



SPREP

Secretariat of the Pacific Regional
Environment Programme

APPLICANT INFORMATION PACKAGE
CLIMATE CHANGE MITIGATION ADVISER (CCMA)

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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, Vanuatu and the Solomon Islands.

SPREP has around 160 staff and has an annual budget of approximately USD41 million in 2024.

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
- 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 Values

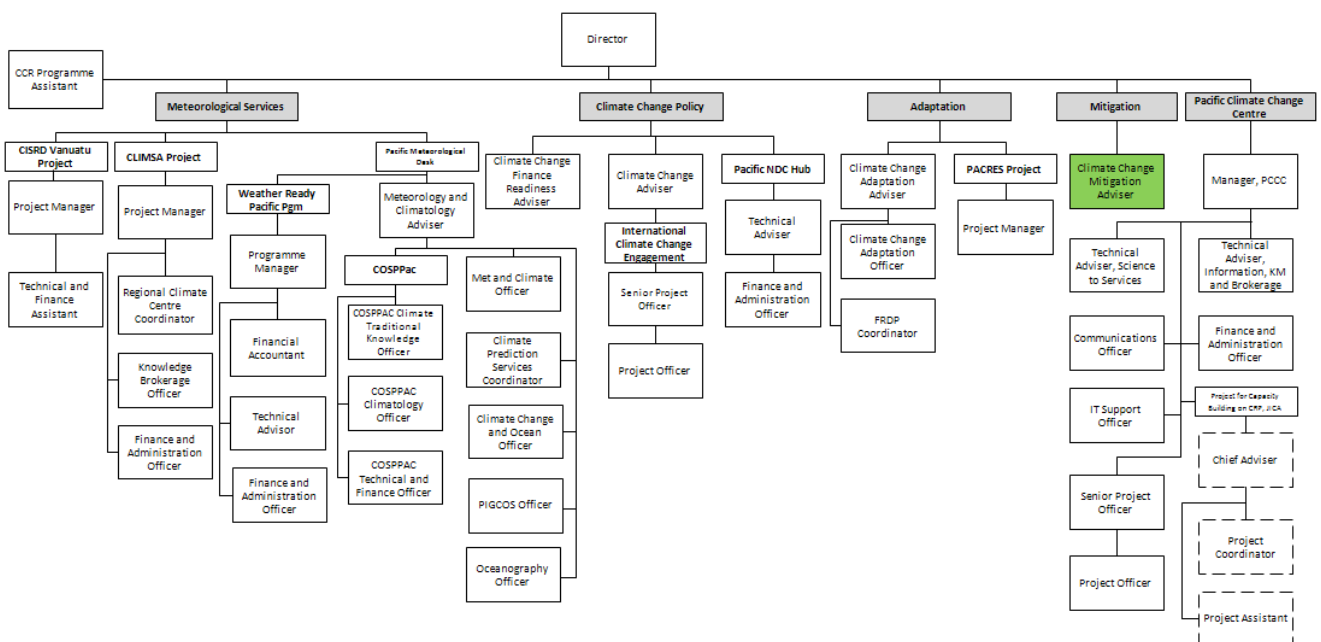
SPREP approaches the environmental challenges faced by the Pacific guided by four simple Values:

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

B. JOB DESCRIPTION

Job Title:	Climate Change Mitigation Adviser (CCMA)
Programme:	Climate Change Resilience
Team:	Mitigation
Responsible To:	Director, Climate Change Resilience
Responsible For: (Total number of staff)	N/A
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> Lead the Climate Change Mitigation function across the organisation and to provide technical advice, support and assistance to SPREP Members particularly on climate change mitigation issues, programmes and projects
Date:	April 2024

Organisation Context



Key Result Areas

The position of **Climate Change Mitigation Adviser (CCMA)** addresses the following Key Result Areas:

1. Leadership and management
2. Technical and policy advice and assistance
3. Networking, partnerships and collaboration
4. Fundraising, resourcing and project management/support
5. Monitoring, evaluation and reporting
6. Communications and capacity building

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

Jobholder is accountable for	Jobholder is successful when
<p>1. Leadership & Management</p> <ol style="list-style-type: none"> a) Provide leadership and oversight of SPREP's climate change mitigation responsibilities b) Work with staff to ensure that the Annual Work Plan and Budget (AWP&B) adequately reflects SPREP's climate change mitigation functions. c) Provide technical guidance and assistance across SPREP programmes to ensure climate change mitigation is integrated across all SPREP programmes and projects 	<ul style="list-style-type: none"> • SPREP climate change mitigation functions and role are recognised by Members and Development Partners as demonstrating international best practice and meeting the needs and priorities of both. • Climate change mitigation policies and practices are well integrated and understood by all staff across all SPREP programmes • SPREP programme planning integrates appropriate climate change mitigation issues • Demonstrates accountability to corporate responsibilities including budget management, financial reporting, staffing issues and other general management requirements
<p>2. Technical and policy advice and assistance</p> <ol style="list-style-type: none"> a) Provide technical and policy advice and assistance on all climate change mitigation matters that support SPREP's role as lead coordinator of Pacific climate change action in the region b) Provide technical and policy advice on key emerging climate change mitigation issues and their potential implications for the work of the Secretariat and its Members on climate change c) Coordinate and provide relevant advice to SPREP Members and other stakeholders on climate change mitigation issues d) Coordinate and facilitate SPREP climate change mitigation inputs on strategic technical matters to ensure effective input into key institutional decisions 	<ul style="list-style-type: none"> • Well researched, relevant and timely technical and policy advice on all climate change mitigation is provided • Technical and policy advice supports SPREP's role as lead coordinator of Pacific climate change action in the region • SPREP programmes and projects across the Secretariat value and take into consideration strategic climate change mitigation impacts and inputs

<p>e) Coordinate and provide advice to SPREP Senior Leadership Team (SLT), Members and relevant partners and donors on Nationally Determined Contributions (NDCs), Long Term Low Emission Development Strategies (LT-LEDS) and other key climate change mitigation issues</p> <p>f) Coordinate and provide advise through the OneCROP mechanism on Mitigation matters relevant to United Nations Framework Convention on Climate Change (UNFCCC) process.</p>	
<p>3. Networking, partnerships and collaboration</p> <p>a) Lead in supporting Members in their work on climate change mitigation issues with implications for their international commitments</p> <p>b) Provide support to Pacific Island Members in relevant regional and international negotiations, including the UNFCCC.</p> <p>c) Support the implementation of regional Mitigation strategies including other relevant initiatives, networks and processes</p> <p>d) Support the implementation of regional climate change mitigation strategies to coordinate climate action including the PCCR, Framework for Energy Security and Resilience in the Pacific, 2050 Strategy for the Blue Pacific Continent and FRDP.</p> <p>e) Support the coordination of relevant and effective inputs for the development and operating of the Pacific Climate Change Centre (PCCC)</p>	<ul style="list-style-type: none"> • Support and advice is provided to Pacific Island Members on relevant global conventions including implications of international commitments and building national mitigation planning and implementation capabilities. • Improved PICTs awareness of climate change mitigation negotiations outcomes and their implications. • Strengthened regional and national awareness and implementation of climate change mitigation strategies • Improved and strengthened regional partners networking, coordination and collaboration in support of PICTs climate change mitigation priorities • Inputs are provided in the development of the PCCC, and collaboration in its operations to support the Climate Change Resilience Programme Work Plan
<p>4. Fundraising, resourcing and project management/support;</p> <p>a) Identify and actively pursue secure funding opportunities and liaison with donors for climate change mitigation activities</p> <p>b) Design, develop and coordinate funding concepts and proposal developments that support SPREP and Member needs on key climate change mitigation issues</p> <p>c) Provide project development and management of relevant climate change mitigation projects, as well as project</p>	<ul style="list-style-type: none"> • New funding concepts developed and submitted • Existing and new funding opportunities are secured for climate change mitigation activities • New partnerships for implementation with resources secured • Project development and management is provided for relevant climate change mitigation projects

management support to other SPREP projects, where necessary	<ul style="list-style-type: none"> • Project management support provided to SPREP projects, where necessary
<p>5. Monitoring, evaluation and reporting</p> <p>a) Contribute and provide technical advice to SPREP SLT on the development, implementation and monitoring and evaluation of the Secretariat’s strategic plans and work programmes and budget</p> <p>b) Prepare technical and performance reports to SLT and Donors, where necessary</p> <p>c) Provide reports to donors, partners and SPREP Members on key climate change mitigation issues including regional coordination mechanisms and lessons learned on climate change mitigation initiatives</p>	<ul style="list-style-type: none"> • Relevant and timely climate change mitigation advice, policy submissions and reports are provided to SPREP SLT and to members, where necessary including as appropriate, project management reporting • Effective and timely reporting to donors, partners and participating countries
<p>6. Communications and capacity building</p> <p>a) Provide technical advice and reports on climate change mitigation matters that support and promote the work of SPREP’s programmes and projects in the region</p> <p>b) Lead in communication and information sharing, integrated planning and implementation of climate change mitigation initiatives across all programmes.</p> <p>c) Lead in coordinating, information-sharing and timely reporting to donors and partners</p> <p>d) Carry out relevant capacity building and training on climate change mitigation and work programme areas</p>	<ul style="list-style-type: none"> • Reports with data and information are disseminated through relevant networks and audiences for awareness and promotion of SPREP’s climate change mitigation programmes and projects in the region • Relevant capacity building and training initiatives provided to strengthen SPREP and Member’s positions and capabilities

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:

- Provision of timely and accurate briefings and advice to Senior Leadership Team and Members
- Leading and managing a technically complex work area and providing relevant and timely advice and guidance on climate change mitigation issues

- Coordination and collaboration with other programmes, regional agencies and stakeholders
- Securing funding and resources
- Project design negotiations and project management for key approved mitigation projects

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"> • SPREP Members • Donors / Partners • Professional / Scientific organisations • Regional / International organisations 	<ul style="list-style-type: none"> • Advice and assistance • Consultations and collaboration • Negotiations • Fundraising • Project design and management • Capacity Building • Communications and reporting
<p>Internal</p> <ul style="list-style-type: none"> • Executive • Senior Leadership Team • All Staff 	<ul style="list-style-type: none"> • Leadership and management • Advice and support

Level of Delegation

The position holder:

- manages an operational budget
- can authorise costs in own budget
- can carry out negotiations on behalf of SPREP
- 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. Master degree in Environmental Management / Development, Renewable Energy or other relevant discipline OR a Bachelor degree in lieu, with applied relevant work experience in excess of the minimum required work experience.

Knowledge / Experience

<p>Essential</p> <p>2. At least 10 years extensive experience in climate change mitigation work, preferably in the Pacific islands region, with at least seven years senior leadership & practical experience.</p>
<p>3. Extensive knowledge of environmental issues, specifically climate change mitigation as well as emerging climate change issues and challenges within the Pacific Island Countries and Territories with excellent understanding and appreciation of environmental ethics, values and priorities</p>
<p>4. Extensive leadership and management experience including high level advisory and analytical skills as well as leading and nurturing teams of diverse technical backgrounds and expertise in multicultural and multi-disciplinary environments</p>
<p>5. Excellent project management and leadership experience including the development of funding proposals, design and delivery of integrated work programme activities, monitoring and evaluation of performance, resource management as well as a good understanding of synergies and inter-linkages across multilateral environmental agreements</p>
<p>6. Excellent relationship management and fundraising skills and experience that demonstrate a high level of professional and constructive engagement with a diverse range of stakeholders as well as an excellent understanding of key donor partners and funding institutions with proven fundraising experience</p>
<p>7. Excellent experience at strategic and high level communication, negotiation and reporting across diverse audiences, as well as extensive experience in capacity building, particularly in the Pacific setting</p>

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"> • Leadership and Advisory • Analytical skills • Project development and management • Work programme planning, budgeting and implementation • Fundraising • Synergies and linkages with other priority areas and including key multilateral environmental (MEAs) • Climate change mitigation issues and key agreements and conventions including UNFCCC.
Advanced level	<ul style="list-style-type: none"> • Environmental issues in the Pacific islands region • Emerging environmental issues and challenges • Inter-cultural communications, preferably in the Pacific

	<ul style="list-style-type: none"> • Multi-disciplinary team work.
Working Knowledge	<ul style="list-style-type: none"> • General management principles
Awareness	<ul style="list-style-type: none"> • SPREP Strategic 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 of 3 years initially with possible renewal for a further term, up to a maximum of 6 years subject to confirmation of SPREP programmes and activities, availability of funds 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 12 of SPREP's salary scale. Starting salary will be SDR41,822 per annum. This is currently equivalent to SAT159,604 (USD63,842) per annum. Upon confirmation of probation, salary will be adjusted to SDR47,409 which is currently equivalent to SAT179,554 (USD71,822) 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 SDR5,233 will be paid to the successful candidate. The current equivalent in Samoan Tala is SAT19,970 (USD7,988) 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 used for expressing of Samoan Tala to US Dollars in this document is approximately USD1.00 = SAT2.50

Term: For staff recruited from outside Samoa, the term begins from the day the appointee leaves their home to take up the appointment. Appointment is subject to a satisfactory medical examination including full vaccination against COVID-19, a clean police report, certified official documents including qualifications, 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 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 (USD1,679).

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.

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 project positions, upon successful completion of the project.

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 SAT15,600 (USD6,240) per annum per dependent child, with an overall maximum of SAT46,800 (USD18,720) 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 (USD1,140) 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 (USD960) 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 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 participate in the local Superannuation Fund or nominate another recognised Fund in their recognised home 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.

***Applications that do not complete the correct
SPREP Application Form or submit all the requirements
stated above will not be considered.***

Submitting applications:

- a) **BY EMAIL:** Subject matter to be clearly marked “***Application for Climate Change Mitigation Adviser (CCMA)***” and send to recruitment@sprep.org (***MOST PREFERRED OPTION***)
- 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 Climate Change Mitigation Adviser (CCMA)***”

More Information on SPREP and its work in the region can be found on the SPREP website
www.sprep.org

For further enquiries, contact Roger Warren on telephones (685) 21929 ext 325 or Email:
rogerw@sprep.org

Closing date: Friday, 24th May 2024: Late applications will not be considered.

SPREP is an Equal Opportunity Employer