

APPLICANT INFORMATION PACKAGE

PRISMSS Communications and Liason Officer **(PRISMSS-CLO)**

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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 Marshall Islands, Vanuatu and the Solomon Islands.

SPREP has around 150 staff and has an annual budget of approximately USD36 million in 2023.

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
- 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 Values

SPREP approaches the environmental challenges faced by the Pacific guided by four simple Values:

- We value the **Environment**
- We value our **People**
- We value high quality and targeted **Service Delivery**
- We value **Integrity**

B. Pacific Regional Invasive Species Management Support Service (PRISMSS)

The PRISMSS is a coordinating mechanism designed to facilitate scaling up operational management and prevention of invasive species in the Pacific. PRISMSS brings together experts from diverse agencies to collaborate within the Pacific region with a focus on protection of indigenous biodiversity and ecosystem function. The intention is to efficiently provide a comprehensive suite of support services in a cohesive, effective and accessible manner to Pacific island countries and territories. The goal is to reduce the ecological and socio-economic impact of invasive species on ecosystems through the management or eradication of prioritised species and the protection of valued sites.

To achieve the above the PRISMSS currently provides technical support across the following five regional programmes for the Pacific region:

1.



Protect Our Islands

"National and inter-island biosecurity and EDRR"

2.



Predator Free Pacific

"Removal of Invasive mammalian predators from Islands"

3.



War On Weeds

"Management of high priority weeds"

4.



Natural Enemies - Natural Solutions

"Biological control of widespread weeds"

5.



Resilient Ecosystems - Resilient Communities

"Priority area ecological restoration"

PRISMSS - Restoring Island Resilience Project

The New Zealand Ministry of Foreign Affairs and Trade has signed a funding arrangement with SPREP to implement the Restoring Island Resilience Project. The funding will aim to support PRISMSS further development and support technical programmes towards progressing their fields of work in the Pacific. As such the positions recruited under the project will have two areas of focus, which are the development of PRISMSS and the implementation of activities agreed in the funding arrangement with NZMFAT.

The objective of the project is for Pacific island countries and territories to have improved livelihoods and resilience to climate change by reducing the impact of invasive species on natural and agricultural ecosystems.

Long Term Outcomes:

- Enhanced resilience and adaptation to the impacts of climate change.
- Improved institutional capability and evidence-based decision making.

Medium Term Outcomes:

- Accelerate adaptation action by supporting Pacific island countries and communities to manage the impacts of invasive species.
- Increase climate resilience by improving regional and national delivery of invasive species management projects.
- Maintained community values by restoring island resilience with the support of Indigenous knowledge.
- Strengthen climate expertise by building capability within countries and in regional organisations.
- Improve the effectiveness of regional institutions to address impacts of invasive species on biodiversity and climate resilience.

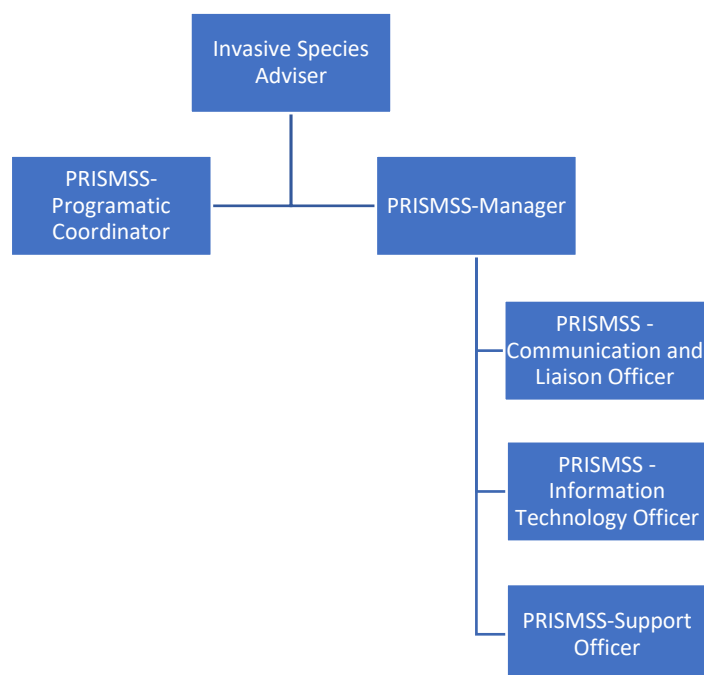
Short term Outcomes:

- Enhanced and protected terrestrial and marine ecosystems, including increased forest and mangrove cover and ecosystem health, through capacity building and invasive species management.
- Improved community climate and disaster resilience by leveraging Indigenous knowledge, protecting and enhancing ecosystems, and improving food security and livelihoods in a gender and socially inclusive way.
- Increased ability for Pacific Island countries to protect and enhance biodiversity, supported by effective regional institutions. Specific biodiversity invasive species outcomes:
 1. Improved climate and disaster resilience and strengthened biodiversity.
 2. Equitably improved livelihoods.
 3. More effective and inclusive delivery of invasive species activities.

PRISMSS Team

New Zealand Ministry of Foreign Affairs and Trade (NZMFAT) investment in the Restoring Island Resilience project includes funding SPREP to establish a Project Management Unit to implement the project, ensure coordination with similar initiatives and the upscaling of PRISMSS. The team will include positions of:

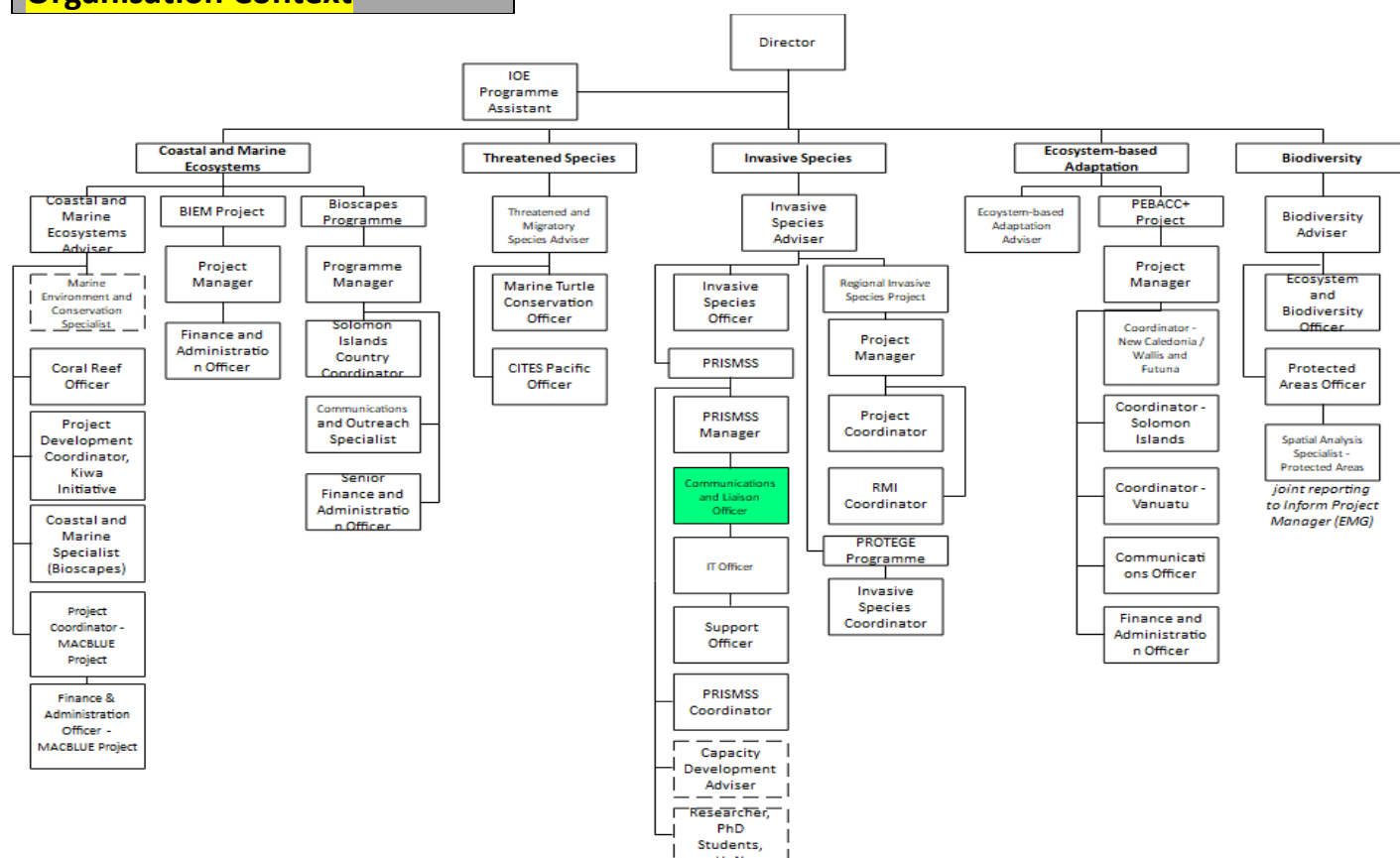
- Manager
- Programmatic Coordinator
- Communications and Liaison Officer
- Support Officer
- Information Technology Officer



C. JOB DESCRIPTION

Job Title:	Pacific Regional Invasive Species Management Support Service (PRISMSS) Communications and Liaison Officer
Programme:	Island and Ocean Ecosystems
Team:	Invasive Species
Responsible To:	PRISMSS Manager
Responsible For: (Total number of staff)	N/A
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> To implement, review and revise communication strategies for PRISMSS and the Restoring Island Resilience (RIR) project to increase visibility, awareness of the need and demand for services. To maximise communication coordination and outcomes between all PRISMSS partners, donors and stakeholders.
Date:	September 2023

Organisation Context



Key Result Areas

The position of **PRISMSS Communications and Liaison Officer** addresses the following Key Result Areas:

1. Implement the PRISMSS Communications and Marketing Strategy.
2. Liaise and coordinate communications with relevant stakeholders of PRISMSS.
3. Develop communication assets in support of the Regional and National Mainstreaming activities.
4. Ensure donor engagement, visibility, and sustainability of PRISMSS.
5. Communications and Knowledge Management.

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

The Jobholder is accountable for:	Jobholder is successful when:
1) Implement the PRISMSS Communications and Marketing Strategy a) Implement, monitor, and revise the goals, objectives, and success metrics of the PRISMSS Communications and Marketing Strategy in consultation with the PRISMSS Team and partner organisations. b) Work closely with the PRISMSS Team, Communications and Outreach and Information Technology Teams and external partners to identify opportunities to generate media content and promote PRISMSS services to key target audiences. c) Design and produce regular communications and media products that promote the PRISMSS and drive increased demand for services. d) Assist National Invasive Species Coordinators and member governments with outreach and communications on the PRISMSS and related activities. e) Manage the PRISMSS website and social media strategy with creation of monthly metrics to guide improvements of PRISMSS engagement and marketing messages, products, and activities. f) Monitor invasive species communications throughout the region and encourage amplification of members and PRISMSS partners key messages.	<ul style="list-style-type: none"> • Refined Strategy is agreed and endorsed by the PRISMSS partners and key stakeholders. • Effective communication results in high engagement with stakeholders and partners in the delivery and promotion of activities and outcomes. • Communication and outreach outputs and activities are designed to reflect Gender Equality and Social Inclusion (GESI) approaches and traditional knowledge where appropriate. • PRISMSS/RIR communications are compatible with SPREP, NZMFAT, GEF and other donor visibility and messaging requirements. • Provide PRISMSS Manager with quarterly progress reports on the success of all communications and behaviour change activities.

<p>2) Liaise and coordinate communications with relevant stakeholders of PRISMSS.</p> <ul style="list-style-type: none"> a) Provide coordination for the PRISMSS Communications Steering Group involving communications staff from PRISMSS partners. b) Develop media opportunities to increase awareness of the need for greater regional collaboration to enhance the management of invasive species across the region. c) Create and maintain effective and positive relationships with stakeholders, potential partners, and donors to communicate on the management of invasive species. d) Create opportunities to communicate PRISMSS partnerships, achievements and efforts led by National governments. e) Ensure compatibility of PRISMSS communications with SPREP, donor and partner visibility and messaging requirements. f) Liaise with SPREP's Communications team and other SPREP programmes and projects as appropriate, to increase the visibility of PRISMSS/RIR. g) Liaise with external vendors (e.g., designers, videographers etc.) to produce high quality communications materials and to ensure that outreach materials are produced and widely disseminated. h) Attend RIR technical advisory and coordination meetings where necessary to inform and articulate news contents and messaging. 	<ul style="list-style-type: none"> • The PRISMSS Communications Steering Group produce high quality outputs with consistent messaging. • Awareness is increased of the need for greater regional collaboration to enhance the management of invasive species across the region. • Effective and positive communication partnerships with stakeholders, potential partners and donors working on the management of invasive species are established and maintained. • Management and expansion of the online Battler Lounge series. • Communication stakeholders (internal and external) are well acquainted and consistent with PRISMSS/RIR key messaging and public contents for communication platforms and media outlets. • PRISMSS and RIR expectations are defined and reflected in other PRISMSS executed projects communications requirements.
<p>3) Develop communication assets in support of regional/national mainstreaming activities.</p> <ul style="list-style-type: none"> a) Promote PRISMSS as the premium go-to-service to help Pacific Island countries and territories "Restore Island Resilience". b) Design and develop branding materials and high-level contents to raise the profile of RIR and PRISMSS in building resilience towards climate change. 	<ul style="list-style-type: none"> • Promotional videos, brochures (digital and analogue), signages and publications are created and distributed widely to relevant platforms and channels. • PRISMSS has a significant online presence providing extensive information covering PRISMSS and invasive species management as a tool for restoring island resilience.

<ul style="list-style-type: none"> c) Ensure communication materials are translated into local languages, where appropriate. d) Ensure all materials are reviewed and approved through relevant SPREP and donor channels in close collaboration with the Communications and Outreach Team. e) All communication is correctly credited and provides visibility to donors, partners and beneficiaries. 	<ul style="list-style-type: none"> • RIR participating countries are successfully mainstreaming resilience nationally through PRISMSS assisted communications and contributions.
<p>4) Ensure donor engagement, visibility, and support resource mobilization</p> <ul style="list-style-type: none"> a) Ensure all Project and related PRISMSS communication outputs are carried out according to SPREP requirements in agreement with donor and partner requirements. b) Research and identify opportunities to positively promote PRISMSS at international and regional events, including Invasive species networks and communication. c) Promote and showcase PRISMSS work with Non-Government Organisations (NGOs) to attract donors' partnership and gauge further investment opportunities. 	<ul style="list-style-type: none"> • All communication outputs are produced according to SPREP and donor visibility requirements. • Opportunities for cross-promotion with donors and partners are explored and executed. • All materials for public/media release are reviewed and approved through the relevant SPREP and donor channels. • All promotional efforts for Project activities demonstrate a clear link to the PRISMSS Regional and National Invasive Species Mainstreaming Strategies. • Effective and positive partnerships with national and community stakeholders, potential partners and donors are established and maintained.
<p>5) Communications and Knowledge Management</p> <ul style="list-style-type: none"> a) Ensure information about invasive species management activities and achievements by PRISMSS / RIR are updated, organised, and shared online and via relevant public platforms. b) Ensure all communication assets are readily available for access by the Invasive Species team and PRISMSS partners. c) Ensure invasive species websites are up to date in consultation with the PRISMSS IT on a regular basis. d) Coordinate with PRISMSS partners and beneficiaries to develop resources and publications. 	<ul style="list-style-type: none"> • All RIR project related articles and media releases are uploaded on the Battler Resource Base and relevant SPREP portals. • All PRISMSS communication assets and functions including social media outlets are up to date, monitored, organised, maintained and readily available by the Invasive species team, PRISMSS team and PRISMSS Partners.

e) Provide professional and technical assistance on editing and publications issues where necessary. f) Coordinate the translation of all official publications and productions as and when required. g) Coordinate the development of awareness and educational materials to inspire audiences to take invasive species management as a career path in SPREP organised events. h) Create, manage and update a database for PRISMSS/RIR target audiences including donors, agencies and organisational personnel.	
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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 PRISMSS Programme Manager/Invasive Species Adviser/Director as part of SPREP's Performance Development System.

This section may be reflected in the successful applicant's Performance Development Plan.

Work Complexity

Most challenging duties typically undertaken:

- Developing and implementing state of the art approaches to communications, behaviour change and resource mobilization.
- Coordination of communications nationally and regionally in collaboration with PRISMSS partners.
- Donor liaison and coordination.
- Quality control.
- Meeting Programme timelines and milestones.
- Developing appropriate communications and behaviour change materials and activities that consider culture, language, gender and environmental concerns.

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
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External <ul style="list-style-type: none"> • Member countries • PRISMSS partners • Service providers • Regional / International organisations 	<ul style="list-style-type: none"> • Advice and assistance • Consultations and collaboration • Negotiations • Communications and reporting
Internal <ul style="list-style-type: none"> • PRISMSS Programme Manager • PRISMSS team • Invasive Species team • Island and Ocean Ecosystem Programme • SPREP Communications and Outreach Team • All Staff 	<ul style="list-style-type: none"> • Leadership and management • Supervision and delegation • Advice and support • Communications and information sharing

Level of Delegation

The position holder:

- Has oversight of the PRISMSS communications budget.
- Can negotiate with vendors for services.

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's degree in strategic Communications, Marketing, Behaviour Change, Journalism, Public Affairs or related discipline.

Knowledge and Experience

Essential

2. At least 7 years extensive experience in the development of communications, behaviour change and resource mobilisation strategies, preferably within the Pacific islands region. Must have extensive experience in writing media and social media stories, developing communications and behaviour change products and activities, and in working with a range of communications and marketing suppliers.

3. Demonstrated knowledge and experience of:
<ul style="list-style-type: none"> a) accepted and emerging communications and behaviour change concepts, preferably in relation to environment and sustainable development issues, communication principles b) environmental issues and challenges facing the Pacific islands region.
4. Expert knowledge of web-based publishing methods, social media and other communications tools.
5. Excellent knowledge of the Pacific Islands region, ability to work and collaborate within a multi-disciplinary and multi-cultural team environment as well as sound experience in establishing and maintaining effective relationships with a diverse group of people including different levels of government, NGOs, and other stakeholders.
6. Excellent writing, editing and oral communications skills in English as well as skills and experience in working with technical and diverse groups to ensure effective communication and appropriately tailored to audience materials are developed.
7. Shows initiative to think outside the box particularly in problem-solving, setting priorities and meeting work-plan deadlines as well as meeting challenges and demands of a regional programme.

Key Skills/Attributes/Job Specific Competencies

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

Expert level	<ul style="list-style-type: none"> • Communications and interpersonal skills • Strategic planning skills • Project management • Organisational and time management • Analytical skills • Writing • Technical skills in print and online publishing
Advanced level	<ul style="list-style-type: none"> • Relationship management • Consultant management • Implementation of community-based social marketing (or equivalent) programmes
Working Knowledge	<ul style="list-style-type: none"> • Environmental issues in the Pacific islands region • Financial reporting • Conservation and biodiversity • Ability to use design and desktop-publishing software. • Gender equity
Awareness	<ul style="list-style-type: none"> • SPREP Strategic Plan • SPREP Work Programmes • SPREP Performance Implementation Plan

Key Behaviours

All staff are expected to uphold SPREP's Organisational Values and Code of Conduct which are Key Behaviours forming part of the Performance Development:

- Environmental Leadership
- Service Delivery
- Valuing our People
- Integrity

Change to job description

From time to time it may be necessary to consider changes in the Job Description in response to the changing nature of our work environment– including technological requirements or statutory changes. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.

D. REMUNERATION PACKAGE – TERMS & CONDITIONS

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

Duration: Appointment is for an initial term of 2.5 years with a possible renewal of up to a further 2 – 3 years, in line with the project time frame, subject to performance during the initial term, continuity of related project activities and availability of funds.

Salary: Salary is denominated in International Monetary Fund Special Drawing Rights (SDRs). Remuneration for this post falls within Band 10 of SPREP's salary scale. Starting salary will be SDR30,237 per annum. This is currently equivalent to SAT115,393 (USD48,080) per annum. Upon confirmation of probation, salary will be adjusted to SDR34,016 which is currently equivalent to SAT129,817 (USD54,090) 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 (USD6,768) 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. The international currency exchange rate at the time of writing is approximately USD1.00 = SAT\$2.40

Term: For staff recruited from outside Samoa, the term begins from the day the appointee leaves his or her home to take up the appointment. Appointment is subject to a satisfactory medical examination including full vaccination against COVID-19 and a clean police report as well as a 6-month probationary period.

An appointment is terminated by (i) completion of term of contract (ii) one month's notice by either party (iii) without notice by either party paying one-month salary in lieu of notice or (iv) dismissed with or without notice as a disciplinary measure.

Performance Reviews: Annual performance assessments and performance rewards will be based on the Secretariat's Performance Development System.

FOR STAFF RECRUITED FROM OUTSIDE SAMOA, THE FOLLOWING APPLIES:

Relocation Expenses: SPREP will meet certain appointment and termination expenses for staff recruited from outside Samoa, including transport and accommodation en route for the appointee and accompanying 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 (USD1,749).

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 (USD6,500) per annum per dependent child, with an overall maximum of SAT46,800 (USD19,500) 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 (USD1,188) 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 (USD1,000) 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 PRISMSS Communications and Liaison Officer” and send to recruitment@sprep.org
- OR**
- b) **BY POST OR FAX:** Application to be addressed and sent to: The Director General, SPREP, P.O. Box 240, Apia or fax number (685)20231 and clearly marked “Application for PRISMSS Communications and Liaison Officer”

More Information on SPREP and its work in the region can be found on the SPREP website
www.sprep.org

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

Closing date: Friday, 27th October 2023: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
