

APPLICANT INFORMATION PACKAGE
Young Professionals Programme:
Pacific Islands Nature Conference Coordinator (PINCC)

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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.

Nature conservation programmes in the Pacific are guided by the regional conservation conference that has met on average every 5 years since 1975. The Nature Conservation and Protected Areas Conference has become the principal conference of government agencies, NGOs, community-based organisations, donor agencies and individual experts concerned with conservation science and practice in the Pacific Islands region. The conference is the key opportunity to set a Pacific based and initiated agenda for Pacific conservation for the next four to seven years. This agenda must align both with the National Biodiversity Strategies (NBS), as well as with global conservation commitments that Pacific Members are party to, in particular the Convention on Biological Diversity (CBD). Historically a regional conservation document has been prepared and adopted at the Conference called an Action Strategy, and since the 9th Conference in 2013 the Framework for Nature Conservation and Protected Areas, which guides regional conservation effort until the next conference. The current Framework covers the period 2014-2020.

SPREP's Young Professionals Programme

SPREP's Young Professionals Programme offers short-term opportunities to young professionals and recent graduates from the Pacific Island member countries and territories. The programme's main objectives are:

- To provide professional exposure to young Pacific islanders;
- To strengthen capacity building in young professionals in the island member countries and territories;
- To promote SPREP's work and especially regional environmental issues and priorities.

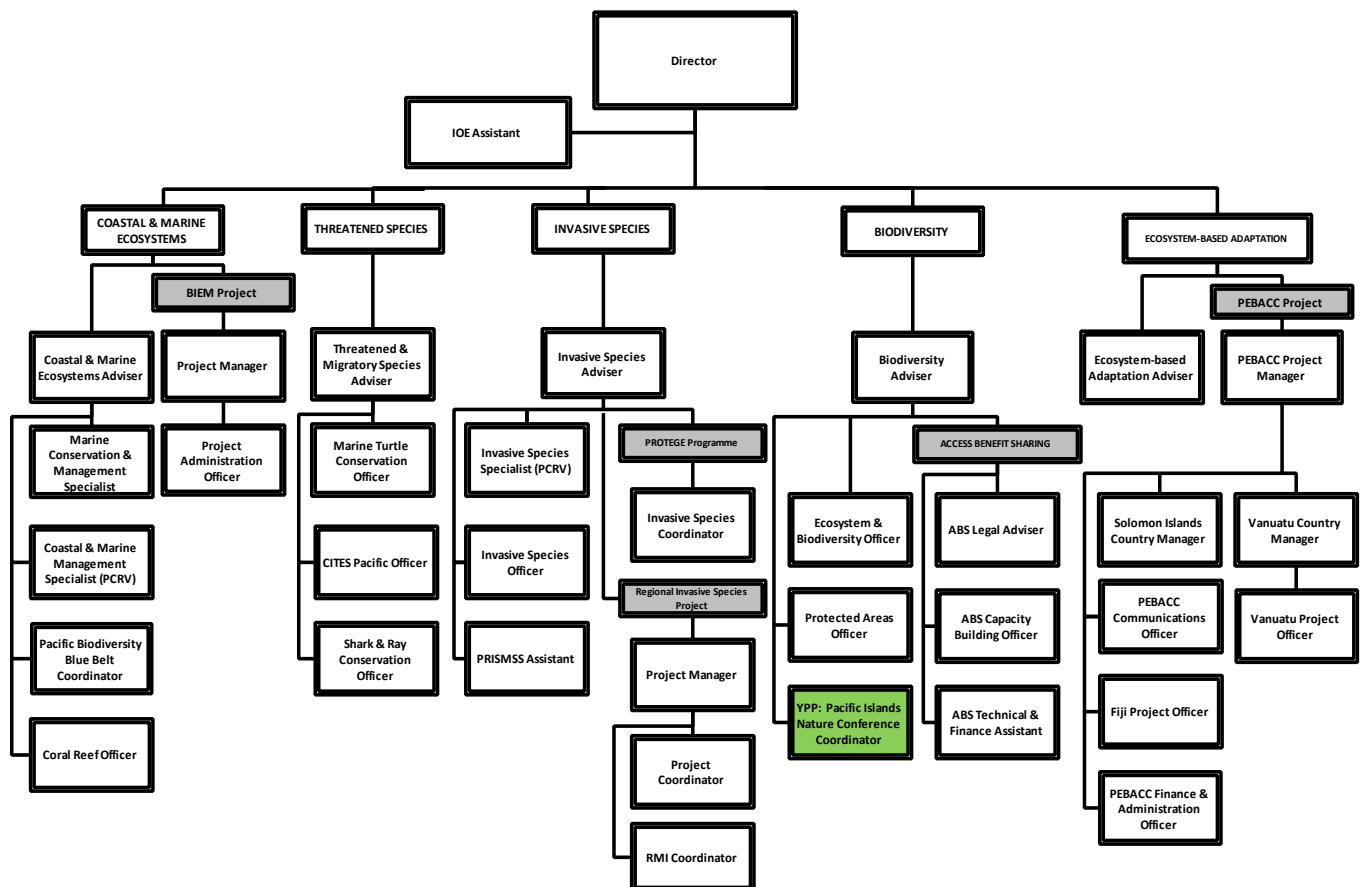
For this opportunity, other benefits include:

- Practical experience working as part of a team in coordination of a regional event
- Experience working at an intergovernmental organisation
- Opportunities to liaise and network with key conservation organisations and government departments from around the Pacific.
- Opportunity to travel to the external overseas countries and territories (EOCTs) to facilitate the implementation of the project.

B. JOB DESCRIPTION

Job Title:	Young Professionals Programme: Pacific Islands Nature Conference Coordinator (PINCC)
Programme:	Island and Ocean Ecosystems
Team:	Biodiversity
Responsible To:	Biodiversity Adviser
Responsible For: (Total number of staff)	N/A
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> • Provide technical, administrative and coordination support to SPREP as Secretariat of the Pacific Island Roundtable for Nature Conservation (PIRT) to organise and prepare for the 10th Pacific Island Nature Conference • Provide a short-term development opportunity for a young Pacific island graduate
Date:	March 2019

Organisation Context



Key Result Areas

The position of **Pacific Island Nature Conference Coordinator (PINCC)** addresses the following Key Result Areas:

1. Networking, partnerships and collaboration
2. Fundraising, resourcing and project management/support
3. Communications and capacity building

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

Jobholder is accountable for	Jobholder is successful when
1. Networking, partnerships and collaboration <ol style="list-style-type: none"> a) Liaise and work closely with partners associated with the Nature Conference including members of the Pacific Island Round Table for nature conservation (PIRT) and associated nature conference working groups, and the Nature Conference Coordinator based in New Caledonia. b) Assist in facilitating collaboration in the development of the theme concept and the agenda including gathering input on suitable presenters for the range of sessions. c) Assist in facilitating collaboration between the communication teams of the organising partners for the development of promotional materials in close collaboration with SPREP's Communications and Outreach team. 	<ul style="list-style-type: none"> • All relevant partners are well informed and engaged in activities in preparation, during and after the Nature conference. • Partners have ownership of the theme and agenda through consultation and invitation to provide input • Communication activities and promotion of the Nature Conference are undertaken in a coordinated, efficient and diplomatic/culturally sensitive manner that utilises the input and network of partner organisations' communications teams.
2. Fundraising, resourcing and project management/support <ul style="list-style-type: none"> • Assist in fundraising for the Nature Conference including development and promotion of a sponsorship proposal in collaboration with the SPREP Communications and Outreach team, and the Nature Conference Working Group. • Provide support in managing key activities in the preparation, during and after event phases. 	<ul style="list-style-type: none"> • Fundraising proposal developed which captures input from partners in Nature Conference Working Group, and SPREP Communications and Outreach team. • Nature Conference activities are undertaken in a coordinated and efficient manner.
3. Communication and advocacy <ul style="list-style-type: none"> • Work in close collaboration with the SPREP Communications and Outreach team to: <ul style="list-style-type: none"> – update as needed and implement the Communications Strategy of the Pacific Islands Nature Conference with partners – develop branding and marketing materials – facilitate communication between SPREP, the Nature Conference Working Group, the French Agencies involved; and New Caledonia as host 	<ul style="list-style-type: none"> • All Nature Conference communication activities outlined in the Communications Strategy are completed and disseminated in a timely manner, noting this includes (but is not limited to) social media, events, media, publication development, online materials, promotional materials, fundraising and outreach.

	<ul style="list-style-type: none"> • The Nature Conference webpage is established on the SPREP website and updated on a weekly basis at a minimum. • The Nature Conference Event App is completed and has reached its target followers (as outlined in the Communications Strategy) with information shared every three days at a minimum. • Branding is developed and represents the theme and reflects the host country • Clear, efficient and timely communication between all stakeholders of the Conference; in particular the host Government New Caledonia.
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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 Immediate Supervisor/Director as part of the Performance Development System.

This section may be copied directly into the Performance Development Plan.

Work Complexity

Most challenging duties typically undertaken:

- Communicating across a culturally diverse range of partners from NGOs, governments, regional agencies, and across SPREP teams.
- Multi-tasking a range of activities in the lead-up and during the Nature Conference.

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
<i>External</i> <ul style="list-style-type: none">• SPREP member countries / focal points• French Biodiversity Agency (AFB), French Agency for Development (AFD)• Government of New Caledonia and the Provincial governments• Regional partners such as IUCN, members of Pacific Islands Round Table (PIRT) and associated Conference working groups	<ul style="list-style-type: none">• Meetings and discussions• Coordination and collaboration• Communication
<i>Internal</i> <ul style="list-style-type: none">• SPREP Communications and Outreach Team• SPREP Senior Management Team• Technical Programmes• SPREP Departments	<ul style="list-style-type: none">• Presentation and reporting• Training• Communication• Collaboration• Management and development

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.

Age & Nationality Requirement

Essential

- Must be under 32 years of age
- Must be a national of a Pacific island country or territory

Qualifications

Essential

1. A Bachelor degree in Business Management, Events and Administration, Environment Studies, Science, Natural Resource Management, or equivalent.

Knowledge / Experience

Essential

2. At least 2 years of relevant practical experience in project management, event management, coordination of activities, fundraising, monitoring and reporting, preferably in the Pacific region
3. Excellent communications skills with high command of spoken and written English **and French** including demonstrated experience with media, publications, communications and networking with internal and external stakeholders.
4. Demonstrated technical research, analytical, organisational and time management skills including strong management and leadership skills as well as good understanding and appreciation of environmental ethics, values and priorities
5. Excellent computer skills including use of Microsoft Office and basic website design experience and skills

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| 6. Demonstrated ability to show initiative, multi-task and meet deadlines with minimal supervision including strong self-motivation and commitment |
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Key Skills / Attributes / Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	N/A
Advanced level	<ul style="list-style-type: none">• Project or event management• Fundraising and partnership coordination• Proposal development
Working Knowledge	<ul style="list-style-type: none">• Environmental issues in the Pacific islands region• Emerging environmental issues and challenges
Awareness	<ul style="list-style-type: none">• SPREP Strategic Plan• SPREP Performance Implementation Plan• SPREP Work Programmes• Framework for Nature Conservation and Protected Areas in the Pacific Islands 2014-2020

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. YOUNG PROFESSIONALS - TERMS & CONDITIONS

Duty Station: Apia, Samoa.

Duration: Appointment is for a term of 1 year only, with possible extension for a further 6 months. Extension will be considered in line with the project agreement subject to performance, continuity of related project activities and availability of funds.

Salary: The salary is SAT\$38,699 per annum.

Rental Assistance: Rental assistance of SAT\$900 per month will be paid to the successful candidate.

Term: 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 and a clean police report. 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.

For a Young Professional Recruited From Outside of Samoa, the following terms apply:

Beginning and End of Contract:

- Return economy class fares between Apia and the recognised home by the most direct and most economical route;
- Necessary reasonable accommodation during transit;
- Establishment and repatriation allowances;

Establishment Grant: A lump sum payment of SDR1,100 (USD\$1,621) upon taking up the offer and upon arrival in Apia.

Repatriation allowance: Two week's salary, upon successful completion of the programme.

- Up to 20kgs of excess baggage each way

Temporary Accommodation and Assistance: On arrival in Apia, the successful candidate is entitled to temporary accommodation at a suitable hotel or other fully furnished accommodation for up to 6 working days. The same applies upon completion of contract. The successful candidate will be assisted to settle into Apia. This will include help in finding suitable rental accommodation. Rental assistance will not be paid during this time.

For all Young Professionals, the following terms apply:

Annual Leave: 15 working days a year.

Sick Leave: 30 working days a year.

Duty Travel: SPREP meets travelling expenses at prescribed rates necessarily incurred by the Young Professional if required to travel away from Apia on official business.

Life and Accidental Death and Disability Insurance: The Young Professional will be covered by SPREP's 24 hour Life and Accidental Death and Disability Insurance Policy.

Medical Benefits: The Young Professional is 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: An expatriate Young Professional will receive a superannuation allowance of 7% of basic salary. For nationals of Samoa, SPREP will pay 7% of basic salary to the Samoa National Provident Fund.

Overtime: Young Professionals 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.

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 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 YPP: Pacific Islands Nature Conference Coordinator**” 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 YPP: Pacific Islands Nature Conference Coordinator**”

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 Jolynn Managreve-Fepuleai on telephone (685) 21929 ext 325 or
Email: jolynnf@sprep.org

CLOSING DATE: Friday, 12th April 2019: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
