



**SPREP**  
Secretariat of the Pacific Regional  
Environment Programme

**APPLICANT INFORMATION PACKAGE**  
**Invasive Species Officer (ISO)**

**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, Solomon Islands and Vanuatu.

SPREP has around 160 staff and has an annual budget of approximately USD49 million in 2025.

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**

## **BIODIVERSITY CONSERVATION PROGRAMME, INVASIVE SPECIES TEAM**

The Invasive Species Team sits within the Biodiversity Conservation Programme. Our primary objective is to significantly reduce the socio-economic and ecological impact of invasive species on land and water ecosystems and control or eradicate priority species. To achieve this the team aims to implement the regionally endorsed [Guiding Framework for Invasive Species Management in the Pacific](#).

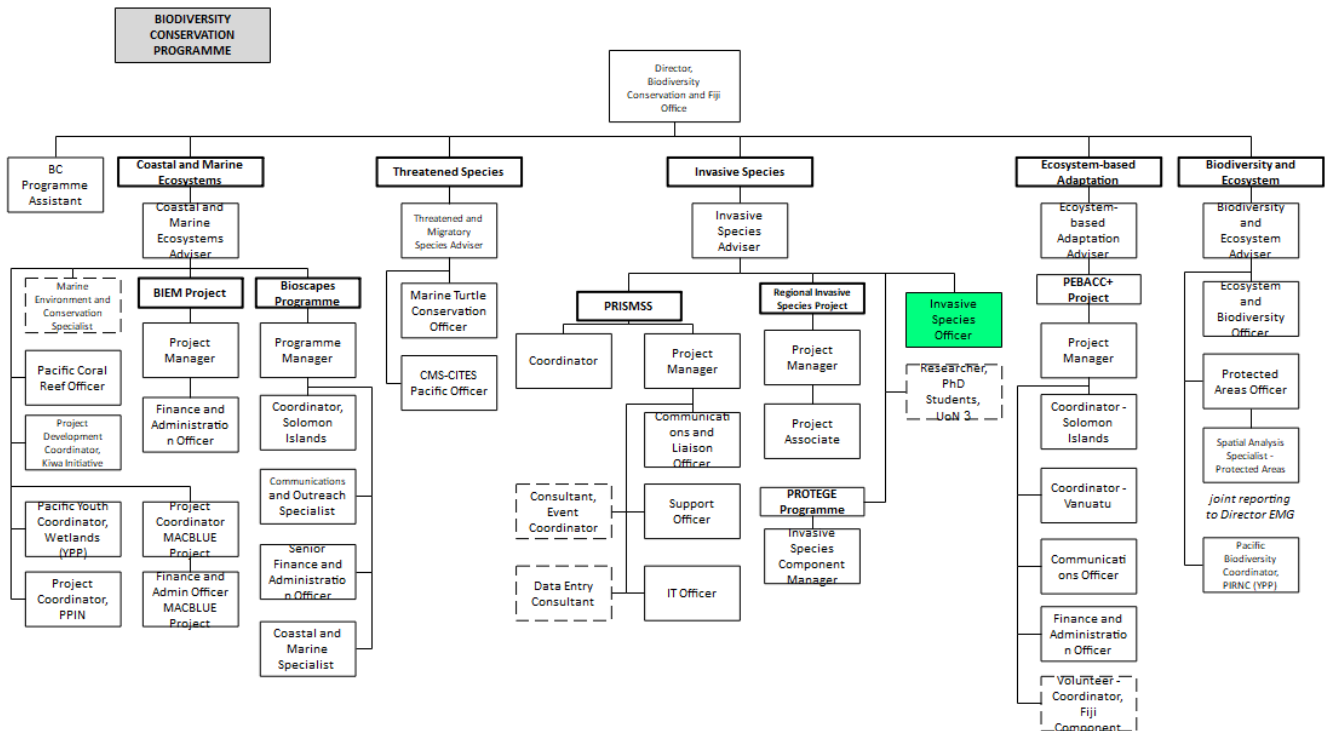
The team aims to increase on-the-ground management action through technical support and successful partnerships such as the [Pacific Regional Invasive Species Management Support Service \(PRISMSS\)](#) and networking with our Members through the Pacific Invasives Learning Network (PILN). We maintain and share Pacific knowledge and resources through the [Battler Resource Base](#) and other regional initiatives. The team currently has a project portfolio of approximately USD 30 million and has a strong focus on climate resilience and cross-cutting elements such as GEDSI and Traditional Knowledge.

The Invasive Species Officer will support the team led by the Invasive Species Adviser.

## B. JOB DESCRIPTION

<b>Job Title:</b>	Invasive Species Officer (ISO)
<b>Programme:</b>	Biodiversity Conservation
<b>Team:</b>	Invasive Species
<b>Responsible To:</b>	Invasive Species Adviser
<b>Responsible For: (Total number of staff)</b>	N/A
<b>Job Purpose:</b>	<p><b>This job exists to:</b></p> <ul style="list-style-type: none"> <li>• Provide Technical advice and support to Pacific Island members on invasive species management</li> <li>• Promote and implement the Guiding Framework for Invasive Species Management in the Pacific</li> </ul>
<b>Date:</b>	March 2025

### Organisation Context



## Key Result Areas

The position of **Invasive Species Officer** addresses the following Key Result Areas:

1. Technical, policy and research
2. Project coordination and implementation support
3. Communication, information management and capacity building support
4. Networking, partnerships and collaboration
5. Monitoring, evaluation and reporting support

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

<b>Jobholder is accountable for</b>	<b>Jobholder is successful when</b>
<p><b>1. Technical, policy and research</b></p> <p>a) Assist in providing relevant information to support technical and policy advice to Pacific island countries and territories (PICTs) for the planning and implementation of national invasive species initiatives including integration of invasive species in relevant national, and sectoral strategies, programmes, policies and regional initiatives.</p> <p>b) Assist in the development and delivery of PRISMSS technical programmes, including full delivery of the War On Weeds and Resilient Ecosystems-Resilient Communities programmes under the supervision of the Invasive Species Adviser.</p> <p>c) Assist with the provision of technical reports and analysis for other SPREP programmes.</p>	<ul style="list-style-type: none"> <li>• Timely provision of information to support technical and policy advice to PICTs.</li> <li>• PICTs are successfully implementing invasive species initiatives.</li> <li>• PICTs participating in the PRISMSS War on Weeds and Resilient Ecosystems-Resilient Communities programmes are achieving their objectives.</li> <li>• SPREP is provided with up-to-date analysis of the Invasive species initiatives in the Pacific when requested.</li> </ul>
<p><b>2. Project coordination and implementation support</b></p> <p>a) Support the implementation of regional and national invasive species activities.</p> <p>b) Support the development and implementation of the Invasive Species Team’s Annual Work Plan and Budget in line with the PIP and Results Framework.</p> <p>c) Ensure compliance with key internal policies and quality assurance of the work produced</p>	<ul style="list-style-type: none"> <li>• Invasive species activities delivered through SPREP implemented successfully.</li> <li>• The Invasives Species Team’s Annual Work Plan and Budget is in line with the PIP and Results Framework.</li> <li>• Work produced is following key internal policies and of expected quality.</li> </ul>
<p><b>3. Communication, information management and capacity building support</b></p> <p>a) Support communications, advocacy, and visibility on invasive species to support the SPREP Invasives Species Work Programme including PRISMSS.</p> <p>b) Coordinate, populate and maintain the regional knowledge base, including the Pacific Invasive Species Indicators and the Battler Resource Base.</p>	<ul style="list-style-type: none"> <li>• Visibility of SPREP’s Invasive Species Work Programme including impacts, outcomes and results is achieved.</li> <li>• National and regional data is collated, stored, accessible and analysed where required.</li> <li>• Knowledge resources are available and accessible through the Battler Resource Base.</li> </ul>

<p>c) Assist in capacity building and maintaining the capability frameworks for the PRISMSS programmes.</p>	<ul style="list-style-type: none"> <li>• Reports with data and information are disseminated through relevant networks and audiences for awareness and promotion of SPREP's Invasive Species programmes and projects in the region.</li> <li>• Relevant capacity building and training initiatives provided to strengthen SPREP and Members' positions and capabilities.</li> </ul>
<p><b>4. Networking, partnerships and collaboration</b></p> <p>a) Provide secretariat and coordination support to the Pacific Invasive Learning Network, Pacific Invasive Partnership, and other regional and national collaborations where required.</p> <p>b) Provide support to the Invasive Species Adviser, partners and SPREP programmes in identifying, designing and pursuing new funding opportunities for invasive species initiatives.</p>	<ul style="list-style-type: none"> <li>• Regional networks, partnerships and collaborations are coordinated, and activities are documented.</li> <li>• Funding opportunities are investigated and reported on for potential new invasive species initiatives or activities.</li> </ul>
<p><b>5. Monitoring, evaluation and reporting support</b></p> <p>a) Support monitoring and reporting on national and regional invasive species management activities through established monitoring, evaluation and reporting processes, tools and platforms.</p> <p>b) Support the development of invasive species project progress reports, country briefs and analysis to provide information and inform decision making.</p> <p>c) Assist with the preparation of contributions to SPREP's Annual Report and Performance Implementation Plan.</p>	<ul style="list-style-type: none"> <li>• The Pacific Invasive Species Indicators are updated, analysed and reported on against the Guiding Framework for Invasive Species in The Pacific.</li> <li>• Project progress reports, country briefs and analysis is available to inform better decision making.</li> <li>• The Invasive Species Team can provide timely updates to enhance visibility of our work through the SPREP Annual Report and a comprehensive response to the PIP.</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 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:

- Building and maintaining effective relationships that contribute to regional success.
- Consultation with and advice to national government stakeholders on invasive species priorities and opportunities.
- Technical design of project concepts and proposals based on research, consultation and expert advice (project planning, technical, social including gender mainstreaming), and financial advice and judgement.
- Technical implementation of projects and understanding Donor policies and integration of these with project requirements, including the understanding of different roles and responsibilities.
- Balancing the needs of stakeholders, partners and donors.

### 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>• SPREP Members</li> <li>• PILN National Coordinators</li> <li>• PRISMSS Partners</li> <li>• PIP Partners</li> <li>• Donors / Partners</li> <li>• Professional / Scientific organisations</li> <li>• Regional / International organisations</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Advice and assistance</li> <li>• Consultations and collaboration</li> <li>• Capacity Building</li> <li>• Communications and reporting</li> </ul>
<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• Invasive Species Adviser</li> <li>• Senior Leadership Team</li> <li>• All SPREP Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Advice and support</li> <li>• Collaboration on joint activities</li> </ul>

### Level of Delegation

#### The position holder:

- manages an operational budget
- can authorise costs in own budget up to a certain limit
- 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 Ecology, Conservation, Natural Resource Management or equivalent.

### Knowledge / Experience

#### Essential

2. At least 5 years of work experience in the development, coordination and implementation of invasive species focused projects and initiatives, preferably in the Pacific island context.
3. Demonstrated knowledge of accepted and emerging conservation and invasive species issues and challenges in the Pacific islands region.
4. Technical experience in;
  - a) Practical management of invasive species, including managing environmental weeds within high value and sensitive sites using and managing agrichemicals.
  - b) Programme and project work including monitoring and evaluation, financial management, proposal and report writing.
  - c) Geographic Information Systems for the use of planning and implementing invasive species initiatives.
5. Excellent written and verbal communication skills including high level of presentation and interpersonal skills, collaboration with donors and partners with sound experience in capacity building and developing and maintaining effective relationships with a diverse group of people.
6. Demonstrated advisory and analytical skills including high level of organisational, analytical, problem-solving and facilitation skills.
7. Demonstrated initiative and ability to think outside the box in dealing with multiple tasks and demanding deadlines 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:*

<b>Expert level</b>	<ul style="list-style-type: none"> <li>• Analytical skills</li> <li>• Environment knowledge</li> <li>• Project development, monitoring and evaluation</li> <li>• Project management</li> <li>• Practical invasive species management</li> </ul>
<b>Advanced level</b>	<ul style="list-style-type: none"> <li>• Invasive species issues in the Pacific islands region</li> <li>• Emerging environmental issues and challenges</li> <li>• Inter-cultural communications, preferably in the Pacific region</li> <li>• Multi-disciplinary teamwork.</li> <li>• Guiding Framework for Invasive Species Management in the Pacific</li> </ul>
<b>Working Knowledge</b>	<ul style="list-style-type: none"> <li>• General management principles</li> <li>• Geographic Information Systems</li> </ul>
<b>Awareness</b>	<ul style="list-style-type: none"> <li>• SPREP Strategic Plan</li> <li>• SPREP Performance Implementation Plan</li> <li>• SPREP Work Programmes</li> </ul>

## Key Behaviours

All staff are expected to uphold SPREP's Organisational Values and Code of Conduct which are Key Behaviors 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:** The position will be based in Apia, Samoa.

**Duration:** Appointment is for an initial term of 3 years with possible renewal subject to confirmation of SPREP programmes and activities, availability of funds and performance during the initial term.

**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. Currently, the equivalent is SAT SAT115,393 per annum. Upon confirmation of probation, salary will be adjusted to SDR34,016 which is 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. This is currently equivalent to SAT16,244. 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 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 enroute 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
- 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 dependent(s) are entitled to temporary accommodation at a suitable hotel or other fully furnished accommodation for up to 6 working days. The appointee will be assisted to settle into 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 may be 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 every 18 months of service 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 SAT 2,850 per month. This assistance shall be reviewed annually and adjusted on relative movement in the local rental market.

**Security Assistance:** Security-related expenses may be reimbursed against actual receipts up to SAT2,400 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 a recognised Superannuation Fund. An expatriate internationally recruited staff member has the option to participate in the local Superannuation Fund or nominate another recognised Fund 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%.

**Gratuity Payment:** Nationals of Samoa are entitled to a gratuity payment equivalent to two week's salary, upon successful completion of the contract, provided the contract is not extended or renewed. For project positions, upon successful completion of the project.

**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. All genders 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.

## D. 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 Invasive Species Officer (ISO)**” 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 Invasive Species Officer (ISO)**”

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 Ms. Olivia Hogarth on telephones (685) 21929 ext 285 or Email: [oliviah@sprep.org](mailto:oliviah@sprep.org)

**CLOSING DATE: Friday, 25 April 2025:** Late applications will not be considered.

**SPREP is an Equal Opportunity Employer**