



Secretariat of the Pacific Regional Environment Programme  
(SPREP)  
**Vacancy: Climate Change Adaptation Officer (CCAO)**

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

This is an exciting and challenging opportunity to work with a team of professionals in providing technical assistance to members in adaptation strategies and actions in the region.

**Key functions include:**

1. Assistance to Pacific Futures climate change programme in the identification, development implementation and monitoring of national adaptation programmes
2. Assistance to member countries on adaptation-related work
3. Communications and reporting

**ESSENTIAL SELECTION CRITERIA:**

1. Minimum qualifications of a Bachelor degree in Science in any one or combinations of the following fields: - GIS, Water Resource Management, Coastal Geology or Oceanography relevant to providing technical assistance in climate change, preferably with a focus on adaptation-related issues (a postgraduate qualification in a relevant field would be an advantage)
2. At least 5 years' work experience in climate change related activities in the Pacific island region or in other small island developing states;
3. Proven experience in the following areas:
  - a. Linking the scientific or technical expertise holds to aspects of climate change;
  - b. Participatory methods of project development and implementation, community assessment and public education; and,
  - c. Knowledge of community structures in the Pacific Islands;
4. Proven ability to:
  - a. Organise/manage training and/or technical assistance programmes, for Pacific Island countries; and,
  - b. Work with a diverse range of interested stakeholders, e.g., government officials, communities, and the private sector and aid administrators
5. Demonstrated interest and/or involvement in sustainable development and climate change adaptation issues with excellent written and oral communication skills in English - familiarity and knowledge of a second language will be highly regarded;
6. Proven ability to work as a part of an inter-disciplinary and/or multi-cultural team
7. Willingness to travel and work, sometimes to remote locations

Basic salary ranges from SDR29,015 to SDR39,754 (including COLDA). This is currently equivalent to SAT\$114,729 to SAT \$157,192 (including COLDA) per annum depending on qualifications and experience. Other attractive staff entitlements such as housing & education allowances, medical benefits, life & personal accident insurance, etc. will be available to the successful candidate.

Full details of the CCAO's responsibilities, requirements, remuneration package and lodging an application 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: (+685) 21929 Ext. 230, Fax: (+685 20231), or direct Email: [luanac@sprep.org](mailto: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 Climate Change Adaptation Officer (CCAO)**” 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: Friday, 11 June 2010.** Late applications will not be considered.



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

APPLICANT INFORMATION PACKAGE  
**CLIMATE CHANGE ADAPTATION OFFICER (CCAO)**



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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.

### **Climate Change Adaptation work**

The Secretariat is currently implementing a major adaptation project in 13 Pacific Island Countries (PACC), but is also engaged in providing further support to the region in terms of future projects, mainstreaming of climate change adaptation into national policy and planning, and providing support upon request to Members in relation to their climate change and adaptation needs. Support is also provided at the international level in the UNFCCC negotiations.

## B. JOB DESCRIPTION

**Job Title:** Climate Change Adaptation Officer

**Programme:** Pacific Futures

**Group / Team:** Climate Change

**Responsible To:** Climate Change Adviser

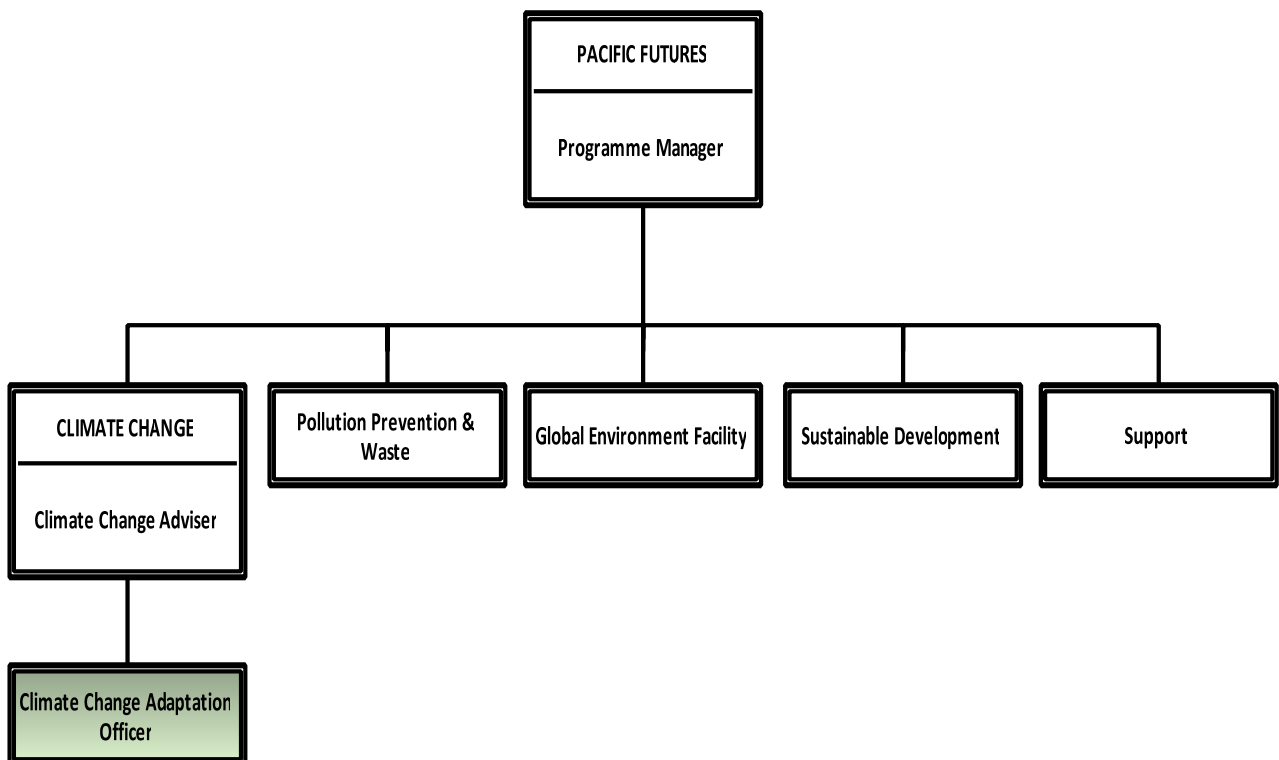
**Responsible For:** N/A  
**(Total number of staff)**

**Job Purpose:** This job exists to:

- Support the climate change programme in providing technical assistance to members in adaptation strategies and actions in the region specifically to address issues relating to impacts of climate change, climate variability and sea level rise.

**Date:** 4 May 2010

### Organisation Context



## Key Result Areas

The position of **Climate Change Adaptation Officer** encompasses the following major functions or Key Result Areas:

1. Assistance to Pacific Futures climate change programme in the identification, development implementation and monitoring of national adaptation programmes
2. Assistance to member countries on adaptation-related work
3. Communications and reporting

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

Jobholder is accountable for	Jobholder is successful when
<p><b>1. Assistance to Pacific Futures climate change programme in the identification, development implementation and monitoring of national adaptation programmes</b></p> <ol style="list-style-type: none"> <li>a. Identify and develop adaptation proposals to assist Pacific Island countries and territories in their efforts to respond to impacts of climate change, climate variability and sea level rise</li> <li>b. Monitor national adaptation activities through established monitoring processes</li> </ol>	<ul style="list-style-type: none"> <li>• Pacific Island countries that have requested assistance are enabled to implement adaptation projects and programmes at the national level, that can be monitored and evaluated for their benefits over time</li> </ul>
<p><b>2. Assistance to member countries on adaptation-related work</b></p> <ol style="list-style-type: none"> <li>a. Assist Pacific Island parties to build their capacity on assessment to identify root causes of vulnerabilities to climate change impacts</li> <li>b. Develop adaptation proposals based on (a) in line with relevant provisions and decisions of the UNFCCC related to adaptation, such as those dealing with the Clean Development Mechanism Adaptation Fund procedures, subject to priorities and resources of the organization</li> <li>c. Assist with information and best practices from adaptation work in the region to inform the Pacific Climate Change Roundtable in its implementation of the Action Plan for the <i>Pacific Islands Regional Framework for Action on Climate Change</i></li> <li>d. Assist the Secretariat to identify and secure</li> </ol>	<ul style="list-style-type: none"> <li>• Pacific Island countries have successfully built capacity to enable them to tackle particular climate change impacts at the national and community level, that they are enabled to access and secure financing for adaptation, and that they have an adequate information sharing service provided.</li> </ul>

<p>adaptation financing and specialized technical assistance for PICTs, in collaboration with relevant CROP Agencies, as well as assist PICs access adaptation funding under the GEF</p>	
<p><b>3. Communications and reporting</b></p> <p>a. Work with SPREP staff to ensure an integrated approach to adaptation including communications and information sharing</p> <p>b. Assist with the preparation of reports for donors/sponsors and governments as required on programme outcomes and performance</p>	<ul style="list-style-type: none"> <li>Information on adaptation in the Pacific is well documented and accessible to multiple user groups</li> </ul>

**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:

- Develop or test an appropriate scientific process for identifying priority adaptation needs.
- Conduct in-country technical training
- Develop a regional adaptation project in collaboration with the climate change team.
- Provide support to the development of national adaptation plans and programmes

**Functional Relationships & Related 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>Member countries / focal points</li> <li>Donors and stakeholders</li> <li>National, regional, international communities and organisations</li> </ul> <p><b>Internal</b></p> <ul style="list-style-type: none"> <li>Executive Management</li> </ul>	<ul style="list-style-type: none"> <li>Assistance / communications / liaison / reporting through the Climate Change team leader and the Pacific Futures Programme Manager</li> <li>Email contacts with national climate change adaptation officials</li> <li>Reporting / communications / participation</li> </ul>

<ul style="list-style-type: none"> <li>• Programme staff</li> <li>• Corporate Services</li> </ul>	
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### Level of Delegation

The position holder:
<ul style="list-style-type: none"> <li>a) manages an operational budget</li> <li>b) has authority to commit funds and approve payments in own operational budget up to a certain limit</li> <li>c) can seek funding opportunities for own work area</li> </ul>

### 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

<b>Essential</b>
<ol style="list-style-type: none"> <li>1. Minimum qualifications of a Bachelor degree in Science in any one or combinations of the following fields: - GIS, Water Resource Management, Coastal Geology or Oceanography relevant to providing technical assistance in climate change, preferably with a focus on adaptation-related issues (a postgraduate qualification in a relevant field would be an advantage)</li> </ol>

### Knowledge / Experience

<b>Essential</b>
<ol style="list-style-type: none"> <li>2. At least 5 years' work experience in climate change related activities in the Pacific island region or in other small island developing states;</li> <li>3. Proven experience in the following areas: <ul style="list-style-type: none"> <li>a. Linking the scientific or technical expertise holds to aspects of climate change;</li> <li>b. Participatory methods of project development and implementation, community assessment and public education; and,</li> <li>c. Knowledge of community structures in the Pacific Islands;</li> </ul> </li> <li>4. Proven ability to:</li> </ol>



- a. Organise/manage training and/or technical assistance programmes, for Pacific Island countries; and,
  - b. Work with a diverse range of interested stakeholders, e.g., government officials, communities, and the private sector and aid administrators
5. Demonstrated interest and/or involvement in sustainable development and climate change adaptation issues with excellent written and oral communication skills in English - familiarity and knowledge of a second language will be highly regarded;
  6. Proven ability to work as a part of an inter-disciplinary and/or multi-cultural team
  7. Willingness to travel and work, sometimes to remote locations

### 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>• Competent in using assessment tools in areas of expertise</li> <li>• Proposal &amp; Report Writing</li> <li>• Problem Solving</li> <li>• Facilitation Skills</li> <li>• Excellent communications</li> <li>• Fluency in English</li> <li>• Ability to set priorities</li> <li>• Team Building</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• Keep updated in the scientific/technical field</li> <li>• Flexible approach</li> <li>• Willingness to assist with other programmes</li> </ul>
Working Knowledge	<ul style="list-style-type: none"> <li>• 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 other programmes and with both genders</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.*

## C. REMUNERATION PACKAGE – 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 subject to performance during the initial term, continuity of related programme activities and availability of funds.

**Grade:** Appointment will be at the Grade I 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 SDR29,015 to SDR39,754 (including COLDA) depending on the successful candidate's qualifications and experience. Currently, the equivalent salary in Samoan Tala is SAT\$114,729 to SAT\$157,192 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\$2.54

**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.

## 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;
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 Climate Change Adaptation Officer” 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: Friday, 11 June 2010**: Late applications will not be considered.

**SPREP is an Equal Opportunity Employer**