



SPREP
Secretariat of the Pacific Regional
Environment Programme

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

APPLICANT INFORMATION PACKAGE

Environmental Monitoring and Reporting Specialist (EMRS)

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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.

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.

Environmental Monitoring and Governance Department: a brief overview

The overall aim for the Environmental Monitoring and Governance (EMG) Department is to ensure that country members "will have the capacity to develop and implement transparent and robust frameworks and processes for improved environmental governance, planning, monitoring and reporting". This means giving due attention to the need to systematise capacity development for planning and implementing environmental policies and legislation in a more integrated, inclusive and coherent way. It emphasises effective strategies for mainstreaming environmental considerations into local, national and regional development planning processes, such as regular environmental monitoring, data collection and analysis and periodic integrated state of the environment reporting at the national and regional levels. It also requires appreciation and support for involvement of all stakeholders of environmental governance, from individual initiatives, to the roles of government institutions, civil society organisations and the wider community. The EMG Department provides the glue to ensure integrated and balanced delivery of SPREP services for individual Members in the strategic priorities of climate change resilience, ecosystem and biodiversity protection, and waste management and pollution control.

Governance is the principal concept underlying the EMG Department and for the purposes of the Department, is defined as "the exercise of authority at all levels - through institutional structures, decision-making processes, policies and rules - for the purpose of attaining environmentally sustainable development."

About the GEF/UNEP/SPREP funded Regional Project: Building National and Regional Capacity to Implement Multilateral Environmental Agreements (MEA) by Strengthening Planning and State of Environment Assessment and Reporting in the Pacific (referred to as the Inform Project).

SPREP has received funding from the Global Environment Facility (GEF) to implement a regional project in the Pacific that targets the strengthening of environmental monitoring and governance in 14 Pacific Island Countries. To achieve this, the project will build capacity of national government agencies and local stakeholders to properly use environmental planning tools such as the Environmental Impact Assessment (EIA) for effective decision making. This will be supplemented through the revitalisation of the State of the Environment (SoE) assessments and reporting including the National Environmental Management Strategies (NEMS). Both require inputs of environmental data to bring about better

reporting by Pacific Island Countries (PICs) on how well they are meeting their international obligations under the Rio Conventions and other regional MEAs. To this end, the goals of the projects are to:

- Strengthen the legal, policy, and planning frameworks to support collection and sharing of environmental data;
- Establish a network of national and regional databases for monitoring the state of the Pacific's environment;
- Strengthen Convention reporting, policy development, and monitoring and evaluation requirements on the state of the global, regional, and national environment;
- Facilitate the use of environmental data for national planning and sustainable development;
- Generate data through the planning and impact assessment processes;
- Assist PICs with meeting legislated national reporting requirements including State of Environment (SoE) reporting;
- Establish capacity at the national and regional levels to manage a network of national and regional databases; and
- Build institutional capacities of governments to share data, information and knowledge to enable streamlined reporting and informed decision-making.

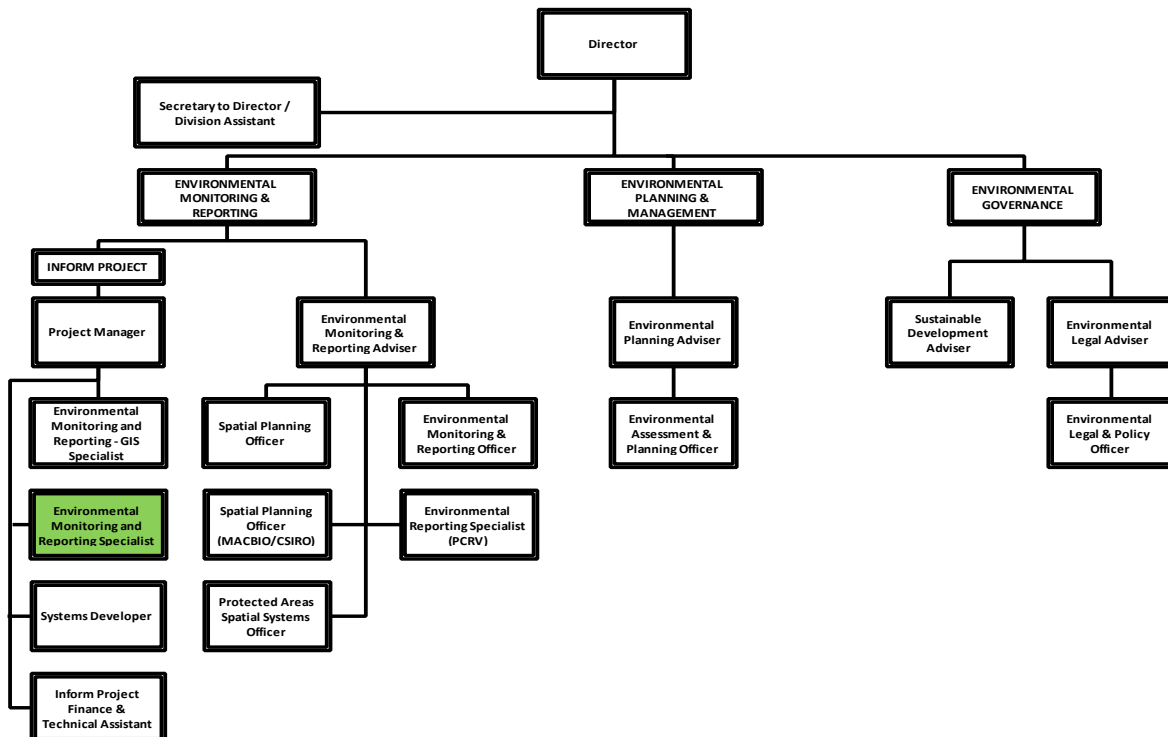
The Inform regional project will be successful when all 14 Pacific Island Countries have a robust and active national reporting system that stores relevant environmental data that could be analysed to inform effective decision making that promotes sustainable development in the region. Countries will be able to display higher capacity to monitor, review, report and integrate environmental issues and challenges into their national sustainable development plans which in-turn helps them to meet their principal obligations under the Rio Conventions and regional MEAs.

The regional project will be implemented in the following countries: Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Micronesia, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu and Vanuatu.

B. JOB DESCRIPTION

Job Title:	Environmental Monitoring and Reporting Specialist (EMRS)
Programme:	Strategic Policy and Technical
Department:	Environmental Monitoring and Governance
Team:	Environmental Monitoring and Reporting
Responsible To:	Project Manager, Inform Project
Responsible For: (Total number of staff)	N/A
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> Build capacity in Pacific Island Countries to assess and analyse environmental data for national reporting which includes State of Environment Report (SoE) needs as well as fulfilling Multilateral Environmental Agreements (MEAs) requirements. Support SPREP execute the UNEP-GEF Regional Inform Project
Date:	December, 2017

Organisation Context



Key Result Areas

The position of **Environmental Monitoring and Reporting Specialist (EMRS)** addresses the following Key Result Areas:

1. Capacity building, training and awareness
2. Technical advice and support
3. Regional support and coordination
4. Communication, partnership and coordination
5. Project management support

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</p> <ol style="list-style-type: none"> a) Provide technical advice and guidance to island Members, in consultation with key stakeholders, on developing monitoring skills, preparing outputs and providing training opportunities to facilitate access, exchanges, and sharing of information and methodologies. b) Train relevant Government staff to use the indicator reporting information system and web-based templates for integrating State of Environment (SoE) and National Environmental Management Strategies (NEMS) with national Multilateral Environmental Agreements (MEAs) commitments, including SAMOA Pathway, Rio + 20 outcomes, and Sustainable Development Goals (SDGs) drawing on national environmental reporting c) Develop and provide training for collection of national environment statistics and SoE Reporting templates for each country. d) Design and implement appropriate capacity building activities to bridge gaps for developing environmental indicators, spatial information and data management through a web-based and offline system. e) Train Government staff on appropriate methods, tools and approaches for developing environmental indicators and data management through a web-based and offline systems. 	<ul style="list-style-type: none"> • Capacity building activities are implemented to strengthen national capacity to use methods, databases and tools to increase data-based decision making, timely environmental reporting for national planning and reporting to MEAs • Technical skills of Pacific Island Countries and Territories (PICTs), Secretariat and partners are strengthened to increase capacity for environmental monitoring and reporting.

<p>2. Technical advice and support</p> <ul style="list-style-type: none"> a) Collate, analyse and report on core regional and country level environmental indicators and trends in collaboration with all Secretariat technical divisions b) Determine regional SoE assessment indicators selected and agreed for use in national and regional databases and establish baseline information for agreed variables for each PIC and the region. c) Assist PICTs to monitor environmental trends and to develop programmes and guidelines for national level monitoring of key indicators. d) Collate, refine and develop graphical representations of datasets and visual products for national environmental indicators and reporting processes. e) Develop a national level workflow for the production of visual indicator datasets. f) Undertake measurement and reporting of core environmental indicators with links to developmental issues. g) Perform data collection, data capture, database management, ongoing maintenance, data analysis and reporting, end-user interpretation and visualisation for SoE formulation and review. h) Provide technical input to the development and delivery of environmental technical reports, multiple communications products, national and regional state of environment reports, and science communication for general audiences. 	<ul style="list-style-type: none"> • PICs and partner institutions have functional monitoring databases, that are networked, populated with baseline data and users actively using them for their environmental monitoring and planning needs • SPREP environmental monitoring database is developed and relevant data, communication products and information are provided to PICTs and partners. • Monitoring metrics for environmental indicators and trends are developed, described and delivered to PICTs • A two way flow of information is created. • PICTs have developed programmes for environmental monitoring • PICTs have status summaries in easy to use and interpret formats including info-graphics and visual tools.
<p>3. Regional support and coordination</p> <ul style="list-style-type: none"> a) Provide technical support for regional scale environmental monitoring and reporting to support planning and decision making processes. b) Establish and strengthen the institutional network of environmental data management agencies and organisations at the national and regional levels and assist with the development and implementation of intra and inter-agency data sharing policies at the national level. 	<ul style="list-style-type: none"> • SPREP’s environmental monitoring database on regional scale issues is developed • Periodic regional SoE reports produced. • SoE Reports are produced in a timely manner • Environmental indicators for the regional SDGs report updated

<p>c) Liaise with, and build working relationships with relevant regional organisations, programmes and research institutions as appropriate, to strengthen access to, analysis of and reporting on key Pacific environmental data as a basis for ongoing monitoring and production of periodic regional SoE reports.</p>	
<p>4. Communication, partnership and coordination</p> <p>a) Assist with the organisation and delivery of national SoE consultations including the gathering of environmental datasets and relevant information from national and local stakeholders.</p> <p>b) Support active engagement of key national stakeholders in providing accurate and relevant environmental data and information.</p> <p>c) Coordinate the preparation of national environmental technical reports particularly the SoE reports based on analysis of data and information collected.</p> <p>d) Translate complex scientific information for the non-specialist including visual interpretation in the form of graphs, infographics, flow charts and images.</p> <p>e) Contribute to the development and delivery of a communication strategy for the Inform project.</p> <p>f) Coordinate and facilitate partnership arrangements to support environmental data management in the region.</p> <p>g) Assist with the strengthening of national coordination mechanisms to support environmental data management as required by countries.</p> <p>h) Contribute to the preparation of media releases and communication materials to raise the profile of the project, its key results and achievements.</p>	<ul style="list-style-type: none"> • Countries share information and gain from the experiences of other members of the Pacific community • Summary documentation developed for decision maker support and visual interpretation. • Partnerships established to support environmental data, monitoring and reporting in the region • Information and training materials including relevant documents and reports are prepared, collated and shared with relevant stakeholders • National workshops successfully carried out with the active engagement of key stakeholders • Indicators and SOE narratives are clearly interpreted for non-specialist audiences
<p>5. Project management support</p> <p>a) Prepare and produce technical output reports and deliverables for all activities.</p>	<ul style="list-style-type: none"> • Effective technical support is provided to the project to ensure it meets agreed measurable outputs and indicators.

<ul style="list-style-type: none"> b) Provide input to update the Inform project information in the SPREP Project Management Information System (PMIS). c) Contribute to the preparation of SPREP and project specific annual work plans and budgets. d) Provide input to the preparation of project financial reports and ensure compliance with SPREP and donor financial reporting requirements. e) Contribute to the preparation of narrative progress reports including the Project Implementation Review report required by SPREP and UN Environment. f) Assist and support the Inform project management unit to ensure the project is on track and key deliverables are achieved. g) Participate in project monitoring and evaluation including meetings of the Project Management Unit, Steering Committee and EMG Department 	<ul style="list-style-type: none"> • PMIS is updated and used effectively to manage and track project progress • Constructive input and feedback is provided to the project reports • Profile of the project and its results are widely acknowledged and appreciated by key stakeholders, partners and donors • Successful and effective working relationships established with UNEP and collaborating partners
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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

<p>Most challenging duties typically undertaken:</p> <ul style="list-style-type: none"> • Provision of timely and accurate technical assistance to national governments and stakeholders • Coordination and collaboration with international, regional and key stakeholders • Communicating materials in a format that is easily understood by stakeholders at different levels

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"> • Member countries • CROP agencies / Partners 	<ul style="list-style-type: none"> • Advice and assistance • Consultations and collaboration

<ul style="list-style-type: none"> Professional / Scientific organisations Regional / International organisations 	<ul style="list-style-type: none"> Communications and reporting Capacity building and training Information sharing Data sharing agreements
<p>Internal</p> <ul style="list-style-type: none"> Executive Director EMG Project Manager and Project Team Strategic Policy and Technical Programme EMG Department Information Service Department Communications and Outreach team Finance and Administration Department 	<ul style="list-style-type: none"> Information sharing Capacity building and training Consultation Advice and support

Level of Delegation

The position holder:

- can liaise with partners 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 the Sciences, Environmental Management, Ecology, Geography, Informatics, Development studies/international relations and/or related fields

Knowledge / Experience

Essential

2. At least 5 years experience in environmental and natural resource management including monitoring and interpreting data for reporting, spatial data management, information and databases use and development including the utilising of multiple data types in a similar role requiring a similar degree of versatility and responsibility, preferably within the Pacific islands region

3. Demonstrated experience in the analysis and presentation of environment /natural resource data using online tools, data management and storage solutions, Adobe Indesign, Photoshop and other graphics tools for graphic design
4. Demonstrated knowledge of environmental issues, including key emerging issues and challenges within the Pacific Island region. Broad and comprehensive knowledge of the following policy and reporting frameworks: a) State of the Environment Report; b) National Environmental Management Strategies; c) 2030 Sustainable Agenda and the SDGs; and d) Multilateral Environmental Agreements
5. Demonstrated experience and knowledge in: a) Application of environmental data for the production of environmental planning and monitoring reports, preferably at national State of Environment reporting scale. b) Drafting and editing national reports with multiple contributors. c) Participatory resource management, data analysis skills and interpretation. d) Developing and coordinating capacity building and training programmes and stakeholder engagement
6. Excellent written and verbal communication skills including high level of presentation and interpersonal skills, collaboration with donors and partners with 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. Demonstrates initiative and ability to think outside the box in dealing with multiple tasks, demanding deadlines with limited supervision as well as excellent 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"> • Organisational and time management • Self-motivated and results focused • Interpersonal and multicultural stakeholder skills • Collaboration with partners, governments, agencies and organisations on environmental data management • Team player
Advanced level	<ul style="list-style-type: none"> • Flexible, adaptive and participatory approach • Willingness to assist with other programmes • Development of data storage and access systems
Working Knowledge	<ul style="list-style-type: none"> • Project management principles • Interpersonal skills and cultural sensitivity • Commitment to continuous improvement

	<ul style="list-style-type: none"> • Ability to work well with other programmes • Environmental issues in the Pacific islands region • Emerging environmental issues and challenges
Awareness	<ul style="list-style-type: none"> • SPREP Strategic Plan 2017-2026 • Inform Project Document • Multilateral Environmental Agreements

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: 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. This is a project specific position which will complete at the end of the project.

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 Samoan Tala is SAT\$112,576 (USD\$43,299) to SAT\$126,648(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 also be paid to the successful candidate. The current equivalent in Samoan Tala is SAT\$16,006 (USD\$6,156) to SAT\$17,192 (USD\$6,612). 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.

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 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-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 SAMOA, THE FOLLOWING APPLIES:

Relocation Expenses: SPREP will meet certain appointment and termination expenses for staff recruited from outside Samoa, including transport and accommodation en-route for the appointee and accompanying dependant(s) between point of recruitment 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 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 Apia. This is currently equivalent to SAT\$4,198 (USD\$1,615).

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.

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 INTERNATIONALLY RECRUITED STAFF, THE FOLLOWING APPLIES:

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 Samoan Tala \$15,600 (USD\$6,000) per annum per dependent child, with an overall maximum of Samoan Tala \$46,800 (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 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.

Housing Assistance: Internationally recruited staff shall receive housing assistance of 75% of the typical rent payable in Samoa for expatriate executive furnished housing. The current rate is SAT\$2,850 (USD\$1,096) 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 SAT\$2,400 (USD\$923) per annum as stipulated under SPREP's Security Assistance policy.

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 Apia 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 member will receive a superannuation allowance of 7% of basic salary. For nationals of Samoa, SPREP will pay 7% of basic salary to the Samoa 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 Samoa, and 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.

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 Environmental Monitoring and Reporting Specialist (EMRS)**” 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 Environmental Monitoring and Reporting Specialist (EMRS)**”

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 Marion Tuipulotu-Chan Chui on telephone (685) 21929 ext 328 or Email: marionc@sprep.org

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

SPREP is an Equal Opportunity Employer
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