

Position Description Report

Vacancy Title: Project Coordinator: PEUMP Phase II

Version: 2.00

Location: Suva, Fiji

Reports To: Threatened and Migratory Species Adviser

Direct Reports: 1

Total Reports: 1

Organisation Information

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 USD51 million in 2026.

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.

Objective

Lead the PEUMP Phase II project, coordinate partners and deliver the PEUMP Phase II project in Pacific island countries.

Outcomes

Organisational Stakeholders

1. Project leadership and management

- Provide leadership and management of the project and the project team.
- Lead and provide oversight of the overall project planning and implementation of activities in line with the approved Description of Action and budget.
- Manage and implement the project team's contributions to the SPREP Performance Implementation Plan and Results Framework (PIP).
- Develop and implement Annual Work Plans and Budgets (AWP&B) for the Project.
- Provide technical guidance and assistance to the team and partners to ensure project activities are delivered in a timely and coordinated manner and in accordance with the approved project logframe, workplan, budget and SPREP's operating standards and donor requirements and partner agreements.
- Lead and work with the Project team in the development, monitoring and assessment of Performance Development Plans.
- Ensure technical and financial reports to EU and SPREP are produced and submitted in a timely manner.
- Identify risk in Project delivery and develop a project risk management strategy to ensure quality control of outputs and outcomes is provided to relevant stakeholders.

2. Technical and policy advice, support and facilitation

- Provide high-quality technical input and advice to the project in the implementation of effective and appropriate activities by SPREP and its partners.
 - Coordinate and implement regional and national meetings related to the Project.
 - Prepare overall and annual work plans, procurement plans, risk strategies and exit strategies.
 - Produce relevant technical reports with the support and advice of the Project team
 - Work with the Gender and Human Rights Adviser to ensure that gender and human rights-based approaches are effectively mainstreamed into implementation of Project activities.
 - Work closely with relevant SPREP programmes and projects, i.e Bioscapes, to strengthen synergy and to ensure similar activities are complimentary.
3. Communications, visibility and knowledge sharing
- Work with SPREP Communications and Outreach team to develop and support communication of the Project activities.
 - Work with SPREP Knowledge Management team to ensure that knowledge products are compiled, disseminated and archived.
4. Monitoring, evaluation and reporting
- Work with the SPREP MEL Adviser to develop and implement a monitoring and evaluation framework for the project.
 - Prepare technical and performance reports for Senior Leadership Team and donor as required.
 - Lead the development of reports, including technical, financial, progress and closure/final reports as required for submission to donor, partners and SPREP Members.
 - Ensure that progress on project delivery is regularly updated in the SPREP Project Management Information System (PMIS).
 - Prepare and contribute to SPREP's annual report and Performance Implementation Plan and other relevant regional frameworks.
5. Financial and project administrative management
- Work with the Project Finance and Administration Officer to coordinate and manage all funded services, supplies and equipment, including the development of project's procurement plan in accordance with SPREP procurement procedures, including preparation of terms of reference and review of consultancy reports.
 - Ensure a clean project audit is obtained on an annual basis.
 - Submit financial reports and other necessary documents to EU with the support of the SPREP Finance Department.
6. Partnerships and collaboration
- Maintain and strengthen effective partnerships and collaboration with participating countries, implementing partners and other stakeholders.

Responsibilities - Key Competencies

Business

Business Performance	Manage the performance of the organisation.
Risk Management	Analyse and manage risk.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Documentation	Communicate using formal business writing.
Communication	Exchange information through verbal communication

Customer

Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Social and Cultural Awareness	Respond respectfully and effectively to people of different cultural and social backgrounds.

People

Problem Solving	Develop practical solutions to a situation.
Self-Management	Manage your priorities and objectives efficiently and effectively

Professional

Compliance	Comply with relevant laws and the policies and procedures of the organisation.
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Role Performance Measure

No performance measures found.

Qualifications

Qualification	Discipline	Notes
Preferred		
Bachelor Degree	Biological Science, Environmental Management, Ecology	

Work Knowledge and Experience

At least 7 years of extensive management experience and technical assistance on programmes/projects related to integrated ecosystem management, with at least 5 years of this experience in a role requiring a similar degree of versatility and responsibility, preferably within the Pacific Islands region with a focus on biodiversity conservation issues including managing threats to biodiversity.

Excellent knowledge of and experience in environmental issues and challenges facing the Pacific Islands region.

Excellent relationship management and experience that demonstrates a high level of professional and constructive engagement and collaboration with a diverse range of stakeholders as well as an excellent understanding of key donors (especially the European Union).

Excellent programme/project management and leadership experience including contract management, design and delivery of integrated work programme activities, monitoring and evaluation of performance.

Excellent written and verbal communication in English, with proven ability to synthesise information and communicate effectively to multiple audiences, as well as proven experience leading and nurturing teams of diverse technical backgrounds and expertise in multicultural and multi-disciplinary environments.

Excellent experience in communication, negotiation and reporting across diverse audiences, as well as extensive experience in capacity building, particularly in the Pacific setting.

Minimum qualifications of a Bachelor degree in Ecology, Biological Sciences, Environmental Management, or other relevant technical field

Requirements

No requirements found.

Interactions

Type	Interaction	Comments
Internal	Executive..	Leadership and management
	Senior Leadership Team..	Supervision and delegation
	SPREP Project Staff	Advice and support
	SPREP Communications & Outreach Team	
	Human Resources and Administration	
	Finance Department Staff	
	Other SPREP Programmes..	
External	Member countries.	Advice and assistance
	European Union.	Consultations and collaboration
	Implementing partners..	Reporting
	Professional / Scientific organisations..	Negotiations
	Regional / International organisations..	Communications
		Project implementation planning and on-ground implementation

Attributes

No attributes found.

Required Statements

Project Background

PEUMP - Phase II : Mitigating Threats to Key Marine Species

Following the successful completion of SPREPs component of PEUMP Phase I – By-catch and Integrated Ecosystem Management (BIEM) Initiative, SPREP is implementing a Phase II of PEUMP which continues to focus on mitigating threats to key marine species. This is based on insights into the nature and scale of threats to species and ecosystems.

The overall objective of PEUMP - Phase II is to “ Advance the environmental, climate-resilient, economic and social development of Pacific communities while ensuring the sustainability of the marine resources and ecosystems”

The overall PEUMP – Phase II programme is structured around five Specific Objectives (SO1-5)

SO1: Strengthened ocean governance.

SO2: Enhances capacities in oceanic fisheries

SO3: Community-based, inclusive, sustainable, and climate-smart co-management of the coastal blue economy is strengthened

SO4: Enhanced knowledge and expertise in the context of climate change.

SO5: Improved knowledge and expertise in the ocean-fisheries-climate nexus

PEUMP - Phase II will be closely linked to related programmes and project activities of SPREP to ensure that activities contribute to cohesive actions for Member countries.

Priority areas under PEUMP-II will focus mainly on three key areas: addressing extinction risks of turtles, mitigating by-catch of threatened species and strengthening CITES capacity needs in the Pacific.

PEUMP - Phase II will continue to focus on the focal countries of Fiji, Papua New Guinea, Solomon Islands, Tonga and Vanuatu and will also include all 14 PEUMP targeted Pacific island countries in virtual training, communications, knowledge sharing and regional activities.

SPREP will work with several nationally and regionally based NGO and civil society partners to facilitate effective in-country and sub-regional delivery of activities. Implementation and coordination will be undertaken within the SPREP Biodiversity and Conservation Programme, under the Threatened and Migratory Species Adviser/sub-programme.

Work Complexity

Most challenging duties typically undertaken:

- Ensuring overall implementation progress, coordination and timely delivery of project activities in Fiji, Papua New Guinea, Solomon Islands, Tonga, and Vanuatu, within approved timeframes
- Coordinating and collaborating with related SPREP programmes including Pacific BioScapes and the Pacific Ocean Initiative to ensure effective use of resources and enhanced outcomes.
- Maintaining effective and productive relationships with national agencies, counterparts and donor.

Level of Delegation

The position holder:

- leads the implementation of project activities in collaboration with national and consortium partners
- manages and has oversight of the project budget of USD 2.3 million
- can authorise costs in the project budget
- can negotiate and seek opportunities for collaboration for the project with guidance from the Threatened and Migratory Species Adviser on behalf of SPREP

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

All managers and supervisors are expected to uphold SPREP's established Leadership and Management Behaviors forming part of the Performance Development Plan.

REMUNERATION PACKAGE – TERMS & CONDITIONS

Duty Station: The position will be based in Suva, Fiji.

Duration: Appointment is for a term up to October 2028. 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 11 of SPREP's salary scale. Starting salary will be SDR36,326. This is equivalent to Samoan Tala is SAT138,632 per annum. Upon confirmation of probation, salary will be adjusted to SDR40,867 which is equivalent to SAT155,961 per annum. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required.

Location Allowance: A Location Allowance of SDR4,770 will be paid to the successful candidate. The current equivalent in Samoan Tala is SAT18,203 per annum. 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 Fiji, 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 FIJI, THE FOLLOWING APPLIES:

Relocation Expenses: SPREP will meet certain appointment and termination expenses for staff recruited from outside Fiji, including transport and accommodation en-route for the appointee and accompanying dependent(s) between point of recruitment and Suva, 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 SDR2,500 is payable upon taking up appointment and arrival in Apia. This is currently equivalent to SAT9,541.

Temporary Accommodation and Assistance: On arrival in Suva, 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 Suva. This will include help in finding suitable rental accommodation.

Privileges and Immunities: SPREP remuneration is tax-free for non-citizens or non-residents

of Fiji, 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 weeks' 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 Suva by (i) each dependent child being educated outside Fiji 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 Suva and the recognised home for the staff member and dependents after completing 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 Fiji for expatriate executive furnished housing. The current rate is SAT3,343 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.

Repatriation allowance: The appointee is entitled to a repatriation allowance equivalent to two weeks' salary, upon successful completion of contract, provided the contract is not extended or renewed. For project positions, upon successful completion of the project.

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 Suva 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 existing SPREP Medical Insurance.

Superannuation: All employees are required to contribute to a recognized 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 Fiji National Provident Fund or another approved nominated Fund. For Fiji, this is currently 10%.

Gratuity Payment: Nationals of Fiji 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:

'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 Fiji, and who resides in Fiji 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.

How To Apply

Please apply online via this link: <https://jobs.hrmonise.com/details/4813/sprep/PC-PEUMP>

Contact for Enquiries

Contact Name: Shinae Sosene Feagai

Contact Email: shinaesf@sprep.org

Further Contact Information: recruitment@sprep.org

Closing Date: 10 Jul 2026