



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 **Oceanography Officer (OO)**

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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.

BACKGROUND INFORMATION

PACIFIC ISLANDS – GLOBAL OCEAN OBSERVING SYSTEM

The Pacific Islands Global Ocean Observing System (PI-GOOS) was established in 1998, and is currently one of 12 GOOS Regional Alliances (GRA) operational worldwide (see map below). GRAs are designed to facilitate sustained coastal and open ocean monitoring to meet regional and national priorities, and form a critical component to the successful implementation of GOOS objectives.

Within the Pacific Islands region, PI-GOOS aims to assist sustainable development by facilitating the establishment and implementation of coastal and open ocean observing programmes, and in helping to improve uptake and use of the data, information and products being generated. Implementation of the PI-GOOS programme is primarily through capacity building at the local and regional level, and via the delivery of useful observation related products to relevant national level Government departments and other national partners.

In 2004 a full-time coordinator of PI-GOOS was appointed as a joint initiative between the Secretariat of the Pacific Islands Applied Geoscience Commission (SOPAC) and the Perth Regional Programme Office of the UNESCO Intergovernmental Oceanographic Commission (IOC-UNESCO). In 2009, the Regional Integration Framework (RIF) decisions by the Pacific Forum Island Leaders led to the shifting of the PI-GOOS programme to the Secretariat of the Pacific Regional Environment Programme (SPREP) where it is now placed as part of its Pacific Meteorological Desk Partnership within the Climate Change Resilience Division. PI-GOOS serves all SPREP Member Countries and is coordinated from SPREP's offices in Apia, Samoa.

The work of PI-GOOS is overseen by an Advisory Committee comprising of donors and partners from across the Pacific region. The Advisory Committee meets once a year and reports at the annual SPREP Meeting. This provides all SPREP member countries with an opportunity to comment and advise on the future direction of the PI-GOOS programme.

Pacific Meteorological Desk Partnership and Support for National Meteorological Services (NMSs) in the Region

The Pacific Meteorological Desk Partnership (PMDP) is a regional coordinated response to meeting weather and climate services development in the Pacific Islands region.

Endorsed at the 21st Secretariat of the Pacific Regional Environment Programme (SPREP) Meeting, Madang, Papua New Guinea in 2011 to renew a Pacific Island regional mechanism urgently needed to develop capacity and advance the sustainability of weather and climate services in Pacific Islands, the establishment of the PMDP serves as the regional weather and climate services coordination mechanism managed by the SPREP and World Meteorological Organisation (WMO) to deliver a regionally coordinated effort to service SPREP Members needs in the area of weather and climate services.

The goal and objectives of the PMDP is to improve regional coordination and advancing and sustaining the delivery of weather, climate and related services for the protection of life and property of Pacific island communities. Other core objectives are:

- coordination of PICT national and regional priority needs with regard to weather and climate services development
- joint planning and design of technical projects and programmes for delivery by technical agencies to build on complementation and replication of efforts, and minimising inefficient resource use
- governance relationship through PMC and implementation guidance through use of the Pacific Islands Meteorological Strategy (PIMS) 2017-2026

The New Zealand Pacific Partnership on Ocean Acidification

The New Zealand Pacific Partnership on Ocean Acidification (PPOA) project is a collaborative effort between SPREP, the University of the South Pacific (USP) and the Pacific Community (SPC), which aims to build resilience to ocean acidification in Pacific Island communities and ecosystems, with financial support from the NZ Ministry of Foreign Affairs and Trade and the Principality of Monaco. The PPOA project follows the “International Workshop on Ocean Acidification: State-of-the-Science Considerations for Small Island Developing States” that was co-hosted by New Zealand and the United States, in partnership with SPREP, as an official side-event of the 3rd UN SIDS Conference.

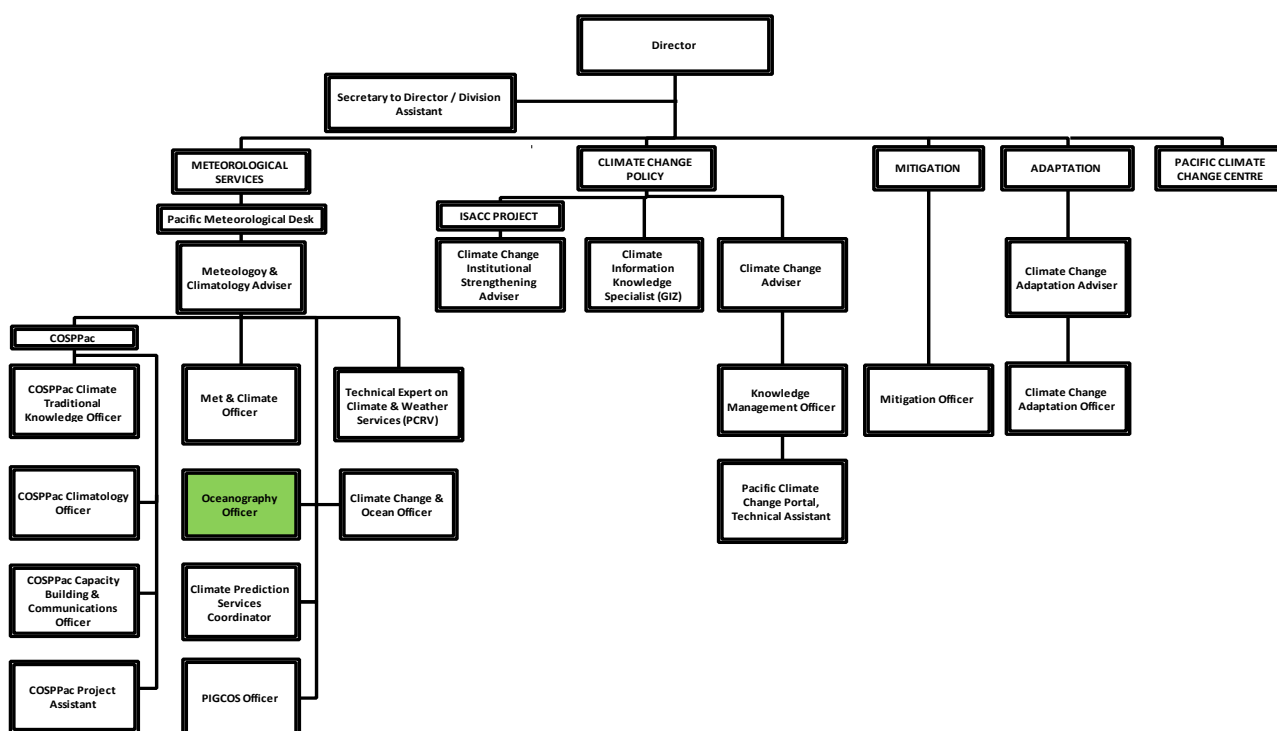
The PPOA project is working to build resilience Ocean Acidification in Pacific Island countries by:

1. Identification and Implementation of Practical Adaptation Actions – At pilot sites in Fiji, Kiribati, Tokelau and Vanuatu the project will carry out an assessment of needs and priorities that will guide the implementation of adaptation activities at the site. Work is currently underway to develop on the ground adaptation and resilience activities.
2. Research and Monitoring – The project will establish chemical and biological baselines which will be followed up by routine monitoring of key parameters.
3. Capacity Building and Awareness Raising – Throughout the implementation of adaptation activities, the project will seek to build capacity within the local communities and partners, to address OA and to develop effective coastal zone management. Additionally, the project will seek to raise awareness of ocean acidification at all levels across the region.

B. JOB DESCRIPTION

Job Title:	Oceanography Officer (OO)
Programme:	Strategic Policy and Technical (SPT)
Division:	Climate Change Resilience (CCR)
Team:	Meteorological Services
Responsible To:	Meteorology and Climatology Adviser
Responsible For: (Total number of staff)	N/A
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> • Provide advice and support to SPREP and its Members on all issues relating to oceanography, ocean observing, and ocean acidification and climate change impacts on the marine environment • Support the regional National Meteorological Services (NMS) in developing oceanography and marine weather service programmes
Date:	December 2017

Organisation Context



Key Result Areas

The position of **Oceanography Officer (OO)** addresses the following Key Result Areas:

1. Capacity building, training and awareness-raising
2. Technical advice and support
3. Regional 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) Raise awareness of the importance of ocean observing, and advocate for increasing regional ocean observing efforts. b) Develop and deliver a capacity building programme to enhance national and regional capacity for oceanography, ocean observing, and climate change impacts on the marine environment c) Identify, develop and implement ways of improving access to marine data and tools in the region, including developing Standard Operating Procedures (SOPs) and guidelines d) Develop capacity building, training and awareness materials on oceanography, ocean observing, and climate change impacts on the marine environment e) Build capacity as needed to increase ocean literacy and ocean observing capacity in the region, including through the Data Buoy Cooperation Panel (DBCP) Capacity Building workshops. 	<ul style="list-style-type: none"> • Relevant training programmes are effectively delivered in Pacific Island Countries and Territories (PICTs) • Training programmes are supported by preparation and distribution of relevant manuals and guidelines, which are used and adapted by PICTs to suit their national contexts • Robust and effective processes and tools are implemented in PICTs • Relevant international data, models and tools are adapted and applied in PICTs, with the development of regional tools and examples • Regional awareness of the importance of ocean observing and capacity to undertake ocean observing activities is increased
<p>2. Technical advice and support</p> <ol style="list-style-type: none"> a) Provide support for regional NMSs in achieving the goals of the Pacific Islands Meteorological Strategy (PIMS) and other relevant priorities through the Pacific Meteorological Council, the Pacific Meteorological Desk Partnership, and provide secretariat and technical support for the Pacific Islands Marine and Ocean Services (PIMOS) Panel. 	<ul style="list-style-type: none"> • SPREP provides effective support for oceanography and marine weather for regional NMSs • The relevant goals of the PIMS are achieved • The NZ PPOA project is effectively managed and the project goals are achieved in a timely manner • Regional and national networks for oceanography, ocean observing, and climate

<ul style="list-style-type: none"> b) Serve as the project manager for the New Zealand Pacific Partnership on Ocean Acidification c) Provide expert advice to SPREP and Members on oceanography, ocean observing, and climate change impacts on the marine environment. d) Develop tools, approaches and techniques to support Members in relation to oceanography, ocean observing, and climate change impacts on the marine environment. e) Liaise and work closely with key SPREP programmes to ensure the integration of oceanography, ocean observing, and climate change impacts on the marine environment into programmes, projects and activities of SPREP. 	<p>change impacts on the marine environment have been developed</p> <ul style="list-style-type: none"> • Systems, tools, approaches and techniques are used effectively by PICTs • Effective technical advice is provided for meetings, workshops and conferences dealing with oceanography, ocean observing, and climate change impacts on the marine environment
<p>3. Regional support and coordination</p> <ul style="list-style-type: none"> a) Coordinate the PI-GOOS including convening regular conference calls with the PI-GOOS Advisory council and annual meetings, reporting on activities at the biennial GOOS Regional Alliances meeting, raising the profile of PI-GOOS in the region and ensuring that PI-GOOS is an effective coordination and advocacy body. b) Work with regional NMSs and partners to develop projects and seek support to achieve the goals of the PIMS and other relevant priorities. c) Manage existing and develop new partnerships as part of the Pacific Partnership on Ocean Acidification, including reporting on progress of the PPOA UN Ocean Conference voluntary commitment d) Ensure effective coordination of relevant SPREP activities with donors, international and regional organisations and collaborating institutions working in the region e) Identify and facilitate opportunities for the exchange of skills, knowledge and experiences in the region f) Participate and represent SPREP at relevant meetings, workshops and 	<ul style="list-style-type: none"> • PI-GOOS is an effective coordination and awareness raising body that is working to ensure the goals and objectives of the GOOS programme are being met in the region. • Support for the NMS oceanography and marine weather work is increased and the PIMOS panel is well supported and achieves the tasks given them by the PMC • SPREP and SPREP Members are well supported and advised of the impacts of ocean acidification and climate change on the marine environment, including potentials actions they can take to adapt and build resilience • 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 Members • SPREP's advice on oceanography, ocean observing, and climate change impacts on the marine environment is respected and valued across the region

<p>conferences to share SPREP's experience and expertise</p>	
<p>4. Communication, partnership development and stakeholder engagement</p> <p>a) Develop best practices, lessons learnt and information materials to raise awareness on oceanography, ocean observing, and climate change impacts on the marine environment, targeting key sectors and decision makers</p> <p>b) Develop and implement partnership agreements and identify and secure funds to oceanography, ocean observing, and climate change impacts on the marine environment activities</p> <p>c) Coordinate joint efforts and facilitate synergies across SPREP programmes, including joint efforts with key regional and international organisations</p>	<ul style="list-style-type: none"> • Partnerships are strengthened with members, partners and donors to support oceanography, ocean observing, and climate change impacts on the marine environment in PICTs • Increased awareness of oceanography, ocean observing, and climate change impacts on the marine environment across different sectors • A funding strategy is in place for key regional and national oceanography, ocean observing, and climate change impacts on the marine environment priorities • Funds are secured to provide technical assistance and capacity building for PICTs
<p>5. Work plan development, monitoring and reporting</p> <p>a) Prepare technical output reports for all activities the OO is responsible for</p> <p>b) Provide input into programme and team planning and review meetings including the preparation of annual work plans and budgets</p> <p>c) Participate in organisational learning and development activities</p> <p>d) Contribute and participate in the regular monitoring and reporting of progress towards organisational targets including the Performance Implementation Plan and Results Framework as well as the Annual and Performance Monitoring and Evaluation Reports (PMER)</p>	<ul style="list-style-type: none"> • Technical reports produced are of high standards • Work plans and budget integrated into the Programme's and team's overall work plan and budget • Professional development of the OO is supported and strengthened • Contribution and progress towards the Performance Implementation Plan and Results Framework targets and outcomes are 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 governments and stakeholders
- Coordination and collaboration with international, regional and key stakeholders
- Securing adequate funding and resources
- 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 • 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"> • Executive • Project Manager and Project Team • Other Programmes and Teams • Blue Team • Information Services • Communications and Outreach 	<ul style="list-style-type: none"> • Information sharing • Capacity building and training • Consultation • Advice and support

Level of Delegation

The position holder:

- manages an operational budget
- 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 Oceanography, Marine Science and/or related fields

Knowledge / Experience

Essential
2. At least 5 years experience in supporting the design, formulation and delivery of oceanography, ocean observing and climate change work, preferably in the Pacific region
3. Demonstrated knowledge of oceanography, ocean observing, and climate change impacts on the marine environment within the Pacific Island region. Broad and comprehensive knowledge of the following is required: <ul style="list-style-type: none">a. PI-GOOS and the GOOS programme;b. Key ocean observing platforms such as Argo and the Tropical Pacific Observing System;c. The Pacific Islands Meteorological Strategy 2017-2026;d. Ocean acidification and the impacts of climate change on the marine environment
4. Demonstrated ability in developing and coordinating capacity building programmes and stakeholder engagement processes, including advisory and analytical skills
5. 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
6. Demonstrated experience in programme and project management and monitoring and evaluation including financial management, proposal and report writing with a high level of organisational, advisory, analytical, problem-solving and facilitation skills
7. Demonstrates initiative and ability to think outside the box in dealing with multiple tasks, demanding deadlines and with little supervision and demonstrates 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"> • Communications and advisory at the regional, national and community levels • Analytical oceanography, ocean observing, and climate change impacts on the marine environment knowledge • Project development, monitoring and evaluation • Work programme planning, budgeting and implementation • Capacity development • Pacific Islands Meteorological Strategy 2017-2026
Advanced level	<ul style="list-style-type: none"> • Knowledge of oceanography, ocean observing, and climate change impacts on the marine environment issues in the Pacific islands region • Emerging oceanographic and climate change issues and challenges • Capacity development needs of Pacific SIDS • Environmental issues in the Pacific islands region • Emerging environmental issues and challenges
Working Knowledge	<ul style="list-style-type: none"> • Project management principles
Awareness	<ul style="list-style-type: none"> • SPREP Strategic Plan • SPREP Work Programmes

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 up to a maximum of 6 years subject to performance during the initial term, continuity of related programme 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 Samoan Tala is SAT\$112,576 (USD\$42,968) to SAT\$126,648(USD\$48,339) 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\$6,109) to SAT\$17,192 (USD\$6,562). 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\$2.62

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 dependent(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\$1,602).

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 dependents 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\$5,954) per annum per dependent child, with an overall maximum of Samoan Tala \$46,800 (USD\$17,863) 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\$1,088) 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\$916) 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 dependents 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:

'Dependent' 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 Oceanography 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 Oceanography 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 telephone (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
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