



SPREP

Secretariat of the Pacific Regional
Environment Programme



10th Pacific Islands Conference

**NATURE CONSERVATION
AND PROTECTED AREAS**

Nature Conservation Action for a Resilient Pacific

APPLICANT INFORMATION PACKAGE
DEPUTY DIRECTOR GENERAL (DDG)
TECHNICAL PROGRAMMES

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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 over 100 staff. There are SPREP offices in Fiji, Republic of the Marshalls Islands and Vanuatu as well as SPREP Officers stationed in Solomon Islands.

SPREP has an annual budget of approximately USD37 million in 2020.

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

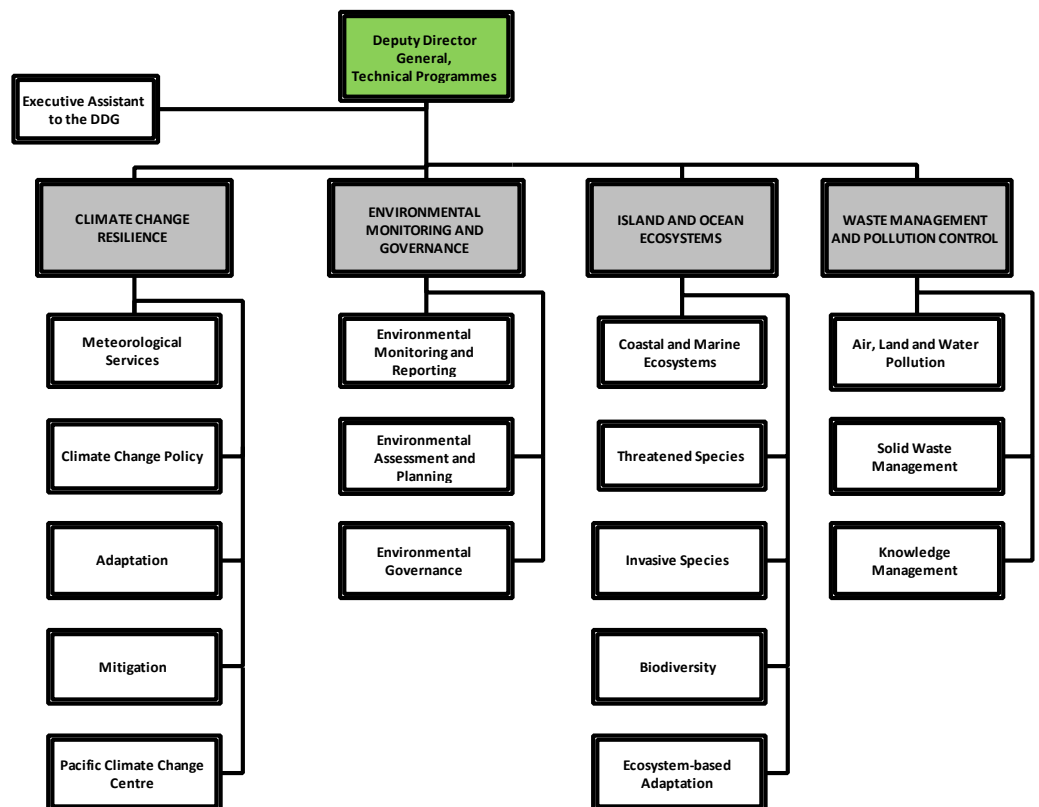
SPREP approaches the environmental challenges faced by the Pacific guided by four simple **Values**. These values guide all aspects of our work:

- We value the **Environment**
- We value our **People**
- We value high quality and targeted **Service Delivery**
- We value **Integrity**

B. JOB DESCRIPTION

Job Title:	Deputy Director General, Technical Programmes (DDG,TP)
Programme:	Executive
Team:	Executive
Responsible To:	Director General
Responsible For: (Total number of staff)	All Staff
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> • Provide strategic policy leadership and management support to the Director General • Provide leadership and oversight of Technical Programmes
Date:	May 2020

Organisation Context



Key Result Areas

The position of **Deputy Director General, Technical Programmes** addresses the following Key Result Areas:

1. Executive and strategic leadership and management
2. Strategic Planning and Organisational Performance
3. Technical Programmes Leadership and Oversight
4. Corporate Governance and Institutional Strengthening
5. SPREP Meeting & Environment Advocacy
6. Partnership Engagement, Donor Liaison, Networking and Regional Cooperation

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

Jobholder is accountable for	Jobholder is successful when
<p>1. Executive and strategic leadership and management</p> <p>a) Provide strategic advice and support to the Director General</p> <p>b) Provide strategic leadership and management for the Secretariat in the absence of the Director General</p> <p>c) Work collaboratively and strategically with the Executive to provide an integrated approach to strategic and organisational planning, programme design, work programme and budget implementation, performance monitoring and evaluation, and building partnerships to ensure the ongoing success of SPREP.</p> <p>d) Take part in Senior Management Team meetings and contribute to discussions and decision making on key strategic issues.</p>	<ul style="list-style-type: none"> • Effective support and constructive advice are provided to the Director General • Effective and efficient leadership and management is provided across all areas of the organisation • Director General and Senior Management Team accept and value advice and assistance • Active and efficient input into all strategic institutional planning and work • Effective contributions are provided to the Senior Management Team and key organisational meetings
<p>2. Strategic Planning and Organisational Performance</p> <p>a) Lead the development, implementation, monitoring and review of the Strategic Plan and the Performance Implementation Plan for and the Technical Programmes</p> <p>b) Provide strategic policy advice and support to the Senior Management Team particularly on key strategic and organisational planning issues and opportunities including resourcing and financial sustainability, work programme</p>	<ul style="list-style-type: none"> • Effective delivery of Strategic Plan priorities • Performance Implementation Plan is implemented, regularly monitored and gaps addressed • Reports are provided on achievement of strategic outcomes and PIP implementation progress • Annual work plans and budgets are completed on schedule and adopted by biennial SMs and EBs • Critical and emerging programmatic and institutional issues are addressed and

Jobholder is accountable for	Jobholder is successful when
<p>budget implementation, performance, monitoring, and evaluation.</p> <p>c) Provide guidance to the Senior Management Team on key institutional regulations, obligations and policies.</p> <p>d) Provide insights into planning and priority setting and bringing critical and emerging issues to the attention of the Senior Management Team.</p> <p>e) Identify opportunities and challenges for SPREP and address them accordingly.</p>	<p>brought to the Director General's and SMT's attention in a timely manner</p> <ul style="list-style-type: none"> • Timely strategic advice results in organisational development, improved planning and management practices and realisation of strategic opportunities • Strategic and timely advice is provided on essential organisational issues
<p>3. Technical Programmes Leadership and oversight</p> <p>a) Lead and provide strategic direction to the technical programmes, ensuring efficient and effective operations and technical programme delivery to achieve Strategic Plan goals and objectives.</p> <p>b) Lead and manage the performance of all Technical Programme Directors, Team Leaders and Managers creating an empowering team environment where staff are clear on expectations as well as engage and support a positive work and performance culture where open communications and regular feedback is part of their continuous professional development</p> <p>c) Provide oversight and management of the budget expenditures within the approved Work Programme & Budget for the Technical Programmes</p> <p>d) Provide oversight and management of all reporting requirements and commitments to external stakeholders and ensure these are upheld and communicated in a timely manner.</p> <p>e) Develop an Annual Work Plan and Budget (AWP&B) as well as implementation strategy including staffing resources and requirements for technical programmes.</p>	<ul style="list-style-type: none"> • Efficient and effective leadership of Technical Programmes • Effective monitoring and implementation of Technical Programmes' targets and objectives • Technical programmes have a strong and positive work and performance culture • Open communications and regular feedback are a part of the technical programmes' continuous professional development • Excellent and efficient budget and resourcing oversight and management • Key reporting requirements for Technical Programmes are met in an efficient manner • AWP&Bs are developed and implemented • Strategy in place and implemented to address all Technical Programmes staffing and operational resourcing
<p>4. Corporate Governance and Institutional Strengthening</p> <p>a) Provide effective support to the Director General on the implementation of all key governance issues as directed by the SPREP Meeting</p>	<ul style="list-style-type: none"> • Excellent and effective strategic support is provided on corporate governance and institutional strengthening of the Secretariat

Jobholder is accountable for	Jobholder is successful when
<ul style="list-style-type: none"> b) Lead and oversee the compliance obligations of the technical programmes on all key institutional requirements c) Explore and identify areas to strategically advance SPREP as the lead environment organisation in the Pacific region d) Ensure SPREP is a forward-looking organisation and a competitive, responsible and inclusive employer e) Lead and coordinate the effective implementation of the key strategic plan linkages across the technical programmes 	<ul style="list-style-type: none"> • Strong leadership on compliance • Strong advocate of SPREP as forward-looking organisation and a competitive, responsible and inclusive employer • Effective implementation of key strategic plan linkages across technical programmes
<p>5. SPREP Meeting and Environment Advocacy</p> <ul style="list-style-type: none"> a) Assist the Director General in ensuring the SPREP Meeting and other key strategic meetings for SPREP achieve successful results b) Lead the management and coordination of all technical programmatic inputs for the biennial SPREP and Executive Board Meetings c) Advocate strongly for environment concerns of the regions 	<ul style="list-style-type: none"> • Successful SPREP and Executive Board Meetings • Key SPREP meetings contribute to meeting Members' national and regional environmental priorities, enhance membership engagement, increase the profile for the Pacific environment and the work of SPREP • SPREP recognised and respected as premier environmental organisation for the region
<p>6. Partnership Engagement, Donor Liaison, Networking and Regional Cooperation</p> <ul style="list-style-type: none"> a) Provide effective support to the Director General in overseeing donor and country liaison including negotiation and acquisition of funding and Members support for the Secretariat's work b) Identify opportunities and establish partnerships based on mutual benefits c) Establish, grow and maintain national, regional and international partnership networks d) Represent SPREP at high level regional and international meetings 	<ul style="list-style-type: none"> • Strong and effective partnerships and networks are established and maintained with clear benefits for progressing implementation of SPREP strategic priorities • Constructive relationships with Members, development partners and donors result in increased and sustainable funding and support • Resourcing is secured and sustained for Secretariat programme activities and operations <p>Engagement at high level meetings is effective with SPREP position clearly presented and productive collaboration achieved</p>

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 the Director General 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:

- Consistent high-level effective support to the DG on leadership and management of the Secretariat
- Overseeing the strategic direction and performance of the Secretariat
- Seeking and securing long term funding and financial sustainability for the operations and management of the Secretariat
- Representation and advocacy of SPREP and Pacific island positions at high level international and regional meetings and other fora, including Ministerial meetings
- Ensuring the successful and effective outcomes from the SPREP governing body Meetings
- Advocating for SPREP as a competitive, responsible and inclusive employer
- Ensuring Members, donors and partners have full confidence in the management of the Secretariat
- Ensuring Members, donors and partners fulfil their commitments to the organisation

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"> • Member countries • Donors / Partners • Professional / Scientific organisations • Regional / International organisations 	<ul style="list-style-type: none"> • Establishing and meeting Member priorities • Resourcing and networking • Advice and assistance • Consultations and negotiations • Technical discussions and support • Collaborative discussions for financial and technical support
<p>Internal</p> <ul style="list-style-type: none"> • Executive • Senior Management Team • Technical programme staff • All Staff 	<ul style="list-style-type: none"> • Strategic Leadership and Management • Governance and institutional strengthening • Advice and support

Level of Delegation

The position holder:

- manages an operational budget and has oversight of the Technical Programme budget
- can authorise costs in own budget
- can lead negotiations on behalf of SPREP
- can seek funding opportunities for the Secretariat's work programme activities and operations

Person Specifications

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. At least a Masters Degree in Management / Development/Environment or related field

Knowledge / Experience

Essential

2. At least 15 years extensive high-level experience in senior leadership and management roles related to development work, preferably in the Pacific islands region (experience at the highest level of environmental management would be an advantage)
3. Extensive experience in governance and institutional strengthening initiatives including strategic team leadership and management experience of medium to large teams of technical professionals within a multicultural and multi-disciplinary environment
4. Extensive high-level experience and competency in negotiations, relationship management and professional and constructive engagement with a diverse range of stakeholders including Governments, especially SPREP member countries, donor partners and funding institutions
5. Commitment to and empathy with the sustainable social, economic and environment development aspirations of the Pacific island countries and territories as well as extensive knowledge of the Pacific Islands region and the environmental management issues and challenges facing Pacific Island Countries and Territories

6. Proven programme and project management experience including the development of funding proposals for major national or regional environmental/development programmes and the design and delivery of integrated work programme activities with a good understanding of synergies and interlinkages across multilateral environmental agreements as well as an excellent understanding of donor policies and processes
7. Excellent experience at strategic and high-level communication and reporting across diverse audiences as well as demonstrated experience of operating in the unique Pacific way and in partnership building, including capacity and resource mobilisation
DESIRABLE
<ul style="list-style-type: none"> • Excellent ability to communicate verbally and to write in SPREP's two working languages

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"> • Strategic Leadership • Strategic Management • Diplomacy • Visionary • Environmental knowledge • Programme monitoring and evaluation • Work programme planning, budgeting and implementation • Negotiation and advisory • Proposal development • Resource Mobilisation
Advanced level	<ul style="list-style-type: none"> • Environmental issues in the Pacific islands region • Emerging environmental issues and challenges • General management and organisational issues
Working Knowledge	<ul style="list-style-type: none"> • SPREP Strategic Plan • SPREP Performance Implementation Plan
Awareness	<ul style="list-style-type: none"> • Appreciation of the social and economic development challenges facing the Pacific region, including the importance of promoting sustainable development and good governance, and the need to balance these objectives against the requirements of economic growth • Ability to travel extensively within the region and internationally

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

All managers and supervisors are expected to uphold SPREP's established Leadership and Management Behaviours forming part of the Performance Development Plan.

The Deputy Director General will have impeccable personal and professional integrity, sound judgment, and intellectual rigour, and must be able to command trust from staff and across a broad and diverse range of stakeholders.

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

“Due to the current COVID-19 situation affecting the region, and the priority the Secretariat places on its staff safety, health and well-being, please note that there may be delays in taking up the appointment. There will be an opportunity to discuss this matter thoroughly with the successful candidates and any appointment and on-boarding would only proceed when regional conditions permit the deployment of new staff”.

Duty Station: Apia, Samoa.

Duration: Appointment is for a term of 3 years initially, with possible renewal up to a maximum of 6 years, subject to performance during the initial term, continuity of related programme activities and availability of funds.

Salary: Salary is denominated in International Monetary Fund Special Drawing Rights (SDRs). Remuneration for this post falls within Band 16 of SPREP’s salary scale. Starting salary will be SDR75,276 per annum. This is currently equivalent to Samoan Tala SAT\$287,277 (US\$110,491) 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.

Cost of living differential allowance (COLDA): A Cost-of-Living Differential Allowance of SDR8,053 will be paid to the successful candidate. The current equivalent in Samoan Tala is SAT\$30,732 (US\$11,820) 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 US\$1.00 = SAT\$2.60

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, 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.

Privileges and Immunities: Under articles 6 and 7 of the Headquarters Agreement between Samoa and SPREP (1996):

1. The Deputy Director General shall have the like privileges and immunities as are accorded a diplomatic agent under the Samoa Diplomatic Privileges and Immunities Act 1978 and in conformity with international law.
2. The members of the family of the appointee forming part of their households shall have the like privileges and immunities as are accorded the members of the family of a diplomatic agent under the aforesaid Act and in conformity with international law.

SPREP remuneration is tax-free for the Deputy Director General. The Deputy Director General is also entitled to 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.

Representational Allowance:

The Deputy Director General shall receive a non-accountable representational allowance of 1% of base salary per annum.

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. For the Deputy Director General - SPTP 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 SAT\$4,198 (US\$1,615).

Temporary Accommodation and Assistance: On arrival in Apia, the appointee and dependant(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.

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 \$15,600 (US\$6,000) per annum per dependent child, with an overall maximum of Samoan \$46,800 (US\$18,000) 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 SAT\$2,328 (US\$1,096) 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 SAT\$2,400 (US\$923) 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 exist for maternity, compassionate, paternity, examination and special leave (without pay).

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

Life and Accidental Death and Disability Insurance: All employees are covered by SPREP's 24 hour Life and Accidental Death and Disability Insurance Policy.

Medical Benefits: All employees and their dependants are entitled to have all reasonable medical, dental and optical expenses met, under the terms and conditions of the SPREP in-house Medical Treatment Scheme.

Superannuation: SPREP will pay the Samoa minimum legal requirement of basic salary to the Samoa National Provident Fund. An expatriate internationally recruited staff member has the option to nominate another recognised Fund in their recognised home for their superannuation.

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.

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.

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 Deputy Director General, Technical Programmes**” 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 Deputy Director General, Technical Programmes**”

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 Luana Jamieson, Senior HR Officer, on telephone (685) 21929 ext 230 or Email: luanac@sprep.org

Closing date: Friday, 26th June 2020: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
