



SPREP
Secretariat of the Pacific Regional
Environment Programme

APPLICANT INFORMATION PACKAGE
**STRATEGIC PROJECT PLANNING OFFICER, PROJECT
COORDINATION UNIT (SPPO-PCU)**

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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**

PROJECT COORDINATION UNIT (PCU)

The overall mission of the PCU is to support SPREP to provide high quality project development and management support for the benefits of its Members, and deliver on SPREP's role as an Accredited Entity / Regional Implementing Entity (RIE) for the Green Climate Fund (GCF) and Adaptation Fund (AF). The PCU manages the following work streams:

- i. Effective delivery as an accredited entity for the Green Climate Fund and Adaptation Fund.
- ii. Effective project development and implementation of projects for the Green Climate Fund, Adaptation Fund and Global Environment Facility.
- iii. Provide strategic support to Members' engagement with the Global Environment Facility (GEF).
- iv. Leadership, guidance, advice and support to SPREP Programmes / Projects on project design, development and implementation.
- v. Ongoing strengthening and operation of SPREP's internal policies, procedures and systems, and overall capacity relating to the project cycle management and portfolio management.

To achieve these, the PCU is required to undertake negotiations and decision-making on behalf of SPREP as an accredited entity; work in a collaborative, cross cutting manner with other SPREP technical programmes and departments; as well as engage and work closely with a range of stakeholders including SPREP Member countries, Donors, international and regional entities, and public and private sectors.

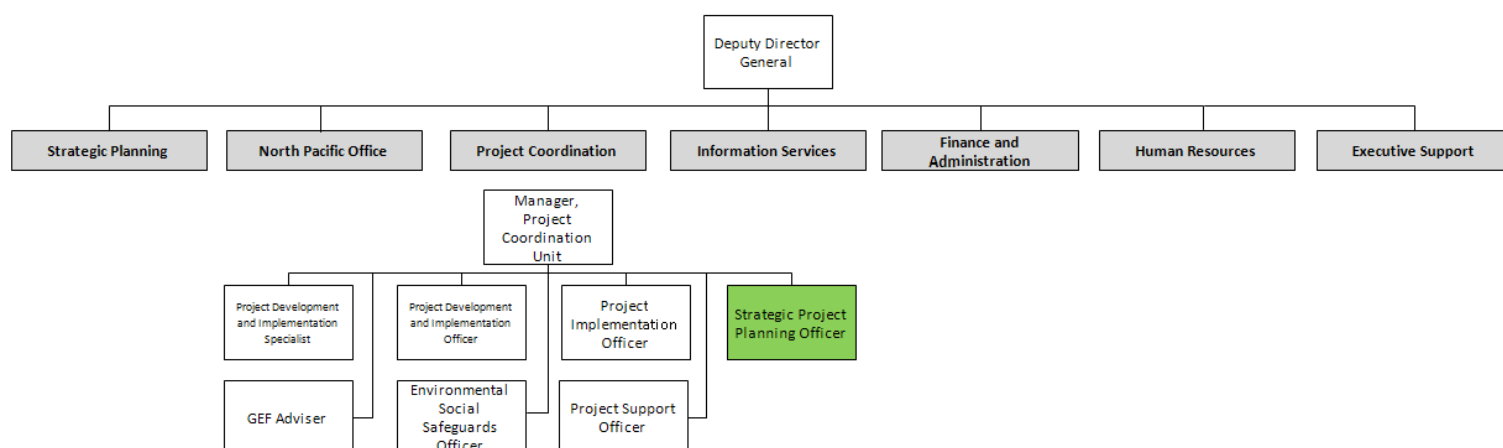
STRATEGIC PROJECT PLANNING OFFICER (SPPO) FUNCTION

The Strategic Project Planning Officer, PCU provides high-level strategy and planning skills to the Project Coordination Unit (PCU). In particular, the position will work closely with the Manager, PCU in guiding SPREP's project management efforts across the organisation's project portfolio including the climate financing portfolio. The SPPO supports SPREP's accredited entity function through working with executing entities and the PCU team to ensure compliance and quality assurance with donor requirements, across all projects in the climate financing portfolio.

B. JOB DESCRIPTION

Job Title:	Strategic Project Planning Officer, Project Coordination Unit (SPPO,PCU)
Department:	Governance and Operations (GO)
Team:	Project Coordination Unit (PCU)
Responsible To:	Manager, Project Coordination Unit
Responsible For: (Total number of staff)	N/A
Job Purpose:	This job exists to: Provide strategy and planning expertise within the PCU.
Date:	December 2022

Organisation Context



Key Result Areas

The position of **Strategic Project Planning Officer, Project Coordination Unit** (SPPO-PCU) addresses the following Key Result Areas:

1. Strategy and Planning
2. Project Management
3. Projects, Policies and Procedures
4. Monitoring and Reporting
5. Networking, partnerships and collaborations
6. Capacity building

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

Jobholder is accountable for	Jobholder is successful when
<p>1. Strategy and Planning;</p> <ul style="list-style-type: none"> a) Support the PCU Manager in the development of the PCU Business Plan for continued Donor support. b) Work with PCU colleagues to further develop and implement SPREP's climate finance strategy. c) Undertake research, analysis, investigation and evaluation of issues and trends to inform decision making and contribute to the development of strategic plans and road maps. d) Plan, coordinate, evaluate and report on assigned projects and activities to provide advice on the progress against plans, goals and expectations e) Provide updates/regular reports to the PCU Manager on progress against performance targets and PCU work-plan including the project pipeline, project development and any issues arising. f) Provide strategic advice and deliver on practical initiatives as part of SPREP's ongoing commitment to strengthening its internal Project Cycle processes. g) Support the maintaining and / or upgrading SPREP's accreditation with the GCF, AF and when appropriate the GEF. 	<ul style="list-style-type: none"> • The PCU has an approved Business Plan outlining strategic direction and funding proposal. • SPREP's climate financing strategy is approved by the SPREP Council and under implementation. • The PCU is providing a range of strategic advice and support for the continued strengthening of SPREP's project cycle and project management capacity. • The PCU delivers on SPREP's role as an Accredited Implementing entity effectively, meeting key milestones in timely manner and maintaining SPREP's accreditation status, including by ensuring compliance with relevant obligations, as well as providing high quality monitoring, reporting and evaluation services to relevant projects. • SPREP SLT is provided with monthly reports on the SPREP Project Portfolio. • PRMG is operating effectively with documentation provided in a timely manner to members.

<ul style="list-style-type: none"> h) Support the implementation of the Accreditation Master Agreements (AMAs) between SPREP and donors i) Support the PCU Manager in providing strategic reports to the Senior Leadership Team (SLT) on the status of the SPREP project pipeline and portfolio as well as updates on the Project Review Monitoring Group (PRMG) work. j) Provide Secretariat support to the Project Review Monitoring Group (PRMG). k) Support PCU team members on project-related matters as appropriate. 	
<p>2. Project Management</p> <ul style="list-style-type: none"> a) Work with SPREP colleagues to implement the GCF-SPREP Regional Direct Access Entity Readiness project b) Support climate financing project development and implementation as appropriate. 	<ul style="list-style-type: none"> • Regional Direct Access Entity Readiness project is successfully implemented. • SPREP is successfully developing and implementing climate financing projects for Member countries.
<p>3. Projects, Policies and Procedures;</p> <ul style="list-style-type: none"> a) Champion project related policies and procedures to ensure SPREP's systems, policies and procedures meet international standards. b) Ensure the SPREP systems, policies and procedures align to best practice for project management including alignment to Donor requirements for implementing entities. c) Develop and implement a training and induction program on project management policies and processes to internal audiences including SPREP project management units. d) Develop and implement training courses on project management policies and processes for the executing entities in the climate financing portfolio. e) Update the Project Implementation Management System (PIMS) and promote the effective use of the system. 	<ul style="list-style-type: none"> • SPREP's project-related systems, policies and procedures are upgraded to meet international / Donor standards. • SPREP's project management systems, policies and procedures are updated in-line with international best practice in project management. • Climate financing projects are meeting donor policy and procedures guidelines, and trained in donor requirements. • Relevant SPREP Project Cycle policy and procedures are kept up to date and modified and improved overtime. • SPREP ESS screening process and as implementing agency functions are effective and efficient. • PIMS continuously updated by SPREP Programmes.
<p>4. Monitoring and Reporting</p> <ul style="list-style-type: none"> a) Develop and maintain a monitoring, tracking and reporting system capturing relevant climate mitigation and 	<ul style="list-style-type: none"> • Climate financing monitoring, tracking and reporting system is in place and utilised in reporting to SLT and donors.

<p>adaptation data across the climate financing portfolio.</p> <p>b) Capture and report against metrics across the SPREP project portfolio i.e. gender, risk etc</p> <p>c) Undertake evaluation of performance on strategic outcomes and provide detailed and reliable analysis to support decision-making and identify and opportunities for improvement.</p>	<ul style="list-style-type: none"> • Data is used in reporting to the GCF against the Results Framework and Accreditation. • Regular reports are provided to the PRMG on project metrics.
<p>5. Networking, partnerships and collaboration</p> <p>a) Provide information and data to ensure SPREP is up to date with donor and funding landscape and provide advice of any anticipated changes, risks or opportunities that may arise during project implementation as a result of changes to donor and funding policies.</p> <p>b) Assist in updating the SPREP engagement strategy with donors and partners.</p> <p>c) Contribute to updating the SPREP engagement strategy with donors and partners</p>	<ul style="list-style-type: none"> • Projects are implemented /executed with Members' inputs • Regular briefs are provided on policy changes, if any, including potential impacts of these changes to project implementation. • Regular briefs are provided on available funding landscapes particularly on Climate Financing • Engagement strategy updated as per Donor and partner situation /opportunities
<p>6. Capacity Building</p> <p>a) Contribute to the PCU's ongoing project cycle policy capacity support programme for SPREP including via delivery of project management capacity training for staff.</p> <p>b) Identify new areas and opportunities for capacity development of Members, particularly related to project management.</p> <p>c) Contribute to the capacity building priorities of PCU, particularly in building capacity of other SPREP staff and PIC Members in the development of quality project proposals and execution of projects.</p> <p>d) Work with the PCCC on opportunities to develop and deliver project management training through the PCCC platforms.</p>	<ul style="list-style-type: none"> • The PCU is delivering targeted project cycle / management support to SPREP staff, including via trainings. • The SPREP project cycle (and associated policies) are further institutionalised and become usual business practice at SPREP. • Relevant capacity building initiatives provided to strengthen SPREP and member countries positions and capability. • Executing entities under the climate finance portfolio are continuously trained in project management and donor requirements.

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:

- Consultation with, and advice to, internal and external stakeholders in achieving portfolio outcomes.
- Responding to challenges which may impede effective delivery against strategic objectives, including identifying mechanisms to mitigate these risks.
- Technical implementation of the monitoring, tracking and reporting system capturing relevant climate mitigation and adaptation data across the climate financing portfolio.
- Development and implementation of capacity development plans for internal and external stakeholders.

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
External <ul style="list-style-type: none"> • Member countries • Donors / Partners • Professional / Scientific organisations • Regional / International organisations • Consultants / project partners 	<ul style="list-style-type: none"> • Advice and assistance • Consultations and collaboration • Negotiations Fundraising • Capacity Building • Communications and reporting
Internal <ul style="list-style-type: none"> • Executive • Senior Leadership Team • Project Staff • All staff 	<ul style="list-style-type: none"> • Leadership and management • Negotiations • Advice and support

Level of Delegation

The position holder:

- Does not manage an operational budget
- Manages and has oversight of multiple Project budgets
- Can seek funding opportunities for work programme 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. Minimum qualifications of a bachelor's degree in policy and governance, project management, environment, climate change or relevant field.

Knowledge / Experience

Essential
2. At least 7 years' experience in the provision of strategic, analytical and research insights to facilitate the development and implementation of key strategy projects.
3. Excellent high level analytical skills with ability to translate complex findings and insights into operational plans and ideas.
4. Excellent project management experience including the design and delivery of integrated work programme activities, monitoring and evaluation of performance, as well as a good understanding of synergies and inter-linkages across work programmes.
5. Extensive experience in strategic collaboration and networking with donors and partners as well as in developing and maintaining effective relationships with a diverse group of people and as part of a team within a multi-disciplinary and multi-cultural working environment.
6. Strong knowledge of environmental and climate change issues in the Pacific Island context with a good understanding of regional policy and strategic frameworks is an advantage.
7. 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

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">• Analytical skills• Environment knowledge• Project development, monitoring and evaluation• Project management
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	<ul style="list-style-type: none"> • Synergies and linkages with key multilateral environmental agencies • General management principles
Advanced level	<ul style="list-style-type: none"> • Climate change issues in the Pacific islands region • Emerging environmental issues and challenges • Multi-disciplinary teamwork.
Working Knowledge	<ul style="list-style-type: none"> • Inter-cultural communications, preferably in the Pacific region
Awareness	<ul style="list-style-type: none"> • SPREP Strategic Plan • SPREP Performance Implementation 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

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 up to 30 June 2024. Any extension will be subject to continuity of related programme activities, availability of funding and performance during the initial term.

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 SDR30,237 per annum. This is currently equivalent to SAT115,393 (USD48,080) per annum. Upon confirmation of probation, salary will be adjusted to SDR34,016 which is current equivalent to SAT129,817 (USD54,090) per annum. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required.

Cost of living differential allowance (COLDA): A Cost-of-Living Differential Allowance of SDR4,256 will be paid to the successful candidate. The current equivalent in Samoan Tala is SAT16,244 (USD6,768) 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\$2.40

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 including full vaccination against COVID-19 and a clean police report, 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 dependant(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 SAT4,198 (USD1,749).

Temporary Accommodation and Assistance: On arrival in Apia, the appointee and dependent(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 (USD6,500) per annum per dependent child, with an overall maximum of Samoan Tala 46,800 (USD19,500) 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 dependants 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 SAT2,850 (USD1,188) 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 SAT2,400 (USD1,000) 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 dependants 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 employees are required to contribute to the Samoa National Provident Fund. An expatriate internationally recruited staff member has the option to nominate another recognised Fund for their superannuation. SPREP will pay the minimum legal requirement of basic salary to the Samoa National Provident Fund or another approved nominated Fund. For Samoa, this is currently 10%.

Learning and Development

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

Definitions:

'Dependant' 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.

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.

Important to Note: 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 Project Planning Officer, Project Coordination Unit**” 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 Project Planning Officer, Project Coordination Unit**”

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 / 328 or
Email: humanresources@sprep.org

Closing date: Friday, 27th January 2023: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
