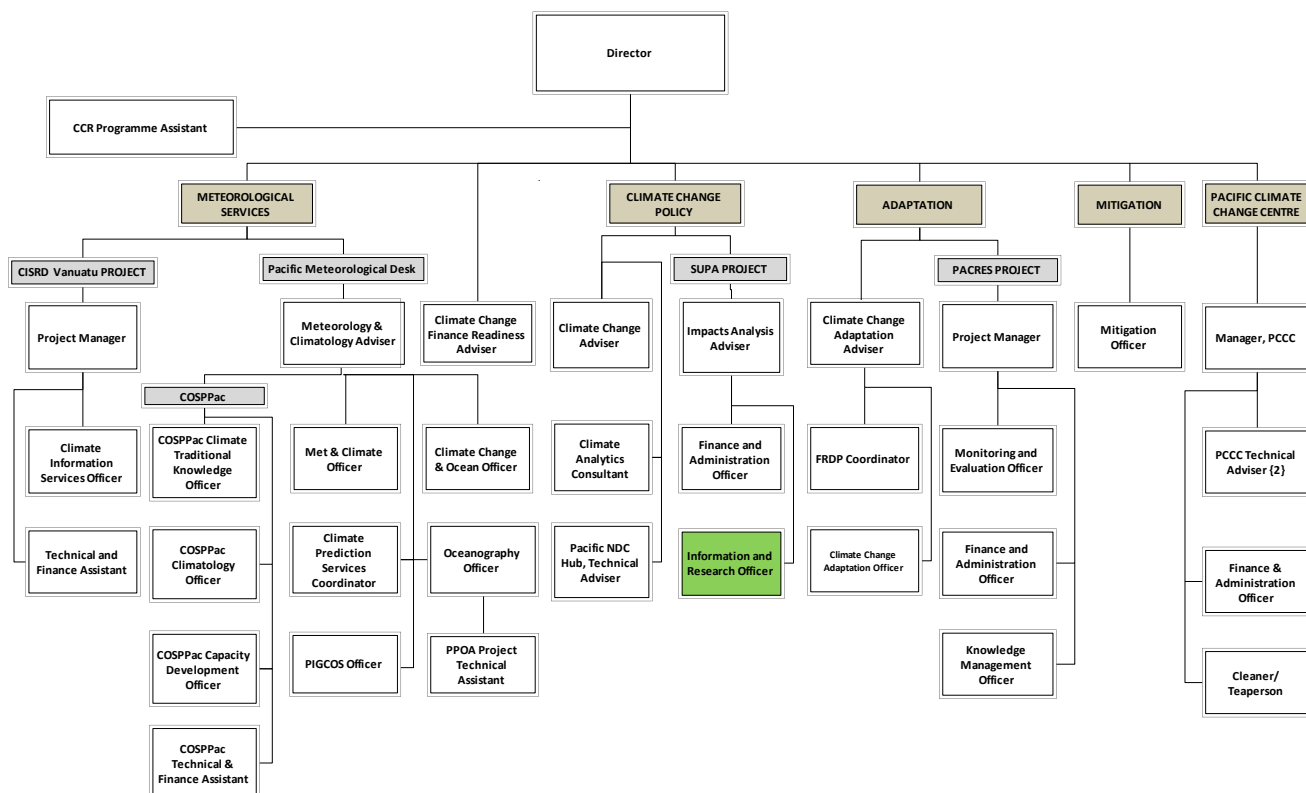
110,000 and five of those countries have populations less than 20,000.  The population of Fiji is 837,271. The total gross domestic product (GDP) for the ten countries is EUR 7.6 billion (2015 estimate).

A qualified and highly experienced Information and Research Officer (IRO) is required to assist the Impacts Analysis Adviser (SPREP Project Leader) for this exciting and high-profile project. The IRO will be responsible for the collection, updating and monitoring of the information required to carry out the impact analysis around past, present and pipeline adaptation projects in the Pacific.  These key responsibilities will be undertaken in collaboration with the Project Team, working closely with other programmes and department within SPREP, and with the project teams to be established in SPC, USP as well as the EU Office in Suva.

# B. JOB DESCRIPTION

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| **Job Title:** | SUPA Project, Information and Research Officer (SUPAIRO) |
| **Programme:** | Climate Change Resilience |
| **Team:** | Adaptation:  SUPA Project |
| **Responsible To:** | Impact Analysis Adviser (SPREP)<br>Project Manager, SUPA (based at SPC) |
| **Responsible For:**<br>**(Total number of staff)** | N/A |
| **Job Purpose:** | **This job exists to**:<br>Provide assistance and support with all information and research needs of the project and its implementation |
| **Date:** | December 2019 |

## Organisation Context

## Key Result Areas

The position of **SUPA Project, Information and Research Officer (SUPAIRO)** addresses the following Key Result Areas:

1. Research and Data analysis
2. Technical Assistance
3. Reporting and compliance
4. Logistical, administrative and secretariat support
5. Information management support

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

| Jobholder is accountable for | Jobholder is successful when |
|---|---|
| **1. Research and Data analysis**<br><br>a) Assess and compile relevant climate change resources, information and knowledge products from national climate change departments and partner organisations;<br><br>b) Assist in the location, compilation, categorisation and tagging of climate change data/information from climate change departments and partner organisations for PCCP resources such as the climate change project database, calendar of events, documents library (with a particular focus on NDCs, JNAPs, climate science data sets/information including ocean acidification, climate finance and FRDP), news, image gallery, tools, video gallery, country profiles and CROP profiles;<br><br>c) Manage the development and updating of the ocean acidification project e-resources<br><br>d) Assist in ensuring that the information presented on the climate change portal is accurate and current;<br><br>e) Develop engaging stories using current and accurate data from the portal and outside of the portal;<br><br>f) Check regional & national portals quality control and analyse climate change data whenever required and create charts and | ▪ Relevant climate change data and information is collected and uploaded to the PCCP in a timely manner;<br>▪ Content on PCCP is categorised, tagged and easily accessible by users;<br>▪ Project country pages are developed on the SPREP website/PCCP and updated<br>▪ Portal editors are uploading their relevant country content to the PCCP in a timely manner;<br>▪ National, regional and internal training workshops are delivered<br>▪ Constructive participation and input to IKM meetings |

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| graphs visualisations to effectively communicate data insights on both regional/national portals. | |
| g) Liaise regularly with national climate change portal editors as directed by the KMO and provide support when necessary; | |
| h) Assist in national, regional and internal training workshops and uploading training materials to the PCCP. | |
| i) Participate in IKM meetings | |
| **2. Technical Assistance**<br>a) Ensure that the SUPA project and climate change content is uploaded to the SPREP website in a timely manner;<br>b) Collaborate with the SPREP Information Services to develop linkages between the PCCP, SPREP Virtual Library and other existing internal information portals<br>c) Work closely with the SPREP KM team to advocate and strengthen good knowledge and records management practices within the SUPA project and the CCR Programme<br>d) Coordinate with the SPREP KM team on any climate change awareness raising activities including displays/exhibitions related to SUPA meetings/workshops<br>e) Facilitate the transfer of technical knowledge/skills to the SPREP KM Team on the content management of the PCCP for its long term sustainability<br>f) Support the development of regional and national State of environment report(s) | • SUPA project and climate change content on the SPREP website is current and accurate;<br>• Link between the PCCP and existing information portals are sustained<br>• Good knowledge management practice within SUPA is observed<br>• SUPA knowledge management activities are well coordinated with other relevant SPREP programmes and departments<br>• SPREP KM team are upskilled with the content management of the PCCP<br>• Trainings, meetings and capacity building exercises are fully supported |
| **3. Reporting and compliance**<br>a) Ensure all reports adhere to established reporting requirements in an accurate and timely manner to facilitate the SUPA Project and CCR accountability within SPREP and to donors.<br>b) Ensure that climate change portal activities comply with all relevant policies, regulations and administrative directions | ▪ Internal reports within SPREP are in accordance with requirements;<br>▪ All financial and administrative regulations, rules and procedures are complied with<br>▪ Passwords and user rights are verified and checked on a regular basis |

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| to contribute to the good governance of SPREP. <br> c) Ensure Data authentication and protection of data against misuse and improper data access by assigning appropriate data licensing levels to safeguard sensitive data. | |
| **4. Logistical, administrative and secretariat support** <br> a) Provide assistance and support to all logistical and administrative requirements of the project where necessary <br> b) Provide administrative and secretariat support to the project and all meetings including the SUPA Steering Committee; <br> c) Set-up, maintain and update project e-filing and record keeping on a regular basis; <br> d) Prepare meeting notes and reports for project specific and related meetings. <br> e) Assist with organising SUPA Steering Committee meetings and other SUPA project meetings; <br> f) Assist with the planning and implementation of SUPA events | • All project activities and logistics are supported in an efficient and cost effective manner <br> • Workshops and project activities are well received by stakeholders and government officials, and stakeholders exhibit improved understanding of SUPA. <br> • Meeting support for minutes and reports is on time <br> • Effective project filing systems and record keeping are up to date and accessible to the project teams and CCR staff <br> • Project logistics and administrative activities comply with SPREP policies and processes |
| **5. Information management support** <br> a) Support the project by maintaining a record of portal and reporting tool active users, group names, number of dataset uploads and be able to produce monthly update reports and share recurrently for efficient portal management; <br> b) Store incoming data files in a well-organized folder structure in Alfresco (pdf reports/images/geojson files) from countries for uploading <br> c) Document changes (major and minor) being made onto each country portal and update in-country portal personnel accordingly <br> d) Provide support and assistance to updating and populating all information relating to the project on the Project Management Information System (PMIS) | ▪ An efficient and effective regular portal performance management & monitoring <br> ▪ Project technical reports, documentations and relevant information are stored and managed properly <br> ▪ Efficient support is provided so that the SUPA project information on PMIS is accurate and up to date |

**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: |
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| • Categorising and analysing available reports as well as understanding data analysis and narrative reporting requirements |
| • Uploading and cataloguing information |
| • Working in collaboration with the project units in USP and SPC |
| • Ensuring project country focal points are kept engaged and data is being used |
| • Being aware of potential project risks and issues and managing these in an effective and efficient manner |
| • Portal and PMIS information are valid and up to date |

## Functional Relationships & Related Skills

| Key internal and/or external contacts | Nature of the contact most typical |
| --- | --- |
| **External**<br>• Co-delegates for the Action i.e. USP, SPC including their project teams<br>• EU and ACP<br>• Steering Committee<br>• Beneficiary countries<br>• Partner organisations and municipalities in the EU and other ACP regions<br>• Expert consultancy service providers<br>• Regional/international organisations | • Assessing data and sharing information<br>• Consultations and collaboration<br>• Advice and assistance<br>• Negotiations, communications and reporting |
| **Internal**<br>• Senior Management Team<br>• CCR Programme<br>• Other SPREP Programmes<br>• Project Coordination Unit<br>• Finance and Administration Department<br>• HR Department<br>• Information Services | • Access to data and information<br>• Advice and support<br>• Coordination and collaboration |

## 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.*

### Qualifications

| **Essential** |
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| 1. A Bachelor degree in Information Management or relevant discipline |

### Knowledge / Experience

| **Essential** |
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| 2. At least three years relevant experience in research, data analysis and information management, project support and on-line data management as well as demonstrated ability and experience in the development of relationships with national counterparts (preferably in a development agency) |
| 3. Excellent skills in computing particularly in relation to data management systems and processes, information systems and databases and appreciation of policies, systems and processes |
| 4. Strong reporting skills as well as organisational, office management and facilitation skills and the ability to work with integrity and exercise good sense of judgement, diplomacy and tact within a multi-disciplinary and multi-cultural team environment |
| 5. Demonstrated knowledge of current and emerging issues and challenges in data management, reporting and demands of a regional project in the Pacific islands region as well as good understanding and appreciation of environmental ethics, values and priorities |
| 6. Excellent communication skills with high command of spoken and written English including demonstrated experience in capacity building and networking with diverse stakeholders |
| 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 | • English language (spoken and written)<br>• Professionalism |
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| Advanced level | • Analysing and reporting environmental information<br>• Understanding of on line data management processes<br>• Interpersonal and communication skills<br>• Organisational, public relations and problem solving skills<br>• Diplomacy and tact with ability to apply discretion when handling sensitive data and national information<br>• Computer skills particularly MS Excel and MS Word |
| Working Knowledge | • Open source data management software<br>• Project management tools and approaches |
| Awareness | • SPREP Strategic Plan 2017-2026<br>• SUPA Project Document |

## 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 3 years with a possible extension in line with the project time frame and subject to performance, continuity of related project activities and availability of funds. 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.

**Term**:  Appointment is subject to a satisfactory medical examination, 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**:  The employee and 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 staff, 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

<u>**ESSENTIAL**</u>:  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.*

<u>**SUBMITTING APPLICATIONS**</u>:

a)  <u>**BY EMAIL**</u> (***MOST PREFERRED OPTION***):  Subject matter to be clearly marked "**Application for SUPA Project, Information and Research Officer (SUPAIRO)** and send to [recruitment@sprep.org](mailto:recruitment@sprep.org) OR

b)  <u>**BY POST OR FAX**</u>:  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 SUPA Project, Information and Research Officer (SUPAIRO)**

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 Sepasitiano Paulo on telephone (685) 21929 ext 285 or Email:
[sepasitianop@sprep.org](mailto:sepasitianop@sprep.org)

**Closing date:  <u>Friday, 31st January 2020</u>**:  Late applications will not be considered.

| **SPREP is an Equal Opportunity Employer** |
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