

SPREP

Secretariat of the
Pacific Regional
Environment
Programme

PROE
Programme régional
de l'environnement
du Pacifique

Post Description: **Invasive Species Officer/Adviser**

Background

The Secretariat of the Pacific Regional Environment Programme (SPREP) is an independent intergovernmental agency that provides assistance and technical advisory services to Pacific Island countries, territories and administrations in the protection and management of their environment to ensure they achieve sustainable development for present and future generations. The organization is based in Apia, Samoa and has a total staff body of about 70 comprised of about even number of professional and support staff. SPREP has a total annual budget of about USD8 millions. SPREP's membership comprises 21 Pacific Island countries and territories and 4 developed countries¹.

Duties and Responsibilities

The Invasive Species Officer/Adviser is responsible to the Director through the Island Ecosystems Programme Manager for the following principal duties:

- Coordinate and facilitate collaboration of relevant activities in the Pacific, including chairing the Invasive Species Working Group of the Pacific Islands Roundtable for Nature Conservation, paying particular attention to integration of activities across intergovernmental organisations, NGOs and engaging partners on a cross-sectoral basis.
- Ensure the implementation, periodic review and update of the Pacific Regional Invasive Species Strategy and monitor and evaluate progress, and work closely with the Islands Biodiversity Officer.
- Develop and implement relevant projects to assist with the implementation of the Regional Invasive Species Strategy and of policies related to invasive species and within SPREP, island members and other agencies.
- Assist island member countries to identify and document national/territorial status and priorities of invasive species and foster the development of regional overviews, databases and maps.
- Develop, oversee and promote the implementation of conceptual frameworks, methods, tools and programmes for invasive species planning, management, training and resourcing, appropriate to the Pacific islands region.
- Provide assistance with the preparation of technical and feasibility studies and advice on invasive species management to island member and other regional organisations or partners.
- Ensure the coordinated delivery of SPREP responsibilities under key projects, such as the Pacific Invasive Species Management Project (UNDP-GEF), the SPREP Invasive Species Prevention Course, the Pacific Invasives Learning Network, the Pacific Programme of the Cooperative Islands Initiative on IAS (known as the Pacific Invasives Initiative) and invasive related projects under the Critical Ecosystems Partnership Fund.
- Provide technical and policy advice to SPREP Management and where appropriate advisory support to Pacific island members as required on relevant aspects of the Convention on Biological Diversity (CBD) and other Conventions and International Agreements.
- Promote public and SPREP awareness of invasive species and management needs and approaches.
- Develop an annual work plan for the Invasive Species sub-programme and, as required, provide input to SPREP Meetings.

PO Box 240, Apia,
Samoa
E: sprep@sprep.org
T: +685 21 524
F: +685 20 231
W: www.sprep.org

¹ American Samoa, Australia, Cook Islands, Federated States of Micronesia, Fiji, France, Guam, Kiribati, Marshall Islands, Nauru, New Caledonia, New Zealand, Niue, Northern Mariana Islands, Palau, Papua New Guinea, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, United States of America, Vanuatu and Wallis and Futuna.

- Develop and maintain relationships with key donors and collaborators and manage project finances, prepare project reviews and reports to donors and other agencies as required.
- Assist with the preparation of terms of reference for, and supervision of the work and products of any positions or consultancies established under projects of the Strategy.
- Liaise with other relevant SPREP staff, to develop and execute appropriate strategies for the implementation of projects.
- Where required, serve as an expert resource for relevant regional committees and working groups.
- Any other duties consistent with the objectives of the position as required.

Required Qualifications and Experience

Essential

1. A tertiary qualification, in biodiversity conservation, natural resource management or related field from a recognised institution (a post graduate qualification would be an advantage).
2. At least 10 years' relevant work experience, with 5 years senior level experience must be relevant to the implementation of invasive species activities or programmes.
3. Proven project and programme management experience.
4. Proven ability to prepare technically sound programme proposals and reports, meet programme deadlines (often under difficult circumstances) and to secure and manage project funds effectively and efficiently.
5. Proven ability to manage staff and the work of consultants.

Highly Desirable

6. Ability to work as a part of a inter-disciplinary and/or multi-cultural team and to live and work within Pacific island communities.
7. Demonstrated interest and involvement in the environmental, economic and social issues affecting the region, particularly as they relate to invasive species management and biodiversity conservation.
8. Professional experience within the Pacific islands region.

Terms and Conditions

- Duty Station:** Apia, Samoa.
- Duration:** Appointment is for a term of 3 years initially with renewal for a further period depending upon the officer's performance during the first term, continuity of related programme activities and availability of funds.
- Grade:** Appointment will be at the range of Grades I through 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 25,681 SDRs to a maximum of 42,832 SDRs (including COLDA), depending on the successful applicant's qualifications and experience. In November 2005, the equivalent salary in Samoan Tala is SATS100,901 to a maximum of SATS168,287 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 = SAT2.77.

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. Termination is by way of either (i) completion of term of contract or (ii) by way of one month's notice by either party.

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 dependent(s) between home and Apia, and return, by the shortest and most economical route. This includes:

- economy class airfares; and
- reasonable cost of packing, insuring, shipping and unpacking furniture, household and personal effects as follows:
 - 6m3 for the staff member;
 - 2m3 for dependent spouse;
 - 1m3 for each dependent child; and
- up to 20 kilos of excess baggage per person.

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 dependent(s) are entitled to temporary accommodation at a suitable hotel or other fully furnished accommodation for up to 6 working days. Appointee will be assisted to settle into Apia. This will include help in finding suitable rental accommodation.

School Holiday Travel: One return economy class airfare between the place of education or recognized home and Apia each year (except the last) to enable a dependent child being educated outside Samoa to visit parents, or either parent to visit the child.

Home Leave Travel: One return economy class airfare home after completing 18 months of service (for a 3-year term) except the last year, for the appointee and dependent(s).

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.

For ALL professional contract staff, the following applies:

Cost of living differential allowance:	Cost-of-living differential allowance reflects the difference in the cost of living between Suva and Apia. This allowance is reviewed periodically based on data determined by an independent reviewer.
Education Allowance:	Education expenses may be 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 \$15,600 per annum per child, with a maximum of SAT\$46,800 per annum per family of 3 or more eligible children.
Housing Assistance:	A rental assistance of 75% of the rent payable in Samoa for expatriate executive furnished housing is a component of remuneration for all professional staff. This supplement is currently under review.
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 Insurance:	All employees and their dependents are entitled to have all reasonable medical, dental and optical expenses met by SPREP or by SPREP's medical insurance 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:	"Dependent" means the financially dependent spouse or dependent child of an employee. "Dependent child" means an employee's unmarried legally and 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 opportunities 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 be accompanied by a detailed curriculum vitae containing full personal details (birthdate, sex, nationality, marital status, number of dependents and age, 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. References, if available, are to accompany your application from three recent employers and/or supervisors. In addition, application should include copies of academic qualifications. Application should also indicate how soon you are available to start if successful, and must be addressed to:

The Director	Telephone: (685) 21 929
SPREP	Fax: (685) 20 231
PO Box 240	E-mail: SPREP@sprep.org
Apia, Samoa	

Closing Date: 20 January 2006. Late applications will not be considered.