



Sustainable, transformative and resilient for a **Blue Pacific**

APPLICANT INFORMATION PACKAGE
**Project Coordinator – International Climate Change
Engagement (PC-ICCE)**

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A. Background Information on SPREP

The Secretariat of the Pacific Region Environment Programme (SPREP) is the regional organisation established by the Governments and Administrations of the Pacific charged with protecting and managing the environment and natural resources of the Pacific.

The head office is based in Apia, Samoa with other SPREP offices in Fiji, the Republic of the Marshalls Islands and Vanuatu.

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 and

- the United States of America.

SPREP Goals and Objectives

The Secretariat continues to strengthen and realign its institutional capacities, competencies, and systems to best support its members by delivering more integrated, responsive, and cost-effective services to Members and partners and by better coordinating regional efforts.

SPREP's Pacific and metropolitan members agreed that SPREP's Strategic plan should span 10 years to address critical environmental and related social and governance strategic priorities, which are reflected in the strategy's regional and organisational goals and objectives, as well as in SPREP's core 'Values'.

Regional Goals

- **Regional Goal 1:** Pacific people benefit from strengthened resilience to climate change.
- **Regional Goal 2:** Pacific people benefit from healthy and resilient island and ocean ecosystems.
- **Regional Goal 3:** Pacific people benefit from improved waste management and pollution control.
- **Regional Goal 4:** Pacific people and their environment benefit from commitment to and best practice of environmental governance.

Organisational Goals

- **Organisation Goal 1:** SPREP has information, knowledge, and communications systems that get the right information to the right people at the right time and influence positive organisational, behavioural and environmental change.
- **Organisation Goal 2:** SPREP has multi-disciplinary processes in programme delivery and in supporting Members to develop national and regional policies and strategies.
- **Organisation Goal 3:** SPREP has a reliable and sustainable funding base to achieve environmental outcomes for the benefit of the Pacific islands region and manages its programmes and operations to stay within its agreed budget.
- **Organisation Goal 4:** SPREP is leading and engaged in productive partnerships and collaboration.
- **Organisation Goal 5:** SPREP has access to a pool of people with the attitudes, knowledge, and skills to enable it to deliver on its shared regional vision.

SPREP's Values

SPREP approaches the environmental challenges faced by the Pacific guided by four simple **Values**. These values guide all aspects of our work:

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

B. Strengthening Pacific leadership in international climate change engagement

This project aims to respond to ongoing capacity building needs in the region for engagement in international climate change negotiations. This will enable the Pacific to deepen and strengthen their engagement in the UNCCC process, to help secure outcomes as agreed by Pacific Island Forum Leaders.

This project is consistent with Regional Goal 1 in SPREP's Strategic Plan 2017-26: Pacific people benefit from strengthened resilience to climate change. SPREP's Strategic Plan has been endorsed by all Members, and it underpins the Australia-SPREP Partnership Arrangement 2021-31.

While this project will predominately support SPREP's Pacific Island Member Countries and Territories, particularly those who are Party to the UNFCCC, SPREP will work with all of its full Membership where necessary and required in the delivery of this project.

Problem definition

The Pacific faces ongoing challenges in actively engaging in UNFCCC negotiations, particularly as the international climate policy landscape continues to rapidly evolve. Experienced staff are often pulled in many directions, while others may seek opportunities overseas. As a result, there is a continuous need to build capacity both to understand and engage with UNFCCC negotiations.

The IMPACT Project (funded by the German Government and delivered with Climate Analytics) has provided essential capacity building and support to the region since 2016, however this project ends in July 2022. There is now an evident gap in support which can build upon the relationships and outcomes of IMPACT.

In addition, the global COVID-19 pandemic has increased the challenge of engagement, as Government staff who already had multiple responsibilities within ministries were redeployed to prepare for, and respond to the risks presented by COVID-19. Travel restrictions made engagement in global climate diplomacy harder as over the last two years international events have often been in different time zones while the benefits of face-to-face events which build capacity and allow exchange were simply not possible.

Project logical framework

The overarching objective of the project is to support the Pacific to be more influential in international climate change meetings. Limited capacities in the small bureaucracies of Pacific island countries limit their capacity to influence outcomes in multilateral settings. This project will support the overarching objective by providing technical and coordination support and channels to amplify the Pacific voice, and facilitate a strategic approach to the Pacific's key priorities.

Objective

Pacific effectively influence outcomes in international climate change meetings, consistent with agreed regional priorities and objectives

<p>Outcome 1 Pacific are equipped for international climate change meetings through preparatory work and negotiations support</p>	<p>Outcome 2 Pacific can amplify their region’s perspective at international climate change meetings through communications and advocacy support</p>	<p>Outcome 3 Pacific are able to progress losses and damages objectives at international climate change meetings through strategic engagement</p>
<p>Output 1.1 Pacific are coordinated on negotiating objectives and approaches at international climate change meetings through preparatory and debrief workshops</p> <p>Output 1.2 Pacific have the tools and capabilities to engage effectively at international climate change meetings through technical briefing and negotiation support</p>	<p>Output 2.1 Pacific showcase their priorities and interests at international climate change meetings through a Pacific Pavilion and operational support</p> <p>Output 2.2 Pacific amplify their priorities and interests ahead of and during international climate change meetings through strategic communications support</p>	<p>Output 3.1 Pacific develop a common understanding of losses and damages through improved coordination and a regular regional dialogue</p> <p>Output 3.2 Pacific have access to research, tools and methods which can be used to strengthen evidence base regarding losses and damages, including on needs and gaps</p>
<p style="text-align: center;">Cross-cutting themes Capacity building Knowledge exchange Science and innovation Regional coordination Gender and social inclusion</p>		

Project Implementation Team

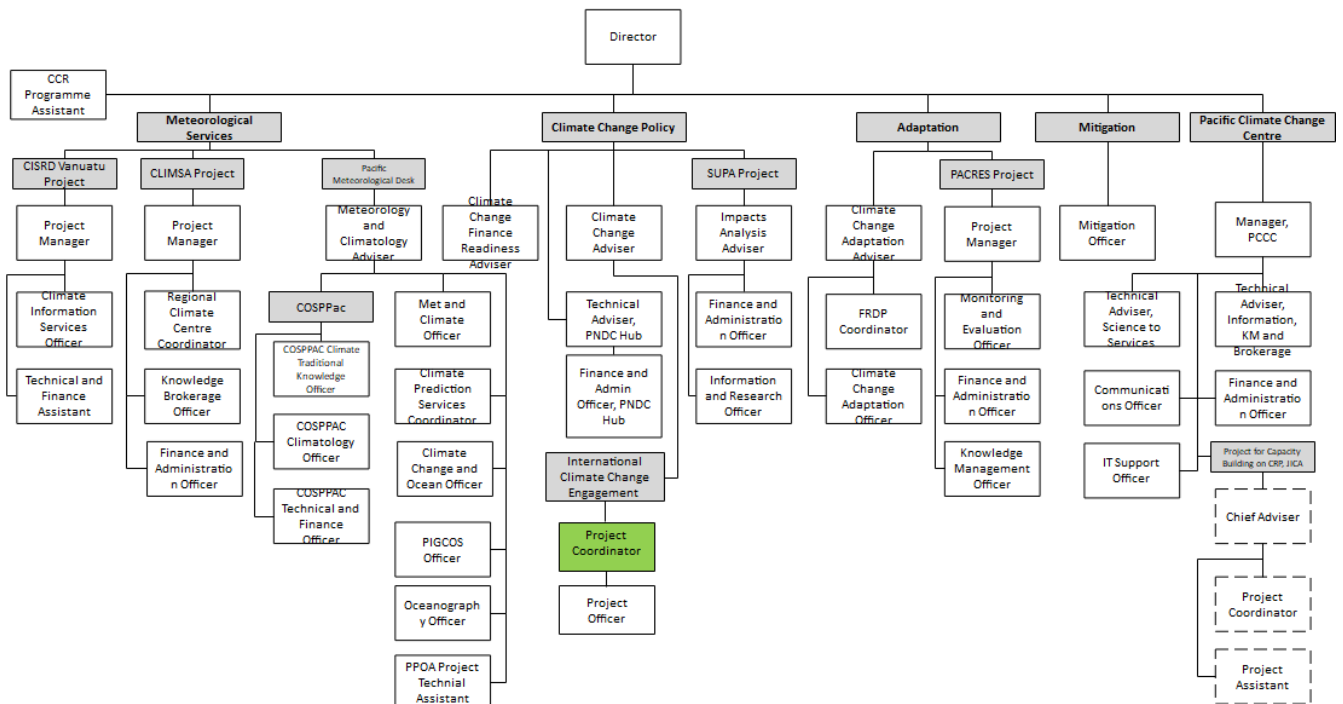
The Australian Government’s investment in strengthening international climate change engagement requires SPREP to establish a project team to support the implementation of the project. The team will include:

- Project Coordinator (this recruitment); and
- Project Officer.

B. JOB DESCRIPTION

Job Title:	Project Coordinator – International Climate Change Engagement (PC-ICCE)
Programme:	Climate Change Resilience
Team:	NA
Responsible To:	Climate Change Adviser
Responsible For: (Total number of staff)	Project Officer
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> • Lead the management and implementation of all project outcomes and outputs in collaboration with other CCR Programme units and Pacific Small Islands Developing States and partners. • Support the facilitation and coordination of the technical engagement and management of partnerships under the project.
Date:	March 2023

Organisation Context



Key Result Areas

The position of **Project Coordinator – International Climate Change Engagement** addresses the following Key Result Areas:

1. Project leadership and management
2. Technical support and facilitation
3. Monitoring, evaluation and reporting
4. Communications and capacity building
5. Networking, partnerships and collaboration

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

Jobholder is accountable for	Jobholder is successful when
<p>1. Project leadership and management</p> <ol style="list-style-type: none"> a) Provide leadership and management of the project and the project team; b) Manage and implement the Project team's contributions to the SPREP Performance Implementation Plan (PIP) and Results Framework; c) Develop the project's annual and six-monthly work plan and budget in line with the approved Grant Agreement. d) Provide technical guidance and assistance to the project team as well as quality control of their work; e) Lead and work with the project staff in the development, monitoring and assessment of Performance Development Plans as well as the necessary learning and development to support their work; f) Lead the implementation of the overall project activities in line with the approved project and Grant Agreement. g) Prepare overall project risk management plan and ensure effective risk mitigation and reporting 	<ul style="list-style-type: none"> • The project team is a high performing team that delivers on its annual workplan and budget objectives within the agreed timeframe and contribute to the overall achievement of the SPREP Strategic priorities and outcomes; • The project team's work is well integrated, complements and contributes to the CCR Programme and other relevant SPREP Programmes; • Staff Performance Development Plans are developed and assessed on time; • Fully accountable to corporate responsibilities including budget management, financial reporting, staffing issues and other general management issues; • Project is successfully implemented within the approved timeframe; • Risks are identified early and minimised and effectively managed.
<p>2. Technical support and facilitation</p> <ol style="list-style-type: none"> a) Provide support on technical issues relating to PSIDS thematic priorities for UNFCCC COP through research and analysis of issues in collaboration with relevant CCR unites, One CROP and other partners; 	<ul style="list-style-type: none"> • Well researched, relevant and timely provision of issues brief; • Well-developed and timely provision of concept notes, agenda and technical briefs for regional meetings, sessions and dialogues; • Regional meetings, sessions and dialogues are well coordinated and successfully implemented;

<p>b) Provide support to the development of technical papers for meetings/sessions/dialogues;</p> <p>c) Provide support to the facilitation, coordination and organisation of regional preparatory meetings for UNFCCC COPs, deep dive sessions on PSIDS thematic priorities, post-COP sessions, and other relevant regional meetings in collaboration with relevant units of CCR Programme, One CROP and other partners;</p> <p>d) Coordinate the consolidation of meeting/session/dialogue reports.</p>	<ul style="list-style-type: none"> • Reports for regional meetings, sessions or dialogue are well developed and submitted in a timely manner.
<p>3. Monitoring, evaluation and reporting</p> <p>a) Finalise the project's monitoring and evaluation plan;</p> <p>b) Monitor and evaluate progress of project activities;</p> <p>c) Design questionnaires to collect data and information on impact and effectiveness project.</p> <p>d) Provide six monthly and annual project progress reports to SPREP and DFAT;</p> <p>e) Coordinate and organise six-monthly project steering committee meetings;</p> <p>f) Coordinate the organisation and facilitation of project informal mid-term review.</p> <p>g) Facilitate the recruitment of an independent Monitoring and Evaluation expert to conduct the mid-term and end of project evaluation.</p> <p>h) Provide final project report at the conclusion of the project.</p>	<ul style="list-style-type: none"> • Quality and relevant inputs provided in a timely manner to inform development of project's M&E plan; • Implementation issues and risks are identified early and effectively addressed; • Questionnaires are prepared and surveys conducted in a time manner. • Data and information collected provide evidence and clear picture of the impact and effectiveness of the investment. • Quality, relevant and timely reports provided to SPREP and DFAT; • Well organised and successful project steering committee meetings; • Effective and timely management of issues identified in the informal mid-term review; • Appointment of M&E expert is timely and expert is highly qualified to undertake the tasks of the assignment. • Well-developed, quality and timely provision of project final report.
<p>4. Communications and capacity building</p> <p>a) Coordinate communication and sharing of information about the project outputs and outcomes.</p> <p>b) Provide support to the development of communication and advocacy products to promote and amplify Pacific SIDS priorities.</p> <p>c) Provide support to the implementation of Pacific pavilion at COPs.</p> <p>d) Coordinate the implementation of capacity building and trainings for Pacific SIDS negotiators including women and</p>	<ul style="list-style-type: none"> • Improved awareness by Pacific SIDS of project results and outcomes. • Communication and advocacy products are well developed, articulated and widely circulated on all forms of media. • Improved knowledge and awareness of UNFCCC process and Pacific SIDS climate change priorities, challenges and issues. • Support to the implementation of Pacific pavilion activities is timely and well-coordinated.

<p>youth on UNFCCC and other relevant international climate change issues essential for successful implementation of the project.</p>	<ul style="list-style-type: none"> • Relevant capacity building and training initiatives provided strengthened Pacific SIDS positions and capabilities to engage on climate change.
<p>5. Networking, partnerships and collaboration</p> <p>a) Collaborate with Pacific SIDS and partners to support implementation of project activities.</p> <p>b) Provide support to Pacific SIDS in garnering support from developed countries, negotiating blocs and partners in advocating for PSIDS concerns and issues through the UNFCCCC process.</p>	<ul style="list-style-type: none"> • Enhanced support from partners to collaborate in implementing project activities. • Enhanced support from developed countries, negotiating blocs and partners for Pacific SIDS priorities and concerns in through UNFCCC process.

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 Director of CCR as part of the Performance Development System.

This section may be copied directly into the Performance Development Plans.

Work Complexity

<p>Most challenging duties typically undertaken:</p> <ul style="list-style-type: none"> • Consultation with and advice to national UNFCCC/Climate Change focal points on Pacific SIDS priorities for annual UNFCCC COP. • Leading and managing a technically complex work area and providing timely guidance to SPREP, Climate Change Resilience Programme Director and technical staff, experts recruited under the project, and Pacific SIDS to facilitate delivery of project activities. • Coordination and collaboration with DFAT, partners and other relevant regional and international agencies and stakeholders • Meeting project timelines and milestones and ensuring project activities are implemented within the approved budget. • Managing all the required reporting and facilitation of meetings, workshops and consultations required under the Project.
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Functional Relationships & Related Skills

<p>Key internal and/or external contacts</p>	<p>Nature of the contact most typical</p>
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<p>External</p> <ul style="list-style-type: none"> • DFAT • Pacific SIDS National Climate Change / UNFCCC Focal Points • Pacific SIDS networks for women, youth, private sector, etc. • Council of Regional Organisations in the Pacific (CROP) • International organisations such as UNFCCC • Developed countries, development partners, UNFCCC negotiating blocs, etc. 	<ul style="list-style-type: none"> • Advice and assistance • Consultations, negotiations, and collaboration • Communications and reporting • Capacity building
<p>Internal</p> <ul style="list-style-type: none"> • Senior Leadership Team • Climate Change Resilience Programme • Other SPREP Programmes • Project Coordination Unit • Finance Department • Human Resource Department • All staff 	<ul style="list-style-type: none"> • Advice and assistance • Discussions and negotiations • Communication and reporting

Level of Delegation

The position holder:

- Manages an operational budget and activities delivery under the guidance of the Director
- Can authorise costs in activity budget
- Carry out negotiations for the project on behalf of SPREP
- Can seek funding opportunities for project activities

Person Specification

This section is designed to capture the expertise required for the role at the 100% fully effective level (this does not necessarily reflect what the current jobholder has). This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Qualifications

Essential

1. Minimum qualification of a Bachelor's degree in Climate Change, Geography, Environmental Science, or other relevant technical field.

Knowledge / Experience

Essential	
2.	At least 5 years of extensive climate change work experience in the areas of policy advice, development and implementation, UNFCCC negotiations, and capacity building and research preferably in the Pacific Islands region.
3.	Demonstrated experience in managing and coordinating projects on climate change mitigation, adaptation, and loss and damage preferably in the Pacific Islands region, with excellent knowledge of emerging climate change and disaster resilience issues and challenges faced by the Pacific region.
4.	Extensive knowledge of climate change, environmental and development challenges and issues in the Pacific Island context with a good understanding of regional policy and strategic frameworks including the Framework for Resilient Development in the Pacific.
5.	Excellent strategic advisory and analytical skills with demonstrated experience at strategic and high level communication, negotiation and reporting across diverse audiences, as well as extensive experience in capacity building, particularly in the Pacific context and setting.
6.	Excellent written and verbal communication skills including high level of presentation and interpersonal skills, strategic collaboration and networking with donors and partners with demonstrated experience in developing and maintaining effective relationships with diverse group of people and as part of a team within a multi-disciplinary and multi-cultural working environment.
7.	Demonstrates initiative and ability to think outside the box in dealing with multiple tasks and demanding deadlines as well as excellent understanding and appreciation of environmental ethics, values and priorities within the workplace.

Key Skills / Attributes / Job Specific Competencies

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

Expert level	<ul style="list-style-type: none"> • UNFCCC, Kyoto Protocol, Paris Agreement, and climate change funds established under the UNFCCC • Climate change issues and challenges in the Pacific Island context • Leadership and advisory • Capacity development • Project coordination, monitoring, evaluation and reporting • Research and analytical skills • Work programme planning, budgeting and implementation
Advanced level	<ul style="list-style-type: none"> • Emerging environmental and development issues in the Pacific Islands region • Data and information management • Framework for Resilient Development in the Pacific and other relevant regional frameworks and plans.
Working Knowledge	<ul style="list-style-type: none"> • General management principles • Gender equity and social inclusion

Awareness	<ul style="list-style-type: none"> • Key multilateral environmental agreements (MEAs) related to climate change, environment, and sustainable development • SPREP Strategic Plan • An awareness of Australia’s aid program focus in the Pacific: https://www.dfat.gov.au/geo/pacific
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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 Plan:

- 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.

Change to job description

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

C. REMUNERATION PACKAGE – TERMS & CONDITIONS

Duty Station: Apia, Samoa.

Duration: Appointment is for a term of 3 years initially with possible renewal 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 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. This is currently equivalent to SAT16,244 (USD6,768). 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 completed COVID-19 vaccinations 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 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 SAT2,400 (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 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 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 Project Coordinator - International Climate Change Engagement**” 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 Project Coordinator – International Climate Change Engagement**”

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

For further enquiries, contact Ms. Marion Tuipulotu - Chan Chui (685) 21929 ext 328 or Email: marionc@sprep.org

Closing date: Friday, 31st March 2023: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
