



**SPREP**  
Secretariat of the Pacific Regional  
Environment Programme

APPLICANT INFORMATION PACKAGE  
**KNOWLEDGE MANAGEMENT SPECIALIST (KMS)**

**International recruitment**

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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, Vanuatu and the Solomon Islands.

SPREP has around 160 staff and has an annual budget of approximately USD41 million in 2024.

The establishment of SPREP in 1993 sends a clear signal to the global community of the deep commitment of Pacific Island Governments and Administrations for better management of the environment within the context of sustainable development.

The strategic direction for SPREP is clearly set out in the 2017-2026 SPREP Strategic Plan. The Plan outlines the mandate, vision and programmes for the organisation, and places strong emphasis on effective delivery of services to SPREP Member countries and territories.

### **Mandate**

SPREP's **mandate** is to promote cooperation in the Pacific region and provide assistance to Pacific island countries and territories in order to protect and improve its environment and to ensure sustainable development for present and future generations.

### **Vision**

SPREP is guided by its **vision for the future**:

*“A resilient Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures”.*

### **Members**

SPREP has 21 Pacific island member countries and territories:

▪ American Samoa	▪ Northern Marianas
▪ Cook Islands	▪ Palau
▪ Federate States of Micronesia	▪ Papua New Guinea
▪ Fiji	▪ Samoa
▪ French Polynesia	▪ Solomon Islands
▪ Guam	▪ Tokelau
▪ Kiribati	▪ Tonga
▪ Marshall Islands	▪ Tuvalu
▪ Nauru	▪ Vanuatu
▪ New Caledonia	▪ Wallis and Futuna
▪ Niue	

and 5 'metropolitan' member countries with direct interests in the region:

- Australia
- France

- New Zealand
- United Kingdom
- the United States of America

## ***SPREP Goals and Objectives***

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

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

### ***Regional Goals***

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

### ***Organisational Goals***

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

### ***SPREP Values***

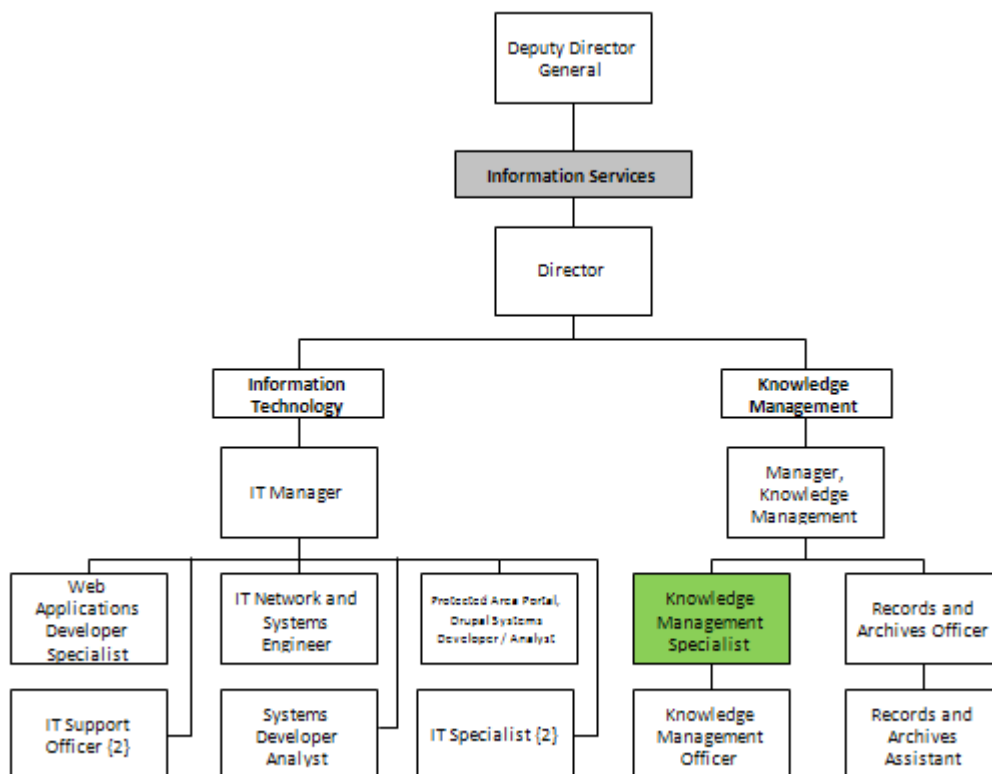
SPREP approaches the environmental challenges faced by the Pacific guided by four simple Values:

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

## B. JOB DESCRIPTION

<b>Job Title:</b>	Knowledge Management Specialist (KMS)
<b>Department:</b>	Information Services
<b>Team:</b>	Knowledge Management
<b>Responsible To:</b>	Manager, Knowledge Management
<b>Responsible For: (Total number of staff)</b>	1 staff
<b>Job Purpose:</b>	<p><b>This job exists to:</b></p> <ul style="list-style-type: none"> <li>• Provide policy advice, guidance, and technical support for the effective implementation of the SPREP Information and Knowledge Management Strategy 2022-2027</li> <li>• Lead the facilitation and delivery of SPREP’s knowledge sharing initiatives in collaboration with Members, Partners and Key stakeholders</li> </ul>
<b>Date:</b>	October 2024

### Organisation Context



**Key Result Areas**

The position of **Knowledge Management Specialist (KMS)** addresses the following Key Result Areas:

1. Knowledge sharing coordination and delivery
2. Knowledge content development and management
3. Collaboration, visibility, and strategic engagement
4. Capacity building, training, and reporting
5. Knowledge management operations, processes, systems, and technologies

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

Jobholder is accountable for	Jobholder is successful when
<p><b>1. Knowledge sharing coordination and delivery</b></p> <ol style="list-style-type: none"> <li>a) Lead the formulation and delivery of a people enabled knowledge sharing programme for SPREP, Members, and Partners</li> <li>b) Lead the development and delivery of innovative approaches and strategies to support the implementation of knowledge management interventions</li> <li>c) Provide strategic guidance and policy advice on knowledge building, sharing and networking opportunities</li> <li>d) Establish and deliver a programme to support technical cooperation and south-south cooperation for PICTs including intra and inter-regional collaboration.</li> <li>e) Develop, manage, and implement a Knowledge Management Work Programme to operationalise and deliver SPREP’s strategic priorities and the SPREP Information and Knowledge Management (IKM) Strategy</li> </ol>	<ul style="list-style-type: none"> <li>• SPREP leads as the convener on knowledge management and sharing engaging with key partners and stakeholders in the region</li> <li>• Practical and effective mechanisms for facilitating knowledge sharing are promoted and implemented</li> <li>• Knowledge sharing is embedded across SPREP’s programmes and operations.</li> <li>• Tacit knowledge of staff is captured and shared to other using various approaches and tools</li> </ul>
<p><b>Knowledge content development and management</b></p> <ol style="list-style-type: none"> <li>a) Lead the creation, generation, storage, and sharing of knowledge content and facilitate sharing within and across SPREP</li> <li>b) Identify, collect, capture, document, and organise key information and knowledge from SPREP’s work for wider dissemination and sharing through various platforms</li> <li>c) Elicit and capture knowledge from both individuals and groups using approaches and tools such as structured interviews, process analysis techniques, wikis, lessons learned databases, knowledge</li> </ol>	<ul style="list-style-type: none"> <li>• Knowledge from SPREP’s work is captured, stored, shared and available in digital and electronic format on the SPREP website, portals, and other key outlets and avenues</li> <li>• Information and knowledge content are accurate, up to date and easily accessible on all online/web spaces</li> <li>• Timely and quality coordination and dissemination of information and knowledge</li> </ul>

<p>repositories, Communities of Practice (CoPs) storytelling, video storytelling, share fairs, etc</p> <p>d) Develop knowledge products using relevant innovative tools suitable for Pacific context and use</p> <p>e) Curate and maintain information and knowledge content on all online/web spaces (internet, intranet, social media platforms, etc) for SPREP in close coordination with the Communications and IT teams</p> <p>f) Work with technical programmes to identify gaps in knowledge that may impede programming, and provide guidance on appropriate KM methods, strategies, and approaches to address these gaps</p>	
<p><b>2. Collaboration, visibility, and strategic engagement</b></p> <p>a) Lead the development and delivery of SPREP-led knowledge sharing events and activities</p> <p>b) Promote and raise the visibility of SPREP knowledge products impacts, lessons, and results</p> <p>c) Promote a culture of knowledge sharing and learning within and across SPREP</p> <p>d) Develop and implement new innovative approaches and strategies for effective knowledge sharing partnerships and communities of practice</p> <p>e) Liaise and collaborate with relevant regional and international Knowledge Management Centres and Hubs.</p> <p>f) Establish and manage networks and partnerships and facilitate resource mobilisation to support the delivery of knowledge management priorities.</p> <p>g) Promote the SPREP Information Knowledge Management Centre (IKMC) as the centre of excellence on environmental information and knowledge in the Pacific</p>	<ul style="list-style-type: none"> <li>• Number of SPREP-led knowledge sharing events and activities successfully delivered</li> <li>• Increased awareness of SPREP and its impact</li> <li>• Broader and wider target audience benefiting from SPREP's knowledge sharing activities including knowledge products</li> <li>• New strategic partnerships on knowledge management established</li> <li>• New knowledge management initiatives developed with key partners</li> <li>• SPREP has a strong knowledge sharing culture.</li> <li>• Visibility of IKMC as the knowledge hub for environmental information in the Pacific</li> </ul>
<p><b>Capacity building, training, and reporting</b></p> <p>a) Develop integrated capacity building and training, programmes to support knowledge management and sharing</p> <p>b) Facilitate and deliver knowledge management capacity building and training for SPREP staff and Members</p>	<ul style="list-style-type: none"> <li>• Training sessions and modules on knowledge management are embedded as an integral part of the SPREP Information and Knowledge Centre work plan</li> <li>• Level and scale of resources secured from donors and partners to support SPREP capacity</li> </ul>

<p>c) Provide advice and guidance on opportunities for continuous learning and improvement</p> <p>d) Identify and/or develop SMART indicators to measure and track progress of KM activities and objectives in line with the SPREP IKM Strategy and SPREP Strategic Plan</p> <p>e) Prepare and disseminate reports on the impacts of knowledge management interventions including lessons learnt</p>	<p>building and training on knowledge management</p> <ul style="list-style-type: none"> <li>• SPREP staff are actively engaged in knowledge management capacity building and training activities</li> <li>• Knowledge products developed and shared on lessons learnt and best practices</li> <li>• Knowledge Management working group is active and operational</li> </ul>
<p><b>3. Knowledge management operations, processes, systems, and technologies</b></p> <p>a) Provide advice and guidance on knowledge management operations, processes, systems, and technologies</p> <p>b) Ensure knowledge management systems, tools, and processes are relevant, practical, user-friendly, and fit for purpose</p> <p>c) Establish and manage an internal knowledge management coordination mechanism to ensure coherence and an integrated approach of SPREP's knowledge management activities</p> <p>d) Keep abreast of new and innovative technology (multi-media) opportunities to receive, capture, and share knowledge relevant for SPREP and Members</p> <p>e) Raise awareness and carry out training on information and knowledge management standards, processes, and technologies and their application</p>	<ul style="list-style-type: none"> <li>• SPREP's knowledge management system and processes are maintained and functioning effectively and efficiently</li> <li>• New technologies are explored, tested, and applied to enhance SPREP knowledge management systems</li> <li>• Internal knowledge management coordination mechanism established and fully operational.</li> <li>• Staff are aware of knowledge management standards, processes and technologies</li> </ul>

**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 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:**

- Maintenance of knowledge management system, tools, and processes in a fast-paced evolving technology space.
- Keeping abreast of the growing volume of information and knowledge generated through and from SPREP's work across its programmes, projects and departments.
- Collaboration externally with partners and stakeholders



## Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
<p><b>External</b></p> <ul style="list-style-type: none"> <li>• SPREP Members</li> <li>• Partners</li> <li>• International and regional organisations</li> <li>• Project contractors and beneficiaries</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge collection, sharing, and dissemination</li> <li>• Responding to queries and correspondences</li> <li>• Training and collaboration</li> <li>• Coordination and facilitation</li> <li>• Event planning and delivery</li> </ul>
<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• Executive and Senior Leadership Team</li> <li>• SPREP Programme and Project staff</li> <li>• SPREP Communications and Information &amp; Technology teams</li> <li>• Governance and Operations</li> </ul>	<ul style="list-style-type: none"> <li>• Collaboration</li> <li>• Information and knowledge sharing</li> <li>• Advice and guidance</li> </ul>

## Level of Delegation

The position holder:
<ul style="list-style-type: none"> <li>• manages an operational budget</li> <li>• can authorise costs in own budget</li> <li>• can undertake negotiations on behalf of SPREP, subject to Executive Management endorsement</li> <li>• can seek funding opportunities for work programme activities</li> </ul>

## 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
<ol style="list-style-type: none"> <li>1. Master degree or equivalent in relevant fields, including information/knowledge management, information science, public policy, public administration, environment, political science, social development, etc.</li> </ol>

### Knowledge / Experience

<b>Essential</b>
2. At least 7 years extensive experience in information and knowledge management, senior advisory / management level, preferably with experience relevant to the Pacific Island context
3. Excellent knowledge and experience on: <ol style="list-style-type: none"> <li>a) Information, communication, and knowledge management platforms, tools, systems, and processes</li> <li>b) Establishing and delivery of knowledge sharing communities of practice.</li> <li>c) Environmental issues and challenges facing the Pacific islands region</li> <li>d) Networking, partnerships, and resource mobilisation.</li> <li>e) Project management and reporting</li> </ol>
4. Excellent leadership and management experience working in high demanding, multi-cultural and multi-disciplinary environments including with teams of diverse technical backgrounds.
5. Excellent strategic communication and relationship management that demonstrates high level of professionalism and constructive engagement with a diverse range of stakeholders and partners.
6. Strong strategic, policy advisory and analytical skills, and negotiations, and reporting experience.
7. Excellent experience in developing and delivering targeted capacity building and training programmes across diverse audiences including technical cooperation and south-south cooperation engagement.

## 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"> <li>• Knowledge management</li> <li>• Competency in appropriate technologies and virtual platforms</li> <li>• Ability to source and analyse information and knowledge</li> <li>• Strategic management and leadership</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• Well-versed of environmental information and resources</li> <li>• Knowledge of relevant key partners and networks</li> <li>• Teamwork and collaboration</li> <li>• Creative problem-solving and innovation</li> </ul>
Working Knowledge	<ul style="list-style-type: none"> <li>• Environmental and climate change issues in the Pacific</li> <li>• Content creation</li> <li>• Knowledge sharing mechanisms and communities of practice</li> </ul>

Awareness	<ul style="list-style-type: none"> <li>• SPREP Strategic Plan 2017-2026</li> <li>• SPREP Information and Knowledge Management Strategy 2022-2027</li> <li>• SPREP Information and Communications (ICT) Strategy 2023-2028</li> <li>• 2050 Strategy for a Blue Pacific Continent</li> <li>• Global and regional Multi-lateral Environmental Agreements</li> </ul>
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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:

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

### Change to job description

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

## C. REMUNERATION PACKAGE – TERMS & CONDITIONS

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

**Duration:** Appointment is for an initial term of 3 years with possible renewal for a further term, up to a maximum of 6 years subject to confirmation of SPREP programmes and activities, availability of funds and performance during the initial term.

**Salary:** Salary is denominated in International Monetary Fund Special Drawing Rights (SDRs). Remuneration for this post falls within Band 11 of SPREP's salary scale. Starting salary will be SDR36,326 per annum. This is currently equivalent to SAT138,632 per annum. Upon confirmation of probation, salary will be adjusted to SDR40,867 which is currently equivalent to SAT155,961 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 SDR4,770 will be paid to the successful candidate. The current equivalent in Samoan Tala is SAT18,203 per annum. Cost-of-living differential allowance reflects the comparative cost of living difference between Suva and Apia. This allowance is reviewed periodically based on data determined by an independent reviewer.

**Adjustments:** Salaries and allowances for internationally recruited staff are paid in Samoan Tala and adjusted every month based on the monthly average in the value of the SDR relative to the Samoan Tala (SAT) at the time the salary payment is processed. SDR movement however is limited to within 5% above or below a reference point set annually. Remuneration is paid monthly in SAT equivalent.

**Term:** For staff recruited from outside Samoa, the term begins from the day the appointee leaves their home to take up the appointment. The offer for appointment is confirmed only upon receipt of satisfactory medical examination including full vaccination against COVID-19, a clean police report and certified official documents including qualifications. The confirmation of appointment is subject to 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 will be based on the Secretariat's Performance Development System.

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

### **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.

**Temporary Accommodation and Assistance:** On arrival in Apia, the appointee and dependant(s) are entitled to temporary accommodation at a suitable hotel or other fully furnished accommodation for up to 6 working days. The appointee will be assisted to settle into Apia. This will include help in finding suitable rental accommodation.

**Privileges and Immunities:** SPREP remuneration is tax-free for non-citizens or non-residents of Samoa, including duty-free importation of household and personal effects which have been owned and used by them for no less than six months, within 6 months of taking up appointment.

**Repatriation allowance:** The appointee is entitled to a repatriation allowance equivalent to two week's salary, upon successful completion of contract, provided the contract is not extended or renewed. For project positions, upon successful completion of the project.

**FOR ALL INTERNATIONALLY RECRUITED STAFF, THE FOLLOWING APPLIES:**

**Education Allowance:** Education expenses maybe reimbursed against actual receipts for dependent children, to cover up to 75% of the actual costs, as stipulated under SPREP's Education Allowance policy. Currently the allowance is up to a maximum of SAT15,600 per annum per dependent child, with an overall maximum of SAT46,800 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 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 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 existing SPREP Medical Insurance.

**Superannuation:** All employees are required to contribute to the Samoa National Provident Fund. An expatriate internationally recruited staff member has the option to participate in the local Superannuation Fund or nominate another recognised Fund in their recognised home for their superannuation. SPREP will pay the minimum legal requirement of basic salary to the Samoa National Provident Fund or another approved nominated Fund. For Samoa, this is currently 10%.

## **Learning and Development**

Learning and development opportunities will be based on the approved SPREP Performance Development System and individual Performance Development Plans.

### **Definitions:**

'Dependant' means the spouse and financially dependent children of an employee.

'Dependent child' means an employee's unmarried, financially dependent, natural or legally adopted child who is:

- under the age of 16 years; or
- under the age of 19 years if undertaking full-time study at a secondary school; or
- under the age of 25 years if enrolled and undertaking full-time study at a university or other tertiary institution; or
- mentally or physically incapacitated.

'Expatriate' means an internationally recruited staff member, who is not a citizen or permanent resident of Samoa, and who resides in Samoa only by virtue of employment with SPREP.

**Equal Opportunities:** SPREP is an Equal Opportunity Employer. Men and women are equally eligible for all posts in SPREP.

**General:** Appointment will be under the terms and conditions of SPREP's Staff Regulations, a copy of which will be made available to the successful applicant.

## D. 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 Knowledge Management Specialist” and send to [recruitment@sprep.org](mailto:recruitment@sprep.org)
- 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 Knowledge Management Specialist”

More Information on SPREP and its work in the region can be found on the SPREP website [www.sprep.org](http://www.sprep.org)

For further enquiries, contact Ms Olivia Hogarth on telephone (685) 21929 ext 285 or Email: [oliviah@sprep.org](mailto:oliviah@sprep.org)

**Closing date: Friday, 15 November 2024:** Late applications will not be considered.

<b>SPREP is an Equal Opportunity Employer</b>
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