



Sustainable, transformative and resilient for a Blue Pacific

APPLICANT INFORMATION PACKAGE

Project Officer – International Climate Change Engagement **(PO-ICCE)**

CONTENTS

A. BACKGROUND INFORMATION ON SPREP

B. STRENGTHENING PACIFIC LEADERSHIP IN INTERNATIONAL
CLIMATE CHANGE ENGAGEMENT

C. JOB DESCRIPTION

D. REMUNERATION PACKAGE – TERMS & CONDITIONS

E. ADMINISTRATIVE INFORMATION

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		
Outcome 1 Pacific are equipped for international climate	Outcome 2 Pacific can amplify their region's perspective at	Outcome 3 Pacific are able to progress losses and damages

change meetings through preparatory work and negotiations support	international climate change meetings through communications and advocacy support	objectives at international climate change meetings through strategic engagement
<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>Cross-cutting themes Capacity building Knowledge exchange Science and innovation Regional coordination Gender and social inclusion</p>		

Project Implementation Team

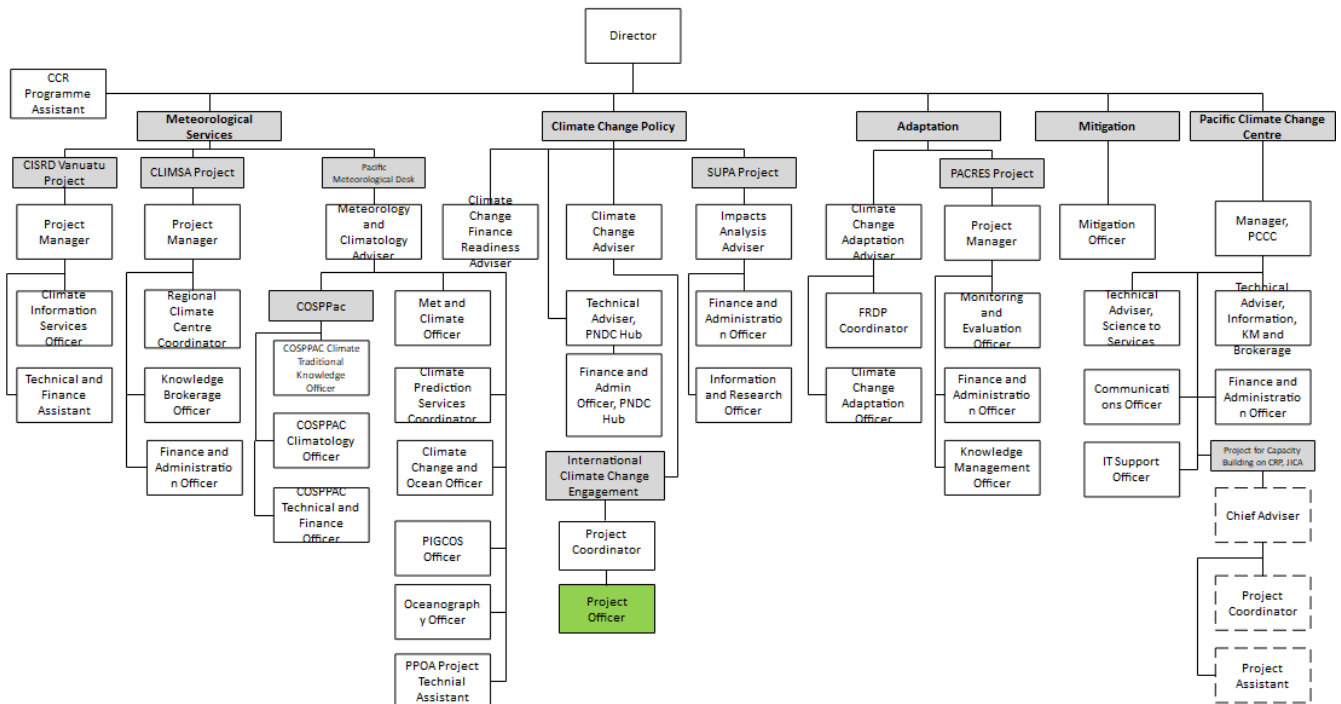
The Australian Government's investment in strengthening international climate change engagement requires SPREP to establish a project team to support the implementation of the project. The team will include:

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

C. JOB DESCRIPTION

Job Title:	Project Officer – International Climate Change Engagement
Programme:	Climate Change Resilience
Team:	NA
Responsible To:	Project Coordinator
Responsible For: (Total number of staff)	N/A
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> • Lead the management of project funds, procurement of goods and services and contract management • Support project planning, budgeting and reporting • Provide project administration and information management support
Date:	March 2023

Organisation Context



Key Result Areas

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

1. Project and activity implementation support
2. Management of project finances
3. Management of project procurement and contracts
4. Logistical, administrative and secretariat support
5. Project data and information management

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

Jobholder is accountable for	Jobholder is successful when
<p>1. Project and activity implementation support</p> <p>a) Assist the Project Coordinator in the planning and implementation of the project as well as monitoring the progress of project activities against annual workplans, budget and activity schedules.</p> <p>b) Support the development of the project’s annual and six-monthly work plan and budget in line with the Grant Agreement.</p> <p>c) Identify opportunities for efficiency in the delivery of related or successive activities.</p> <p>d) Provide support to Project Coordinator with mid-term review of the project.</p> <p>e) Assist the Project Coordinator with the compilation of six monthly and annual reports.</p>	<ul style="list-style-type: none"> • Key project activity progress is effectively tracked and reported to the Project Coordinator. • Key events and activities and necessary resources and experts required to enable delivery of activities are identified in advance to inform development of workplans, budgets and procurement plans. • Emerging risks or challenges to the delivery of activities are identified early and highlighted to the Project Coordinator for action. • Project deliverables, consultant assessments / recommendations, budget data and other relevant project information are collated, reviewed and made available to the Project Coordinator for compilation of project reports.
<p>2. Management of project finances</p> <p>a) Work with the Finance team to prepare necessary financial reports for verification and auditing purposes.</p> <p>b) Provide supporting documents for the project consistent with Australia’s and SPREP’s procedural and reporting requirements.</p> <p>c) Respond in a timely manner to donor queries with regard to financial reports and requirements.</p> <p>d) Provide guidance or advice to the Project Coordinator regarding project budget.</p> <p>e) Prepare ad hoc financial information and reports when required.</p> <p>f) Compile monthly expenditure project reports against approved budgets.</p>	<ul style="list-style-type: none"> • Project financial reports are accurate and provided on time ensuring project, SPREP and donor financial requirements are effectively met. • Project financial reports have all the required supporting documents available. • Project Coordinator and CCR Director have access to accurate, timely and relevant financial information that enables efficient and effective operation of the project. • Well-coordinated and timely responses to audit and budget queries.

<p>g) Follow up on audit reports and assist in coordinating responses to any issues that may arise from project audits.</p>	
<p>3. Management of project procurement and contracts</p> <p>a) Develop and maintain procurement plan and schedule in line with approved Grant Agreement, workplan and budget.</p> <p>b) Undertake transparent, and efficient procurement of required goods and services in accordance with SPREP’s procurement guidelines, procedures and policy.</p> <p>c) Initiate the process for all procurement including tenders in consultation with SPREP’s procurement officer.</p> <p>d) Prepare ‘Requests for Quote’ and ‘Requests for Tender’ including Terms of References for all tenders ensuring the requirements and any specifications are clear, reflect the needs of the project and do not unfairly exclude any potential suppliers, in cooperation with the Project Coordinator.</p> <p>e) Participate as the project representative in the tender evaluation committee where necessary and provide necessary support to Project Coordinator and SPREP’s Procurement Officer in preparation of tender evaluation reports.</p> <p>f) Ensure all procurement records are kept and managed properly.</p> <p>g) Ensure contracted service providers are provided with appropriate project guidance and support.</p> <p>h) Monitor the contracts and agreements for the supply of goods and engagement of consultants to deliver specific aspects of the project.</p> <p>i) In cooperation with the Project Coordinator and relevant CCR staff, review and monitor deliverables ensuring they meet expected quality and needs of the project.</p>	<ul style="list-style-type: none"> • Procurement plan is realistic and in line with the Grant Agreement. • Procurement activities comply with applicable SPREP policies, procedures, international best practice and meet donor expectations for quality, transparency, efficiency and best value for money. • Clear advice is provided on procurement process and templates. • Procurement and management of related contracts are scheduled to minimise administrative burden on project team, SPREP resources and counterpart government agencies. • Procurement activities meet set deadlines and relevant procurement dossiers and reports are ready in a timely manner to facilitate advertisement of tenders, request for quotes, evaluations, decisions and contracting. • Regular procurement alerts/reminders are sent out to Project Coordinator and other relevant staff of CCR on outstanding procurement activities and issues that require their attention. • Non-compliance with conditions of contracts and agreements are prevented at all times with issues swiftly managed and addressed. • Contract extensions are routed and approved in a timely manner. • Deliverables under contracts are of high quality and standard and are timely as per contract requirements.
<p>4. Logistical, administrative and secretariat support</p> <p>a) Organise and arrange all travel requirements of the project in line with SPREP’s travel and procurement policies.</p> <p>b) Arrange and organise logistics for all project meetings, dialogues, workshops, and events to support implementation of activities.</p>	<ul style="list-style-type: none"> • Planning and briefing materials, agenda and concept notes, travel, venue bookings, facilitators and experts, key contacts and necessary logistical arrangements are prepared well in advance and confirmed prior

<p>c) Provide administrative and secretariat support to the project and all meetings including project steering committee meetings.</p> <p>d) Assist the Project Coordinator in preparing relevant documentations for meetings, workshops, dialogues, trainings and events.</p> <p>e) Assist the Project Coordinator in identifying and securing experts and facilitators to support delivery of meetings, workshops, dialogues, trainings and events.</p> <p>f) Set-up, maintain and update project e-filing and ensure records are updated regularly.</p> <p>g) Liaise and communicate with Pacific SIDS, partners and other relevant stakeholders in making logistical arrangements for meetings, dialogues, workshops, trainings and events.</p>	<p>to meetings, workshops, dialogues, trainings, and events.</p> <ul style="list-style-type: none"> • All project logistics including travel are organised in an efficient and cost-effective manner. • Project logistics and administrative activities comply with SPREP policies, procedures and processes. • Effective project filing system and project records are up to date and accessible to the project team and CCR staff. • Experts are identified in a timely manner and are available to support facilitation of relevant meetings, dialogues, workshops, delivery of trainings and support events. • Documents for meetings (e.g. minutes, reports, concept notes, etc) are prepared in a timely manner and shared in advance with PSIDS, members of Steering Committee, Director and CCR staff and other relevant stakeholders. • Communication with Pacific SIDS, partners and relevant stakeholders is timely and are undertaken through correct communication channels.
<p>5. Project data and information management</p> <p>a) Establish project information into the SPREP's Information Management System (SIMS), ensure information is accurate before entering into SIMS and maintain project information based on progress of activities and deliverables.</p> <p>b) Compile project data and information required for updating the SIMS, inform the preparation of reports, workplans, budgets and procurement plans, support monitoring and evaluation of project activities, including project mid-term review, project closure and final review.</p> <p>c) Review project information and data on SIMS to identify gaps and issues that need to be addressed.</p> <p>d) Address and follow up on missing, out-of-date or inaccurate project information and data to ensure project information and data is relevant, up-to-date and complete.</p>	<ul style="list-style-type: none"> • Project information and data on SIMS is accurate, up-to-date and completed. • SIMS is regularly updated with relevant project data and information. • Project data and information are compiled in a timely manner for updating of SIMS, and to inform project decisions, development of communication and awareness activities, project reports and other relevant documents. • Information and data gaps are addressed in a timely manner.

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

Most challenging duties typically undertaken:

- Liaison with national UNFCCC/Climate Change focal points on logistics and administrative support needed to enable PSIDS and other relevant stakeholders to participate in project-funded meetings, dialogues, trainings, workshops and events.
- Meeting project timelines and milestones and ensuring project activities are implemented within the approved budget.
- Development of realistic annual budgets that are within overall allocation and monitoring of spending in collaboration with Project Coordinator, and SPREP Finance.
- Managing contracts and engagement of consultants
- Monitoring of deliverables under contracts and agreements and addressing issues that may arise due to non-compliance or poor quality of deliverables.
- Ensuring procurement of goods and services are undertaken in line with the relevant SPREP policies, procedures and processes
- Monitoring of spending and ensuring expenditures are eligible costs under the Grant Agreement.
- Monitoring compliance with terms and conditions of the signed Grant Agreement with DFAT.

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
External <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.• Contractors, consultants, and suppliers of goods and services.	<ul style="list-style-type: none">• Access to financial and procurement records and information• Advice and assistance• Consultations, coordination and collaboration• Communications and reporting

<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"> • Access to data and information, financial and project reports and project deliverables. • Advice and assistance • Collaboration and coordination • Communication and reporting
---	---

Level of Delegation

The position holder:

- Have oversight of project budget and finances
- Have oversight of project contracts and service agreements where authorisation is provided.
- Carry out negotiations for the project on behalf of SPREP
- Can seek funding opportunities in particular cost-sharing and complementarity with other projects that could fund project activities of similar nature subject to authorisation.

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 degree in Climate Change, Environmental Management, or Accounting/Finance or other relevant administration fields with applied work experience in project management and implementation.

Knowledge / Experience

Essential

2. At least 3 years of work experience in project management and implementation in particular in the areas of climate change or environmental management with 1 year working in the Pacific Islands region.
3. Demonstrated experience in coordinating and supporting implementation of project or programme activities on climate change mitigation, adaptation, or climate science preferably in the Pacific Islands region, with demonstrated knowledge of project implementation challenges and issues in the region.

4. Demonstrated knowledge of emerging climate change, environmental and development issues and challenges 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 analytical skills and experience in management and operation of procurement processes including tendering of work, assessment of bids and quotes, and contract management with demonstrated experience in strategic and high-level communication, negotiation and reporting across diverse audiences.
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"> • Work programme planning, budgeting and implementation • Project coordination, monitoring, analysis and reporting • Management of budget and reporting data using computerised accounting systems
Advanced level	<ul style="list-style-type: none"> • Understanding of financial and procurement policies, procedures and processes • Communications, representation and interpersonal skills • Research and analytical skills • Emerging climate change, environmental, development and project management issues in the Pacific Islands region and context.
Working Knowledge	<ul style="list-style-type: none"> • UNFCCC, Kyoto Protocol, Paris Agreement, and climate change funds established under the UNFCCC • Gender equity and social inclusion • Framework for Resilient Development in the Pacific and other relevant regional frameworks and plans • General management principles
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

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.

D. REMUNERATION PACKAGE – TERMS & CONDITIONS

Duty Station: Apia, Samoa.

Duration: Appointment is for a term of two and a half (2.5) years initially with possible extension 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 9 of SPREP's salary scale. Starting salary will be SDR26,802 per annum. Currently, the equivalent is SAT102,286 per annum. Upon confirmation of probation, salary will be adjusted to SDR30,153 which is equivalent to SAT115,072 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 SDR3,967 will be paid to the successful candidate. The current equivalent in Samoan Tala is SAT15,139 (USD6,308). 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 their 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 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 Officer - 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 Officer - 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
