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Environment Programme

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The Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures.

APPLICANT INFORMATION PACKAGE
CLIMATE INFORMATION SERVICES OFFICER (CISO)

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A. Background Information on SPREP

SPREP is the regional organisation established by the Governments and Administrations of the Pacific charged with protecting and managing the environment and natural resources of the Pacific. The head office is based in Apia, Samoa with about 100 staff. There is also a SPREP office in Fiji with four staff as well as SPREP Officers stationed in the Federated States of Micronesia, Republic of the Marshall Islands, Solomon Islands and Vanuatu. SPREP has an annual budget of USD \$15 million in 2017.

The establishment of SPREP sends a clear signal to the global community of the deep commitment of Pacific island Governments and Administrations for better management of the environment within the context of sustainable development.

The strategic direction for SPREP is clearly set out in the 2017-2026 SPREP Strategic Plan. The Plan outlines the mandate, vision and programmes for the organisation, and places strong emphasis on effective delivery of services to SPREP Member countries and territories.

SPREP is an Accredited Entity to the Green Climate Fund (and Adaptation Fund) and as such can access and support the delivery of Green Climate Fund resources to address is Pacific Country Members' climate resilient development and mitigation priorities.

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Mandate

SPREP's **mandate** is to promote cooperation in the Pacific region and provide assistance in order to protect and improve its environment and to ensure sustainable development for present and future generations.

Vision

SPREP is guided by its **vision for the future**: "A resilient Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures".

Members

SPREP has 21 Pacific island member countries and territories (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 5 developed countries (Australia, France, New Zealand, United Kingdom and United States of America) with direct interests in the region.

Four regional goals to achieving resilience and sustainable Pacific communities:

- **Regional Goal 1:** Pacific people benefit from strengthened resilience to climate change
- **Regional Goal 2:** Pacific people benefit from healthy and resilient island and ocean ecosystems
- **Regional Goal 3:** Pacific people benefit from improved waste management and pollution control
- **Regional Goal 4:** Pacific people and their environment benefit from commitment to and best practice of environmental governance

These define the core priorities and focus of SPREP in the areas of:

1. Climate change resilience
2. Ecosystem and Biodiversity Protection
3. Effective Waste Management and Pollution Control

4. Environmental Governance

SPREP approaches the environmental challenges faced by the Pacific guided by four simple **Values**. These values guide all aspects of our work.

- We value the **Environment**
- We value our **People**
- We value high quality and targeted **Service Delivery**
- We value **Integrity**

The SPREP Secretariat continues to strengthen and realign its institutional capacities, competencies, and systems to best support its Members by delivering more integrated, responsive, and cost-effective services to Members and partners and by better coordinating regional efforts.

Organisation Goal 1: SPREP has information, knowledge, and communications systems that get the right information to the right people at the right time and influence positive organisational, behavioural and environmental change.

Organisation Goal 2: SPREP has multi-disciplinary processes in programme delivery and in supporting Members to develop national and regional policies and strategies.

Organisation Goal 3: SPREP has a reliable and sustainable funding base to achieve environmental outcomes for the benefit of the Pacific islands region and manages its programmes and operations to stay within its agreed budget.

Organisation Goal 4: SPREP is leading and engaged in productive partnerships and collaboration.

Organisation Goal 5: SPREP has access to a pool of people with the attitudes, knowledge, and skills to enable it to deliver on its shared regional vision.

Green Climate Fund Project: Background

Climate Information Services for Resilient Development – Vanuatu

SPREP has received funding from the Green Climate Fund (GCF) to implement a national project in Vanuatu that will support the development and delivery of various Climate Information Services (CIS) to 5 priority sectors (infrastructure, agriculture, water, tourism, fisheries) for national, provincial and community stakeholders.

A qualified and highly experienced Climate Information Services Officer is required to support delivery of the project through provision of technical advice and project management support to the Project Manager. The Officer will report directly to the Project Manager as part of a small Project Team, and will work closely with other functional units within SPREP, and the Vanuatu Meteorological and Geohazards Division.

The project will focus on delivery of a set of highly interlinked activities to achieve the project outcomes including training and capacity development; development of practical CIS tools and resources, supporting coordination and dissemination of tailored information; and building the requisite information and technology infrastructure. The project is based on the Global Framework for Climate Services (GFCS) and delivers against key priorities set out in the Vanuatu Framework for Climate Information's Services.

The Project will be delivered by SPREP under the terms of the Accreditation Master Agreement and Funded Activity Agreement between SPREP and the GCF, in partnership and collaboration with the Vanuatu Meteorological and Geohazards Division (VMGD), as per the Execution Partner Agreement between SPREP and VMGD. The Project Manager will be required to manage the delivery of designated

SPREP activities, while also providing support and ensuring coordinated delivery with the VMGD Project Team who will be responsible for delivery of the designated VMGD activities.

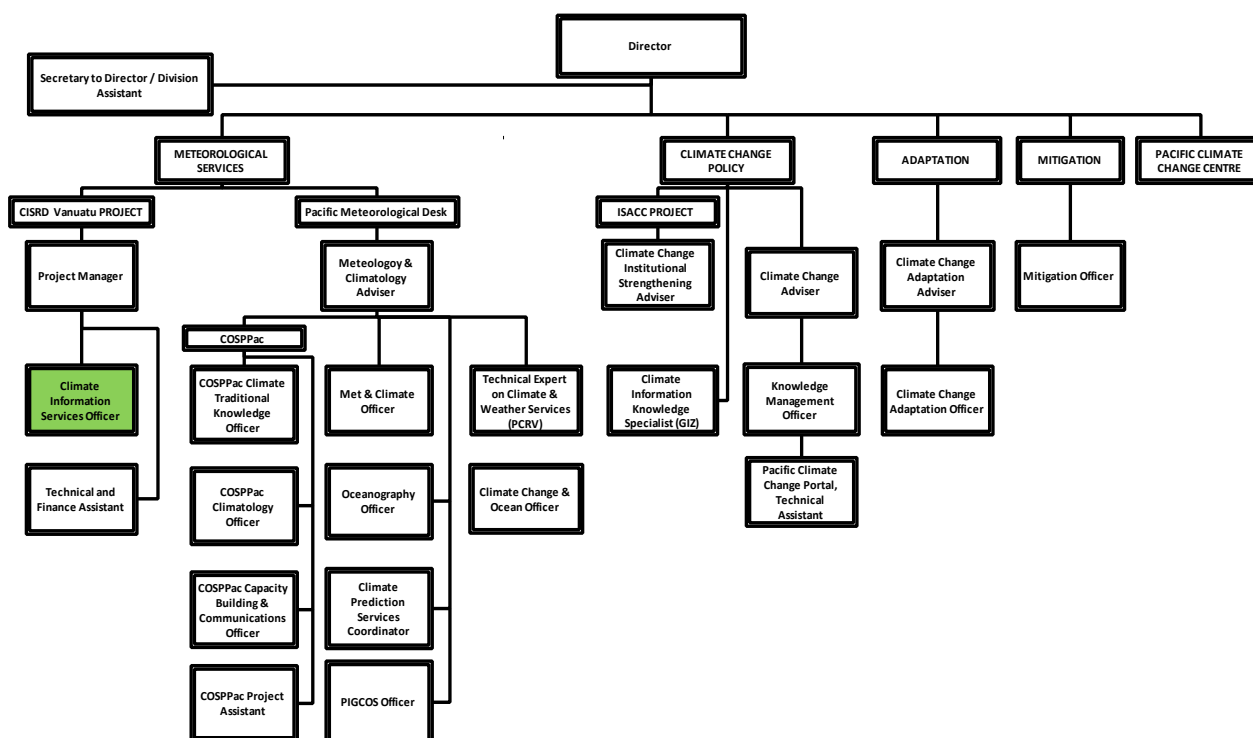
The CISO will also be required to work closely with the designated Delivery Partners, who will support in the delivery of the project activities, primarily the designated SPREP activities. Delivery Partners include the Commonwealth Science and Industrial Research Organisation (CSIRO); the Australian Bureau of Meteorology (BoM) and the Asia Pacific Economic Cooperation Climate Centre (APCC).

The project duration is 4.3 years from 2018 to 2021 with a USD 18 million budget. More information on the Project can be found in the attached Project Document.

B. JOB DESCRIPTION

Job Title:	Climate Information Services Officer (Van-CISO)
Programme:	Strategic Policy and Technical
Department:	Climate Change Resilience
Team:	Meteorological Services
Responsible To:	Project Manager, Vanuatu - Climate Information Services for Resilient Development Project (PM, Van-CISRDP)
Responsible For: (Total number of staff)	N/A
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> Provide technical expertise and project management support in the delivery and implementation of the Vanuatu - Climate Information Services for Resilient Development Project
Date:	December 2017

Organisation Context



Key Result Areas

The position of **Climate Information Services Officer (CISO)** addresses the following Key Result Areas:

1. Capacity building, training and awareness-raising
2. Technical advice, assistance and support
3. Regional and national support and coordination
4. Communication, partnership development and stakeholder engagement
5. Work plan development, monitoring and reporting

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

Jobholder is accountable for	Jobholder is successful when
<p>1. Capacity building, training and awareness-raising</p> <ol style="list-style-type: none"> a) Support the delivery of Project activities by developing and supporting the delivery of CIS related capacity building, training and awareness raising initiatives and materials for a range of stakeholders. b) Provide technical backstopping and capacity support to the VMGD Project Team to support delivery of project activities c) Identify, develop and implement ways of improving access to, and use of Climate Information Services for sectors and communities d) Provide training on CIS and related project products, and support the integration and application into the Vanuatu CIS system e) Assist in establishing training guidelines and standards to be applied to all CIS products and tools to be delivered by the different organisations engaged by the project 	<ul style="list-style-type: none"> • Relevant CIS project related training programmes are effectively delivered in Vanuatu • High quality and technically appropriate CIS related advice and support is provided to the Project • Training programmes are supported by preparation and distribution of relevant manuals and guidelines, which are used and adapted to suit their national contexts • Robust and effective processes and tools are implemented for CIS Planning in Vanuatu • Relevant tools developed by the technical project partners are consistent and are effectively integrated into the Vanuatu CIS system. • Support is provided to regional, national, provincial and community capacity building on CIS and integration for use in day-to-day decision making
<p>2. Technical advice, assistance and support</p> <ol style="list-style-type: none"> a) Provide expert advice to the CISRD Project team on key climate information services and best practices and ensure these are reflected, where appropriate, across the 5 sectors targeted by the project as well as in the communities; b) Support development of technical terms of reference for the engagement of services and procurement of 	<ul style="list-style-type: none"> • Systems, tools, approaches and techniques are delivered effectively by project partners to support CIS processes in country • CIS are integrated and effectively used to guide and inform policy and project development at the national level and at SPREP • Effective technical advice is provided for meetings, workshops and conferences dealing with multilateral climate agreements

<p>meteorological and other project related equipment;</p> <p>c) Develop tools, approaches and techniques for CIS integration to day-to-day activities;</p> <p>d) Provide technical and advisory support to the VMGD Project Team on CIS and related issues to climate change and Disaster Risk Reduction (DRR);</p> <p>e) Liaise and work closely with key SPREP programmes to ensure the harmonisation of climate services programmes, projects and activities of SPREP</p> <p>f) Provide technical input to reports, implementation plans and other relevant documents</p> <p>g) Provide project management support to the Project Manager</p>	<ul style="list-style-type: none"> • High quality and technically appropriate CIS related advice is provided to the Project Manager and other Project Stakeholders
<p>3. Regional and national support and coordination</p> <p>a) Ensure effective coordination of relevant project activities with project partners and other stakeholders such as international and regional organisations and collaborating institutions working in the region, particularly on climate services and relevant areas</p> <p>b) Identify and facilitate opportunities for the exchange of skills, knowledge and experiences among the different sectors and communities</p> <p>c) Support the Project Manager to develop, in consultation with partners, a Partnership and Implementation Plan to support Vanuatu Climate Information Services project, including developing an exit strategy</p> <p>d) Participate and represent SPREP at relevant meetings, workshops and conferences to share SPREP's experience and expertise on CIS at the national, provincial and community levels</p> <p>e) Provide technical input and advice on regional and national policy and planning processes</p>	<ul style="list-style-type: none"> • The project is delivered in a technically consistent and coordinated manner • Strong partnerships are maintained with donors, international and regional organisations, and other institutions, which support the delivery of targets under the SPREP Strategic Plan and effectively service the needs of Vanuatu and members • Information sharing and dialogue between the different communities and sectors • Implementation plan finalised and regularly updated • Lessons learnt and best practise from the project are promoted and shared with national and regional stakeholders • Support is provided to the development of relevant national policies to support integration of CIS into sectoral activities
<p>4. Communication, partnership development and stakeholder engagement</p>	

<ul style="list-style-type: none"> a) Communicate with a range of project stakeholders, including project partners, on technical aspects of the project to provide guidance and assistance on the delivery of their activities at the national and community level b) Engage effectively with national, provincial and community stakeholders in the delivery of project activities, in collaboration with VMGD. c) Assist the project team to develop best practices, lessons learnt and information materials to raise awareness on CIS at the national, sectoral, provincial and community level d) Coordinate joint efforts and facilitate synergies across SPREP programmes, including joint efforts with key regional and international organisations 	<ul style="list-style-type: none"> • Communication between project partners, including the VMGD Project Team on technical aspects of the project are supporting effective planning and delivery • Partnerships are strengthened with members, partners and donors to support application of CIS and planning processes in Vanuatu • Increased awareness of the benefit of integrating CIS by different sectors • A clear plan is developed to guide the delivery of activities at the national and community level
<p>5. Work plan development, monitoring and reporting</p> <ul style="list-style-type: none"> a) Support the Project Manager and the VMGD project team in the compilation of relevant project reports, including technical inputs and support b) Provide input into regular divisional and project team planning and review meetings including the preparation of annual work plans and budgets c) Assist in updating the PMIS d) Support the Project Manager in the delivery of monitoring and evaluation requirements of the project, including the collection of data on project impact. e) Participate in organisational learning and development activities f) Contribute and participate in the regular monitoring and reporting of progress towards organisational targets including input into the Annual Report and SPREP Performance Implementation Plan 	<ul style="list-style-type: none"> • Technical reports produced are of high standards • Work plans and budget integrated into the Department's overall work plan and budget • Professional development of the CISO is supported and strengthened • Progress towards SPREP Strategic Plan targets and outcomes is on track

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 Director/Supervisor as part of the Performance Development System.

This section may be copied directly into the Performance Development Plans.

Work Complexity

Most challenging duties typically undertaken:

- Provision of timely and accurate advisory support and assistance to national government and stakeholders
- Coordination and collaboration with international, regional and other key stakeholders
- Communicating materials in a format that is easily understood by stakeholders and communities at different levels and is relevant to the national contexts
- Planning and executing delivery of technical project activities.

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
<p>External</p> <ul style="list-style-type: none"> • Government of Vanuatu, the Ministry of Climate Change Vanuatu Meteorological and Geohazards Division • VMGD Project Management Unit National Advisory Board (NAB) • Project Delivery Partners (CSIRO, BoM, APCC) • Expert Consultancy Service providers • Donors / Partners • Professional / Scientific organisations • Regional / International organisations 	<ul style="list-style-type: none"> • Advice and assistance • Consultations and collaboration • Communications and reporting • Capacity building and training • Information sharing
<p>Internal</p> <ul style="list-style-type: none"> • Project Manager • Pacific Met Desk Partnership • Project Coordination Unit • Finance Department • All staff 	<ul style="list-style-type: none"> • Information sharing • Capacity building and training • Consultation • Advice and support • Reporting • Collaboration and coordination

Level of Delegation

The position holder:

- can carry out negotiations on technical activities on behalf of SPREP
- can seek funding opportunities for work programme activities

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
1. Minimum qualifications of a Bachelor degree in Meteorology, Climatology and/or relevant technical field

Knowledge / Experience

Essential
2. At least 5 years' experience working in climate information services, meteorology, climate change adaptation and other relevant areas , preferably within the Pacific islands region
3. Demonstrated knowledge of CIS issues, priorities and challenges relating to National Meteorological and Hydrological Services as well as relevant emerging issues and challenges within the Pacific Islands region. Knowledge of the Global Framework for Climate Services and its strategic and operational aspects is required.
4. Demonstrated experience in integration of climate or climate change information at the policy, project, sectoral and community levels as well as extensive knowledge of the resilient development challenges facing these groups
5. Demonstrated experience in developing, coordinating and delivering capacity building programmes, project management support and delivery including monitoring and evaluation. financial management, proposal and report writing with a high level of organisational, advisory, analytical, problem-solving and facilitation skills
6. Excellent written and verbal communication skills including high level presentation and interpersonal skills, collaboration with donors and partners, and sound experience in developing and maintaining effective relationships with a diverse group of people and as part of a team within a multi-disciplinary and multi-cultural environment
7. Demonstrated ability to use initiative and to think outside the box in dealing with multiple tasks, demanding deadlines and with little supervision as well as strong understanding and appreciation of environmental ethics, values and priorities within the workplace

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"> • Knowledge on Climate/meteorological Services • Advisory and analytical skills • Programme monitoring and evaluation • Work programme planning, budgeting and implementation • Delivering Capacity Development programmes • Proposal development
Advanced level	<ul style="list-style-type: none"> • Hydro-meteorological hazards in the Pacific islands region • Emerging environmental issues and challenges • Multilateral environmental agreements and conventions • Project management and support
Working Knowledge	<ul style="list-style-type: none"> • General management principles • Awareness on the use of traditional knowledge on weather and climate • Environmental and social safeguards
Awareness	<ul style="list-style-type: none"> • SPREP Strategic Plan 2017-2026 • SPREP Performance Implementation Plan • SPREP Work Programmes • Vanuatu National Sustainable Development Plan and national climate and climate change policies and frameworks • The Global Framework for Climate Services (GFCS) and relevant regional Frameworks

Key Behaviours

All staff are expected to uphold SPREP's Organisational Values and Code of Conduct which are Key Behaviours forming part of the Performance Development:

- Environmental Leadership
- Service Delivery
- Valuing our People
- Integrity

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: Port Vila, Vanuatu. The successful candidate will have an orientation period at SPREP Headquarters in Apia, Samoa.

Duration: Appointment is for a term of 3 years initially with possible renewal in line with the project time frame, subject to performance during the initial term, continuity of related project activities and availability of funds.

Salary: Salary is denominated in International Monetary Fund Special Drawing Rights (SDRs). Remuneration for this post falls within Band 10 of SPREP's salary scale. Starting salary will be in the range of SDR29,499 to SDR33,186. Currently, the equivalent in US Dollars is USD\$43,299 to USD\$48,711 per annum. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required. Progress in the salary scale will be based on annual performance reviews.

Cost of living differential allowance (COLDA): A Cost-of-Living Differential Allowance within the range of SDR4,194 to SDR4,505 will be paid to the successful candidate. The current equivalent in US Dollars is USD\$6,156 to USD\$6,612. Cost-of-living differential allowance reflects the comparative cost of living difference between Suva and Port Vila. This allowance is reviewed periodically based on data determined by an independent reviewer.

Adjustments: Salaries and allowances for internationally recruited staff 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 = SAT\$2.60

Term: For staff recruited from outside Vanuatu, 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-month 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 Reviews: Annual performance assessments and performance rewards will be based on the Secretariat's Performance Development System.

FOR STAFF RECRUITED FROM OUTSIDE VANUATU, THE FOLLOWING APPLIES:

Relocation Expenses: SPREP will meet certain appointment and termination expenses for staff recruited from outside Vanuatu, including transport and accommodation en-route for the appointee and accompanying dependant(s) between point of recruitment and Port Vila, 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 on a 20ft container; and,
- up to 20 kilos of excess baggage each for the appointee and family.

Establishment Grant: A lump sum of SDR1,100 is payable upon taking up appointment and arrival in Port Vila. This is currently equivalent to USD\$1,615.

Temporary Accommodation and Assistance: On arrival in Port Vila, 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. The appointee will be assisted to settle into Port Vila. This will include help in finding suitable rental accommodation.

Home Leave Travel: Return economy class airfares between Port Vila 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: Non-citizens of Vanuatu shall be exempted from customs duties and other such charges (except payment for services) in relation to importation of household and personal effects including a motor vehicle, intended for personal use, 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 INTERNATIONALLY RECRUITED STAFF, THE FOLLOWING APPLIES:

Privileges and Immunities: SPREP remuneration are exempted from all tax in Vanuatu.

Education Allowance: Education expenses maybe reimbursed against actual receipts for dependent children, to cover up to 75% of the actual costs, as stipulated under SPREP's Education Allowance policy. Currently the allowance is up to a maximum of USD\$6,000 per annum per dependent child, with an overall maximum of USD\$18,000 per annum per family of 3 or more eligible children.

School Holiday Travel: One return economy class flight each year between the place of education (taken to be recognised home) and Port Vila by (i) each dependent child being educated outside Port Vila 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.

Housing Assistance: Internationally recruited staff shall receive housing assistance of 75% of the typical rent payable in Port Vila for expatriate executive furnished housing. The current rate is USD\$1,430 per month. This assistance shall be reviewed annually and adjusted on relative movement in the local rental market.

Security Assistance: Security-related expenses maybe reimbursed against actual receipts up to USD\$923 per annum as stipulated under SPREP's Security Assistance policy. This assistance shall be reviewed annually.

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, compassionate, paternity, examination and special leave (without pay).

Duty Travel: SPREP meets travelling expenses at prescribed rates necessarily incurred by staff required to travel away from Port Vila on official business.

Life and Accidental Death and Disability Insurance: All employees are covered by SPREP's 24 hour Life and Accidental Death and Disability Insurance Policy.

Medical Benefits: All employees and their dependants are entitled to have all reasonable medical, dental and optical expenses met, under the terms and conditions of the SPREP in-house Medical Treatment Scheme.

Superannuation: An expatriate internationally recruited staff will receive a superannuation allowance of 7% of basic salary. For nationals of Vanuatu, SPREP will pay the legal minimum requirement to the Vanuatu National Provident Fund.

Learning and Development

Learning and development opportunities will be based on the approved SPREP Performance Development System and individual Performance Development Plans.

Definitions:

'Dependant' means the spouse and financially dependent children 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 25 years if enrolled and undertaking full-time study at a university or other tertiary institution; or
- mentally or physically incapacitated.

'Expatriate' means an internationally recruited staff member, who is not a citizen or permanent resident of Vanuatu, and who resides in Vanuatu 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.

4. ADMINISTRATIVE INFORMATION

ESSENTIAL: Applications should include:

1. Completed Application Form – can be downloaded from the Employment Section of our website (*you are required to complete in full all areas requested in the Form rather than referring us to your CV*);
2. A detailed Curriculum Vitae.

Applications that do not complete the SPREP Application Form and submit all the requirements stated above will not be considered.

Submitting applications:

- a) **BY EMAIL (MOST PREFERRED OPTION):** Subject matter to be clearly marked “**Application for Climate Information Services Officer**” and send to recruitment@sprep.org OR
- b) **BY POST OR FAX:** Application to be addressed and sent to: The Director General, SPREP, P.O. Box 240, Apia or fax number (685)20231 and clearly marked “**Application for Climate Information Services Officer**”

More Information on SPREP and its work in the region can be found on the SPREP website www.sprep.org

For further enquiries, contact Ms Jolynn Managreve-Fepuleai on telephones (685) 21929 ext 325 or Email: jolynnf@sprep.org

Closing date: Friday, 12th January 2018: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
