



Secretariat of the Pacific Regional Environment Programme (SPREP)

Vacancy: Programme Assistant to Pacific Futures Programme (PA_PF)

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

The PA_PF is responsible to the Programme Manager – Pacific Futures Programme for the provision of high-level administrative and secretarial services to the Pacific Futures programme including travel arrangements and support for Programme Meetings and general work requirements.

SELECTION CRITERIA:

Essential:

1. A University Diploma in Office Management or Administration (a higher qualification would be an advantage);
2. At least 3 years of senior secretarial and administrative work experience in a medium to large organisation;
3. Excellent word processing, computer and administrative skills;
4. Fluent in English with good oral and written communication skills;
5. High level customer services, public relations and interpersonal skills with demonstrated ability to work well in multi-disciplinary and multi-cultural teams; and
6. Proven ability to meet work plan deadlines with minimal supervision

Highly Desirable

- Relevant experience in a regional / international organisation

Basic salary ranges from SAT\$20,336 to SAT\$30,505 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 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 Programme Assistant - Pacific Futures Programme" 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, 20 August 2010. Late applications will not be considered.

SPREP is an Equal Opportunity Employer



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

APPLICANT INFORMATION PACKAGE
Programme Assistant, Pacific Futures Programme (PA PF)



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.

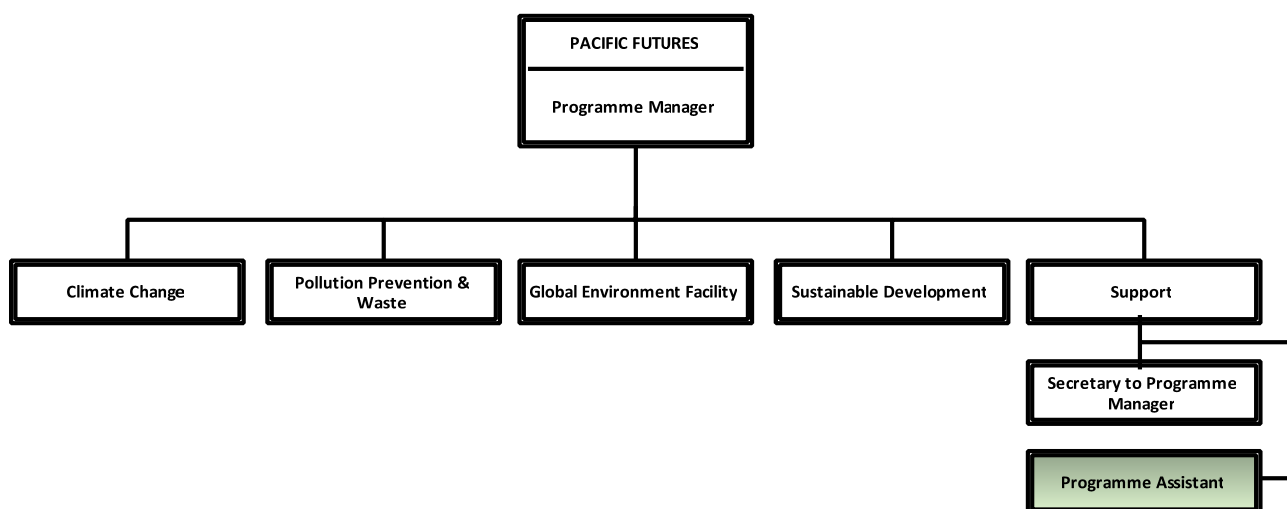
- The Island Ecosystems Programme includes components of terrestrial, coastal and marine ecosystems management, species of special interest and people and institutions.
- The Pacific Futures Programme includes components of waste management and pollution control, environmental planning, climate change 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.

The **Programme Assistant, Pacific Futures** post provides secretarial and administrative support and services to the Pacific Futures programme. It is an exciting and challenging role where the incumbent works with programme staff in different Environment areas like Climate Change, Pollution Prevention, Waste Management and Sustainable Development to name a few.

B. JOB DESCRIPTION

Job Title:	Programme Assistant, Pacific Futures Programme
Programme:	Pacific Futures
Group / Team:	Pacific Futures / Corporate Services
Responsible To:	Programme Manager – Pacific Futures
Responsible For: (Total number of staff)	N/A
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none">▪ To provide secretarial and administrative support to the Pacific Futures programme
Date:	30 July 2010

Organisation Context



Key Result Areas

The position of **Programme Assistant, Pacific Futures Programme** encompasses the following major functions or Key Result Areas:

- ❑ Secretarial and administrative support to the Pacific Futures programme
- ❑ 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>1. Secretarial and administrative support to the Pacific Futures programme including;</p> <ul style="list-style-type: none"> • Distribute all relevant documents; • Keep all records; • Process necessary payments for the programme; • Keep track of required maintenance and supplies; • Review and draft official correspondences as required. 	<ul style="list-style-type: none"> • Documents received are recorded, filed or distributed in a timely and orderly manner • Records are kept neatly and systematic • Incumbent are aware of the rules for processing of funds disbursement and is timely • There is a record of all of the programme's assets, conditions and there is regular inspection • Official correspondences are checked and format in a professional and timely manner
<p>2. Travel Arrangements</p> <ul style="list-style-type: none"> • Assist the Programme staff in processing all necessary travel documents and requirements; • Maintain liaison with Programme staff while on duty travel and ensure all inwards correspondence is actioned in their absence on duty travels; 	<ul style="list-style-type: none"> • Able to work under pressure and long hours to meet deadlines • Have a systems to track programme staff duty travel requirements and needs
<p>3. Programme Meetings</p> <ul style="list-style-type: none"> • Organise and finalise all necessary logistical arrangements for programme meetings and workshops and serve as secretary for programme meetings and other meetings as and when required; 	<ul style="list-style-type: none"> • Able to take clear and succinct minutes
<p>4. Programme Support</p> <ul style="list-style-type: none"> • Assist in familiarising Programme staff with all relevant Administration and Financial policies and procedures; 	<ul style="list-style-type: none"> • Incumbent is very knowable of administration and Financial policies and procedures and are assisting new programme staff

<ul style="list-style-type: none"> • Assist with the updating of the programme Calendar of Events and other programme plans; • Work in cooperation with the Secretary for the Programme to ensure proper coordination and consolidation of programme support activities; • Provide relief services for other Programme Assistants in their absence; • Assist with reception and customer services duties as required; • Act as Programme Secretary in her/his absence; 	<ul style="list-style-type: none"> • Familiar with SPREP IT systems and be able to use it. • PF programme staff have efficient administration support • Other work support provided as required by the PF and HR
<p>5. Other relevant duties as required from time to time</p>	<ul style="list-style-type: none"> • A team player and keen to 'go the extra mile'

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:

- Supporting Programme Staff travel and logistical needs for regional and national workshops

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
<p><i>External</i></p> <ul style="list-style-type: none"> • Public • PF visitors • Catering Companies <p><i>Internal</i></p> <ul style="list-style-type: none"> ▪ Management ▪ All Staff 	<ul style="list-style-type: none"> • Answer Queries / Attend to Requests / Explain issues / Respond to correspondences / Answer the telephone / Liaise / Explain ▪ Answer Queries / Attend to Requests / Explain issues / Respond to correspondences / Answer the telephone / Liaise / Explain / Disseminate information

Level of Delegation

The position holder:

- Handles all administrative and secretarial requirements for the Pacific Futures Programme.

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 University Diploma in Office Management or Administration (a higher qualification would be an advantage);	

Knowledge / Experience

Essential	Desirable
<ol style="list-style-type: none">2. At least 3 years of senior secretarial and administrative work experience in a medium to large organisation;3. Excellent word processing, computer and administrative skills;4. Fluent in English with good oral and written communication skills;5. High level customer services, public relations and interpersonal skills with demonstrated ability to work well in multi-disciplinary and multi-cultural teams; and6. Proven ability to meet work plan deadlines with minimal supervision	<ul style="list-style-type: none">▪ Relevant experience in a regional / international organisation

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">• Diplomacy and tact• Communications & Public Relations• Report Writing and Typing• Office Management• Problem Solving• Ability to set priorities and be adaptable to any situation• Flexible & courteous approach• Interpersonal skills and cultural sensitivity• Commitment to continuous improvement
Advanced level	<ul style="list-style-type: none">• Understanding of office policies and procedures
Working Knowledge	<ul style="list-style-type: none">• Programme functions• Project backgrounds
Awareness	<ul style="list-style-type: none">• Workplan development and understanding

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 F1 of SPREP's authorised salary scale for support staff.

Salary: The basic salary range for this position is from SAT\$20,336 to SAT\$30,505 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 Programme Assistant to Pacific Futures Programme” 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, 20 August 2010: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
