



Secretariat of the Pacific Regional Environment Programme (SPREP)

## Position Title: Capacity Development Adviser (CDA)

Applications are invited for the above position with SPREP in Apia, Samoa.

The CDA is responsible to the Programme Manager - Island Ecosystems to Provide Capacity development and promotion of environmental training to Pacific Island countries, coordinate the implementation of the EC-funded Capacity Building for MEA implementation in ACP Countries & provide advice to SPREP Member Countries and SPREP Programme Officers to plan, implement, monitor and evaluate capacity development programmes and initiatives.

### Some key functional areas of the post include:

- Coordination of the European Commission funded, UNEP implemented project Capacity building related to Multilateral Environment Agreements (MEA) in ACP countries
- Capacity development and promotion of environmental training in island Members
- Coordination and input into SPREP workshops
- Volunteer technical assistance/ internships
- Programme monitoring and evaluation

### Essential Selection Criteria's include:

1. A minimum Qualification of a Masters Degree from a recognised University in the Social and/or Environmental Sciences, or another relevant field or a Bachelor Degree in lieu with applied relevant work experience in excess of the minimum required relevant work experience.
2. At least 10 year's work experience in the area of capacity development and environment management preferably within the Pacific Islands region at a senior level.
3. Evidence of up-to-date knowledge and working experience in a range of capacity development approaches, and working knowledge of key multilateral environmental agreements related to SPREPs mandate, Pacific regional strategies and the related capacity-building needs of Pacific island countries and territories.
4. Proven experience in conducting and coordinating training programmes in a range of environmental management areas, with particular emphasis on the circumstances of Pacific Island countries and territories and sound knowledge of environmental issues affecting and challenges faced by Pacific Island governments and stakeholders in addressing these issues.
5. Proven project management experience, engagement with donor processes, ability to meet deadlines; and proven ability to prepare project proposals and reports.
6. Strong working knowledge of monitoring and evaluation principles and processes and experience in their application to projects, programmes and organizations.
7. Proven ability to work as part of a multi-programme, inter-disciplinary and multi-cultural team and to live and work within Pacific Island governments, institutions and community settings.

Full details of the CDA's responsibilities, requirements and remuneration package can be obtained from the Employment section of our website: [www.sprep.org](http://www.sprep.org) or by contacting the Personnel Officer on telephone: 21929 Ext. 230, Fax: 20231, or direct Email: [luanac@sprep.org](mailto:luanac@sprep.org)

Basic salary ranges from 43,234 SDRs to 57,697 SDRs (including COLDA), equivalent to SAT\$170,952 to SAT\$228,140 (including COLDA) per annum depending on qualifications and experience. Other attractive staff entitlements such as housing & education allowances, medical benefits, life insurance, etc. will be available to the successful candidate.

All applications to be clearly marked "**Application for Capacity Development Adviser**" and addressed to: The Director, SPREP, P O Box 240, Apia or alternatively to email address: [sprep@sprep.org](mailto:sprep@sprep.org)

**Closing date & time: Close of business, Wednesday 31 March 2010.** Late applications will not be considered.

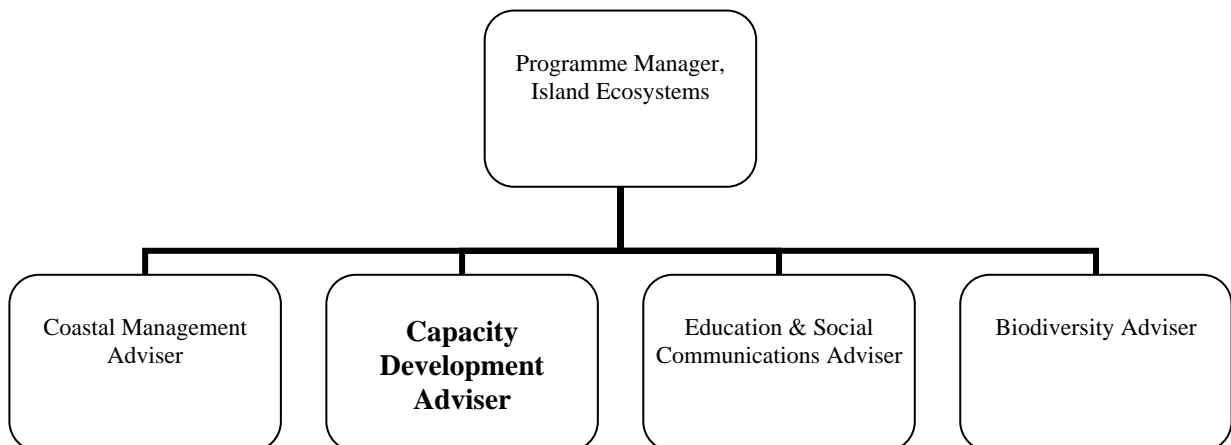
**SPREP is an Equal Opportunity Employer**

# SPREP

## JOB DESCRIPTION

Job Title:	Capacity Development Adviser (CDA)
Department:	Island Ecosystems Programme
Responsible To:	Programme Manager, Island Ecosystems (PM, IE)
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"><li>▪ Provide Capacity development and promotion of environmental training in island Members</li><li>▪ Coordinate the implementation of the EC-funded Capacity Building for MEA implementation in ACP Countries</li><li>▪ Provide advice and assist officials from SPREP Member Countries and SPREP Programme Officers to plan, implement, monitor and evaluate capacity development programmes and initiatives.</li></ul>
Date:	17 February 2010

### Organisation Context



## Functional Relationships Skills

Key internal and/or external contacts	Nature of the contact most typical
<p><b>External</b></p> <ul style="list-style-type: none"> <li>▪ SPREP national focal points</li> <li>▪ Various project partners (donors or recipient governments)</li> <li>▪ UNEP and ACP MEA Capacity building hub coordinators</li> <li>▪ CROP focal points</li> <li>▪ MEA focal points</li> <li>▪ Consultants</li> </ul> <p><b>Internal</b></p> <ul style="list-style-type: none"> <li>▪ Executive &amp; Management</li> <li>▪ Programme Manager, Island Ecosystem</li> <li>▪ Programme Staff</li> <li>▪ Corporate Services</li> </ul>	<ul style="list-style-type: none"> <li>▪ Written submissions/advice</li> <li>▪ Written advice, negotiations</li> <li>▪ Report writing facilitation</li>   <li>▪ Verbal and written discussions, reports, consultations</li> <li>▪ Meetings, e-mail exchanges</li> </ul>

## Key Result Areas

The position of **Capacity Development Adviser** encompasses the following major functions or Key Result Areas:

- ❑ Coordination of the European Commission funded, UNEP implemented project Capacity building related to Multilateral Environment Agreements (MEA) in ACP countries
- ❑ Capacity development and promotion of environmental training in island Members
- ❑ Coordination and input into SPREP workshops
- ❑ Volunteer technical assistance/ internships
- ❑ Programme monitoring and evaluation

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

Jobholder is accountable for	Jobholder is successful when
<p>1. Coordination of the European Commission funded, UNEP implemented project Capacity building related to Multilateral Environment Agreements (MEA) in ACP Countries;</p> <ul style="list-style-type: none"> <li>• Coordinate and facilitate the implementation and monitoring of activities in the European Commission MEA Capacity Building Project to ensure SPREP's effective delivery of project outputs to achieve measurable results and create positive impacts in support of Pacific Island Countries during 2010-2013.</li> </ul>	<ul style="list-style-type: none"> <li>• Work plans, budgets and progress reports are compiled and presented to management, programme staff and UNEP in a timely manner.</li> <li>• Programme officers obtain timely support for planning and implementing capacity building activities outlined in the project.</li> <li>• Project is well coordinated and programme officers and country contacts are provided with information on a regular basis.</li> <li>• Project has high visibility within and beyond the Pacific</li> </ul>

<ul style="list-style-type: none"> <li>• Manage the Pacific component of the EC-MEAs Project as stipulated in the Action document included in the Contribution Agreement between UNEP and EC.</li> <li>• Coordinate planning and implementation of visibility actions to promote the project and collaboration between SPREP, EC, UNEP and other partners.</li> <li>• Provide assistance and advice to Pacific ACP States, in close collaboration with SPREP Programme Officers, to assess capacity needs, identify actions to address these needs and establish monitoring mechanisms linking capacity development actions to the actions and expected results of the project.</li> <li>• All other activities specified in the project agreement with UNEP (details available on request)</li> </ul>	<ul style="list-style-type: none"> <li>• Targeted annual activities are accomplished and within budget.</li> </ul>
<p>2. Capacity development and promotion of environmental training in island Members;</p> <ul style="list-style-type: none"> <li>• Provide assistance and advice to island Members, in close collaboration with SPREP colleagues, to assess capacity needs, identify actions to address these needs and establish monitoring mechanisms linking capacity development actions to the Action Plan Outcomes.</li> <li>• Provide advice and guidance to island Members and the Secretariat on capacity development for project cycle management.</li> <li>• Prepare, coordinate and disseminate information to PICTs on environmental training opportunities and funding sources.</li> <li>• Advise and assist Managers and Officers plan, implement and evaluate capacity building for the implementation of Multilateral Environmental Agreements (MEAs).</li> <li>• Advise and assist Managers and Officers develop funding proposals targeting island Members' capacity development needs and provide overall coordination to ensure that proposals are well focused and logically constructed.</li> <li>• Assist officers plan, implement and monitor capacity development activities aimed at strengthening capacity of island Members and the Secretariat's to engage with and effectively utilize funding opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>• Timely advice is provided to Members and Programme staff to support planning, implementation and evaluation of capacity building programmes and activities</li> <li>• There is an increase in capacity for project cycle management in the Pacific as a result of support from SPREP.</li> <li>• Countries capacity to develop fundable project proposals is enhanced as a result of SPREP support</li> <li>• Capacity building activities in the SPREP Annual Work Plans are well supported and there is minimal duplication of work.</li> <li>• Timely advice is provided to Members on how to strengthen and improve capacity building initiatives and learn from past experiences.</li> </ul>

<ul style="list-style-type: none"> <li>• Assist Managers and Officers evaluate, monitor and continuously review SPREP's training and human resource development and associated capacity building activities in island member countries and territories, in consultation with them and institutions in the region;</li> </ul>	
<p>3. Coordination and input into SPREP Workshops;</p> <ul style="list-style-type: none"> <li>• Work to ensure a coordinated approach to SPREPs training workshops for PICTs in a range of environmental areas in collaboration with SPREP management and Officers and where appropriate, liaise with partner institutions to develop environmental training programmes;</li> <li>• Attend meetings, workshops, training programmes and seminars where appropriate to provide advice and assistance in facilitation and training.</li> </ul>	<ul style="list-style-type: none"> <li>• Programme officers value the support provided to assist with planning, implementation and evaluating training activities.</li> <li>• There is a strong link between Members capacity building needs and Annual Work Plan activities of the Secretariat.</li> </ul>
<p>4. Volunteer Technical assistance/Internships;</p> <ul style="list-style-type: none"> <li>• Take the lead in securing funding for technical assistance to island Members through volunteer attachment, cross-country attachment and internships;</li> <li>• Advise on the placement of volunteers, country attachments and interns in Member countries and territories and within the SPREP Secretariat, where relevant and appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>• Members needs for volunteer placements are determined</li> <li>• Members request for volunteer technical assistance is attended to in a timely manner and SPREP is able to link Members with volunteer sending organizations.</li> </ul>
<p>5. Programme Monitoring and Evaluation;</p> <ul style="list-style-type: none"> <li>• Develop and implement together with management organization-wide programme monitoring and evaluation (M&amp;E) procedures to strengthen the Secretariat's ongoing development as a learning organisation in the delivery of support to island Members.</li> <li>• Ensure that M&amp;E methodologies are incorporated into programme activities and projects to enable lessons learned, inform and improve the work of the organisation.</li> <li>• Design and implement internal M&amp;E training for Secretariat staff.</li> <li>• Other duties as may be required from time to</li> </ul>	<ul style="list-style-type: none"> <li>• SPREP is able to effectively monitor and evaluate its capacity building support for Members</li> <li>• Management and Programme Officers continue to use tools for monitoring of capacity building and that a record of lessons learnt is compiled</li> <li>• Timely support is provided to Programme Officers for the monitoring and evaluation of their capacity building activities</li> </ul>

time as determined by the Director and/or Programme Managers.	
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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 manager as part of the performance development process.*

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

<b>Work Complexity</b>
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Most challenging duties typically undertaken:
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| <ul style="list-style-type: none"><li>• Coordinating implementation of the EC/UNEP MEA capacity building project</li><li>• Encouraging Members to strengthen in-house institutional staff performance management and capacity building programmes</li><li>• Responding to sudden requests from Members to address capacity building needs</li></ul> |
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<b>Level of Delegation</b>
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The position holder:
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| <ul style="list-style-type: none"><li>▪ manages Operational budgets totalling USD 20,000 and coordinates expenditure of €1.3 M capacity building project.</li><li>▪ can authorise up to USD 50,000 of costs in own budget</li><li>▪ can initiate and facilitate deals and negotiations on behalf of SPREP</li><li>▪ can seek funding opportunities for the capacity building initiatives to support Members</li></ul> |
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## 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"> <li>▪ A minimum Qualification of a Masters Degree from a recognised University in the Social and/or Environmental Sciences, or another relevant field or a Bachelor Degree in lieu with applied relevant work experience in excess of the minimum required relevant work experience.</li> </ul>	<ul style="list-style-type: none"> <li>▪ University qualification supplemented by attendance in a range of specialized short courses or workshops targeting various fields of capacity building</li> </ul>

### Knowledge / Experience

Essential <i>(indicate years of experience required as appropriate)</i>	Desirable
<ul style="list-style-type: none"> <li>▪ At least 10 years work experience in the area of capacity development and environment management preferably within the Pacific Islands region at a senior level.</li> </ul>	<ul style="list-style-type: none"> <li>▪ At least 5 years work experience in the Pacific Islands Region</li> </ul>
<ul style="list-style-type: none"> <li>▪ Evidence of up-to-date knowledge and working experience in a range of capacity development approaches, and working knowledge of key multilateral environmental agreements related to SPREPs mandate, Pacific regional strategies and the related capacity-building needs of Pacific island countries and territories.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Have worked with Pacific Island country or Territory governments with capacity building initiatives.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Proven experience in conducting and coordinating training programmes in a range of environmental management areas, with particular emphasis on the circumstances of Pacific Island countries and territories and sound knowledge of environmental issues affecting and challenges faced by Pacific Island governments and stakeholders in</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience with developing training materials and capacity building strategies for institutions or countries</li> </ul>

addressing these issues	
<ul style="list-style-type: none"> <li>▪ Proven project management experience, engagement with donor processes, ability to meet deadlines; and proven ability to prepare project proposals and reports.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience in planning and implementation of projects that involve capacity building activities</li> </ul>
<ul style="list-style-type: none"> <li>▪ Strong working knowledge of monitoring and evaluation principles and processes and experience in their application to projects, programmes and organizations.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Understands principles of monitoring and evaluation in relation to capacity building projects</li> </ul>
<ul style="list-style-type: none"> <li>▪ Proven ability to work as part of a multi-programme, inter-disciplinary and multi-cultural team and to live and work within Pacific Island governments, institutions and community settings.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience in working with a wide range of organizations and or institutions.</li> </ul>

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

### **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 3 years initially with possible renewal up to a maximum of 6 years.

**Grade:** Appointment will be at the Grade J 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 SDR 43,234 to SDR 57,697 (including COLDA) depending on the successful candidate's qualifications and experience. Currently, the equivalent salary in Samoan Tala is SAT\$170,952 to SAT\$228,140 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.

**Home 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.

**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 maybe 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

Applications should include:

1. A detailed curriculum vitae containing full personal details (birth date, gender, nationality, marital status, number of dependents and age/s, health status, 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-mail of three professional referees who are prepared to provide testimonials.
2. A statement to address how each Essential Selection Criteria is met.
3. Available references from at least three recent employers and/or supervisors.
4. 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 Capacity Development Adviser**" and addressed to: The Director, SPREP, P O Box 240, Apia or alternatively to email address: [sprep@sprep.org](mailto:sprep@sprep.org)

For further enquiries, the Personnel Officer can be contacted on telephone (685) 21929 ext 230 or Email: [luanac@sprep.org](mailto:luanac@sprep.org)

**Closing date: 31 March 2010:** Late applications will not be considered.