

SPREP

Secretariat of the
Pacific Regional
Environment
Programme

PROE

Programme regional
de l'environnement
de l'Océanie

Post Description: CORAL REEF MANAGEMENT OFFICER (CRMO)

Background

SPREP is an Intergovernmental Organisation that assists Pacific Island countries and territories to protect and manage their environment to ensure they achieve sustainable development for present and future generations. SPREP's membership comprises 25 Pacific Island countries and territories¹.

The SPREP Secretariat Strategic Programmes is to be delivered through two programmes - Island Ecosystems and Pacific Futures. The Island Ecosystem Programme comprises a number of sub-programmes focused on terrestrial ecosystems and biodiversity, coastal and marine ecosystems management, species of special interest and people and institutions. Within the coastal and marine sub-programme, the coral reef component aims to address issues of ecosystem conservation and sustainable management of natural resources in ways that support life and livelihoods.

Key Responsibilities and Accountabilities:

The Coral Reef Management Officer will be responsible to the Programme Manager - Island Ecosystems, under the supervision of the Coastal Management Adviser to perform the following primary duties:

- > Contribute to the implementation of SPREP policies and programmes including the Action Strategy for Nature Conservation in the Pacific Islands and the Regional Ocean Policy and Framework for Integrated Strategic Action, the SPREP Action Plan and Strategic Programmes.
- > Manage the day to day implementation of the ICRAN-SPREP component of the South Pacific Coral Reef Initiative (CRISP), in consultation with the CRISP coordinator based in Noumea, to ensure that those activities are carried out in such manner as to achieve the agreed objectives in a timely manner and to an appropriate standard. In particular:
 - Develop and implement protocols for CRISP activities in member countries and Territories;
 - Develop and manage projects to support institutional capacity building, communication and social marketing activities aimed at policy makers and communities in member countries and territories;
 - Establish and manage activities in selected sites in the French Territories building on CRISP partner activities and other initiatives;
 - Manage the development, production and dissemination of communication products, based on CRISP outputs, to SPREP stakeholders;
 - Develop training packages for ICM, coral reef management and alternative livelihoods based on activities of CRISP partners and other regional initiatives and organise/participate in workshops and other training activities as relevant;
 - Manage the development of Reef Base Pacific in collaboration with Worldfish and widely promote its use and accessibility in the region;
 - Collaborate with CRISP partners on joint/complementary activities;
 - Support and as appropriate resource the activities of regional networks including the Global Coral Reef Management Network (GCRM), and the Locally Managed Area (LMA) network.

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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.

- Coordinate the activities of the Socio Economic Monitoring network in the region (Soc Mon).
- Leverage additional funds and develop partnerships to support programme activities.
- Provide technical advice on coral reefs management to the Secretariat, member countries, the SPREP meeting, and other fora as required.
- Act as a focal point for coral reef management, and represent SPREP in regional and international technical fora as required.
- Under the supervision of the Director and the Deputy, the Coral Reef Management Officer will also liaise with and serve as a contact point for the French speaking member countries or territories of SPREP.
- Carry out other related activities as directed from time to time.

Required Qualifications and Experience

Essential:

- Tertiary qualifications in environmental science or natural resource management, social sciences, or relevant discipline.
- At least 5 years of experience in the development and implementation of programmes, preferably related to the management and protection of coastal and marine resources in the Pacific region or similar environment. (Preference will be given to applicants with relevant experience in the environmental and social planning and management of coral reef ecosystems.)
- Demonstrated programme and project management skills, including development of workplans, sound budget management, ability to develop proposals, manage consultancies and to deliver on agreed programme outputs.
- Excellent written and oral communication skills, representation and interpersonal skills, including the capacity to build and maintain effective relationships with a diverse group of people.
- Knowledge and understanding of institutional and communication issues, principles and methodologies in coastal and marine resource management in the context of small island countries.
- High-level language skills in French and fluency in English are a prerequisite.

Highly desirable:

- An ability to work in a multi disciplinary and multicultural team environment and to be prepared to travel extensively in the region.

SPREP official languages are English and French although the working language at SPREP is English. Consequently, while the interview will be conducted mainly in English, French will also be used to gauge competence of candidates in the French language.

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 Grade 1 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 35,084 SDRs (including COLDA), depending on the successful applicant's qualifications and experience. In November 2005, the equivalent salary in Samoan Tala is SAT\$100,901 to a maximum of SAT\$137,845 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: - 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 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 Savva 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 \$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: <ul style="list-style-type: none"> - 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 must address selection criteria and be accompanied by a detailed curriculum vitae containing full personal details (birthdate, sex, 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. 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	
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Closing Date: 20 January 2006. Late applications will not be considered.