



**SPREP**

Secretariat of the Pacific Regional  
Environment Programme

## APPLICANT INFORMATION PACKAGE

### TECHNICAL OFFICER, WASTE MANAGEMENT POLICY AND SYSTEMS (TO-WMPS) - GEF ISLANDS PACIFIC CHILD PROJECT

#### International recruitment

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## A. Background Information on SPREP

The *Secretariat of the Pacific Region Environment Programme* (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 other SPREP offices in Fiji, the Republic of the Marshalls Islands, Vanuatu and the Solomon Islands.

SPREP has around 160 staff and has an annual budget of approximately USD41 million in 2024.

The establishment of SPREP in 1993 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 to Pacific Island countries and territories 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	▪ Northern Marianas
▪ Cook Islands	▪ Palau
▪ Federate States of Micronesia,	▪ Papua New Guinea
▪ Fiji	▪ Samoa
▪ French Polynesia	▪ Solomon Islands
▪ Guam	▪ Tokelau
▪ Kiribati	▪ Tonga
▪ Marshall Islands	▪ Tuvalu
▪ Nauru	▪ Vanuatu
▪ New Caledonia	▪ Wallis and Futuna
▪ Niue	

and 5 ‘metropolitan’ member countries with direct interests in the region:

- Australia,
- France,
- New Zealand,
- United Kingdom and
- the United States of America.

### ***SPREP Goals and Objectives***

The 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.

SPREP's Pacific and metropolitan members agreed that SPREP's Strategic plan should span 10 years to address critical environmental and related social and governance strategic priorities, which are reflected in the strategy's regional and organisational goals and objectives, as well as in SPREP's core 'Values'.

### ***Regional Goals***

- **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.

### ***Organisational Goals***

- **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.

### ***SPREP's Values***

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**

## B. The GEF ISLANDS Pacific Child Project description

Across the globe, Small Island Developing States (SIDS) are increasingly following import-dependent development models, leading to a surge in the variety and volume of imported products—from mercury-laden thermometers and plastic packaging to second-hand electronics and vehicles, and from agricultural to industrial chemicals. This phenomenon is resulting in the accumulation of diverse hazardous and toxic wastes, for which these SIDS lack the necessary infrastructure and treatment facilities to manage effectively. The urgency to transition towards integrated waste management is underscored by extensive studies, highlighting significant economic repercussions on health, environment, tourism, and fisheries if immediate action is not taken.

The Pacific SIDS, in particular, face daunting challenges in waste management due to the absence of necessary infrastructure to handle the array of wastes generated by imported products. The disposal of non-biodegradable materials, along with industrial and agricultural chemicals, presents a growing and complex issue.

In response, the Global Environment Facility (GEF) has acknowledged the critical situation faced by SIDS and has extended support through the "Implementing Sustainable Low and Non-Chemical Development in Small Island Developing States" (ISLANDS) Programme. This five-year global initiative, valued at US\$ 450 million, aims to mitigate the escalating impacts of chemicals and waste in 30 SIDS, including 14 members of the Secretariat of the Pacific Regional Environment Programme (SPREP): Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Nauru, Niue, Palau, Papua New Guinea, Republic of Marshall Islands, Samoa, Solomon Islands, Tonga, Tuvalu, and Vanuatu.

The ISLANDS initiative will implement a specific Child Project in each SIDS region—Caribbean, Indian Ocean, and Pacific—with the Pacific Child Project to be executed by SPREP between 2021 and 2026, operating on a US\$ 20 million budget. The primary aim of the Pacific Child Project is to guide these countries towards a safer chemical development trajectory.

Project Components:

- 1. Preventing Future Accumulation of Hazardous Chemicals:** This component involves regional and national initiatives to establish robust legislative frameworks, address legislative gaps, implement economic instruments for sustainable waste management funding, and formulate national strategies to minimize hazardous imports. It also encompasses the development of model legislation for controlling mercury-containing products. The expected outcome is the effective management and control of chemical imports and the prevention of hazardous waste generation.
- 2. Safe Management and Disposal of Existing Chemicals and Materials:** Addressing the limited capacity for hazardous waste treatment, this component includes regional partnerships for environmentally sound disposal of end-of-life vehicles and national projects to manage and dispose of specific hazardous waste types. Expected outcomes include the environmentally safe disposal of hazardous chemicals and materials, and the promotion of reduced emissions through improved waste management practices.
- 3. Promoting Circular Economy and Closing Material Loops:** This component seeks to eliminate barriers to product loops and establish regional support systems for healthcare waste management and e-waste dismantling training. Additionally, it aims to create national systems for managing specific waste streams, contingent on regulatory and private sector engagement. The anticipated outcome is the establishment of effective circular and life-cycle management systems.
- 4. Knowledge Management and Communications:** This component focuses on generating and disseminating knowledge derived from project activities, as well as from the broader

Programme. Activities include promoting sustainable financing, community education, youth-targeted initiatives, and a regional Mercury Free Pacific campaign. The expected outcome is the widespread application of acquired knowledge across SIDS.

By addressing the complex challenges of waste management in Pacific SIDS through comprehensive and integrated approaches, this initiative strives to pave the way for sustainable development, safeguarding the health of communities and protecting the unique environments of these island nations.

### ***ISLANDS Pacific Team***

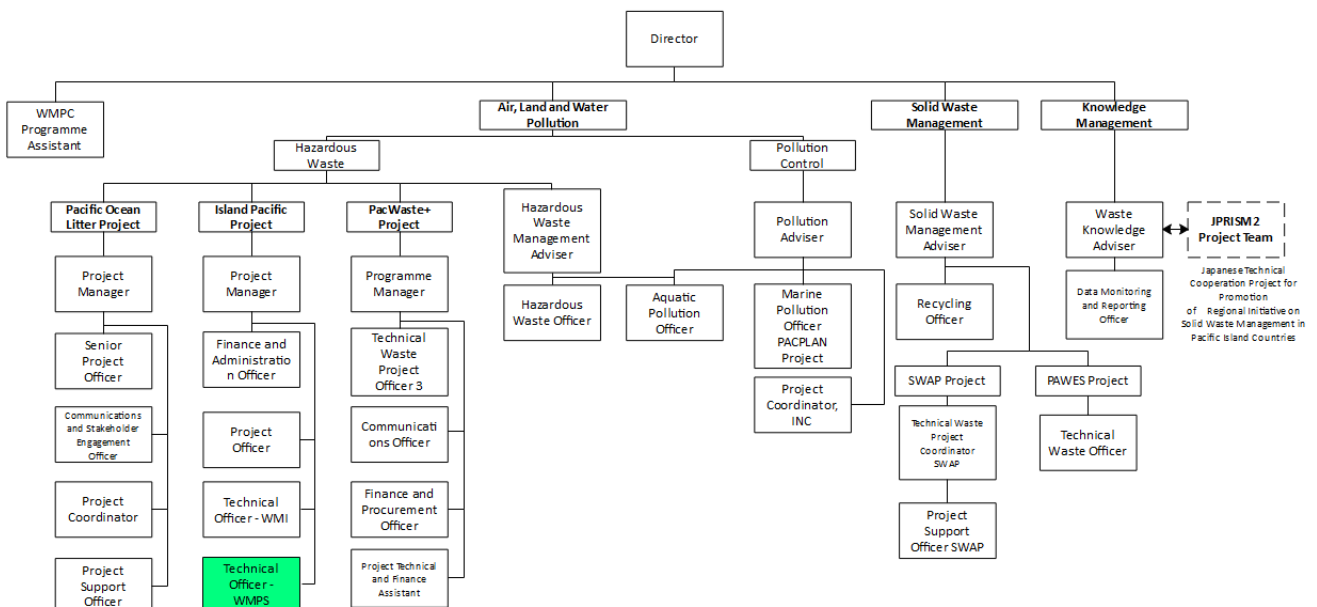
GEF's investment in the ISLANDS Pacific Child Project includes funding SPREP to establish a Project Management Unit to implement the project, and ensure coordination with similar initiatives. The team currently has a Project Manager and a Finance and Administration Officer and will include the following additional positions:

- Technical Officer – Waste Management Infrastructure
- Technical Officer – Waste Management Policy and Systems
- Communications Officer
- Procurement Officer
- Support Officer

## C. JOB DESCRIPTION

<b>Job Title:</b>	Technical Officer, Waste Management Policy and Systems (TO-WMPS) - GEF ISLANDS Pacific Project
<b>Programme:</b>	Waste Management and Pollution Control
<b>Team:</b>	Hazardous Waste Management
<b>Responsible To:</b>	Project Manager – GEF ISLANDS Pacific Child Project
<b>Responsible For: (Total number of staff)</b>	0
<b>Job Purpose:</b>	<p><b>This job exists to:</b></p> <ul style="list-style-type: none"> <li>• Develop robust waste management policies and systems across the Pacific including legislations, regulations, strategies, plans, and guidelines for effective waste management</li> <li>• Provide technical advice for procurement and management of waste management consultancies</li> </ul>
<b>Date:</b>	October 2024

### Organisation Context



## Key Result Areas

The position of **Technical Officer -Waste Management Policy and Systems** addresses the following Key Result Areas:

1. Technical procurement support
2. Contract management
3. Stakeholder engagement support and relationship building
4. Technical advice and support
5. Communications and knowledge management support
6. Support for other project activities and initiatives

***The requirements, expectations and performance standards for the above duties are broadly identified below.***

<b>The Jobholder is accountable for:</b>	<b>Jobholder is successful when:</b>
<p><b>1. Technical procurement support</b></p> <ul style="list-style-type: none"> <li>a) Develop detailed technical specifications and scopes of work for consultancy services related to waste management policy and system development. Ensure these documents are clear, precise, and aligned with both the project’s objectives and the specific waste management challenges of the Pacific region.</li> <li>b) Lead or participate in the technical evaluation of consultancy proposals, focusing on the relevance and effectiveness of proposed waste management solutions, the consultants' technical expertise, and their experience in similar projects.</li> <li>c) Act as the primary technical liaison for consultants during the proposal phase, offering clarifications and adjustments to technical specifications and scopes of work as necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• Technical specifications and scopes of work are comprehensive, clear, and precisely align with the project’s objectives and the unique challenges of the Pacific region’s waste management needs.</li> <li>• Consultancy proposals are evaluated comprehensively and transparently against technical criteria, focusing on their relevance, the consultants' technical expertise, and experience. The selection process culminates in contracting consultants who are well-qualified to develop effective waste management solutions.</li> <li>• Effective technical liaison results in clear, timely, and constructive communication with consultants, leading to adjustments and improvements in their proposals.</li> </ul>
<p><b>2. Contract management</b></p> <ul style="list-style-type: none"> <li>a) Draft and negotiate consultancy contracts, ensuring they include clear technical requirements, deliverables, timelines, and compliance with environmental standards and project objectives.</li> <li>b) Monitor contract implementation against agreed specifications and timelines, identifying and mitigating risks to maintain project continuity and success.</li> <li>c) Oversee the quality of consultancy outputs, ensuring adherence to technical specifications and environmental</li> </ul>	<ul style="list-style-type: none"> <li>• Contract documents are accurately prepared and aligned with legal standards.</li> <li>• Monitoring ensures that all contracts and consultants are in compliance with agreed-upon schedules, costs, and resource allocations.</li> <li>• Contracts are detailed, including precise technical requirements and clear deliverables, and are negotiated to align with project goals, budgets, and</li> </ul>



<p>regulations, and implementing corrective actions as needed.</p> <p>d) Maintain effective communication with stakeholders on contract progress and challenges; prepare concise reports detailing financial and technical performance, ensuring transparency and accountability.</p> <p>e) Facilitate contract closure processes, evaluate the consultancy's contribution to project goals, and document lessons learned to inform future contracting and project management strategies.</p>	<p>environmental standards, ensuring flexibility for project evolution.</p> <ul style="list-style-type: none"> <li>• Achievement of project milestones according to schedule, with an active approach to identifying and mitigating risks, ensuring minimal impact on project continuity and success</li> <li>• Outputs from consultancy services consistently meet or surpass the project's technical and environmental standards, with a mechanism in place for addressing any deviations promptly and effectively.</li> <li>• Regular, clear communication with stakeholders and the delivery of accurate, timely reports that offer a comprehensive view of contract performance, financial health, and technical achievements, enhancing trust and accountability.</li> <li>• The project achieves successful contract closure with all deliverables met and conducts evaluations that provide actionable insights and lessons learned, fostering improvements in future contract management and project strategies.</li> </ul>
<p><b>3. Stakeholder engagement support and relationship building</b></p> <p>a) Aid in organizing and conducting consultations with all relevant stakeholders, ensuring that technical aspects are accurately communicated, and stakeholder inputs are effectively integrated into project planning and execution.</p> <p>b) Provide technical insights during stakeholder consultations to clarify project goals, technical requirements, and the impact of proposed waste management solutions.</p> <p>c) Support the Communications and Stakeholder Engagement Officer in developing and maintaining positive working relationships with stakeholders, particularly with representatives from participating countries and consultants, by providing timely and relevant technical information and support</p>	<ul style="list-style-type: none"> <li>• All stakeholders are effectively consulted, and mutual working relationships are developed and maintained.</li> <li>• Mandatory stakeholder consultations comply with national requirements and contribute to the project's success.</li> </ul>

<p>d) Collaborate with the Communication and Stakeholder Engagement Officer to oversee and ensure that mandatory stakeholder consultations comply with national and project-specific requirements, facilitating a clear understanding of legal and regulatory frameworks.</p> <p>e) Coordinate with the project team to ensure that stakeholder feedback, especially technical feedback from countries and consultants, is considered in project decisions and documentation.</p>	
<p><b>4. Technical advice and support</b></p> <p>a) Systematically assess existing waste management policies, strategies, and regulations within targeted countries, identifying gaps and areas for improvement. Provide detailed recommendations for enhancements, incorporating the latest international standards and innovative practices.</p> <p>b) Deliver strategic advice to country focal points and consultants based on thorough assessments, highlighting opportunities to integrate advanced waste and chemicals management concepts, such as the circular economy, green chemistry, and zero waste strategies.</p> <p>c) Commit to ongoing learning about the latest trends, technologies, and methodologies in waste management. Regularly update knowledge bases and integrate this evolving information into national policy advisories to ensure countries adopt the most effective and sustainable waste management practices.</p> <p>d) Facilitate workshops, seminars, and training sessions for stakeholders, including government officials, consultants, and local communities, to build capacity in implementing updated policies and practices.</p>	<ul style="list-style-type: none"> <li>• Policies and regulations are revised to include comprehensive updates, successfully integrating modern waste management standards and innovations, as documented in policy amendment records.</li> <li>• Positive stakeholder feedback and reports indicate the effective adoption and implementation of advanced waste management practices based on technical advisories.</li> <li>• Evidence of up-to-date advisories that incorporate the latest innovations and trends in waste management, leading to the application of cutting-edge solutions in national policies.</li> <li>• Measurable improvement in stakeholder knowledge and skills in applying updated waste management policies and practices, demonstrated by pre- and post-workshop evaluations and constructive stakeholder feedback.</li> </ul>
<p><b>5. Communications and knowledge management support</b></p>	

<p>a) Work in partnership with the Communications and Stakeholder Engagement Officer to create technically accurate communication and knowledge products, contributing expertise to enhance the clarity and impact of messages about waste management policies and systems.</p> <p>b) Contribute technical insights to the development of awareness strategies and play a supportive role in organizing and delivering webinars that highlight project outcomes, ensuring content is both informative and accessible to a broad audience.</p>	<ul style="list-style-type: none"> <li>• All communication and knowledge products co-produced with the Communications and Stakeholder Engagement Officer contain accurate technical information and are presented in a manner that is understandable to both technical and non-technical audience.</li> <li>• Successful development and execution of awareness strategies and webinars, as evidenced by participation rates, engagement metrics (e.g., webinar attendance, interaction rates), and positive feedback from participants.</li> <li>• A measurable increase in stakeholder knowledge about waste management policies and practices, as well as an improvement in stakeholder perception of the project, demonstrated through surveys, feedback forms, and social media engagement metrics following communication campaigns and webinars.</li> </ul>
<p><b>6. Support for other project activities and initiatives</b></p> <p>a) Offer technical and operational support for various project activities, including preparation for and participation in project steering committee meetings and other significant events.</p> <p>b) Actively contribute to SPREP’s role in supporting the Pacific Regional Center for the Basel, Rotterdam, and Stockholm (BRS) Conventions, the Waigani Convention, and the Minamata Convention on Mercury.</p>	<ul style="list-style-type: none"> <li>• The job holder actively supports other project activities and contributes positively to SPREP’s role as the Pacific Regional Center for the BRS, Waigani, and Minamata Conventions.</li> </ul>

**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 SPREP’s Performance Development System.

This section may be reflected in the successful applicants Performance Development Plan.

**Work Complexity**

**Most challenging duties typically undertaken:**

- Demands in-depth knowledge of waste management services, excellent organizational skills, and meticulous attention to detail to handle multiple contracts across different countries.
- Requires continuous learning and adaptation to provide accurate advice on evolving waste management concepts across diverse regulatory environments.
- Necessitates strong interpersonal skills and cultural sensitivity to build relationships and navigate complex social and political landscapes, especially in remote locations.
- Involves potential logistical challenges, health and safety risks, and the need to work effectively in resource-limited environments.
- Requires excellent writing, design, and presentation skills to create accessible and compliant communication products.
- Demands flexibility, adaptability, and effective prioritisation to actively contribute to a wide range of project initiatives.

**Functional Relationships & Related Skills**

Key internal and/or external contacts	Nature of the contact most typical
<p><b>External</b></p> <ul style="list-style-type: none"> <li>• UNEP</li> <li>• Pacific Island Country counterparts</li> <li>• Project Consultants &amp; Suppliers</li> <li>• Media representatives</li> <li>• Partners and other donors</li> </ul>	<ul style="list-style-type: none"> <li>• Consultations and reporting</li> <li>• Advice and support</li> <li>• Activity coverage and reporting</li> <li>• Discussions and negotiations</li> <li>• Communications and information sharing</li> <li>• Fundraising, networking and relationship building.</li> </ul>
<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• Senior Leadership Team</li> <li>• Project Manager GEF ISLANDS Pacific</li> <li>• GEF ISLANDS PMU</li> <li>• Hazardous Waste Management Adviser</li> <li>• Waste Management and Pollution Control Programme</li> <li>• SPREP Communications and Outreach Team</li> <li>• All staff</li> </ul>	<ul style="list-style-type: none"> <li>• Reporting and advice</li> <li>• Team-based work</li> <li>• Advice and support</li> <li>• Activity coverage and reporting</li> <li>• Communications and information sharing;</li> <li>• Discussions &amp; negotiation</li> <li>• Drafting correspondence.</li> </ul>

## Level of Delegation

### The position holder:

- Can liaise with partners regarding activities on behalf of the programme

## 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 of Environmental Management/Science or Law degree or other relevant technical field.

## Knowledge / Experience

### Essential

2. At least 5 years of demonstrated experience in waste management policy and legislation development, preferably within a SIDS environment.
3. Demonstrated experience in the following;
  - a) Integrated waste management planning and administration of waste management systems
  - b) Policy research and analysis experience. Familiarity with various policy instruments used in waste management policy making will be an advantage
  - c) Contract and contractor management
  - d) Stakeholder mapping and facilitating stakeholder consultations
4. Highly developed knowledge and applied understanding of procurement of waste management consultancy services.
5. Well-developed knowledge and understanding of;
  - a) Waste management concepts including the waste hierarchy, circular economy, and green and sustainable chemistry
  - b) Relationship management with the ability to build and maintain effective relationships with contractors, clients and engage with stakeholders at all levels.

6. In-depth knowledge of the chemicals and waste management cluster of multi-lateral environmental agreements including the BRS, Waigani and Minamata Conventions.
7. Well-developed communication skills (both verbally and in written form) and the ability to negotiate and influence project outcomes.

### Key Skills / Attributes / Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Proficiency level	Skills and competences
<b>Expert level</b>	<ul style="list-style-type: none"> <li>• In-depth knowledge of waste management policy and legislation development</li> <li>• Advanced contract and contractor management skills</li> <li>• Exceptional communication skills, both verbal and written</li> <li>• Extensive experience in stakeholder mapping and facilitation</li> <li>• Proficient in integrated waste management planning and system administration</li> </ul>
<b>Advanced level</b>	<ul style="list-style-type: none"> <li>• Strong skills in procurement of consultancy services</li> <li>• High competency in policy research and analysis</li> <li>• Advanced relationship management and negotiation skills</li> <li>• Capability to develop and implement awareness strategies</li> <li>• Proficiency in using various policy instruments used in waste management policymaking</li> </ul>
<b>Working Knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding of multi-lateral environmental agreements (BRS, Waigani, Minamata Conventions)</li> <li>• Knowledge of waste management concepts including waste hierarchy, circular economy, and green and sustainable chemistry</li> <li>• Basic knowledge of the technical aspects of waste management</li> <li>• Familiarity with project management practices and tools</li> <li>• Ability to produce compliant communication and knowledge products</li> </ul>
<b>Awareness</b>	<ul style="list-style-type: none"> <li>• Cultural, gender, religion, race, nationality and age sensitivity and adaptability</li> <li>• Awareness of SPREP's values and ethical standards</li> <li>• Basic understanding of the strategic goals of SPREP</li> <li>• Familiarity with regional challenges in waste management in the Pacific region</li> <li>• Recognition of the importance of meeting deadlines and managing time efficiently</li> </ul>

## Key Behaviours

All staff are expected to uphold SPREP's Organisational Values and Code of Conduct which are Key Behaviours forming part of 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.*

## D. REMUNERATION PACKAGE – TERMS & CONDITIONS

**Duty Station:** The position will be based in Apia, Samoa.

**Duration:** The appointment is a term up to February 2026. There is no expectation of renewal at the end of contract as this is a project specific position.

**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 SDR30,237 per annum. This is currently equivalent to SAT115,393 per annum. Upon confirmation of probation, salary will be adjusted to SDR34,016 which is currently equivalent to SAT129,817 per annum. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required.

**Cost of living differential allowance (COLDA):** A Cost-of-Living Differential Allowance of SDR4,256 will be paid to the successful candidate. The current equivalent in Samoan Tala is SAT16,244 per annum. 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.

**Term:** For staff recruited from outside Samoa, the term begins from the day the appointee leaves their home to take up the appointment. The offer for appointment is confirmed only upon receipt of satisfactory medical examination including full vaccination against COVID-19, a clean police report and certified official documents including qualifications. The confirmation of appointment is subject to 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.

**Retirement Age:** SPREP's retirement age is set at 65 years.

### **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 SAT4,198.

**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.

**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 project positions, upon successful completion of the project.

**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 SAT15,600 per annum per dependent child, with an overall maximum of SAT46,800 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.

**Family 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.

**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 SAT2,850 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 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 existing SPREP Medical Insurance.

**Superannuation:** All employees are required to contribute to the Samoa National Provident Fund. An expatriate internationally recruited staff member has the option to participate in the local Superannuation Fund or nominate another recognised Fund in their recognised home for their superannuation. SPREP will pay the minimum legal requirement of basic salary to the Samoa National Provident Fund or another approved nominated Fund. For Samoa, this is currently 10%.

**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.

## E. 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, particularly the Statements to demonstrate you meet the criteria – DO NOT refer us to your CV. Failure to do this will mean your application will not be considered*)
2. A detailed Curriculum Vitae.

***Applications that do not complete the correct 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 Technical Officer – Waste Management Policy and Systems – GEF ISLANDS Pacific Child Project and send to [recruitment@sprep.org](mailto: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 Technical Officer – Waste Management Policy and Systems, GEF ISLANDS Pacific Child Project ”

More Information on SPREP and its work in the region can be found on the SPREP website [www.sprep.org](http://www.sprep.org)

For further enquiries, contact Olivia Hogarth on telephone (685) 21929 ext 285 or Email: [oliviah@sprep.org](mailto:oliviah@sprep.org)

**Closing date: Friday, 1 November 2024:** Late applications will not be considered.

**SPREP is an Equal Opportunity Employer**