



Sustainable, transformative and resilient for a Blue Pacific

APPLICANT INFORMATION PACKAGE  
**Senior Project Officer , PACIFIC CLIMATE CHANGE CENTRE**

## **CONTENTS**

A. BACKGROUND INFORMATION ON SPREP

B. JOB DESCRIPTION

C. REMUNERATION PACKAGE – TERMS & CONDITIONS

D. 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, Vanuatu and the Solomon Islands.

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**

## ABOUT THE PACIFIC CLIMATE CHANGE CENTRE

The Pacific Climate Change Centre (PCCC) is a commitment of the 7<sup>th</sup> Pacific Islands Leaders Meeting (PALM7) in 2015. At this meeting, the Pacific leaders agreed to the concept of the PCCC and Japan agreed to fund the construction of the PCCC. The PCCC was officially opened in 2019.

The PCCC is a globally respected Pacific Centre of Excellence providing practical information, support, and training to address the adaptation and mitigation priorities of Pacific communities. It is underpinned by strong partnerships with Pacific Governments, applied research institutions, donors, civil society, and the private sector. These collaborations have led to innovative products which are increasing resilience in the Pacific.

The PCCC is Pacific-led and has strong buy-in from the region. The Centre is highly valued by Pacific Island countries and territories as it provides practical support and training to address their adaptation and mitigation priorities. The PCCC is a trusted source of user-friendly, scientifically robust information on climate and meteorological science, climate change impacts and responses. This information directly supports more effective decision-making in Pacific communities.

The four key core functions of the PCCC are:

- **Knowledge brokerage:** Building relationships between the producers and users of climate change knowledge so that Pacific Governments and other decision-makers receive timely, robust information in user-friendly formats.
- **Applied research:** The PCCC will host research projects that are designed to address specific research objectives and priorities identified in the region and which lead to practical outcomes for the Pacific.
- **Capacity building through training and learning:** The PCCC will be a one-stop-shop for the improved coordination of climate change training and will help the region to more effectively learn from climate change adaptation and mitigation efforts to date.
- **Innovation:** The PCCC will support the development of innovative products and services which can increase resilience in the Pacific.

The four functions are interconnected and mutually reinforcing. They have been identified such that the region can benefit from improved applied research, enhanced capacities and better communication and management of knowledge – leading to innovative products and services which will increase resilience and reduce vulnerability.

## ABOUT THE DFAT INVESTMENT PROJECT ON ‘STRENGTHENING THE SERVICES OF THE PACIFIC CLIMATE CHANGE CENTRE

The project aims to strengthen the role of the PCCC by providing funding to further operationalise the PCCC’s functions and leverage the support provided by existing partners. It complements the existing PCCC partnerships with New Zealand and Japan.

The proposal supports the delivery of the PCCC’s Strategy and Business Plan, which has been endorsed by the PCCC Advisory Board in 2020, and the multi-year workplans which underpin the Strategy and Business Plan. The project focuses on flexible funding, to allow the PCCC to deliver on activities outlined

in the multi-year workplan. The proposal also includes funding for two staff positions, to support strengthening PCCC engagement.

The overarching objective of the project is to support the realisation of the vision of the PCCC, which has been endorsed by SPREP Members to enhance the capacity of Pacific Island Countries and Territories (PICT) to build resilience to climate change and achieve low carbon development pathways. The outcomes of the project align with the four key functions of the PCCC, and the outputs are drawn from the PCCC Strategy and Business Plan.

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.

### **Project Implementation Team**

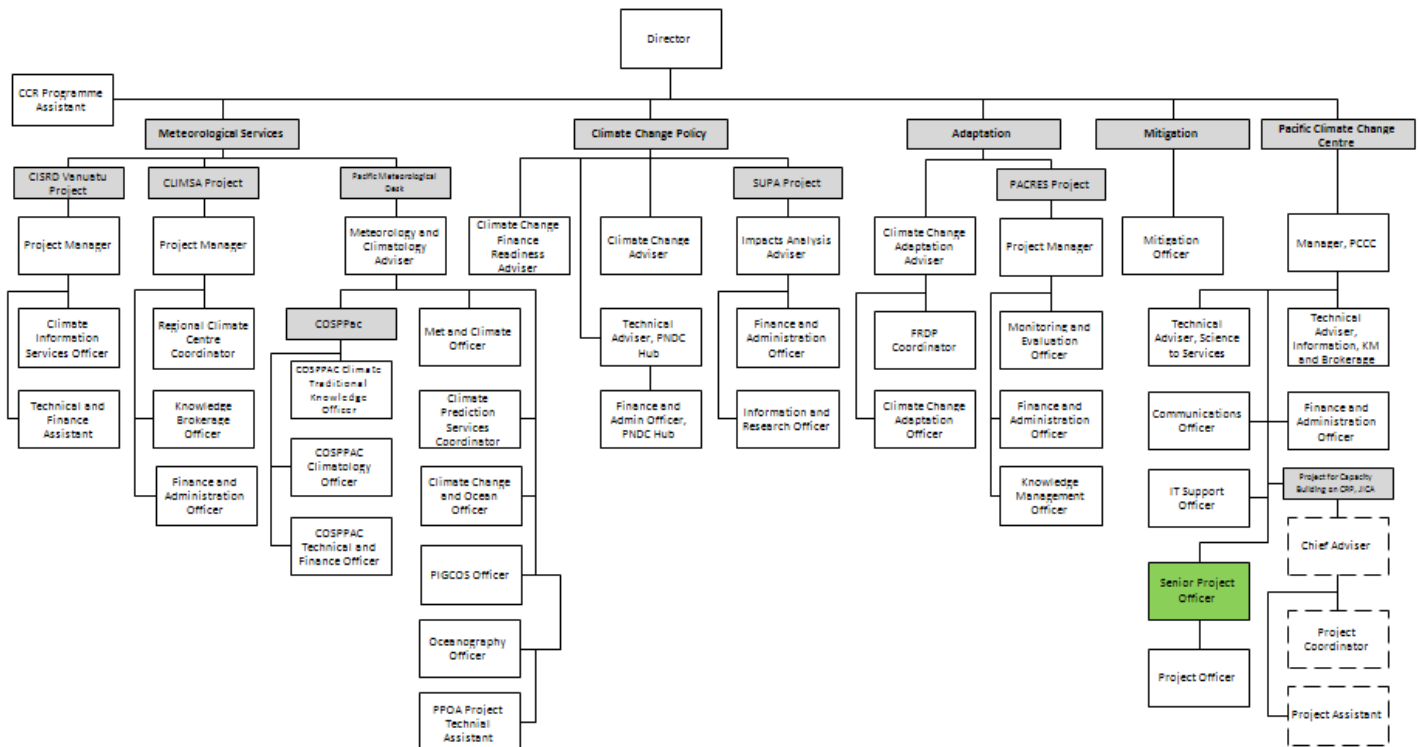
The Australian Government's investment to 'Strengthening the key services of the PCCC' requires the PCCC to establish a project team to support the implementation of the project. The team will include:

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

## B. JOB DESCRIPTION

<b>Job Title:</b>	Senior Project Officer , Pacific Climate Change Centre
<b>Programme:</b>	Climate Change Resilience
<b>Team:</b>	Pacific Climate Change Centre (PCCC)
<b>Responsible To:</b>	Manager, PCCC
<b>Responsible For: (Total number of staff)</b>	Project Officer
<b>Job Purpose:</b>	<p><b>This job exists to:</b></p> <ul style="list-style-type: none"> <li>• Manage all aspects of the DFAT funded Project on ‘Strengthening the Services of the Pacific Climate Change Centre’</li> <li>• Lead the implementation and monitoring of project activity and performance, and the management and reporting on funds granted to the PCCC to achieve the project outcome and outputs.</li> </ul>
<b>Date:</b>	May 2023

### Organisation Context



## Key Result Areas

The position of Senior Project Officer addresses the following Key Result Areas:

1. Project and activity management
2. Management of Project finances
3. Technical and policy support
4. Capacity building and communication
5. Monitoring, evaluation and reporting
6. Networking, partnerships and collaboration

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

<b>Job holder is accountable for</b>	<b>Jobholder is successful when</b>
<p><b>1. Project and activity management</b></p> <ol style="list-style-type: none"> <li>a) Assist the Manager, Pacific Climate Change Centre (MPCCC) to oversee the project activities including the monitoring of progress of key activities against the Annual Work Plan and Budget and the project schedule</li> <li>b) Prepare annual workplans for the Project “Strengthening the services of the PCCC”</li> <li>c) Provide coordination of project activities in line with the approved work plan.</li> <li>d) Monitor project resources and ensure the Project team are adequately prepared for key meetings / missions;</li> <li>e) Prepare necessary documents for Project Steering Committee Meetings and Project related meetings;</li> <li>f) Provide support for annual donor or donor-sponsored reviews;</li> <li>g) Assist the MPCCC to manage project funds in accordance with SPREP procurement requirements, including preparation of terms of reference and review of consultancy reports.</li> <li>h) Assist the project staff to ensure a clean project audit is obtained on an annual basis</li> <li>i) Participate in the development and implementation of individual Performance Development Plans as well as the necessary learning and development to support work plans.</li> <li>j) Provide coordination and management support to PCCC manager and advisors where required.</li> </ol>	<ul style="list-style-type: none"> <li>• Key Project activity progress is effectively tracked and reported to the MPCCC and donor;</li> <li>• The Project activities in the approved Annual Work Plan and Budget (AWP&amp;B) are implemented within the agreed timeframes and are contributing to the overall achievement of the SPREP strategic priorities;</li> <li>• Project is successfully implemented within the approved timeframe;</li> <li>• Mission letters, planning / briefing materials, venue bookings, key contacts and related logistic arrangements are prepared or confirmed prior to regional travel by the project team;</li> <li>• Project budget data, consultant assessments / recommendations and related project information is collated, reviewed and made available to the MPCCC for compilation of regular reporting.</li> <li>• Reports are submitted and received within the agreed timeframes.</li> <li>• Fully accountable to corporate responsibilities including budget management, financial reporting, and other general management requirements applicable to the position;</li> <li>• 100% compliance with finance policy, rules, regulations and laws</li> <li>• Financial reports are produced and submitted to the donor in a timely manner.</li> <li>• Clean audit is obtained on an annual basis demonstrating compliance with relevant legislation and regulations;</li> <li>• Performance Development Plans are developed and implemented.</li> <li>• PCCC effectively delivering on its core functions</li> </ul>



<p><b>2. Management of Project Finances</b></p> <p>a) Manage appropriate financial accounting records for the Project;</p> <p>b) Verify project purchase orders (within financial delegation), ensure they are correctly classified/coded and supported by appropriate source documents and follow-up payment of outstanding invoices;</p> <p>c) Provide financial management advice and support to the Project team;</p> <p>d) Provide regular advice to the MPCCC, Project Steering Committee on the financial status of the Project and confirm funding availability for project/programme activities;</p>	<ul style="list-style-type: none"> <li>• Financial accounting records for the project are properly managed</li> <li>• Funds are available to ensure project / activity delivery;</li> <li>• Financial advice and guidance is provided to the Project Steering Committee and MPCCC in a timely manner;</li> <li>• SPREP Project Financial Management requirements and management of the Project Budget is conducted in accordance with the Funding Agreement;</li> <li>• Divergence from forecast expenditure against annual workplans are monitored and reported;</li> </ul>
<p><b>3. Technical and policy support</b></p> <p>a) Provide technical and policy support on strengthening the key functions of the PCCC: Knowledge Brokerage, Capacity Building, Applied Research and Innovation</p> <p>b) Provide relevant and timely technical and policy inputs on the Pacific Climate Change Centre Strategy and Business Plan and Monitoring, Evaluation, Research and Learning (MERL).</p> <p>c) Provide support to implement activities of the project on “Strengthening the Services of the Pacific Climate Change Centre”</p> <p>d) Provide support to the PCCC team in the oversight of consultants engaged to deliver key technical actions under the project</p> <p>e) Support the MPCCC and team effectively implement the Monitoring, Evaluation and Research (MER) for the DFAT project.</p>	<ul style="list-style-type: none"> <li>• Well researched, relevant and timely technical and policy inputs on the key function of the center (Knowledge Brokerage, Capacity Building, Applied Research and Innovation) are provided;</li> <li>• Technical reports are developed and submitted to DFAT, Project Steering Committee and the Manager PCCC on time;</li> <li>• Direct project support provided to countries are requested and included in the project work plan.</li> <li>• PCCC effectively deliver on its innovation function to address climate change</li> <li>• Consultant contracts are developed with appropriate risk management and reporting systems, are managed on time and within the allocated budget and that they deliver the required outcomes.</li> <li>• PCCC MERL and DFAT MER effectively implemented.</li> </ul>
<p><b>4. Capacity building and communication</b></p> <p>a) Facilitate relevant capacity building activities related to knowledge brokerage, applied research, capacity building and innovation for Pacific Island Countries and Territories (PICT), essential for the successful implementation of the project.</p>	<ul style="list-style-type: none"> <li>• Relevant capacity building and training initiatives are facilitated to strengthen Member’s positions and capabilities</li> <li>• PCCC able to deliver virtual training to PICTs and expand its e-learning services</li> <li>• Regional and national meetings, conferences and workshops are successfully implemented and documented;</li> </ul>

<ul style="list-style-type: none"> <li>b) Facilitate the implementation of the PCCC Sustainability Plan for Capacity Building through key activities of the Project</li> <li>c) Assist in the Management of the PCCC e-learning capacity building platform</li> <li>d) Coordinate and implement regional and national workshops for the project</li> <li>e) Develop project communication plan and information sharing, on the project activities in line with the PCCC Communication and Engagement Strategy Plan;</li> <li>f) Contribute to the preparation of media releases and communication materials to raise the profile of the project and its achievements</li> </ul>	<ul style="list-style-type: none"> <li>• Project information is captured, analysed and disseminated through relevant networks and audiences for awareness;</li> <li>• Project information and data are synthesised and integrated into planning and decision-making processes at the national and regional level;</li> <li>• Appropriate project communication materials are developed and distributed to participating countries and project partners;</li> <li>• Profile of the PCCC and the project and its results are widely acknowledged and appreciated by key stakeholders, partners and donors.</li> </ul>
<p><b>5. Monitoring, evaluation and reporting</b></p> <ul style="list-style-type: none"> <li>a) Manage the performance of project staff, regularly monitor and report on their progress and submit, at least quarterly, written review reports to the Manager, PCCC</li> <li>b) Provide quarterly and annual written reports on the delivery of planned project outputs.</li> <li>c) Prepare narrative technical progress reports and ensure that reports are produced and delivered in the required format, timeframe and quality.</li> <li>d) Implement the MER Plan for the project and ensure its alignment and complementary to the PCCC MERL; ,</li> <li>e) Support the project team to prepare technical and project performance/progress reports for the Manager PCCC, PCCC Advisory Board, SPREP Senior Leadership Team, Donors, partners, PCCC projects and Countries where necessary.</li> <li>f) Provide feedback to the Manager PCCC and the Project Steering Committee, Project stakeholders issues and positive outcomes</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring and Evaluation framework for the project is developed and utilised;</li> <li>• Relevant and timely reports are provided to the Project Management Unit for collation and distribution to the PCCC Advisory Board, donors, partners and Countries, where necessary.</li> <li>• Feedback on issues and positive outcomes are sent to the Project Management Unit as soon as known.</li> <li>• Improved awareness by PICTs of project results and outcomes</li> </ul>
<p><b>6. Networking, partnerships and collaboration</b></p> <ul style="list-style-type: none"> <li>a) Identify opportunities for partnership and collaboration with relevant organisations</li> </ul>	

<p>and donors to strengthen the services of the Pacific Climate Change Centre</p> <p>b) Maintain linkages with other regional and national institutions in close collaboration with the PCCC Manager and SPREP partners</p> <p>c) Work together with the Pacific Island Countries and territories to facilitate the adoption of best practices in implementing the PCCC key core functions</p> <p>d) Support the establishment and implementation of a research Partnership Framework for PICTs.</p> <p>e) Lead the establishment and implementation of an innovation partnership framework for PICTs</p> <p>f) Seek opportunities for networking to allow additional resources such as technical expertise and additional complementary funding</p>	<ul style="list-style-type: none"> <li>• Support is provided to Pacific Island Members on ensuring their systems enable them to make informed, effective and timely decisions.</li> <li>• Additional resources to improve implementation of the project activities are generated.</li> <li>• PCCC leads on the establishment of a regional KB planning framework supporting KB community of practices in countries</li> <li>• Pacific research partnership framework established and delivery on its role</li> <li>• Innovative partnership framework deliver on innovative climate change solutions in PICTs</li> <li>• Improved and strengthened regional networking, coordination and collaboration in achievement of the project's objectives</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/Supervisor as part of the Performance Development System.

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

**Work Complexity**

<p><b>Most challenging duties typically undertaken:</b></p> <ul style="list-style-type: none"> <li>• Ensuring efficient project technical and financial management practice is maintained and / or implemented;</li> <li>• Managing all aspects of the project for which the position is responsible to meet the required standards of SPREP and the donor;</li> </ul>
--

**Functional Relationships & Related Skills**

<b>Key internal and/or external contacts</b>	<b>Nature of the contact most typical</b>
--	---

<p><b>External</b></p> <ul style="list-style-type: none"> <li>• Member countries</li> <li>• Donors/ partners</li> <li>• PCCC Advisory Board</li> <li>• Regional/International organisations</li> <li>• Suppliers and vendors</li> </ul>	<ul style="list-style-type: none"> <li>• Providing &amp; receiving information;</li> <li>• Providing clear, accurate, advice and assistance;</li> <li>• Content development with PCCC partners and PCCC Advisory Board</li> <li>• Advice and assistance</li> <li>• Consultations and collaboration</li> <li>• Negotiations, communications and reporting</li> </ul>
<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• PCCC Team</li> <li>• Climate Resilience Programme Management Team</li> <li>• All staff</li> </ul>	<ul style="list-style-type: none"> <li>• Team-based work;</li> <li>• Advice and support;</li> <li>• Advice and support</li> <li>• Resolving minor conflicts/clarifying needs;</li> <li>• Responding to correspondence</li> <li>• Reporting on implementation of Communication and Partnership Plan</li> </ul>

### Level of Delegation

#### The position holder:

- Has oversight of the day to day project implementation

### 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 qualifications of a Bachelor degree in Climate Change Environmental Management, Environmental governance, project management or other related fields

### Knowledge / Experience

#### Essential

2. At least 7 years relevant experience in project management, environment management, climate change, environmental governance and related development fields preferably in the Pacific region.
3. Experience and knowledge in the following areas: ; <ul style="list-style-type: none"> <li>- Project management, Environment, Climate Change</li> <li>- Capacity building and training at the national and regional level in the field of environment, climate change and natural resources management</li> <li>- institutional capacity development, and finance in government institutions, NGOs and / or development agencies on similar assignments.</li> <li>- Proven experience in project management and coordination with the Government, private sector agencies private sector, NGOs, and other development agencies nationally and internationally.</li> <li>-</li> </ul>
4. Proven track record in stakeholder engagement and consultation with government agencies, development agencies, NGOs, private sector, and the community.
5. Excellent written and verbal communication skills including excellent experience in the following areas: <ol style="list-style-type: none"> <li>a. High level of presentation and inter-personal skills, and collaboration with donors and partners.</li> <li>b. Preparing reports, meeting minutes, and undertaking research and data collection and managing information as well as excellent experience in the following:</li> <li>c. Microsoft Office suite, especially MS Word, Excel, and Powerpoint.</li> <li>d. Microsoft Office and social media platforms.</li> </ol>
6. Proven ability to work as part of a team within a multi-disciplinary and multi-cultural environment with a demonstrated ability to motivate teams and establish and implement workplan objectives.
7. Shows initiative to think outside the box particularly in problem-solving, setting priorities and meeting work-plan deadlines. Demonstrated ability to work with integrity, maintain confidentiality and use discretion when handling sensitive information.

## 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>● Project management</li> <li>● Organisational and planning skills</li> <li>● Communication and inter-personal skills</li> <li>● Working with many different partners to develop content for resources and profiling</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>● Analytical skills</li> <li>● Coordination</li> <li>● Fluency in English</li> <li>● Problem Solving</li> <li>● Teamwork</li> <li>● Good oral and written communication skills</li> <li>● Appreciation of Environmental issues in the Pacific islands region</li> <li>● Dealing with sensitive and confidential information</li> </ul>

	<ul style="list-style-type: none"> <li>• Diplomacy</li> <li>• Innovative profile-raising activities (planning and implementation)</li> </ul>
Working Knowledge	<ul style="list-style-type: none"> <li>• Microsoft Office, especially MS Word, Excel, and Powerpoint</li> <li>• Ability to work well with colleagues at all levels</li> <li>• Environmental and Climate change issues in the Pacific islands region</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• PCCC Strategy and Business Plan</li> <li>• PCCC Partnership and Communications Action Plan</li> <li>• SPREP Strategic Plan</li> <li>• SPREP Performance Implementation Plan</li> <li>• SPREP Work Programmes</li> <li>• SPREP style guide</li> </ul>

## 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

## 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 an initial term of 3 years with possible renewal of up to a further 2 – 3 years, 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, the equivalent to Samoan Tala 115,393 (USD48,080) per annum. Upon confirmation of probation, salary will be adjusted to SDR34,016 which is equivalent to Samoan Tala 129,817 (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. The current equivalent in Samoan Tala is SAT16,244 (USD6,768) 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. The international currency exchange rate at the time of writing is approximately USD1.00 = SAT2.40

**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, 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 dependent(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 (USD6,000) per annum per dependent child, with an overall maximum of SAT46,800 (USD18,000) 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 dependents 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 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. An expatriate internationally recruited staff member has the option to participate in the local Superannuation Fund or nominate another recognised Fund in their home for their superannuation. SPREP will pay the minimum legal requirement of basic salary to the 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:**

'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.

'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 “ **Senior Project Officer, PCCC**” and send to [recruitment@sprep.org](mailto: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 “ **Senior Project Officer, PCCC**”.

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 the Human Resources Team on telephone (685) 21929 ext 325 / 391 / 285 / 328 or Email: [humanresources@sprep.org](mailto:humanresources@sprep.org)

**CLOSING DATE: Friday, 2 June 2023:** Late applications will not be considered.

**SPREP is an Equal Opportunity Employer**