

APPLICANT INFORMATION PACKAGE
WASTE MANAGEMENT AND POLLUTION CONTROL,
PROGRAMME ASSISTANT (WMPCPA)

CONTENTS

A. BACKGROUND INFORMATION ON SPREP

B. JOB DESCRIPTION

C. REMUNERATION PACKAGE – TERMS & CONDITIONS

D. ADMINISTRATIVE INFORMATION

A. Background Information on SPREP

SPREP is the regional organisation established by the Governments and Administrations of the Pacific charged with protecting and managing the environment and natural resources of the Pacific. The head office is based in Apia, Samoa with over 100 staff. There 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.

Waste Management and Pollution Control Programme: a brief overview

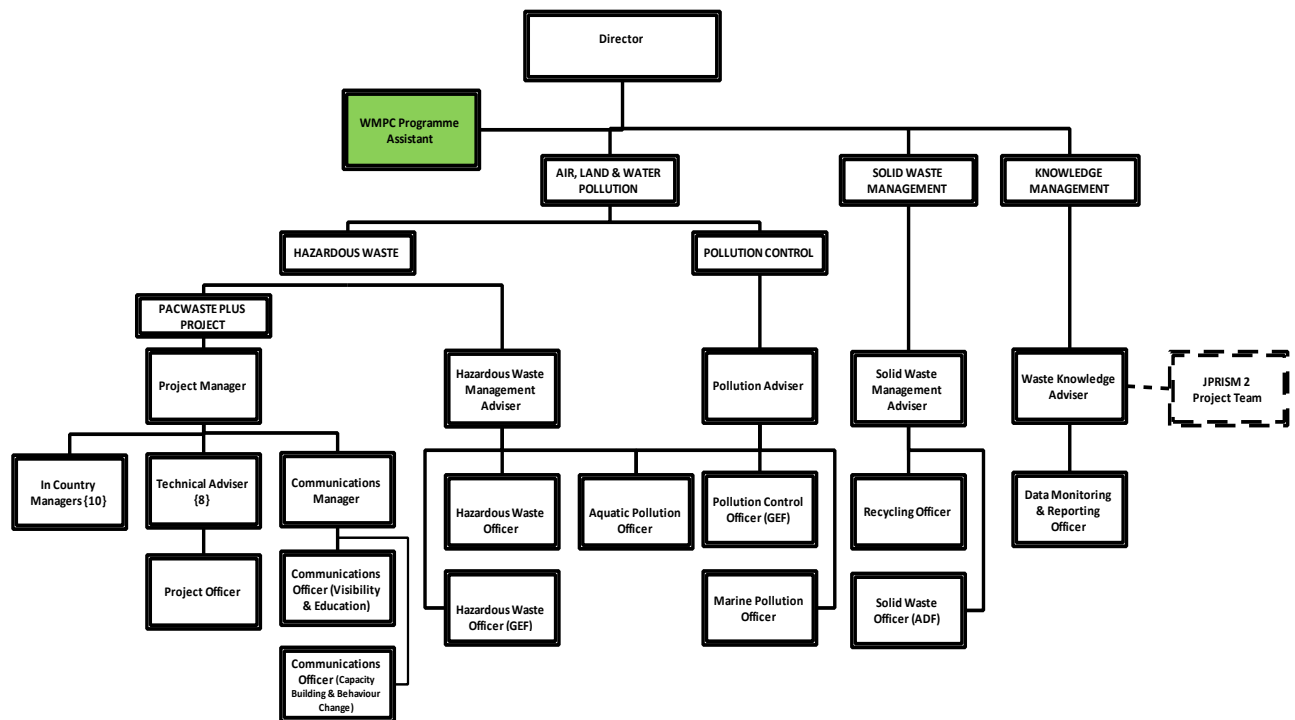
The overall aim for the Waste Management and Pollution Control Programme is to ensure that country members are assisted in progressing towards good practice in solid and hazardous waste and supported in reducing and/or preventing pollution. This means building capacity in countries in the following areas: developing regional and national policies, legislation and action plans; strengthening private-public partnerships; supporting the introduction of sustainable financing mechanisms and integrated waste management; influencing proper waste disposal behaviours at all levels in society; and introducing new technologies and innovative solution suited to a Pacific setting, underpinned by sound information to support evidence-based decision-making.

The work undertaken by the WMPC Programme is outlined in the Pacific Regional Waste and Pollution Management Strategy 2016-2025. This document was prepared as a collaborate undertaking by SPREP, JICA and member countries. It paves the way for an integrated approach to one of the most pressing environmental issues facing the Pacific region. The Strategy recognises that waste management and pollution control is a cross-cutting issue, impacting biodiversity and ecosystems and exacerbated by climate change.

B. JOB DESCRIPTION

| | |
|---|---|
| Job Title: | Waste Management and Pollution Control, Programme Assistant (WMPCPA) |
| Programme: | Waste Management and Pollution Control |
| Team: | Waste Management and Pollution Control |
| Responsible To: | Director, Waste Management and Pollution Control (DWMPC) |
| Responsible For: (Total number of staff) | N/A |
| Job Purpose: | This job exists to: <ul style="list-style-type: none">• Provide administrative and secretarial services and support to the Programme Director and the WMPC Programme |
| Date: | January 2019 |

Organisation Context



Key Result Areas

The position of **Waste Management and Pollution Control, Programme Assistant (WMPCPA)** addresses the following Key Result Areas:

1. Secretarial services and support
2. Record keeping, correspondences and filing
3. Administrative, event and travel logistics and arrangements
4. Project management support

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

| Jobholder is accountable for | Jobholder is successful when |
|---|--|
| 1. Secretarial services and support a) Provide secretarial services and support to the Director and the WMPC programme including the following: <ul style="list-style-type: none"> - Manage the Director and programme's schedules, meetings and appointments - Maintain the programme's events calendar - Prepare, draft and disseminate/route correspondences, memos, internal forms and reports - Manage incoming and outgoing correspondences and information requests - Perform general clerical duties including photocopying, scanning and mailing - Manage all inbound telephone calls, take messages and route as necessary - Oversee visitors' schedules, provide information and re-direct where necessary - Follow up with staff on pending actions and provide an update status report to the Director and programme - Provide secretarial and support services to the Director and Programme Meetings including preparation of the agenda, setting up meeting facilities, organise refreshments, taking notes and distributing the meeting record to programme staff; - Assist with arrangements for all other relevant team and official meetings. b) Maintain and manage work flow, and | <ul style="list-style-type: none"> • Director and staff schedules and deadlines are met • Team Calendar is up-to-date and a schedule for key events and reminders is established • Short turnover time for requests on all administrative support issues • Research, reports and correspondences are timely and clear • Team is advised and updated on all key programme and corporate advices and communications • Timely distribution of all meeting information • All meeting minutes clearly and accurately recorded • Meeting requirements provided • Standard operating procedures are followed • Work flow efficiently executed and systems in place to monitor work progress |

| | |
|--|--|
| <p>standard operational procedures and ensure the Director and programme staff are kept up to date on essential corporate policies and procedures</p> <p>c) Coordinate and compile input into programme reports, annual work programmes and budgets, programme update reports</p> | |
| <p>2. Record keeping, correspondences and filing</p> <p>a) Set up and maintain paper and electronic filing systems for records, correspondences, reports, project information, contracts and other materials and ensure these are easily accessible by staff</p> <p>b) Ensure relevant official records and files are kept confidential at all times;</p> <p>c) Coordinate the flow of information both internally and with other relevant partners and stakeholders</p> <p>d) Ensure all publications by the WMPC Programme are properly stored and/or disseminated internally and to external partners</p> <p>e) Review team official correspondences to check for correct spelling and grammar, ensure that official correspondence format policies and procedures are followed, and recommend revisions where necessary</p> <p>f) Maintain email lists and distribute information to staff and partners as required</p> | <ul style="list-style-type: none"> • Filing system is up-to-date, secured and easily accessible by the Team • Necessary information and publications are available • No missing records • Official correspondence are prepared and submitted in professional manner using correct format and procedures • Contact list of staff and partners are up to date |
| <p>3. Administrative, event and travel logistics and arrangements</p> <p>Administrative support</p> <p>a) Record and update the team's work by output as part of the Work Programme & Budget and Performance Monitoring & Evaluation Report.</p> <p>b) Provide assistance in the following areas:</p> <ul style="list-style-type: none"> - Obtain financial and budgetary information as required and monitor project accounts. - Ensure the accurate and timely | <ul style="list-style-type: none"> • Travels are arranged on time including all necessary travel permits and visas • All travel requirements in place before travel including insurance cards • Essential travel information is provided to all travelling staff of the Team • Lodge staff travel insurance claims with Finance Officer – Travel • Team workflow is effective and efficient and staff are updated regularly on relevant programme and corporate issues • Team procedures, policies and administrative requirements are provided regularly to |

| | |
|---|--|
| <p>processing of the Team's financial requirements (RFP's, PO's);</p> <ul style="list-style-type: none"> - Review, update and finalise the Annual Calendar of Events/Activities and assist programme staff to ensure all events are entered on the Events Database Application; - Coordinate and arrange logistics for official meetings and workshops; - Induct new programme staff on generic programme procedures, policies and processes <p>Office supplies and equipment</p> <ul style="list-style-type: none"> a) Maintain inventory of office supplies and restock as required b) Operate and maintain office equipment, equipment inventory list, and coordinate maintenance <p>Events and travel – workshops, training, meetings and conferences</p> <ul style="list-style-type: none"> a) Ensure office space is kept clean at all times b) Schedule and organise travel arrangements for Director and programme staff c) Organise and arrange logistics for staff travel in line with SPREP's Travel and Procurement Policies; d) Arrange and organise logistics for all programme and related meetings, visits, workshops and events to ensure all are completed and ready on time; e) Organise and manage travel for all sponsored participants to WMPC led events and activities in line with SPREP's Travel and Procurement Policies; f) Manage and maintain AWPID and ensure staff travel proposals are verified, approved and Duty Travel Reports are submitted, uploaded and circulated g) Process requisition of goods and services and ensure these are supplied and paid h) Provide administrative support to the Team as required during travel. | <p>officers</p> <ul style="list-style-type: none"> • Financial requirements (RFP's, PO's) are processed and submitted on time. • Budget update provided where necessary • Office supplies are efficiently managed with up to date inventory of equipment available • AWPID is up to date with staff travel proposals and reports available |
| <p>4. Project management support</p> <ul style="list-style-type: none"> a) Assist programme staff in compiling project data and relevant information | <ul style="list-style-type: none"> • PMIS information is up to date and available |

| | |
|--|--|
| <p>required for updating the Project Management Information System (PMIS) and for the preparation of narrative progress reports, project implementation reports and other substantive reports as required by donors</p> <p>b) Upload project information on the PMIS and assist with the monitoring and tracking of progress and delivery of project outputs</p> <p>c) Review project information on PMIS and report on gaps and issues that need to be addressed</p> <p>d) Ensure follow up on project information gaps so that data on PMIS is relevant and up-to-date</p> <p>e) Assist in maintaining an inventory of consultants' contracts, payments and deliverables</p> | <ul style="list-style-type: none"> • Consultancy contracts information are 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 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: |
|---|
| <ul style="list-style-type: none"> • Conducting research and providing relevant information to the programme • Preparing and drafting correspondence and reports • Handling paper and electronic documents • Project management information |

Functional Relationships & Related Skills

| Key internal and/or external contacts | Nature of the contact most typical |
|---|---|
| <p>External</p> <ul style="list-style-type: none"> • Public • Visitors • Suppliers and vendors • Workshop participants | <ul style="list-style-type: none"> • Providing and receiving information • Answer queries • Respond to correspondences • Event and travel logistics |

| | |
|--|--|
| <ul style="list-style-type: none"> • SPREP Members and partners | |
| Internal <ul style="list-style-type: none"> • Executive • WMPC Programme • Senior Management Team • All staff | <ul style="list-style-type: none"> • Answer Queries / Attend to Requests • Clarification of issues • Respond to correspondences • Answer the telephone / Liaise / Explain • Disseminate information |

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 Diploma in Business Administration or Management or relevant field (A Bachelor degree in a relevant discipline would be an advantage)

Knowledge / Experience

Essential

2. At least 5 years of relevant work experience, preferably in a similar role in administration and office management
3. Excellent knowledge and understanding of business administration and office management requirements including coordination, conducting research, report writing and events management and organisation.
4. Demonstrates initiative and ability to think outside the box in dealing with multiple tasks, demanding deadlines and with little supervision

| |
|--|
| 5. Excellent communications skills, writing skills and public relations skills including a high level of diplomacy and tact |
| 6. Good understanding and appreciation of team work and performance culture with optimistic attitude to diverse opportunities and challenges within a multi-disciplinary and multi-cultural work environment |
| 7. Shows positive approach 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"> • Administration and Office Management • Diplomacy and tact • Problem Solving • Research and report writing • Communication and inter-personal skills • Team work • Positive attitude • Willingness to learn • Dealing with sensitive and confidential information |
| Advanced level | <ul style="list-style-type: none"> • Understanding of office protocols, policies and procedures |
| Working Knowledge | <ul style="list-style-type: none"> • Multi-disciplinary teams • Project work |
| 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 three years and may be renewable for a further term(s) based on the needs of SPREP at the time, its funding situation and proven merit and work performance

Salary: Remuneration is at Band 6 of SPREP's salary scale for locally recruited staff. Starting salary will be SAT\$29,320 per annum. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required. Progress in the salary scale will be based on annual performance reviews.

Term: Appointment is subject to a satisfactory medical examination and clean police report, as well as a 6 months probationary period.

An appointment is terminated by (i) completion of term of contract (ii) one month's notice by either party (iii) without notice by either party paying one month salary in lieu of notice or (iv) dismissed with or without notice as a disciplinary measure.

Performance Reviews: Annual performance assessments and performance rewards will be based on the Secretariat's Performance Development System.

Education Allowance: Education expenses may be reimbursed against actual receipts for dependent children, to cover up to 75% of the actual costs. Currently the annual allowance is up to a maximum of Samoan Tala \$1,000.

Annual Leave: 15 working days a year (up to a maximum accumulation of 50 days).

Sick Leave: 30 working days a year (up to a maximum accumulation of 90 days).

Other Leave: Provisions 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: SPREP will pay 7% 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 rather than referring us to your CV*);
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 WMPC Programme Assistant**” 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 WMPC Programme Assistant**”

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 on telephone (685) 21929 ext 328 or
Email: marionc@sprep.org

Closing date: Friday, 1st February 2019: Late applications will not be considered.

| |
|--|
| SPREP is an Equal Opportunity Employer |
|--|