



Secretariat of the Pacific Regional Environment Programme (SPREP)

Position Title: Project Manager - Pacific Islands Greenhouse Gas Abatement through Renewable Energy Project (PM-PIGGAREP)

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

The Project Manager (PM) PIGGAREP is responsible to the Programme Manager – Pacific Futures through the Climate Change Adviser to lead the Mitigation aspects of the climate change programme. This will be through managing the implementation of the PIGGAREP, promoting low carbon developments and strengthening the capacity of SPREP in CDM, and GHG inventory and Monitoring.

Key functions include:

1. Overall management of the PIGGAREP
2. Provide advice to member countries on low carbon developments, CDM and GHG Inventory and Monitoring
3. Build the capacity of SPREP in GHG Mitigation
4. Communications and reporting

Essential Selection Criteria include:

1. Advanced degree (at least M.Sc. or equivalent) in engineering, energy, environmental management or other field relevant to the project;
2. At least 10 years work experience in, and knowledge of, climate change and energy related issues and activities in the Pacific island region or in other small island developing states;
3. Proven strategic, coordination, analytical, communication and facilitation skills;
4. Proven project and programme management experience, preferably with GEF and UNDP funded projects or similar regional/multi-country projects in small island developing countries, including budget preparation and financial management;
5. Proven knowledge of climate change and energy issues, conventions, agreements and policies particularly those relevant to the PICs;
6. Proven ability to work as part of an interdisciplinary and/or multi-cultural team;
7. Ability to meet project deadlines;
8. Excellent working knowledge of English.

Full details of the PM-PIGGAREP'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: 21929 Ext. 230, Fax: 20231, or direct Email: luanac@sprep.org

Basic salary ranges from 43,234SDRs to 57,697SDRs (including COLDA), equivalent to SAT\$170,953 to SAT\$228,141 (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 Project Manager - PIGGAREP" and addressed to: The Director, SPREP, P O Box 240, Apia or alternatively to email address: sprep@sprep.org

Closing date & time: Close of business, Friday 30 July 2010. Late applications will not be considered.

SPREP is an Equal Opportunity Employer



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

APPLICANT INFORMATION PACKAGE

**Project Manager, Pacific Islands Greenhouse Gas Abatement through Renewable
Energy Project (PM-PIGGAREP)**



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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.

(a) 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.

(b) 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.

(c) 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.

(d) 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.

(e) 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.

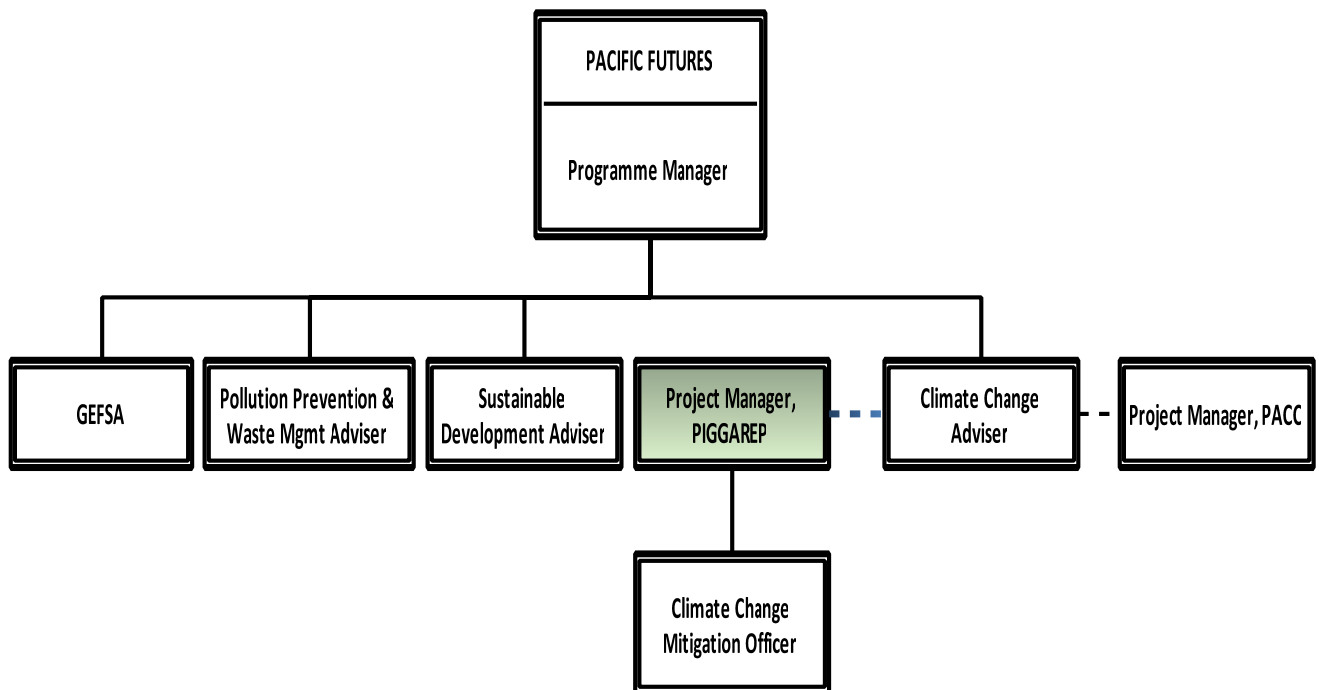
Climate Change Mitigation work

The Secretariat's climate change mitigation work is focussed on supporting low carbon developments in member countries and territories and supporting members with their greenhouse gas inventories and technology needs assessments and strengthening the capacity and awareness about the clean development mechanism(CDM).

B. JOB DESCRIPTION

Job Title:	Project Manager, Pacific Islands Greenhouse Gas Abatement through Renewable Energy Project (PM-PIGGAREP)
Programme:	Pacific Futures
Group / Team:	Climate Change
Responsible To:	Climate Change Adviser
Responsible For: (Total number of staff)	1 (CCMO)
Job Purpose:	<p>This job exists to:</p> <p>Lead the Mitigation activities of the climate change programme through managing the implementation of the PIGGAREP, promoting low carbon developments and strengthening the capacity of SPREP in CDM, and Greenhouse Gas (GHG) inventory and Monitoring.</p>
Date:	25 June 2010

Organisation Context



Key Result Areas

The position of **PM-PIGGAREP** encompasses the following major functions or Key Result Areas:

1. Overall management of the PIGGAREP
2. Provide advice to member countries on low carbon developments, CDM and GHG Inventory and Monitoring
3. Build the capacity of SPREP in GHG Mitigation
4. Communications and reporting

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

Jobholder is accountable for	Jobholder is successful when
<p>1. Overall management of the PIGGAREP</p> <p>a) Serve as the Head of the Project Management Office (PMO) housed in SPREP;</p> <p>b) Assume overall responsibility, through SPREP's accountability structures, for the day-to-day management and implementation of all project activities and ensure the realization of project objectives in accordance with the UNDP Project Document (including the GEF Full Size Project Brief) and UNDP's POPP</p> <p>c) Assume responsibility for all monitoring and reporting obligations of the project to UNDP, including annual and quarterly work plans and budgets, quarterly progress and financial reports, Annual Project Report(APR)/Project Implementation Review (PIR) reports, multi-partite review meeting papers and annual project audit reports, and all other reporting requirements as per standard UNDP/GEF procedures</p> <p>d) Ensure effective coordination of all PIGGAREP activities, both incremental and baseline (particularly co-financed) activities</p> <p>e) Lead follow-up to the recommendations from the Mid-term Evaluation report</p> <p>f) Coordinate and monitor the implementation of the activities described</p>	<p>a) PIGGAREP is implemented according to its Project Document, Budget and UNDP's POPP</p> <p>b) PMO is well staffed and resourced and there is effective coordination with the national coordinators</p> <p>c) Project reports are produced on time</p> <p>d) Effective coordination of PIGGAREP with parallel activities at the national and regional levels</p> <p>e) Joint implementation of PIGGAREP activities with other agencies implementing activities at the national and regional levels</p> <p>f) MPR and consultation meetings and meetings of the Project Steering Committee are efficiently conducted and attended by national and regional project partners</p> <p>g) Consultancy reports are produced on time and are of a high standard and quality</p> <p>h) There are synergies and collaboration between the PIGGAREP and other GEF PAS projects on mitigation</p> <p>i) Achievements of the PIGGAREP are reported in the PIFACC and FAESAP.</p> <p>j) Recommendations of the mid-term review are effectively implemented</p> <p>k) Work Plans and Budgets are reflective of member country priorities</p>

¹SEDREA (Palau), ADMIRE (RMI), Promoting Energy Efficiency in the Pacific (Cook Islands, Samoa, Tonga and Vanuatu), Regional Renewable Energy Project (Kiribati, PNG, Solomon Islands, Vanuatu), Accelerating the Use of Renewable Energy Technologies (Nauru, Niue and Tuvalu) and FREPP (Fiji)

Jobholder is accountable for	Jobholder is successful when
<p>in the quarterly and annual work plans</p> <ul style="list-style-type: none"> g) Coordinate with the PIGGAREP National Coordinators the tracking, and if necessary, the adjustment of the agreed project annual targets stated in the project monitoring plan h) Assume responsibility for all project consultation meetings including meetings with the National Coordinators, donor roundtable meetings, multi-partite review meetings and meetings of the Project Steering Committee (PSC) i) Coordinate in-country activities with the PIGGAREP National Coordinators j) Coordinate the implementation, monitoring and reporting of the results of the agreed baseline activities and demonstration schemes, and all other co-financed parallel activities of the project k) Coordinate regional and sub-regional activities with the PIGGAREP National Coordinators and other project partners l) Coordinate and manage all procurement requirements for UNDP/GEF-funded services and supplies (e.g., contracts and consultancies in the project, including preparing Terms of References, reviewing consultancy reports, etc) m) Provide oversight and guidance to contractors and consultants engaged by the project n) Facilitate liaison and networking between and among the 11 PIGGAREP Country Teams, regional organisations including members of the Council of Regional Organisations of the Pacific (CROP), key stakeholders and other individuals involved in project implementation o) Foster and establish strong links with all project partners, particularly those who are implementing and/or funding co-financed activities and other related programmes and projects in the PICs, in particular the mitigations projects as part of the GEF Pacific Alliance for Sustainability (GEF-PAS)¹. Ensure regular and timely receipt of progress reports on the various parallel funded activities of the project p) Assume overall responsibility for tracking 	

Jobholder is accountable for	Jobholder is successful when
<p>the replications that occur as impacts of PIGGAREP and the widespread dissemination of PIGGAREP best practices and experiences as well as highlighting GEF's and UNDP's roles in the project</p> <p>q) Ensure the PIGGAREP is consistent with the Pacific Islands Framework for Action on Climate Change and the Framework for Action on Energy Security in the Pacific (FAESP)</p> <p>r) Ensure the PIGGAREP is integrated with SPREP's Programme objectives and activities</p> <p>s) Act as Secretary to the PSC.</p>	
<p>2. Provide advice to member countries on GHG Mitigation, CDM and GHG Inventory and Monitoring</p> <p>a) Respond to requests for advice and assistance from member countries on mitigation, particularly on renewable energy and energy efficiency</p> <p>b) Coordinate and facilitate the conduct of reviews and assessments of the feasibility and sustainability of renewable energy and energy efficiency projects and programmes</p> <p>c) Raise the awareness about CDM and strengthen member country capacity in this area.</p> <p>d) Assist member countries with their GHG inventories and the preparations of their national communications</p>	<p>a) Advice and Support efficiently and satisfactorily delivered to member countries.</p> <p>b) Requests from member countries are addressed</p> <p>c) Joint reviews are conducted with relevant national and regional project partners</p> <p>d) More CDM DNA are established and projects are proposed under the CDM</p> <p>e) GHG Inventories in the national communications of member countries are completed on time and are accurate and reliable</p>
<p>3. Strengthen the capacity of SPREP in GHG Mitigation</p> <p>4. Strengthen the capacity of SPREP in GHG Mitigation</p> <p>a) Work with SPREP staff to ensure an integrated approach to mitigation including communications and information sharing</p> <p>b) Assist with the preparation of funding proposals on low carbon developments for islands member countries of SPREP</p>	<p>a) Low carbon developments are funded and are integrated into all programmes at SPREP and in the management of the organisation.</p> <p>b) Low carbon developments are integrated into the Islands Ecosystems and Pacific Futures work programmes</p> <p>c) Additional non-PIGGAREP funds are secured for low carbon development activities.</p>
<p>5. Communications and Reporting</p> <p>a) Track the impacts and the replications of PIGGAREP and document the best practices and lessons learnt</p>	<p>a) PIGGAREP and SPREP's mitigation effort are tracked and widely and openly shared in a timely manner</p>

Jobholder is accountable for	Jobholder is successful when
b) Assist with the preparation of reports for donors/sponsors and governments as required on programme outcomes and performance	b) Impacts of PIGGAREP interventions are tracked and recorded c) All PIGGAREP outputs are openly shared through its web page

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:

- Aligning SPREP's energy related activities and working coherently with national and regional project partners
- Implementing project activities according to budget and time
- Complete project reports on time

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 / focal points • Donors and stakeholders • National, regional, international communities and organisations <p>Internal</p> <ul style="list-style-type: none"> • Executive Management • Programme staff • Corporate Services 	<ul style="list-style-type: none"> • Assistance / communications / liaison / reporting through the Climate Change team leader and the Pacific Futures Programme Manager • Email contacts with national and regional project partners • Reporting / communications / participation <ul style="list-style-type: none"> • Project Staff issues • Project Budget and Finances

Level of Delegation

The position holder:

- a) manages a work plan and an associated annual operational budget
- b) has authority to commit funds and approve payments in own operational budget up to a certain limit
- c) can seek funding opportunities for own work area

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. Advanced degree (at least M.Sc. or equivalent) in engineering, energy, environmental management or other field relevant to the project;

Knowledge / Experience

Essential

2. At least 10 years work experience in, and knowledge of, climate change and energy related issues and activities in the Pacific island region or in other small island developing states;
3. Proven strategic, coordination, analytical, communication and facilitation skills
4. Proven project and programme management experience, preferably with GEF and UNDP funded projects or similar regional/multi-country projects in small island developing countries, including budget preparation and financial management.
5. Proven knowledge of climate change and energy issues, conventions, agreements and policies particularly those relevant to the PICs;
6. Proven ability to work as part of an interdisciplinary and/or multi-cultural team
7. Ability to meet project deadlines;
8. Excellent working knowledge of English

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"> • Competent in using assessment tools in areas of expertise • Proposal & Report Writing • Problem Solving • Facilitation Skills • Excellent communications • Fluency in English • Ability to set priorities • Team Building
Advanced level	<ul style="list-style-type: none"> • Keep updated in the scientific/technical field • Flexible approach • Willingness to assist with other programmes
Working Knowledge	<ul style="list-style-type: none"> • Interpersonal skills and cultural sensitivity • Commitment to continuous improvement
Awareness	<ul style="list-style-type: none"> • Ability to work well with other programmes and with both genders

i.

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 subject to performance during the initial term, continuity of related programme activities and availability of funds.

Grade: Appointment will be at the Grade J of SPREP's authorised 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 SDR43,234 to SDR57,697 (including COLDA) depending on the successful candidate's qualifications and experience. Currently, the equivalent salary in Samoan Tala is SAT\$170,953 to SAT\$228,141 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 = SAT\$2.59

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 Apia, 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; and,
- up to 20 kilos of excess baggage for the appointee and family.

Establishment Grant: A lump sum, of SDR1,100 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 Samoan Tala \$15,600 per annum per dependent child, with an overall maximum of Samoan Tala \$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 Life & 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.

D. 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;
3. Names and contact details of 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 Project Manager - PIGGAREP” 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, 30 July 2010: Late applications will not be considered.

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