

Position Description

Vacancy Title: **Cleaner/ Teaperson (For Samoan Nationals & Permanent Residents Only)**

Location: **Vailima, Apia, Samoa**

Reports To: **None**

Objective

This job exists to: • Provide cleaning and office maintenance services and support

Outcomes

Organisational Stakeholders

1. Cleaning services

- a) Carry out daily cleaning and sanitising duties of office areas including common areas as well as assets and machinery as rostered
- b) Keep notes and provide timely advice on all cleaning supply needs
- c) Collect and remove rubbish from assigned work areas
- d) Follow safety procedures and guidelines for handling cleaning chemicals e) Clean surrounding areas of buildings

2. Office maintenance and general housekeeping

- a) Ensure all office materials and equipment are maintained and kept clean at all times
- b) Assist with staff morning tea services and other refreshments whenever required including servicing of Senior Leadership Team (SLT), High Level (HL) and official conferences, meetings, events and functions
- c) Provide assistance in the following areas:
 - Movement and/or distribution of office equipment and supplies;
 - Movement/shifting of office furniture and equipment (F&E) for new staff and any required relocation of F&E
 - Photocopying and other clerical duties
- d) Provide general properties maintenance and support and notify supervisor of any maintenance and supply issues
- e) Provide support and assistance as necessary under the Administration Team's workplan

Responsibilities - Key Competencies

Competence	Description
Business	
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Customer	
Quality Focus	Deliver quality.
Organisational Values	Display the organisation's image and value standards.
Operational	
Health and Safety	Establish and maintain a safe and healthy work environment.

Qualifications

Qualification	Discipline	Notes
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Work Knowledge and Experience

- At least 2 years relevant experience
- Experience and knowledge of office maintenance and good cleaning practices
- Excellent communication and interpersonal skills with a good command of spoken English

Requirements

Other Required Statements

WORK COMPLEXITY

Most challenging duties typically undertaken:

- Assist during official meetings and workshops.
- Assist with administration work
- Support and assistance with properties maintenance

KEY BEHAVIOURS

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

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

REMUNERATION PACKAGE – TERMS & CONDITIONS

Duty Station: Apia, Samoa

Duration: Appointment is for a term of three years and may be renewable for a further term(s) based on the needs of SPREP at the time, its funding situation and proven merit and work performance.

Salary: Remuneration is at Band 2 of SPREP's salary scale for locally recruited staff. Starting salary will be SAT12,218 per annum. This will be adjusted to SAT13,746 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 maybe 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 employees are required to contribute to a recognised Superannuation Fund. SPREP will pay the Samoa 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 two 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.

Definitions:

'Dependent' 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.

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.

Interactions

Type	Interaction	Comments
Internal		

Type	Interaction	Comments
	Executive.	
	Human Resources and Administration	
	All Staff and SPREP Community	
External		
	Cleaning service providers	
	Wholesalers/ Suppliers	
	Guests and visitors to SPREP	

Attributes

No attributes found.

How To Apply

Please complete online application via this link: <https://jobs.hrmonise.com/details/4902/sprep/CT>

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