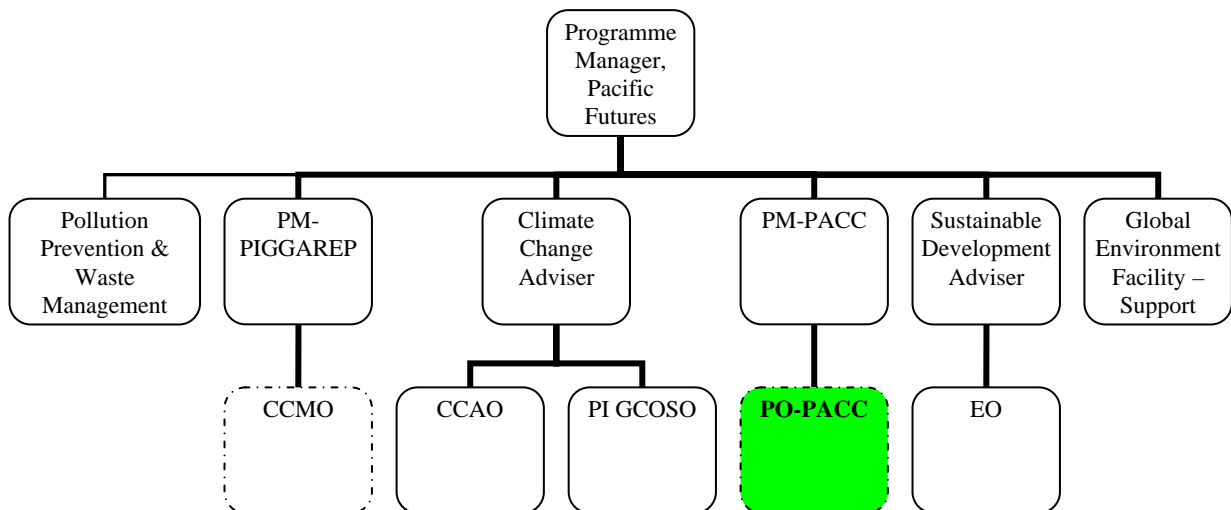


SPREP

JOB DESCRIPTION

Job Title:	Project Officer - PACC(PO - PACC)
Department:	Pacific Futures Programme
Group / Team:	Climate Change Team
Responsible To:	Project Manager – Pacific Adaptation to Climate Change Project (PM-PACC)
Responsible For: (Total number of staff)	N/A
Job Purpose:	This job exists to: <ul style="list-style-type: none">▪ Strengthen PACC’s capacity on implementing the project.▪ Assist with the coordination and implementation of the PACC project’s activities.
Date:	25 February 2010

Organisation Context



Functional Relationship Skills

Key internal and/or external contacts	Nature of the contact most typical
<p>External</p> <ul style="list-style-type: none"> ▪ SPREP CC focal points ▪ Various project partners (donors or recipient governments) ▪ Consultants <p>Internal</p> <ul style="list-style-type: none"> ▪ Executive & Management ▪ Programme Manager, Pacific Futures ▪ CCA & PM-PACC ▪ CC team ▪ Other Programme Staff ▪ Corporate Services 	<ul style="list-style-type: none"> ▪ Written submissions/advice ▪ Verbal discussions/negotiations ▪ Report Writing ▪ Facilitation ▪ Report Writing ▪ Verbal Discussions

Key Result Areas

The position of PO encompasses the following major functions or Key Result Areas:

- ❑ Technical Advice & Programmes
- ❑ Financial Management and Reporting
- ❑ Programme functional support

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

Jobholder is accountable for	Jobholder is successful when
<p>1. Technical Advice & Programmes</p> <ul style="list-style-type: none"> • Assist with the on-the-ground implementation of SPREP's Climate Change adaptation effort specifically on Pacific Adaptation to climate change Project (PACC). • Assist PICTs to mainstream climate change adaptation into their respective government projects, programmes, policies and plans. 	<ul style="list-style-type: none"> • There is timely advice given through regular communications with stakeholders and agencies. • There is timely completion of the implementation of adaptation activities in the 13 PICs of PACC project. • The PO is resourceful in addressing member's needs.
<p>2. Financial Management and Reporting</p> <ul style="list-style-type: none"> • Assist with SPREP's reporting obligations on its Climate Change adaptation projects, in particular the quarterly progress and financial reports, the Annual Project Report and Project 	<ul style="list-style-type: none"> • Funding proposals are approved for funding. • Reports provide timely and accurate updates and practical advice

Implementation Report, annual project audit reports and all other reporting requirements as per donor's procedures.	
<p>1. Programme Functional Support</p> <ul style="list-style-type: none"> • Assist with the tracking of the impacts of the PACC project's adaptation intervention at the national or community level. • Assist with the documentation and sharing of best practices and lessons learnt on Climate Change adaptation in the PICTs. • Assist with SPREP's Climate Change adaptation communication, advocacy activities and the update of the PACC Climate Change adaptation web-page. 	<ul style="list-style-type: none"> • Impacts of PACC's Climate Change adaptation effort correctly recorded. • Best practices on Climate Change adaptation in the PICTs are documented and openly shared. • Improved sharing of information and awareness about Climate Change adaptation in the PICTs and globally.

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 manager as part of the performance development process.

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

Work Complexity

Most challenging duties typically undertaken:
<ul style="list-style-type: none"> • Implement project activities in remote locations • Create synergies and joint implementation between SPREP's activities and related national and regional activities of other agencies and donors • Assistance to countries in preparing funding proposals

Level of Delegation

The position holder:
<ul style="list-style-type: none"> ▪ manages Operational budgets totalling US\$50,000 ▪ can authorise up to US\$50,000 of costs in own budget ▪ can seek funding opportunities for the CC work programme.

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	Desirable
<ul style="list-style-type: none"> ▪ Minimum qualifications of a Bachelor Degree in Water, Natural Resources Management, and Coastal Management or Economics or other field relevant to Climate Change Adaptation. 	<ul style="list-style-type: none"> ▪ Post graduate degree in the same field

Knowledge / Experience

Essential <i>(indicate years of experience required as appropriate)</i>	Desirable
<ul style="list-style-type: none"> ▪ At least 5 years work experience in areas relevant to Climate Change Adaptation, and development issues within the Pacific Island Countries and Territories (PICTs) region; ▪ Experience in project management or implementing donor funded projects; ▪ Proven ability to work as part of an interdisciplinary and/or multi-cultural team; ▪ Excellent oral and written communications and interpersonal skills; ▪ Ability to meet project deadlines; 	<ul style="list-style-type: none"> ▪ Some previous experience in project management ▪ Demonstrated experience in raising external funding. ▪ Experience in representation at regional or international meetings. ▪ Well-established networks, regionally or internationally, with sector peers. ▪ Work experience in a developing country, preferably in the Pacific region.

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"> ▪ Proposal and report writing ▪ Problem solving ▪ Facilitation skills ▪ Fluency in English ▪ Excellent communications ▪ Ability to set priorities ▪ Team building
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Advanced level	<ul style="list-style-type: none"> ▪ Flexible approach ▪ Willingness to assist with a variety of other programmes
Working Knowledge	<ul style="list-style-type: none"> ▪ High level of interpersonal skills and cultural sensitivity; ▪ Commitment to continuous improvement.
Awareness	<ul style="list-style-type: none"> ▪ Ability to work well with all other programmes within the Secretariat

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.

TERMS & CONDITIONS

Duty Station: Apia, Samoa.

Duration: Appointment is for a term of 2 years initially with possible renewal up to a maximum of 6 years.

Grade: Appointment will be at the Grade H of SPREP's salary scale for professional staff.

Salary: The basic salary range for this position is expressed in International Monetary Fund Special Drawing Rights (SDRs). The salary range is from SDR23,652 to SDR 32,243 (including COLDA) depending on the successful candidate's qualifications and experience. Currently, the equivalent salary in Samoan Tala is SAT\$93,523 to SAT\$127,493 per annum (including COLDA).

Adjustments: Professional staff salaries and appropriate allowances 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 = SAT2.50

Term: For those 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 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.

For staff recruited from outside Samoa, the following applies:

Relocation Expenses: SPREP will meet certain appointment and termination expenses for professional staff recruited from outside Samoa, including transport and accommodation en-route for the appointee and accompanying dependant(s) between home 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;
- up to 20 kilos of excess baggage for the appointee and family.

Establishment Grant: A lump sum, of SDR 1,100 is payable upon taking up appointment and arrival in Apia.

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.

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.

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 professional staff, the following applies:

Cost of living differential allowance (COLDA): 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.

Education Allowance: Education expenses may be reimbursed against actual receipts for dependent children, to cover up to 75% of the actual cost of tuition and boarding fees only. Currently the allowance is up to a maximum of SAT \$15,600 per annum per dependent child, with an overall maximum of SAT \$46,800 per annum per family of 3 or more eligible children.

Housing Assistance: Professional staff shall receive housing assistance of 75% of the typical rent payable in Samoa for expatriate executive furnished housing. The current rate is SAT\$2,138 per month. This assistance shall be reviewed annually and adjusted on relative movement in the local rental market.

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, family (compassionate and paternity) and special (without pay) leave.

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

Personal Accident Insurance: All employees are covered by SPREP's 24 hour Life and Personal Accident Insurance Policy.

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

Superannuation: An expatriate contract staff member will receive a superannuation allowance of 7% of basic salary. For local contract staff, SPREP will pay 7% of basic salary to the Samoa

National Provident Fund.

Definitions:

'Dependant' means the financially dependent spouse or dependent child 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 22 years if enrolled and undertaking full-time study at a university or other tertiary institution; or
- mentally or physically incapacitated.

'Expatriate' means a professional staff member, not a citizen or permanent resident of Samoa, 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.

APPLICATIONS

1. A detailed curriculum vitae containing personal details (gender, nationality, home address and full contact numbers); qualifications and experience relevant for the position; previous and current appointments with salaries, names and contact addresses/numbers/E-mails of three professional referees who are prepared to provide testimonials.
2. A statement to address each Essential Selection Criteria, using examples from your work experience.
3. Indication of possible starting date if successful.

Please note it is essential that all requirements for submitting an application as outlined above must be addressed otherwise your application will not be considered.

All applications to be clearly marked "**Application for Project Officer - PACC**" and addressed to: The Director, SPREP, P O Box 240, Apia, Samoa or alternatively to email address: sprep@sprep.org

Full details of the PO-PACC's responsibilities, requirements and remuneration package can be obtained from the Employment section of our website: www.sprep.org or by contacting the Personnel Officer on telephone: +685 21929 Ext. 230, Fax: +685 20231, or direct Email: luanac@sprep.org

Closing date & time: Close of business, Thursday 8 April 2010

Late applications will not be considered.

SPREP is an Equal Opportunity Employer