



SPREP
Secretariat of the Pacific Regional
Environment Programme

APPLICANT INFORMATION PACKAGE **STRATEGIC PLANNING OFFICER (SPO)**

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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 SPREP offices in Fiji, the Republic of the Marshalls Islands and Vanuatu.

SPREP has around 150 staff and 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 the Position

This position will assist with the implementation of the SPREP Strategic Plan 2017 -2026 specifically the Organisational Goals of the Strategic Plan 2017 – 2026 as follows:

Organisational Goal 2.1 Objective: *Promote integrated programme approaches to address environmental management challenges.*

Target: This priority will assist in strengthening the engagement of the Secretariat with Pacific island member countries through the development and implementation of Country and Territory Strategic Partnership Frameworks (CTSPF) linked to the Performance Implementation Review process.

Organisation Goal 4.1 Objective: *Improve SPREP partnerships, including development of mutually beneficial agreements, with clearly defined roles for both partners and measurable results that are regularly maintained.*

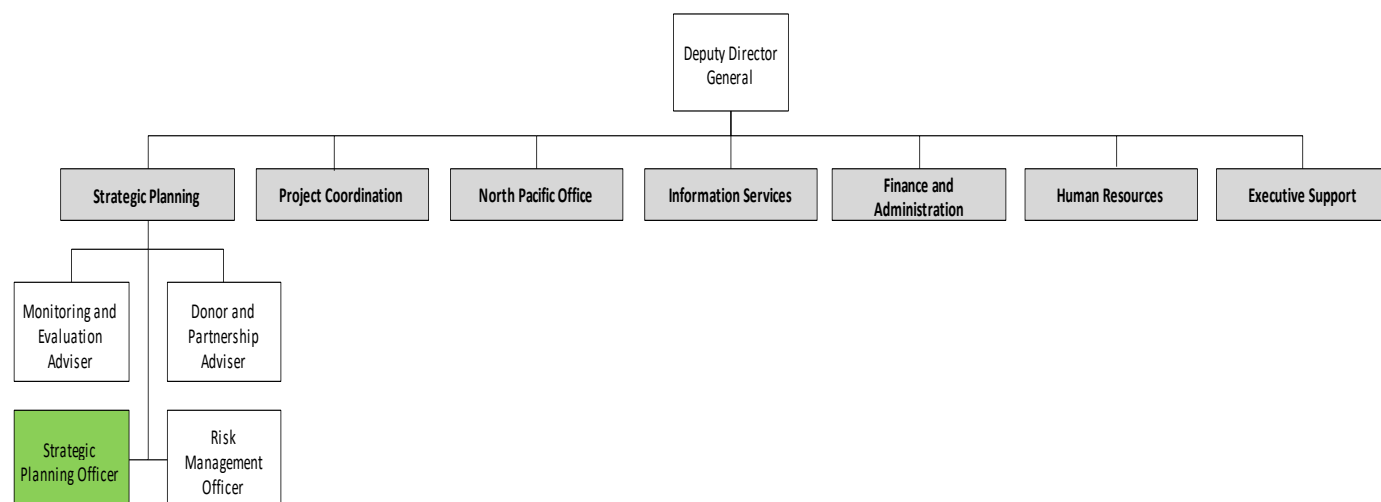
Target: Strengthened SPREP partnerships based on mutually beneficial agreements with defined partner roles for sustained ownership.

The position will also assist with the risk management efforts of the Secretariat. In November 2021, the SPREP Risk Management Policy and updated Risk Management Manual were endorsed by the Senior Leadership Team to assist the organisation in ensuring that risk management is effectively and efficiently integrated into its policies, programmes, projects, including corporate systems and processes.

B. JOB DESCRIPTION

Job Title:	Strategic Planning Officer (SPO)
Department:	Governance and Operations
Team:	Strategic Planning
Responsible To:	Deputy Director General
Responsible For: (Total number of staff)	N/A
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none">• Provide strategic, technical, and coordination support to the implementation of the SPREP Strategic Plan 2017 – 2026
Date:	October 2022

Organisation Context



Key Result Areas

The position of **Strategic Planning Officer (SPO)** addresses the following Key Result Areas:

1. Strategic and technical support to the CTSPF process
2. Strategic and technical support to the Partnership and Resourcing Reference Group (PRRG)
3. Strategic and technical support to the Risk Committee through the Risk Management Support Group (RMSG)
4. Communication, monitoring and reporting

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

Jobholder is accountable for	Jobholder is successful when
<p>1. Strategic and technical support to the CTSPF process</p> <p><i>i. Collection and compilation of information for each of the country CTSPF</i></p> <p>a) Collect and compile information on:</p> <ul style="list-style-type: none"> • SPREP activities delivered in country through policy advice, capacity building, and technical assistance • Current and planned (pipeline) SPREP projects in country • Existing national environment policies, plans, programmes, and key stakeholders in the environment sector <p>b) Collect and gather additional data and information as necessary</p> <p>c) Undertake desktop research and analysis to identify gaps, opportunities, and priorities relevant to the development of CTSPFs</p> <p>d) Maintain and update CTSPF information matrix as new information is available</p> <p><i>ii. Complete PIP information for each of the CTSPFs</i></p> <p>a) Work with the SPREP CTSPF leads and the Monitoring and Evaluation Adviser to review PIP 2022 – 2023 and extract information relevant to each country to complete Annex 1 of the CTSPF template.</p> <p>b) Follow up with Programme Directors and Officers for input on the CTSPF draft document</p>	<ul style="list-style-type: none"> • A complete list of information compiled and presented in Word and/or Excel format as input to the development of CTSPFs for each of the SPREP Pacific Member countries • Accurate information or discussion paper on gaps, opportunities, and priorities to support the CTSPF development process is provided on a timely basis • Completed Annex 1 of the CTSPF template for each of the Member countries • CTSPF meeting documents, official correspondence, media releases, meeting minutes, and information materials are prepared and provided according to agreed schedules. • CTSPF Workplan and meeting schedules are developed • Effective filing system in place and updated regularly

<p>c) Draft briefing and meeting papers/documents as required to support the CTSPF process</p> <p><i>iii. Coordination and delivery of the CTSPF process</i></p> <p>a) Assist the SPREP CTSPF leads with the coordination of consultations, preparation of information to support discussions, and provide secretariat support to the SPREP CTSPF leads.</p> <p>b) Participate as a member of the CTSPF Secretariat including drafting meeting documents required for meetings of the CTSPF Taskforce as well as individual country CTSPF consultations.</p> <p>c) Draft and disseminate communication materials on the CTSPF and results achieved.</p> <p>d) Arrange and organise logistics for CTSPF country consultations, discussions, and meetings both virtual and face to face.</p> <p>e) Update and maintain the CTSPF workplan and timeline regularly</p>	
<p>2. Strategic and technical support to the Partnership and Resourcing Reference Group (PRRG)</p> <p>a) Compile partnership proposals that are received by the Secretariat; create a registry sub-folder for each submission; and file all submission according to their correct file/sub-folder number</p> <p>b) Assist the PRRG Secretariat in screening and checking partnership proposals against the Partnership policy and procedures</p> <p>c) Assist with the coordination of meetings of PRRG including minute taking</p> <p>d) Assist with the drafting of PRRG meeting documents and related information papers</p> <p>e) Periodically review the partnership database on the intranet, identify gaps in information and follow up with responsible officers and work with the Knowledge Management (KM) team to</p>	<ul style="list-style-type: none"> • Timely circulation of submissions and meeting documents to PRRG • Up to date filing system • Partnership databased on the intranet is up to date • Partnership proposals are thoroughly screened against the Partnership policy and procedures • Information on partnerships are conveyed to proponents in a timely manner

<p>ensure information on the intranet is up to date</p> <p>f) Work as a member of the PRRG Secretariat</p>	
<p>3. Strategic and technical support on risk management through the Risk Management Support Group</p> <p>a) Assist RMSG coordinate meetings of the Risk Committee including the preparation of meeting documents</p> <p>b) Assist with the drafting of minutes of the Risk Committee meetings to ensure they accurately reflect the discussions and outcomes of the meeting</p> <p>c) Assist in updating the Enterprise Risk Register</p> <p>d) Work as a member of the RMSG</p>	<ul style="list-style-type: none"> • Timely compilation and circulation of meeting documents • Accuracy of the meeting minutes • Enterprise Risk Register is updated on regular basis
<p>4. Communication, monitoring and reporting</p> <p>CTSPF</p> <p>a) Draft communications and advocacy strategies and work plans for the CTSPF</p> <p>b) Draft information and advocacy materials to raise visibility of CTSPFs</p> <p>c) Assist with the drafting of monitoring reports on progress of CTSPFs</p> <p>Partnerships</p> <p>a) Draft information and advocacy materials on SPREP partnerships</p> <p>b) Assist with the monitoring of existing partnerships and draft reports on status of SPREP partnerships</p> <p>Risk management</p> <p>a) Assist the RMSG in monitoring and reporting on the implementation of the risk management policy and manual</p> <p>b) Assist with the drafting of communication and awareness materials to promote risk management within SPREP</p> <p>c) Update information on risk management on the SPREP Intranet</p>	<ul style="list-style-type: none"> • Awareness and visibility materials on the CTSPFs, partnerships, and risk management are prepared and disseminated in a timely manner • Monitoring and progress reports on CTSPFs, partnerships and risk management are prepared and circulated • Information on the intranet is up to date and available to staff

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 Supervisor 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:

- Providing effective support and active participation in the activities and implementation of the CTSPF Framework and process, the PRRG and the RMSG processes
- Collecting and compiling up to date and accurate information
- Conducting relevant research and analysis

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
External <ul style="list-style-type: none"> • Relevant representatives of Member countries • Environment Sector stakeholders • Information hubs 	<ul style="list-style-type: none"> • Collection and gathering of information • Coordination • Information sharing
Internal <ul style="list-style-type: none"> • Executive • Senior Leadership Team • CTSPF Taskforce • PRRG and PRRG Secretariat • Risk Management Support Group and Risk Committee • SPREP staff 	<ul style="list-style-type: none"> • Research and analysis • Collection and gathering of information • Reporting • Information dissemination

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
1. A Bachelor degree in Public Policy and Administration, Strategic Planning, Environmental Planning or relevant discipline.

Knowledge / Experience

Essential
2. At least 3 years experience in strategic planning, policy development and stakeholder engagement
3. Good knowledge and understanding of current and emerging environmental issues and challenges in the Pacific islands region as well as sound understanding and appreciation of environmental ethics, values and priorities.
4. Good understanding and experience of research and data gathering and analysis, strategic planning processes, partnerships, risk management as well as strong organisational and planning skills and ability to deal with diverse sensitive situations and confidential information.
5. Excellent report writing skills with high level of computer literacy and experience in using virtual platforms for meetings with an appreciation of organisational policies, systems, processes and databases.
6. Excellent written and verbal communication skills with good command of spoken and written English, high level of presentation and inter-personal skills and networking with diverse stakeholders within a multi-disciplinary and multi-cultural team environment.
7. Good understanding and appreciation of team work and performance culture with a positive approach to diverse opportunities and challenges including commitment to continuous learning and development.

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">• Research and data collection• Organisational Administration• Communications
Advanced level	<ul style="list-style-type: none">• Report writing• Analytical skills• Strategic planning
Working Knowledge	<ul style="list-style-type: none">• Workplanning

	<ul style="list-style-type: none"> • Monitoring and evaluation
Awareness	<ul style="list-style-type: none"> • SPREP Strategic Plan • SPREP Work Programmes • Environmental issues in the Pacific islands region • Emerging environmental issues and challenges

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 1 year. Any extension will be subject to the needs of SPREP, funding availability and proven merit and work performance.

Salary: Remuneration is at Band 8 of SPREP's salary scale for locally recruited staff. Starting salary will be SAT46,509 per annum. This will be adjusted to SAT52,322 upon successful confirmation of probation. 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 including full vaccination against COVID-19 and a 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 SAT1,000.

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 dependents are entitled to have all reasonable medical, dental and optical expenses met, under the terms and conditions of the existing SPREP Medical Insurance.

Superannuation: All staff are required to contribute to a Superannuation Fund. SPREP will pay the Samoa 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:

'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.

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 Strategic Planning 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 “Application for Strategic Planning 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 the Human Resources Team on telephone (685) 21929 ext 325 / 230 or
Email: humanresources@sprep.org

Closing date: Friday, 11th November 2022: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
