



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

**Position Title: Pollution Prevention and Waste Management Adviser (PPWMA)**

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

The PPWMA is responsible to the Programme Manager - Pacific Futures in the leadership and management of the Pollution Prevention and Waste Management team.

**Some key functional areas of the post include:**

- Strategic Policy Advice
- Technical Advice and Programmes Development and Management
- Leadership and Performance
- Financial Management
- Programme Functional Support

**Essential Selection Criteria include:**

1. Advanced degree (at least MSc or equivalent) in Environmental Science, Chemical Management or other relevant technical field from a recognised institution
2. At least 10 years experience in pollution prevention and waste management, hazardous waste management or relevant area at the senior management level
3. Management and Leadership experience in leading and working within a multi-disciplinary and multi-cultural team environment
4. Strategic advisory and analytical experience
5. Knowledge of accepted and emerging environment and sustainable development concepts, principles and practices and their application to pollution prevention and waste management or hazardous waste management in the Pacific Islands
6. Programme and project development and management; monitoring and evaluation; financial management.

Full details of the PPWMA's responsibilities, requirements and remuneration package 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: 21929 Ext. 230, Fax: 20231, or direct Email: [luanac@sprep.org](mailto:luanac@sprep.org)

Basic salary ranges from 38,610 SDRs to 51,441SDRs (including COLDA), equivalent to SAT\$151,479 to SAT\$201,818 (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 Pollution Prevention & Waste Management Adviser" 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 & time: Close of business, Thursday 4 February 2010.** Late applications will not be considered.

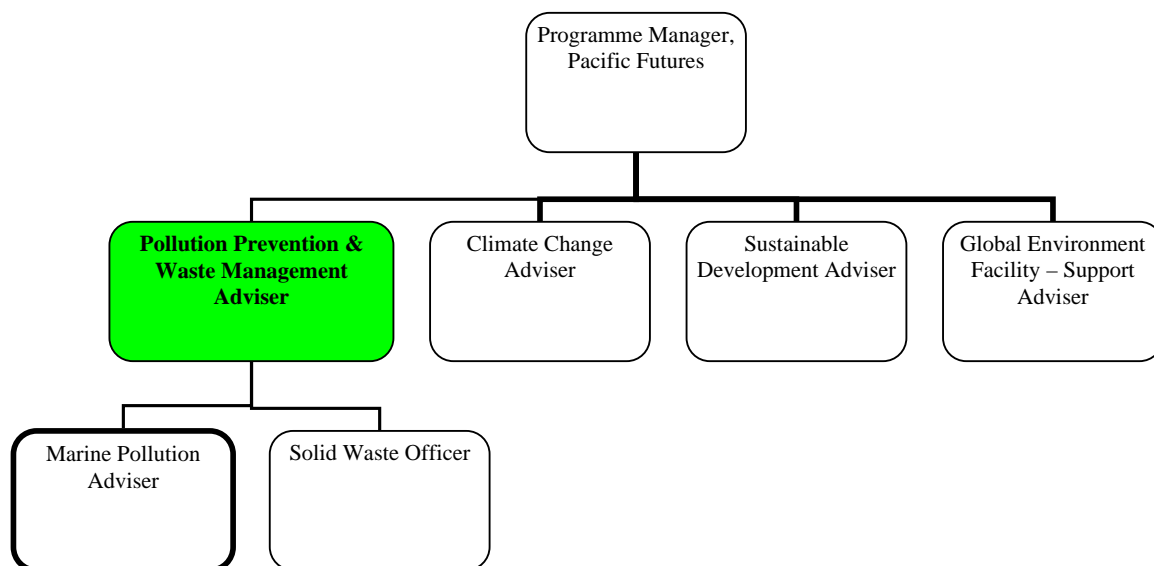
**SPREP is an Equal Opportunity Employment**

# SPREP

## JOB DESCRIPTION

Job Title:	Pollution Prevention & Waste Management Adviser (PPWMA)
Department:	Pacific Futures Programme
Group / Team:	Pollution Prevention & Waste Management Team
Responsible To:	Programme Manager, Pacific Futures (PM, PF)
Responsible For: (Total number of staff)	<ol style="list-style-type: none"><li>1. Marine Pollution Adviser (MPA)</li><li>2. Solid Waste Officer (SWO)<ul style="list-style-type: none"><li>• AFD Technical Expert</li></ul></li></ol>
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"><li>▪ Provide leadership and management to the Pollution Prevention &amp; Waste Management Team</li><li>▪ Provide strategic policy and technical advice on all Pollution Prevention &amp; Waste Management issues under the mandate of SPREP</li></ul>
Date:	26 October 2009

### Organisation Context



## Functional Relationships

<p><b>External</b></p> <ul style="list-style-type: none"> <li>▪ SPREP focal points</li> <li>▪ Various project partners (donors or recipient governments)</li> <li>▪ Consultants</li> <li>▪ PPWM specialists</li> </ul>	<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>▪ Executive &amp; Management</li> <li>▪ Programme Manager, Pacific Futures</li> <li>▪ PPWM team</li> <li>▪ Legal Adviser</li> <li>▪ JICA Expert</li> <li>▪ Other Programme Staff</li> <li>▪ Corporate Services</li> </ul>
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## Key Result Areas

The position of **Pollution Prevention & Waste Management Adviser** encompasses the following major functions or Key Result Areas:

- Strategic Policy Advice
- Technical Advice & Programmes
- Leadership & Performance
- Financial Management
- Programme functional support

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

<b>Jobholder is accountable for</b>	<b>Jobholder is successful when</b>
<p>1. Strategic Policy Advice</p> <ul style="list-style-type: none"> <li>• Coordinate and provide advice to SPREP members and other stakeholders on PPWM issues</li> <li>• Provide strategic policy advice to Management on important emerging issues and their potential implications for the Secretariat and its work on PPWM</li> </ul>	<ul style="list-style-type: none"> <li>• Policy advice is provided to SPREP members and stakeholders</li> <li>• Advice is implemented by SPREP members and stakeholders</li> <li>• Strategic policy is provided to management</li> <li>• Advice is acknowledged by management Reflected in SPREP Action Plan or lower level strategic or implementing instruments</li> </ul>
<p>2. Technical Advice &amp; Programmes</p> <ul style="list-style-type: none"> <li>• Provide technical advice to SPREP members and other stakeholders on chemical and hazardous wastes and substances</li> <li>• Oversee the implementation of the Waigani Convention and the running of the Pacific Regional Centre for the Joint Implementation of the Basel and the</li> </ul>	<ul style="list-style-type: none"> <li>• There is timely advice is given through regular communications with stakeholders and agencies. There is improved awareness of PICs of the requirements of the two conventions</li> <li>• National trade policies are developed in line with the provisions of the two conventions</li> <li>• There is timely dissemination of information</li> </ul>

<p>Waigani Conventions</p> <ul style="list-style-type: none"> <li>• Design and coordinate PPWM programmes and activities in consultation with all relevant stakeholders to meet the needs of Members and of the Secretariat</li> </ul>	<p>to parties of the conventions</p> <ul style="list-style-type: none"> <li>• The PPWM is resourceful in addressing member's needs.</li> </ul>
<p>3. Leadership &amp; Performance</p> <ul style="list-style-type: none"> <li>• Lead and guide the PPWM team in the development, implementation and monitoring and evaluation of individual and sectional work plans</li> <li>• Provide leadership and management to the PPWM team and ensure all staff workplans and performance and development issues are addressed and completed on a timely basis</li> </ul>	<ul style="list-style-type: none"> <li>• There is a high PPWM team morale which is reflected in the implementation of their work plans</li> <li>• There is a process established for the monitoring and evaluation of performance.</li> </ul>
<p>4. Reporting</p> <ul style="list-style-type: none"> <li>• Provide technical and performance reports to Management and donors</li> </ul>	<ul style="list-style-type: none"> <li>• Reports provide timely, accurate and practical advice</li> </ul>
<p>5. Programme Functional Support</p> <p>Provide assistance to the Programme Manager, Pacific Futures for the efficient and effective management of the Pacific Futures programme</p>	<p>Programme Manager is able to confidently delegate tasks to the PPWMA</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**

<p>Most challenging duties typically undertaken:</p> <ul style="list-style-type: none"> <li>• Off-island disposal of hazardous wastes</li> <li>• Organisation of meetings of the Waigani Convention and meetings of the Pacific Regional Centre for the Joint Implementation of the Basel and the Waigani Conventions</li> <li>• Assistance to countries in preparing funding proposals</li> </ul>
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## Functional Relationship 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>▪ SPREP focal points</li> <li>▪ Various project partners (donors or recipient governments)</li> <li>▪ Consultants</li> <li>▪ PPWM specialists</li> </ul> <p><b>Internal</b></p> <ul style="list-style-type: none"> <li>▪ Executive &amp; Management</li> <li>▪ Programme Manager, Pacific Futures</li> <li>▪ Other Programme Staff</li> <li>▪ PPWM team</li> <li>▪ Corporate Services</li> </ul>	<ul style="list-style-type: none"> <li>▪ Written submissions/advice</li> <li>▪ Verbal discussions/negotiations</li> <li>▪ Report Writing</li> <li>▪ Facilitation</li> </ul> <ul style="list-style-type: none"> <li>▪ Report Writing</li> <li>▪ Verbal Discussions</li> </ul>

## Level of Delegation

The position holder:

- manages operational budgets
- no limit to authorisation of cost in own budget
- can make deals and negotiations on behalf of SPREP
- can seek funding opportunities for the PPWM work programmes

## 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
<ul style="list-style-type: none"> <li>▪ Advanced degree (at least MSc or equivalent) in Environmental Science / Chemistry or other relevant technical field from a recognised institution</li> </ul>	<ul style="list-style-type: none"> <li>▪ PhD in the same field</li> </ul>

### Knowledge / Experience

<b>Essential</b> <i>(indicate years of experience required as appropriate)</i>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>▪ At least 10 years experience in pollution prevention and waste management or relevant area at the senior management level</li>   <li>▪ Management and Leadership experience in leading and working within a multi-disciplinary and multi-cultural team environment</li>   <li>▪ Strategic advisory and analytical experience</li>   <li>▪ Knowledge of accepted and emerging environment and sustainable development concepts, principles and practices and their application to pollution prevention and waste management in the Pacific islands</li>   <li>▪ Programme and project management; monitoring and evaluation; financial management</li> </ul>	<ul style="list-style-type: none"> <li>▪ Work experience in the Pacific islands region</li>   <li>▪ Strong experience in chemical / hazardous substances-related areas</li>   <li>▪ Demonstrated ability and willingness to reach management level in career path</li>   <li>▪ Specialised knowledge or a published article in one of these areas</li>   <li>▪ Some previous experience in project management</li>   <li>▪ Ability to develop project proposals and consult with donors</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>▪ Proposal and report writing</li> <li>▪ Problem solving</li> <li>▪ Facilitation skills</li> <li>▪ Fluency in English</li> <li>▪ Excellent communications</li> <li>▪ Ability to set priorities</li> <li>▪ Team building</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>▪ Flexible approach</li> <li>▪ Willingness to assist with a variety of other programmes</li> </ul>
Working Knowledge	<ul style="list-style-type: none"> <li>▪ High level of 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 all other programmes within the Secretariat</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.*

## **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.

**Grade:** Appointment will be at the Grade J of SPREP's 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 SDR 38,610 to SDR 51,441 (including COLDA) depending on the successful candidate's qualifications and experience. Currently, the equivalent salary in Samoan Tala is SAT\$151,479 to SAT\$201,818 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 = SAT2.50

**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 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 as follows:
  - 6m 3 for the staff member;
  - 2m 3 for dependent spouse;
  - 1m 3 for each dependent child; and,
  - up to 20 kilos of excess baggage for the appointee and family.

**Establishment Grant:** A lump sum, of SDR 1,100 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 SAT \$15,600 per annum per dependent child, with an overall maximum of SAT \$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 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.

## APPLICATIONS

Applications should include:

1. A detailed curriculum vitae containing full personal details (birth date, gender, nationality, marital status, number of dependents and age/s, health status, home address, and full contact numbers); qualifications and experience relevant for the position; previous and current appointments with salaries, names and contact addresses/numbers/E-mail of three professional referees who are prepared to provide testimonials.
2. A statement to address how each Essential Selection Criteria is met.
3. Available references from at least three recent employers and/or supervisors.
4. Indication of possible starting date if successful.

Please note it is essential that all requirements for submitting an Application as outlined above must be addressed otherwise your application will not be considered.

All applications to be clearly marked "**Application for Pollution Prevention & Waste Management Adviser**" 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: Thursday, 4 February 2010:** Late applications will not be considered.

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