



Secretariat of the Pacific Regional Environment Programme (SPREP)

## Vacancy: Secretary to Programme Manager – Pacific Futures (S\_PM-PF)

Applications are invited for the above Support Staff position with SPREP at Vailima.

The S\_PM-PF is responsible to the Programme Manager – Pacific Futures for the provision of high-level administrative and secretarial services. Key functions include:

- Administrative and Secretarial services to the PM - PF
- Record Keeping
- Travel Arrangements
- Programme Meetings
- Programme Support

### SELECTION CRITERIA:

#### Essential:

1. A Diploma in Office Management, Administration or Science with administrative experience (a higher qualification would be an advantage)
2. At least 5 years of senior secretarial and administrative work experience in a medium to large organisation;
3. Excellent written and verbal communication skills with fluency in English and Samoan;
4. Advanced word processing skills and computer skills in Microsoft Office and other related programs;
5. Demonstrated ability to meet work plan deadlines with minimal or without supervision,
6. Demonstrated experience as a team-player in a multi-disciplinary and multi-cultural environment;
7. Demonstrated ability to conduct research and understand policies, operational manuals and regulations;
8. A demonstrated level of diplomacy and tact

#### Highly Desirable

- A Bachelor degree in Administration or another relevant field
- Relevant experience in a regional / international organisation

Basic salary ranges from SAT\$25,391 to SAT\$38,071 depending on qualifications and experience. Other attractive staff entitlements such as medical benefits, life & personal accident insurance, etc. will be available to the successful candidate. Full details of the post's responsibilities, requirements and remuneration package can be obtained from the SPREP 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)

#### 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 Secretary to Programme Manager – Pacific Futures" 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**



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

**APPLICANT INFORMATION PACKAGE**  
**Secretary to Programme Manager – Pacific Futures**



# **CONTENTS**

A. Background Information on SPREP

B. JOB DESCRIPTION

C. REMUNERATION PACKAGE – TERMS & CONDITIONS

D. ADMINISTRATIVE INFORMATION

## 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**

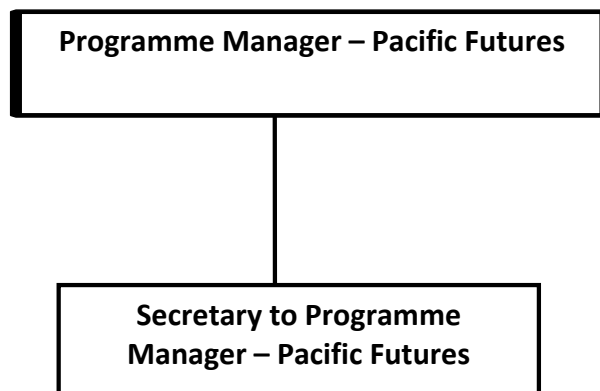
The Secretariat's work is delivered through two Strategic Programmes: Island Ecosystems and Pacific Futures.

- 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 as well as assisting the region to understand and address sustainable development issues.

## B. JOB DESCRIPTION

<b>Job Title:</b>	Secretary to Programme Manager – Pacific Futures
<b>Programme:</b>	Pacific Futures
<b>Group / Team:</b>	
<b>Responsible To:</b>	Programme Manager – Pacific Futures
<b>Responsible For: (Total number of staff)</b>	N/A
<b>Job Purpose:</b>	This job exists to: <ul style="list-style-type: none"><li>▪ Provide administrative and secretarial services and support to the Programme Manager – Pacific Futures.</li></ul>
<b>Date:</b>	31 May 2010

### Organisation Context



## Key Result Areas

The position of **Secretary to Programme Manager – Pacific Futures (S\_PM-PF)** encompasses the following major functions or Key Result Areas:

- ❑ Administrative and Secretarial services to the PM - PF
- ❑ Record Keeping
- ❑ Travel Arrangements
- ❑ Programme Meetings
- ❑ Programme Support

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

Jobholder is accountable for	Jobholder is successful when
<p><b>1. Administrative and Secretarial services to the PM – PF;</b></p> <ul style="list-style-type: none"> <li>• Provide administrative services – including but not limited to the following:               <ul style="list-style-type: none"> <li>- Manage the Programme Manager – Pacific Future’s office and schedules including arranging meetings and travel</li> <li>- Ensure relevant deadlines are tracked and met</li> <li>- Conduct research to support the work of the Programme Manager</li> <li>- Prepare and write literature, correspondence and reports</li> <li>- Handle electronic documents</li> <li>- Handle information requests</li> <li>- Provide advice and coordinate work flow</li> </ul> </li> <li>• Provide secretarial services – including but not limited to the following:               <ul style="list-style-type: none"> <li>- Schedule appointments and meetings</li> <li>- Manage all telephone calls and route as necessary</li> <li>- Type official correspondence</li> <li>- Oversee visitors’ schedules, provide information and re-direct where necessary</li> </ul> </li> <li>• Ensure that the PM - PF is kept up to date on essential Programme issues</li> </ul>	<ul style="list-style-type: none"> <li>• PM-PF’s schedules and deadlines are met</li> <li>• Short turnover time for requests</li> <li>• Correspondence are timely and clear</li> </ul>
<p><b>2. Record Keeping</b></p> <ul style="list-style-type: none"> <li>• Ensure the PM-PF’s files are up-to-date, secured and easily accessible and that relevant records and files are kept confidential at all times;</li> </ul>	<ul style="list-style-type: none"> <li>• Filing system is up-to-date, secured and easily accessible</li> <li>• Necessary information and publications are available</li> <li>• No missing records</li> </ul>

<ul style="list-style-type: none"> <li>• Ensure that the Office of the PM-PF's has all necessary information and publications</li> </ul>	
<p><b>3. Travel Arrangements</b></p> <ul style="list-style-type: none"> <li>• Make travel arrangements and attend to all necessary travel requirements of the PM-PF;</li> <li>• Provide necessary support to the PM-PF as required during his/her travels.</li> </ul>	<ul style="list-style-type: none"> <li>• PM-PF's travels are arranged on time</li> <li>• PM-PF's has all travel requirements in place before travel</li> </ul>
<p><b>4. Programme Meetings</b></p> <ul style="list-style-type: none"> <li>• Provide secretarial and support services to Pacific Futures Programme Meetings including preparation of the agenda, setting up facilities, taking notes and distributing the meeting record to programme staff;</li> <li>• Assist with arrangements for all other relevant programme and official meetings.</li> </ul>	<ul style="list-style-type: none"> <li>• Timely distribution of all meeting information</li> <li>• All meeting minutes clearly and accurately recorded</li> <li>• Meeting requirements provided</li> </ul>
<p><b>5. Programme Support</b></p> <ul style="list-style-type: none"> <li>• Record and update the Pacific Futures Programme Officers work by output as part of the Work Programme &amp; Budget and Performance Monitoring &amp; Evaluation Report.</li> <li>• Provide assistance in the following areas: <ul style="list-style-type: none"> <li>• Obtaining financial and budgetary information as required and monitoring of project accounts via ACCPACC software;</li> <li>• Ensuring the accurate and timely processing of the Programme's financial requirements (RFP's, PO's);</li> <li>• Reviewing, updating and finalising the Annual Calendar of Events/Activities and updating the Events Database Application;</li> <li>• Coordinating and arranging logistics for SPREP's official meetings and workshops;</li> <li>• Inducting new programme staff on generic programme procedures, policies and routines;</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Programme work is flow and Programme Officers are updated regularly on relevant programme issues</li> <li>• Programme procedures, policies and administrative requirements are provided to officers</li> <li>• Financial requirements (RFP's, PO's) are processed and submitted on time.</li> <li>• Update the Programme Manager on his/her budget where necessary</li> </ul>
<p><b>6. Other relevant duties as required from time to time</b></p>	

**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:

- Conducting research and providing relevant information to the PM-PF
- Prepare and write literature
- Handle Electronic documents
- Maintain and update filing system

## 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>• Public</li><li>• PM-PF's visitors</li><li>• Catering Companies</li></ul> <p><b>Internal</b></p> <ul style="list-style-type: none"><li>▪ Management</li><li>▪ All Staff</li></ul>	<ul style="list-style-type: none"><li>• Answer Queries / Attend to Requests / Explain issues / Respond to correspondences / Answer the telephone / Liaise / Explain</li> <li>▪ Answer Queries / Attend to Requests / Explain issues / Respond to correspondences / Answer the telephone / Liaise / Explain / Disseminate information</li></ul>

## Level of Delegation

The position holder:

- Manages the Office of the PM-PF;
- Handles all administrative and secretarial requirements for the Office of the PM-PF.

## 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
1. A Diploma in Office Management, Administration or Science with administrative experience (a higher qualification would be an advantage)	<ul style="list-style-type: none"> <li>▪ A Bachelor degree in Administration or another relevant field</li> </ul>

## Knowledge / Experience

Essential	Desirable
1. At least 5 years of senior secretarial and administrative work experience in a medium to large organisation;  2. Excellent skills in office management, coordination, multitasking and organisation, secretarial, public relations and customer service;  3. Excellent written and verbal communication skills with fluency in English and Samoan;  4. Advanced word processing skills and computer skills in Microsoft Office and other related programs;  5. Demonstrated ability to meet work plan deadlines with minimal or without supervision,  6. Demonstrated experience as a team-player in a multi-disciplinary and multi-cultural environment;  7. Demonstrated ability to conduct research and understand policies, operational manuals and regulations;  8. A demonstrated level of diplomacy and tact	<ul style="list-style-type: none"> <li>▪ Relevant experience in a regional / international organisation</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>• Diplomacy and tact</li><li>• Communications &amp; Public Relations</li><li>• Report Writing and Typing</li><li>• Office Management</li><li>• Problem Solving</li><li>• Ability to set priorities and be adaptable to any situation</li><li>• Flexible &amp; courteous approach</li><li>• Interpersonal skills and cultural sensitivity</li><li>• Commitment to continuous improvement</li></ul>
Advanced level	<ul style="list-style-type: none"><li>• Understanding of office policies and procedures</li></ul>
Working Knowledge	<ul style="list-style-type: none"><li>• Programme functions</li><li>• Project backgrounds</li></ul>
Awareness	<ul style="list-style-type: none"><li>• Workplan development and understanding</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 three years and may be renewable for a further term(s) based on the needs of SPREP at the time, its funding situation and proven merit and work performance.

**Grade:** Appointment will be at the Grade F2 of SPREP's authorised salary scale for support staff.

**Salary:** The basic salary range for this position is from SAT\$25,391 to SAT\$38,071 depending on the successful candidate's qualifications and experience.

**Term:** 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.

**Performance Increments and Bonus:** Based on the staff member's annual performance assessment, a salary increment may be awarded if the staff member has not reached the maximum of the salary grade for their position. Where a support staff member has reached the maximum salary point for their salary grade, a fixed sum performance bonus of not more than 5% of the staff's salary will be paid.

**Annual Leave:** 15 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 examination, 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.

**Life and 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:** SPREP will pay 7% of basic salary to the Samoa National Provident Fund.

**Overtime:** Support staff at Grade F3 and below may claim overtime or time off in lieu of overtime for the hours they are required to work in excess of their normal working hours. A meal allowance and transport assistance are also available subject to terms and conditions set out by the Staff Regulations.

**Training & Development:** Fees for successful completion of approved courses are reimbursed.

### **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.

**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 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 Secretary to Programme Manager – Pacific Futures” 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.

<b>SPREP is an Equal Opportunity Employer</b>
---