

Position Description Report

Vacancy Title: Project Support Officer - IKI Restoring Pacific Islands for Nature and People (For Samoan nationals and Permanent Residents Only)

Version:
1.00

Location: Vailima, Apia, Samoa

Reports To:

Direct Reports:

Total Reports:

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

Provide financial and administrative support to IKI Restoring Pacific Islands for Nature and People Project

Outcomes

Organisational Stakeholders

1. Project management support

- Provide financial analysis and information on the project financial status, budget overviews and ensure all relevant project information and financials are up to date for the preparation of financial reports in consultation with the IKI Restoring Pacific Islands for Nature and People Project Manager and SPREP Finance Project team.
- Compile and ensure all information are up-to-date and available for the preparation of narrative progress reports, project implementation reports and other substantive reports as required by SPREP and PRISMSS partners.
- Provide input into the preparation of annual project work plans and budgets.
- Assist with the monitoring and tracking of financial disbursements, payments, and expenditures of the project.
- Assist with the monitoring and tracking of project progress and delivery of outputs.
- Prepare necessary paperwork, process, and follow up payments for project activities.
- Provide secretariat support for project related meetings when required.

2. Technical support

- Provide technical assistance and support in implementing IKI Restoring Pacific Islands for Nature and People Project related activities on the ground.
- Undertake desktop research and analytical work as required by the IKI Restoring Pacific Islands for Nature and People Project Manager or technical leads.
- Assist in organising and proof-reading PowerPoint presentations and other technical reports for the IKI Restoring Pacific Islands for Nature and People Project .
- Assist in note taking for IKI Restoring Pacific Islands for Nature and People Project workshops, seminars and training including official meetings with partners and stakeholders.

3. Procurement support

- Ensure that procurements of required goods and services comply with the SPREP Financial Procedures Manual and SPREP procurement policies.
- Verify requests for purchase orders, supporting documents and account codes for validity, accuracy and completeness and prepare timely and accurate purchase orders.
- Monitor and track the contracts and agreements for required goods and services to deliver specific aspects of the project in consultation with the PRISMSS Manager and SPREP Finance Department.

4. Logistical and administrative support

- Facilitate and arrange all travel requirements in line with SPREP's Travel and Procurement Policies.
- Arrange and facilitate logistics for all meetings, visits, workshops, and events to ensure all are completed and ready on time.
- Liaise with local counterparts and consortium partners on logistics and organisation of project activities.
- Set-up, maintain and update the project e-filing and record keeping on a regular basis.
- Prepare meeting notes and reports for all project related meetings.

5. Systems support

- Compile project data and relevant information required for updating the PIMS and database/systems
- Ensure information is correct and accurate in the relevant systems and databases for project reporting and audit purposes

Responsibilities - Key Competencies

Business

Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
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Customer

Quality Focus	Deliver quality.
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People

Self-Management	Manage your priorities and objectives efficiently and effectively
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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

Preferred

Bachelor Degree	Accounting, Commerce, Finance
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Work Knowledge and Experience

Bachelor degree in Accounting, Finance, Commerce, or relevant discipline (certified qualification and membership from a recognised professional accounting institute would be an advantage).

At least 3 years of relevant work experience in project accounting/project management and administrative work, preferably in the Pacific region.

Excellent experience in the following: a) Financial analysis and management. b) Programme or project fund management including monitoring and evaluation, proposal and report writing. c) Microsoft Office, spreadsheet applications and computerised accounting and finance systems d) Performance Based Output Budgeting systems

Excellent experience in office management, record keeping, and providing administrative, logistical and secretariat support to programmes/projects including facilitating of events and meetings.

Excellent written and verbal communication skills including high level of writing, presentation and interpersonal skills, collaboration with donors and partners with sound experience in maintaining effective relationships with a diverse group of people within a multi-disciplinary and multi-cultural team environment.

Excellent knowledge of current and emerging issues and challenges in administration and financial reporting and demands of a regional project in the Pacific islands' region, as well as good understanding and appreciation of environmental ethics, values and priorities.

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 project.

Requirements

No requirements found.

Interactions

Type	Interaction	Comments
Internal	Invasive Species Adviser.	Access to data and information
	Project Manager.	Advice and support
	Biodiversity Conservation Programme	Collaboration and facilitation
	SPREP Departments (Human Resources and Administration, Finance, Communications and Outreach)	
	All SPREP staff and programmes.	

Type	Interaction	Comments
External	IKI consortium	Access to financial and procurement records and information
	Suppliers and Vendors..	Consultations and facilitation
	PRISMSS Partners.	Negotiations, communications, and reporting

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 rehabilitation. 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 KnowledgeAttitude-Practice-and-Behavior (KAPB) as-sessments and consultations with national level actors to assess and quantify the level of understanding of the threats that invasive verte-brate 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, genderresponsive 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 bestpractice 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 peerto-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 Programme; (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 Samoa, 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 Islands (initially) and nationally (in the long-term).

Work Complexity

Most challenging duties typically undertaken:

- Maintaining effective administration of project budget and expenditure.
- Planning and logistics of large regional events.
- Ensuring information systems are updated regularly.

D. REMUNERATION PACKAGE – TERMS & CONDITIONS

Duty Station: Apia, Samoa

Duration: Appointment is for a term of five years up to November 2032 in line with the project time frame.

Salary: Remuneration is at Band 8 of SPREP's salary scale for locally recruited staff. Starting salary will be SAT\$46,509 per annum. This will be adjusted to SAT\$52,322 upon confirmation of probation. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required.

Term: Appointment is subject to a satisfactory medical examination including full vaccination against COVID-19, a clean police report, certified official documents including qualifications, 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.

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

Education Allowance: Education expenses may be reimbursed against actual receipts for dependent children, to cover up to 75% of the actual costs. Currently the annual allowance is up to a maximum of Samoan Tala \$1,000.

Annual Leave: 15 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 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 staff are required to contribute to a Superannuation Fund. SPREP will pay the Samoa minimum legal requirement of basic salary to the Samoa National Provident Fund.

Overtime: Locally recruited staff at Band 8 and below may claim overtime or time off in lieu of overtime for the hours they are required to work in excess of their normal working hours. A meal allowance and transport assistance are also available subject to terms and conditions set out by the Staff Regulations.

Gratuity Payment: The appointee is entitled to a gratuity payment equivalent to two week's salary, upon successful completion of 2 consecutive 3-year contracts, 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.

Transport: Transport from and to central Apia before and after work is provided.

Definitions:

'Dependent' means the spouse and financially dependent child 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.

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

Contact Email: shinaesf@sprep.org

Further Contact Information: (685) 21929 ext 233

Closing Date: 07 Aug 2026

