



Secretariat of the Pacific Regional Environment Programme (SPREP)

Vacancy: **Internship_Pacific Adaptation to Climate Change (PACC) - Project Communications Coordinator**

Applications are invited for the above Intern position with SPREP at Apia.

This is an exciting opportunity for a young graduate or professional just starting their career to gain professional exposure, further capacity development and to learn more about the work of SPREP and about regional environmental issues and priorities. Specifically, the successful candidate will work with a team of professionals at SPREP to coordinate the communications activities of the PACC project.

Key functions include:

1. Coordinate and facilitate communication activities of the PACC project
2. Coordinate inputs for the Climate Change portal
3. Provide support and assistance to PACC and climate change initiatives

ESSENTIAL SELECTION CRITERIA:

1. Must be under 30 years of age
2. Must be a national of a Pacific island country or territory (Consideration will be given to nationals of partner countries in the event no Pacific islander is selected)
3. Minimum academic qualification of a Bachelor degree in Communications, Environmental Science, or related field or equivalent experience
4. Demonstrated knowledge and experience in project coordination and organisational skills, preferably in the environmental field;
5. Experience in working with the media; and
6. Excellent written and oral communication and interpersonal skills

Salary is SAT\$47,142 per annum. Other attractive staff entitlements such as annual and sick leave, medical benefits, life & personal accident insurance, etc. will be available to the successful candidate. Full details of the position's responsibilities, requirements and terms and conditions can be obtained from the SPREP website, www.sprep.org or by contacting the Personnel Officer on telephone: 21929 Ext. 230, Fax: 20231, or direct Email: luanac@sprep.org

Applications should include:

1. A detailed curriculum vitae containing full personal details;
2. A statement to address how each Essential Selection Criteria is met;
3. Names and contact details for at least three professional referees who are prepared to provide testimonials – prefer the most recent employers and/or supervisors; and,
4. Indication of possible starting date if successful.

All applications to be clearly marked "Application for Internship: PACC – Project Communications Coordinator (PACC_PCC)" and addressed to: The Director, SPREP, P O Box 240, Apia or alternatively to email address: sprep@sprep.org . For further enquiries, the Personnel Officer can be contacted on telephone (685) 21929 ext 230 or Email: luanac@sprep.org

Closing date: Friday, 14 May 2010. Late applications will not be considered.

SPREP is an Equal Opportunity Employer



*Secretariat of the Pacific Regional Environment Programme
(SPREP)*

APPLICANT INFORMATION PACKAGE
**Internship Opportunity: Pacific Adaptation to Climate
Change (PACC) - Project Communications Coordinator**



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A. Background Information on SPREP

SPREP is a regional organisation established by the Governments and Administrations of the Pacific region to look after its environment. It has grown from a small programme attached to the South Pacific Commission (SPC) in the 1980s into the Pacific region's major intergovernmental organisation charged with protecting and managing the environment and natural resources. It is based in Apia, Samoa, with about 60 staff.

The Pacific island Governments and Administrations saw the need for SPREP to serve as the conduit for concerted environmental action at the regional level. The establishment of SPREP also sends a clear signal to the global community of the deep commitment of the Pacific island Governments and Administrations towards sustainable development, especially in light of the outcomes of the World Summit on Sustainable Development in the form of the Plan of Implementation, the Millennium Development Goals and Declaration, the Barbados Plan of Action and Agenda 21.

Mandate

SPREP's **mandate** is to promote cooperation in the Pacific islands region and to provide assistance in order to protect and improve the environment and to ensure sustainable development for present and future generations.

Vision

SPREP's **vision** is that people of the Pacific islands are better able to plan, protect, manage and use their environment for sustainable development.

Focus

SPREP's unique **focus** is to sustain the integrity of the ecosystems of the Pacific islands region to support life and livelihoods today and tomorrow.

Members

SPREP has 21 Pacific island member countries (American Samoa, Cook Islands, Federated States of Micronesia, Fiji, French Polynesia, Guam, Kiribati, Marshall Islands, Nauru, New Caledonia, Niue, Northern Marianas, Palau, Papua New Guinea, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, Vanuatu and Wallis & Futuna) and four developed countries (Australia, France, New Zealand and United States of America) with direct interests in the region.

Programmes

The Secretariat's work is delivered through two Strategic Programmes: Island Ecosystems and Pacific Futures.

- The Island Ecosystems Programme includes components of terrestrial, coastal and marine ecosystems management, species of special interest and people and institutions.
- The Pacific Futures Programme includes components of waste management and pollution control, environmental planning, climate change and atmosphere, environment monitoring, reporting and multilateral environmental agreements and regional coordination mechanisms. Assisting the region to understand and address sustainable development issues is an essential element of this mandate.

Internship Programme

Each year and subject to funding, SPREP offers a limited number of young graduates or professionals just starting their career, through its Internship Programme, an opportunity to gain professional exposure and strengthen capacity building in a field relevant to their chosen career and to learn more about the work of SPREP and about regional environmental issues and priorities.

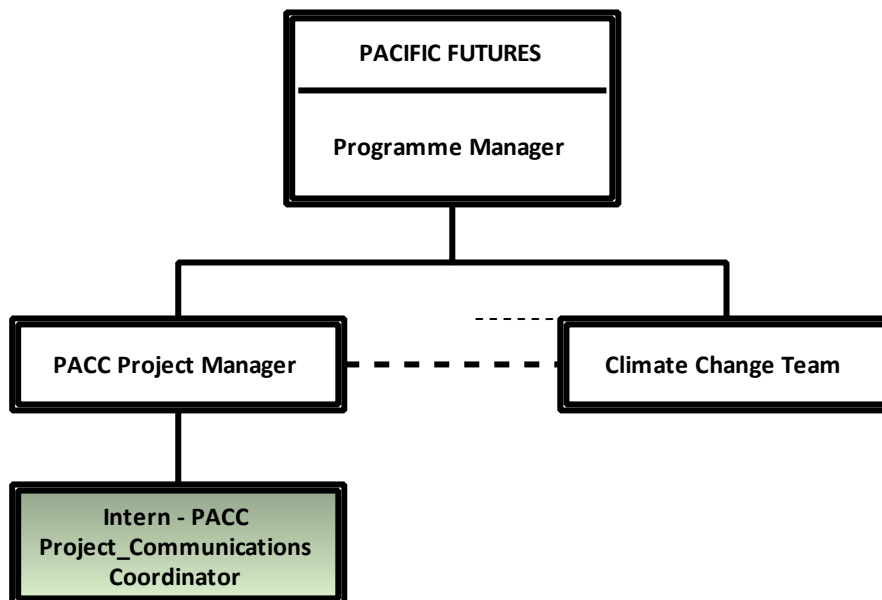
Pacific Adaptation to Climate Change Project

The Pacific Adaptation to Climate Change (PACC) Project is designed to promote climate change adaptation as a key pre-requisite to sustainable development in Pacific Island Countries. The PACC project objective therefore is to enhance the capacity of the participating countries to adapt to climate change, including climate variability, in key development sectors. The Intern will work closely with the PACC Project Manager and the Climate Change programme to coordinate and support all communication activities of the project.

B. DESCRIPTION OF RESPONSIBILITIES

Position Title:	Intern: Pacific Adaptation to Climate Change (PACC) - Project Communications Coordinator
Programme:	Pacific Futures
Group / Team:	Climate Change
Responsible To:	Pacific Adaptation to Climate Change – Project Manager
Responsible For: (Total number of staff)	N/A
Job Purpose:	This position exists to: <ul style="list-style-type: none">▪ Coordinate and support all communication activities of the Pacific Adaptation to Climate Change Project
Date:	4 May 2010

Organisation Context



Key Result Areas

The position of **Intern: Pacific Adaptation to Climate Change (PACC) Project Communications Coordinator** encompasses the following major functions or Key Result Areas:

- ❑ Coordinate and facilitate communication activities of the PACC project
- ❑ Coordinate inputs for the Climate Change portal
- ❑ Provide support and assistance to PACC and climate change initiatives

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

The Intern is accountable for	The Intern is successful when
<p>1. Coordinate and facilitate communication activities of the PACC project</p> <ul style="list-style-type: none"> ● Work with relevant SPREP Programme Officers and SPREP partners to assist coordination and facilitate PACC communication activities under the PACC project 	<ul style="list-style-type: none"> ▪ PACC communication activities completed successfully ▪ PACC communication initiatives are developed and implemented in a timely manner ▪ Partnerships are developed and secured to support and deliver PACC activities ▪ A network of PACC focal points comprising of key regional and national representatives including key SPREP staff established to coordinate and support the implementation of PACC activities
<p>2. Coordinate inputs for the Climate Change portal</p> <ul style="list-style-type: none"> ● Coordinate inputs from the Climate Change Portal consultancy team, assist in organising and arranging for contacts with experts in the region as well as import relevant climate change content in the existing portal 	<ul style="list-style-type: none"> ▪ Climate Change portal updated and relevant ▪ PACC communication activities developed and implemented in SPREP member countries
<p>3. Provide support and assistance to PACC and climate change initiatives</p> <ul style="list-style-type: none"> ● Work with key partners to develop and support PACC and climate change initiatives within SPREP including the services to the Pacific Climate Change Roundtable working groups ● Support the PACC –PM and PACC Project Officer (PACC-PO) with activities highlighted under the PACC project ● Support the implementation of the Pacific Islands Greenhouse Gas Abatement through Renewable Energy Project (PIGGAREP) website as well as 	<ul style="list-style-type: none"> ▪ National and community based PACC activities monitored and evaluated ▪ Lessons learnt documented and shared widely with all key partners ▪ A detailed report prepared and submitted to SPREP highlighting key outcomes and results achieved, lessons learnt, challenges and recommendations to assist with similar work in the future ▪ Websites are up-to-date and relevant

regular updates of the PACC website including coordination of communication activities	
4. Other PACC related activities assigned from time to time	<ul style="list-style-type: none"> ▪ Activities completed on time and at an acceptable standard

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.

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 ▪ National and community representatives ▪ Key PACC partners / experts ▪ Media <p>Internal</p> <ul style="list-style-type: none"> ▪ Climate Change Team ▪ Programme Staff ▪ Corporate Services 	<ul style="list-style-type: none"> ▪ Coordination / communication / facilitation / discussions / presentations ▪ Coordination / facilitation / reporting

Person Specification

Age & Nationality Requirement

Essential
<ol style="list-style-type: none"> 1. Must be under 30 years of age 2. Must be a national of a Pacific island country or territory (Consideration will be given to nationals of partner countries in the event no Pacific islander is selected)

Qualifications

Essential
<ol style="list-style-type: none"> 3. Minimum qualification of a Bachelor degree in Environmental Science, Communications or

related field or equivalent experience

Knowledge / Experience

Essential

4. Demonstrated knowledge and experience in project coordination and organisational skills, preferably in the environmental field;
5. Experience in working with the media; and
6. Excellent written and oral communication and interpersonal skills

Change to position description

From time to time it may be necessary to consider changes in the Position Description in response to the changing nature of our work environment– including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.

C. TERMS & CONDITIONS

Duty Station: Apia, Samoa.

Duration: The internship position will be for 12 months starting as soon as possible.

Remuneration: The salary is SAT\$47,142 per annum. Salary will be tax free for non-citizens and non-residents of Samoa.

Term: For those recruited from outside Samoa, the term begins from the day the intern leaves his or her home to take up the internship programme. The internship is subject to a satisfactory medical examination.

The internship will be 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 an intern recruited from outside Samoa, the following applies:

Relocation Expenses: SPREP will meet certain relocation and repatriation expenses as follows for the successful candidate only:

- Return economy class airfares between Apia and the recognised home by the most direct and most economical route;
- Necessary reasonable accommodation during transit;
- Establishment and repatriation allowances subject to successful completion of the internship;

Establishment Grant: A lump sum payment of SDR1,100 upon taking up the internship and arrival in Apia.

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

- Up to 20kgs of excess baggage each way.

Temporary Accommodation and Assistance: On arrival in Apia, the intern is entitled to temporary accommodation at a suitable hotel or other fully furnished accommodation for up to 6 working days. The intern will be assisted to settle into Apia. This will include help in finding suitable rental accommodation.

Annual Leave: 25 working days per annum

Sick Leave: 30 working days per annum

Duty Travel: SPREP meets travelling expenses at prescribed rates necessarily incurred by the intern if required to travel away from Apia as part of the internship programme

Life & Personal Accident Insurance: The intern is covered by SPREP's 24 hour Life and Personal Accident Insurance Policy.

Medical Benefits: The intern is 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 intern recruited from outside Samoa will receive a superannuation allowance of 7% of basic salary. For an intern recruited locally, SPREP will pay 7% of basic salary to the Samoa National Provident Fund.

Equal Opportunities: SPREP is an Equal Opportunity Employer. Men and women are equally eligible for all posts in SPREP.

4. ADMINISTRATIVE INFORMATION

Applications should include:

1. A detailed curriculum vitae containing full personal details;
2. A statement to address how each Essential Selection Criteria is met;
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