

Position Description Report

Vacancy Title: Project Manager - IKI Restoring Pacific Islands for Nature and People (PM-IKIRPNP)

Version: 1.00

Location: Vailima, Apia, Samoa

Reports To:

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 IKI Restoring Pacific Islands for Nature and People delivery of work packages 1 and 2

Outcomes

Organisational Stakeholders

1. Project management, implementation, monitoring and reporting

- Provide leadership and management of the project and the project team
- Facilitate, coordinate, and manage work packages 1&2 of the IKI Restoring Pacific Islands for Nature and People in collaboration with key technical staff in BC, and the broader project consortium group.
- Ensure the RPINP activities are coordinated and integrated to PRISMSS systems.
- Develop and implement an Annual Work Plan and Budget (AWP&B) for the project. (to be approved by the Governance Group)
- Prepare annual narrative technical progress reports with input from the project team and implementers and ensure that reports are produced and delivered to Island Conservation in the required format, timeframe, and quality.
- Manage and report on the status and use of project funds in accordance with the signed IC-SPREP Project Cooperation Agreement and SPREP financial and project management policies and requirements
- Coordinate and supervise the annual Project Implementation Report following the templates sent by Island Conservation
- Ensure a clean project audit is obtained on an annual basis by implementing good financial management practices and ensure all identified project risks are properly managed and mitigated
- Develop, monitor, and report on individual Performance Development Plans (PDPs) for project staff under direct supervision
- Prepare technical and project performance/progress reports for the ISA, SLT, IKI, and Countries, as required

2. Technical advice to Mainstreaming and Biosecurity

- Provide technical input to national mainstreaming activities to support the implementation of work package 1.
- Provide technical and policy advice on existing Early Detection and Rapid Response (EDRR) strategies and measures to support the implementation of work package 2.
- Provide technical and policy advice on inter-island biosecurity, legislation, regulations and practices for priority sites that are tailored to suit the needs of the participating countries.
- Contribute to the review of technical reports produced through the activities of the project and ensure these reports are published and disseminated to relevant stakeholders and partners
- Coordinate and contribute to regional and national level capacity building activities related to the project and PRISMSS activities.
- Ensure activities contribute to the broader PRISMSS Protect Our Islands programme.

3. Communication, advocacy and knowledge sharing

- Provide technical advice and reports on mainstreaming and interisland biosecurity information that support and promote the work of SPREP and PRISMSS programmes and projects in the region
- Ensure all project communications are aligned with the IKI Restoring Pacific Islands for Nature and People project communication plan.
- Liaise closely with project counterparts and consortium members to facilitate the gathering of datasets which describe the status of IKI Restoring Pacific Islands for Nature and People Project.
- Coordinate and facilitate the dissemination of technical reports, publications and information materials and products to PICs, partners, SPREP KM, and relevant stakeholders
- In collaboration with the PRISMSS Team, coordinate the drafting and preparation of media releases and communication materials to raise profile of the project and its achievements.
- In collaboration with the PRISMSS Team, assist in the development of project communication and information sharing, on project activities
- Facilitate and coordinate national and regional level knowledge sharing activities of the project through virtual platforms and where practical face to face exchange to support sharing of ideas, experiences and lessons learnt that are derived from results of the project

4. Monitoring, evaluation and reporting

- Develop and contribute to the monitoring and evaluation framework of the IKI Restoring Pacific Islands for Nature and People Project
- Provide update reports to donors, partners, and members on the progress of the IKI Restoring Pacific Islands for Nature and People Project.

5. Financial and project operational management

- Coordinate and manage all funded services, supplies and equipment in accordance with SPREP procurement requirements, including preparation of terms of reference and review of consultancies reports.
- Prepare and monitor the project budget and project financial reports

6. Networking, partnerships and collaboration

- Facilitate liaison, partnership and networking with current and potential partners and donors as well as project countries.
- Work together with the 4 Pacific Island Countries and Territories to facilitate the adoption of best practice in interisland biosecurity - from data collection and sharing, development and implementation of policies and legislation, participation in capacity building and implementation of on-ground practices – that promotes the health, prosperity and wellbeing of Pacific communities.
- Provide support to SPREP's Pacific Island Members in interisland biosecurity and mainstreaming

Responsibilities - Key Competencies

Business

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.
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Professional

Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Financial Application	Apply financial principles and practices.

Role Performance Measure

No performance measures found.

Qualifications

Qualification	Discipline	Notes
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Preferred

Masters Degree	Environmental Science, Environmental Management, Project Management
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Work Knowledge and Experience

Minimum qualifications of a Master degree in Project Management, Environmental Management, Environmental Science, or related field OR a Bachelor degree in lieu, with applied relevant work experience in excess of the minimum required relevant work experience.

At least 10 years of extensive project management experience in the area of environmental management, with at least 7 years of this experience in a role requiring a similar degree of versatility and responsibility, preferably within the Pacific Islands region. Experience in inter-island biosecurity and mainstreaming are highly desirable.

Excellent knowledge of current and emerging mainstreaming and interisland biosecurity - related environmental issues and challenges facing the Pacific region with excellent understanding and appreciation of environmental ethics, values and priorities as well as comprehensive knowledge and experience in environmental management and governance, preferably within the Pacific islands region.

Excellent knowledge and experience in developing and coordinating capacity building and training programmes and stakeholder engagement processes including understanding of key donor partners and funding institutions.

Extensive knowledge of the Pacific Islands region and demonstrated ability to work and collaborate within a multi-disciplinary and multi-cultural team environment with excellent experience in establishing and maintaining effective relationships with a diverse group of people including at different levels of government, NGOs and diverse groups of stakeholders.

Excellent project management and leadership experience including the development of funding proposals, design and delivery of integrated work programme activities, monitoring and evaluation of performance, resource management as well as a good understanding of synergies and inter-linkages across multilateral environmental agreements

Excellent writing and verbal communications and reporting skills in English as well as skills and experience in working with technical and diverse groups to ensure effective communication and appropriate tailored to audience materials, are developed.

Requirements

No requirements found.

Interactions

Type	Interaction	Comments
Internal	Executive..	Team-based work
	Senior Leadership Team..	Leadership and Management
	Biodiversity Conservation Programme	Supervision and Delegation
	Invasive Species Adviser.	Communications and information sharing
	PRISMSS Team.	
	Other SPREP Programmes..	
	All staff..	
External	Member countries.	Advice and assistance
	Consortium members..	Consultations and collaboration
	Donors and Partners..	Negotiations
	Professional / Scientific organisations..	Communications and reporting
	Regional / International organisations..	

Attributes

No attributes found.

Required Statements

Project Background

IKI Restoring Pacific Islands for Nature and People

In recent years, the International Climate Initiative has developed into a central programme for promoting climate action and biodiversity conservation. Through the IKI, Germany has been contributing to the protection of the climate and biodiversity since 2008, thereby fulfilling its international obligations within the international community.

Climate change and the loss of biodiversity are two global mega-crises that are closely linked. Effective solutions must therefore focus on interactions and synergies – and this is precisely what is reflected in the approach taken by the International Climate Initiative.

The IKI Restoring Pacific Islands for Nature and People project is to support four countries / territories in the Pacific to ‘demonstrate capacity and leadership by successfully implementing improved plans and actions to prevent and manage invasive species, enhance inter-island biosecurity, promote conservation and sustainable use, and restore ecosystem integrity as a nature-based solution to achieve climate resilience, while enhancing biodiversity, local economies, food security, and human health and wellbeing.’

Four work packages (WP) provide integrated pathways to change to achieve this outcome. WP1 builds the enabling environment through mainstreaming, WP2 creates the policy frameworks, WP3 puts these into action through eradications which paves the way for WP4 to improve biodiversity. They will follow do-no-harm guidelines, be GESI responsive and designed in close collaboration with local partners.

WP3 (Eradication) is at the heart of this work, with the planned removal of invasive vertebrate species from 58 islands and islets across the project sites. This is supported by multi-faceted and GESI planning processes at each site, with long-term success of the eradications integrally interlinked with and building on **WP2 (Biosecurity)**.

This focuses on developing frameworks for sustainable inter-island biosecurity, for measures to be developed pre-eradication, and implemented post-eradication, to avoid any reintroduction of invasive species. By achieving eradication and long-term biosecurity, the anticipated immediate-term benefits include: protection of agricultural crops and improved crop yields, improved public health and protection of native flora and fauna across all sites — all of which lead to enhanced biodiversity, food security, human health and well-being.

Both of these WP’s are underpinned by **WP1 (Mainstreaming)** involving extensive GESI stakeholder engagement, capacity building and social marketing activities to promote awareness and change behaviors to facilitate the success of the eradications and biosecurity measures. Peer-to-peer learning exchanges and regional networking will further strengthen and solidify a united effort across sites, and the sharing of experiences of indigenous persons and local communities will enable cross-regional knowledge exchange amongst these gatekeepers of long-term success.

Longer-term, the benefits of this work are anticipated to include: improved soil productivity, increased forest cover and the return of native species (including returning seabirds that will in turn bring increased nutrients to soils and accelerate the recovery of native fauna and flora). This recovery will be supported by **WP4 (Rewilding)** to advance indigenous species re-habitation. These efforts will lead to a reduction in coastal erosion and greater resilience to

extreme weather events, and improved coastal, marine and fisheries productivity all of which will strengthen the islands' ecological integrity, enhance biodiversity, support food security and human well-being, and promote climate change resilience.

Ultimately the initiative intends to achieve the following Impact: *'Island communities on the front lines of climate change recognize the importance of and implement invasive species management and ecosystem restoration as critical tools for improving biodiversity, local economies, and human wellbeing. The cultural traditions and knowledge of indigenous people are preserved. Human well-being is enhanced through increased food security from traditional crops and improved local economies. Native species and landscapes are restored, reinstating ecosystem integrity, the fundamental element in building resilience to a changing climate.'*

The project is delivered through a consortium of partners. The consortium members are:

- Island Conservation (Consortium Lead)
- Palau Conservation Society (PCS)
- Vava'u Environment Protection Association (VEPA)
- Birdlife International (BL)
- Secretariat of the Pacific Regional Environment Programme (SPREP)

SPREP is responsible for the delivery of:

- Work package 1 (WP1) : Mainstreaming

The objective of work package 1 is to:

- Undertake Knowledge Attitude-Practice-and-Behavior (KAPB) assessments and consultations with national level actors to assess and quantify the level of understanding of the threats that invasive vertebrate species pose to terrestrial and marine biodiversity, and levels of awareness about the links between invasive species and climate change resilience, agricultural productivity, food security, and human health in Palau, Samoa, Tonga, and Wallis & Futuna. Utilizing the findings of the assessments, develop and implement a Stakeholder Engagement and Communications Plan for Palau, Samoa, Tonga and Wallis & Futuna, including key processes, messaging and communication mechanisms to enhance awareness and understanding of invasive vertebrate species threats, links, policy frameworks and management mechanisms (related to climate resilience, biosecurity and other key thematic areas) at the local, national and regional level.
- Develop and deliver targeted, gender-responsive capacity building through training programmes at the local, national and regional level, and implement training-of-trainer initiatives to support a multiplier effect.
- Conduct interim reviews of campaign efficacy and emerging best practice models through in-country/territory studies, sharing lessons learned and adapting programs accordingly, which is likely to include a 'Best Practice Guide' on how to roll this out in other locations.
- Expand and utilize existing formal (professional) networks and exchange platforms to advance peer-to-peer learning, the sharing of lessons learned, experiences and best practices, within and between target countries/territory, through both virtual networking and in-person exchange visits and workshops (operationalized through networks and platforms that will be identified during Activity AI.1, including but not limited to the online Battler Resource Base, networks such as Pacific Invasives Learning

Network – PILN and the ERLN).

- Work package 2 (WP2): Interisland Biosecurity

The objective of work package 2 is to:

- Evaluate existing domestic interisland biosecurity policies, early detection and rapid response (EDRR) systems, skills, and capacity in Palau, Samoa, Tonga, and Wallis & Futuna through a GESI-lens to validate Activity II.1 (in collaboration with wider regional initiatives: (a) Restoring Island Resilience (RIR) Project under the New Zealand Ministry of Foreign Affairs And Trade; (b) Protect Our Islands (POI) Regional Pro-gramme; (c) Predator Free Pacific (PFP); (d) Pacific Regional Invasive Species Management Support Service (PRISMSS); and (e) the Invasive Species management for Resilient Ecosystems (INSPIRE) Kiwa initiative).
- Implement exchange learning across sites to explore and share knowledge on domestic interisland biosecurity and invasive species management in Palau, Samoa, Tonga, and Wallis & Futuna, through peer-to-peer learning (in collaboration with POI, PRISMSS, INSPIRE and the Pacific Invasive Learning Network - PILN).
- Identify potential sustainable financing mechanism(s) to support both national and interisland biosecurity measures in the long-term in Sa-moa, Tonga And Wallis & Futuna, and collaborate with Palau's tourism industry to establish sustainable financing mechanisms that support the maintenance of Palau's inter-island biosecurity program in the Rock Is-lands (initially) and nationally (in the long-term).

Work Complexity

Most challenging duties typically undertaken:

- Provision of timely and accurate briefings and advice to the Invasive Species Adviser, SPREP Senior Leadership Team, and Participating Countries
- Ensuring project activities are implemented within the approved timeframe
- Managing a technically complex work portfolio and providing timely guidance to the project team.
- Collaboration with other regional agencies and consortium stakeholders
- Working across multiple agencies in ensuring delivery of result areas of the projects delivering project activities in remote outer islands. Donor liaison and coordination
- Document & report editing / proofing / quality control
- Meeting project timelines and milestones.
- Managing multiple duty travels.

Level of Delegation

The position holder:

- Manages and has oversight of the Project Budget
- Can authorise costs in the approved project budget
- Can seek funding opportunities for the project on behalf of SPREP

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

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

D. REMUNERATION PACKAGE – TERMS & CONDITIONS

Duty Station: Apia, Samoa.

Duration: Appointment is for a term of five years up to November 2031 in line with the project time frame.

Salary: Salary is denominated in International Monetary Fund Special Drawing Rights (SDRs). Remuneration for this post falls within Band 12 of SPREP's salary scale. Starting salary will be SDR41,822 per annum. This is currently equivalent to SAT159,604 per annum. Upon confirmation of probation, salary will be adjusted to SDR47,049 which is equivalent to SAT179,554 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 SDR5,233 will be paid to the successful candidate. The current equivalent in Samoan Tala is SAT19,970 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 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 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 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%.

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. 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.

How To Apply

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Contact for Enquiries

Contact Name: Shinae Sosene Feagai

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Further Contact Information: (685) 21929 ext 233

Closing Date: 07 Aug 2026