

APPLICANT INFORMATION PACKAGE  
**CLIMATE PREDICTION SERVICES COORDINATOR (ClPSCo)**

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## A. Background Information on SPREP

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 about 100 staff. There is also a SPREP office in Fiji with four staff as well as SPREP Officers stationed in the Federated States of Micronesia, Republic of the Marshall Islands, Solomon Islands and Vanuatu. SPREP has an annual budget of USD \$29 million in 2018.

The establishment of SPREP 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 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, Cook Islands, Federated States of Micronesia, Fiji, French Polynesia, Guam, Kiribati, Marshall Islands, Nauru, New Caledonia, Niue, Northern Marianas, Palau, Papua New Guinea, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, Vanuatu and Wallis & Futuna) and 5 developed countries (Australia, France, New Zealand, United Kingdom and United States of America) with direct interests in the region.

### Four regional goals to achieving resilience and sustainable Pacific communities:

- **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

### These define the core priorities and focus of SPREP in the areas on:

1. Climate change resilience
2. Ecosystem and Biodiversity Protection
3. Effective Waste Management and Pollution Control
4. Environmental Governance

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**

The SPREP 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.

**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.

## **Phase 2 of the Republic of Korea-Pacific Islands Climate Prediction Services (RoK-PI CLIPS-2) Project:**

The Pacific Island Countries and Territories (PICTs) face great challenges to adapt to and to reduce the impacts of climate change and variability such as sea-level rise, tropical cyclones and typhoons, heavy rain, floods, droughts and other natural hazards like earthquakes and tsunamis. The capacity of PICTs to predict or project climate hazards and to adapt and mitigate vulnerability is still limited.

SPREP provides support to the National Meteorological & Hydrological Services (NMHSs) through the [Pacific Meteorological Council \(PMC\)](#). The PMC is a specialised subsidiary body of SPREP, facilitating and coordinating the scientific and technical programmes and activities, and providing advice to the SPREP Officials Meetings and [Pacific Ministerial Meeting on Meteorology \(PMMM\)](#) on the needs and priorities of SPREP member countries and territories in relation to weather and climate and related fields. This is supported by the Pacific Meteorological Desk Partnership (PMDP) based at SPREP. The PMDP serves as the regional coordination mechanism for weather and climate and is managed by SPREP. The PMDP comprises of two core components, namely the Apia Secretariat component and the development partners component. The former is made up of the Apia-based Secretariats of SPREP and WMO and the latter is a collective of technical expert institutions including APEC Climate Center (APCC) and Pohang University of Science and Technology (POSTECH).

The work of the PMDP is guided by the Pacific Islands Meteorological Strategy (PIMS) 2017-2026 and Pacific Roadmap for Strengthened Climate Services 2017-2026 which outline priorities identified by National Meteorological and Hydrological Services directors and its technical partners.

The ROK PI CLIPS-2 is a climate change capacity building project, with a special focus on climate prediction information for the Pacific Islands region that will build on the [Republic of Korea-Pacific Islands Climate Prediction Services \(ROK-PI CLIPS\) project](#), funded by the Government of the Republic of Korea through the Pacific Islands Forum Secretariat (PIFS), and jointly implemented by the APEC Climate Center (APCC) and the Secretariat of the Pacific Regional Environment Programme (SPREP). It was a four-year project that began in 2014 and came to a close on December 31<sup>st</sup>, 2017.

Through the ROK-PI CLIPS project (2014-2017), APCC and SPREP gathered a great amount of knowledge regarding the capacity of the Pacific Islands to generate and utilise high quality climate prediction data. ROK-PI CLIPS provided the Pacific Island region with two major products: (1) the Climate Information

ToolKit for the Pacific (CLIK-P<sup>1</sup>), and (2) the Pacific Island Countries Advanced Seasonal Outlook (PICASO<sup>2</sup>), which allow Pacific meteorological officers to combine climate models from 9 different global meteorology centers to develop regional climate predictions over any three month period, and to generate their own localised prediction and seasonal outlooks, respectively. CLIK-P and PICASO have been well-received by the Pacific Meteorological Services, as indicated by their support during the 4<sup>th</sup> Pacific Meteorological Council (PMC-4) in Honiara, Solomon Islands, 3<sup>rd</sup> Pacific Islands Climate Outlook Forum (PICO-3), and the 3<sup>rd</sup> Korea-Pacific Islands Foreign Ministers' Meeting. The PMC "requested additional resources to develop a **user-friendly integrated approach** to determine the optimal prediction for higher quality forecast information in the Pacific Islands; and requested additional resources for communication, **capacity building and training of NMHSs** and in-country stakeholders to ensure that the tools and products developed by ROK-PI CliPS are taken up for decision making in sectors such as Agriculture, Health, Water, Disaster Risk Reduction, and so on."

The ROK-PI CliPS-2 project is funded by the Republic of Korea through the ROK-PIF Cooperation Fund (the RPCF) under the Pacific Islands Forum Secretariat and will be implemented by SPREP and the POSTECH. The project will contribute to the Pacific Roadmap for Strengthened Climate 2017-2026, and develop products that will aid the Pacific Islands Regional Climate Centre (PI-RCC), the Pacific Islands Climate Outlook Forum and the activities of the Pacific Islands Climate Services (PICS) Panel. The CliPSCo will closely coordinate the project with the PMDP and other related projects to ensure complementarity in activities.

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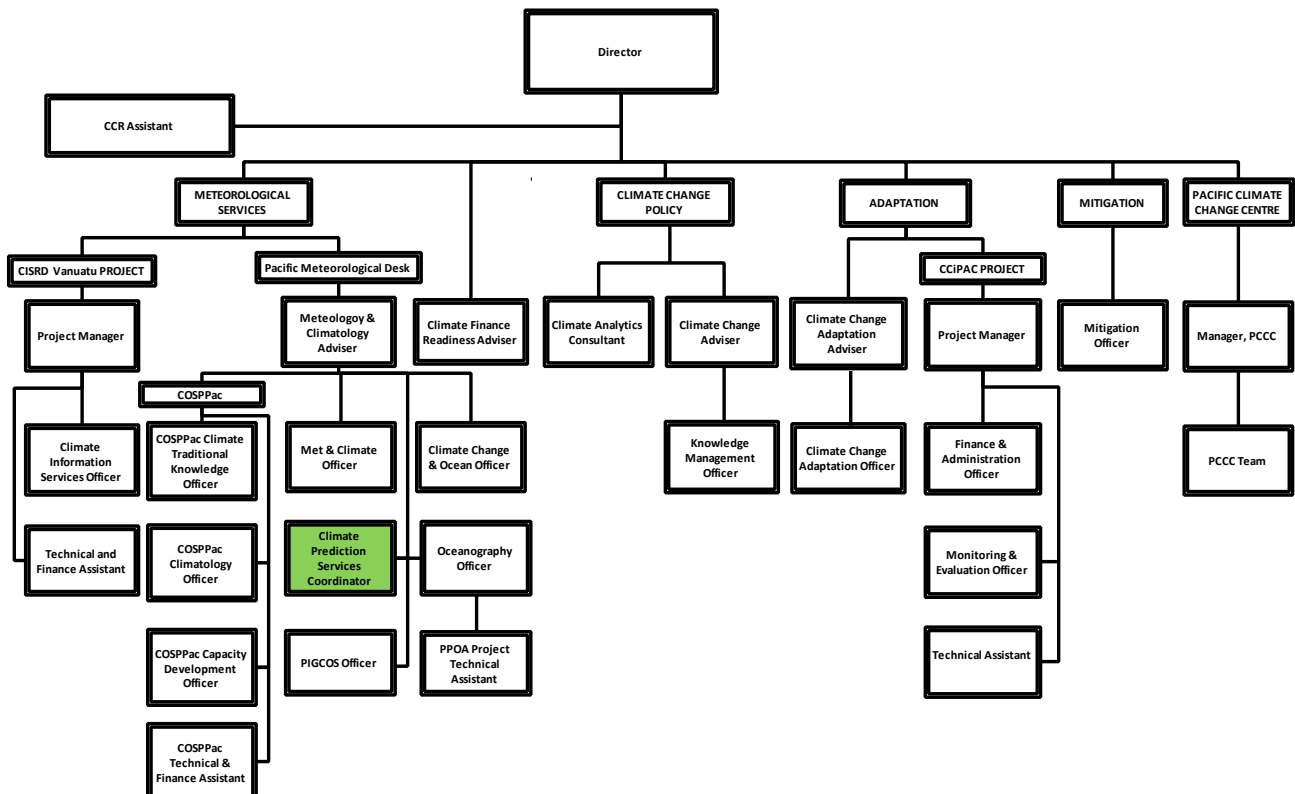
<sup>1</sup> CLIK-P is a regionally tailored online tool for the Pacific Islands. It was developed to aid users in retrieving and using climate prediction data and information from data server at SPREP. It provides Pacific oriented information using multi model-dynamical seasonal forecast based on different combination of the users preference.

<sup>2</sup> PICASO is a PC-based seasonal prediction tool tailored for the Pacific islands countries jointly developed by APCC and SPREP. PICASO produces probabilistic forecast of the seasonal mean rainfall of the given weather station by customizing the data from dynamical seasonal prediction multi-model ensemble.

## B. JOB DESCRIPTION

<b>Job Title:</b>	Climate Prediction Services Coordinator (CliPSCo)
<b>Programme:</b>	Climate Change Resilience
<b>Team:</b>	Meteorological Services - Pacific Meteorological Desk (PMD)
<b>Responsible To:</b>	Director, Climate Change Resilience
<b>Responsible For: (Total number of staff)</b>	N/A
<b>Job Purpose:</b>	<p><b>This job exists to:</b></p> <ul style="list-style-type: none"> <li>Coordinate the Phase 2 of the Republic of Korea: Pacific Islands Climate Prediction Services (RoKPI-CliPS-2) Project</li> <li>Contribute to achieving relevant targets in the SPREP Strategic Plan and the NMHSs priorities in the PIMS 2017-2026 and to build the existing capacity of the NMHSs</li> </ul>
<b>Date:</b>	October 2018

### Organisation Context



## Key Result Areas

The position of **Climate Prediction Services Coordinator (CliPSCo)** addresses the following Key Result Areas:

1. Project coordination and management
2. Technical Advice, Capacity and Awareness Building
3. Communication and Coordination with other Programmes
4. Support to the PMDP and the PMC

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

Jobholder is accountable for	Jobholder is successful when
<p><b>1. Project coordination and management</b></p> <ol style="list-style-type: none"> <li>a) Coordinate with POSTECH and NMHSs the implementation of the agreed work plan</li> <li>b) Manage the project funds and ensure there is sufficient budget to implement project activities</li> <li>c) Coordinate the joint POSTECH/SPREP six-monthly and annual activity and financial reports including the completion reports to ensure they are submitted on time to PIFS as outlined in the implementation agreement;</li> <li>d) Raise awareness around the Consensus of Climate Outlook (CoCO) platform that will also be installed in the already launched and operational Pacific Island Countries Advanced Seasonal Outlook (PICASO) system and CLIK-P developed during ROK-PI CliPS, enhancing the usability and familiarity of the system.</li> <li>e) Ensure the inclusion of PICASO in the Online Climate Outlook Forums (OCOF), provide support NMHSs, and OCOF Climate bulletin and update the ROK-PI CliPS website.</li> <li>f) Advise SPREP on matters relating to the project, Climate Prediction Services in general and on other climate matters;</li> <li>g) Engage with NMHS to ensure national priorities and needs are reflected in the workplan and are implemented as well as meeting their capacity needs.</li> </ol>	<ul style="list-style-type: none"> <li>• Timely implementation of the approved RoK-PICliPS-2 project activities</li> <li>• Project funds are efficiently managed and to implement the agreed activities</li> <li>• PIFS and POSTECH are provided progress and acquittal reports on RoK-PI CliPS project on a six monthly and annual basis as well as the final completion reports,</li> <li>• Awareness is raised around the CoCO platforms, PICASO and CLIK-P</li> <li>• Regularly participate in the monthly OCOF meetings and provide guidance during the discussions as well as contribute to the monthly climate bulletin and routine update ROK-PI CliPS website</li> <li>• PICASO is streamlined into the OCOF process</li> <li>• Advice on seasonal climate prediction is provided to SPREP, PMC and its members</li> <li>• NMHSs priorities are reflected in the workplans and are addressed through national and regional trainings</li> </ul>
<p><b>2. Technical Advice, Capacity and Awareness Building</b></p> <ol style="list-style-type: none"> <li>a) Coordinate the regional, sub-regional and national trainings with other climate trainings organised by SPREP or partners</li> </ol>	<ul style="list-style-type: none"> <li>• Project trainings are coordinated with other related trainings and are reflected in the PMDP calendar of events</li> </ul>

<ul style="list-style-type: none"> <li>b) Assist to build the capacity of the Pacific Island NMHSs to understand the scientific aspects of hybrid dynamical-statistical downscaling, utilise PICASO and utilise CoCO to generate a consensus forecast.</li> <li>c) Assist POSTECH and SPREP to develop guidance documents for the prediction tool and institutionalise the prediction system into NMHSs operations;</li> <li>d) Coordinate with other projects and institutions (eg, COSPPac) climate prediction information including preparation, dissemination and application of climate information and services to economic and social sectors at regional and national / local levels;</li> <li>e) Support research on regional climate and drivers in the Pacific region to increase the reliability of CoCO and PICASO.</li> <li>f) Support the operations of the SPREP's real-time global climate prediction information system installed at SPREP and ensure that the SPREP Information and Technology (IT) Team is able to manage the system;</li> <li>g) Provide the day-to-day maintenance and oversight of the real-time global climate prediction information system and tools installed at SPREP and disseminate its products to the NMHSs in the region;</li> <li>h) Provide advice on the role of climate prediction services in the Pacific Climate Change Centre</li> <li>i) Provide updates to the SPREP PMIS in regards to the ROK-PI CliPS-2</li> <li>j) Provide POSTECH with necessary information for the successful development of an integrated forecast system</li> </ul>	<ul style="list-style-type: none"> <li>• Education programmes and courses are developed in collaboration with POSTECH and SPREP to ensure NMHSs understand the scientific aspects of the products developed by the project</li> <li>• Guidance documents for the prediction tools are developed with POSTECH and provided to NMHSs and SPREP</li> <li>• Contribute to capacity of the Pacific Island NMHS to understand the scientific aspects of hybrid dynamical-statistical downscaling, utilise PICASO, and utilise CoCO to generate a consensus forecast</li> <li>• Research and regional and drivers in the Pacific are carried out and shared with POSTECH</li> <li>• Standard Operating Procedures (SOPs) are developed for NMHSs and relevant institutional setup to operationalise the prediction system.</li> <li>• Hardware and software installed at SPREP are maintained with the IT Team</li> <li>• Real-time global climate prediction information System and tools which are installed at the SPREP are supported;</li> <li>• Contribution is provided to SPREP's role under the RCC as the lead node on training in the PCCC</li> <li>• Regular dialogue with the other projects on climate services such as the Island Climate Update (ICU), COSPPac, PEAC and any relevant new projects;</li> <li>• PMIS is updated with recent information pertaining to the ROK-PI CliPS-2</li> <li>• POSTECH is supported with the necessary information for the successful development of an integrated forecast system</li> </ul>
<p><b>3. Communication and Coordination with other Programmes</b></p> <ul style="list-style-type: none"> <li>a) Develop, review and implement the ROK-PI CliPS 2 communications and visibility plan to increase the visibility and awareness of the project and its outcomes</li> <li>b) Develop and/or support the publicity of the Republic of Korea and the Pacific Islands Forum Secretariat (ROK-PIFS) Cooperation Research activity in the Pacific</li> <li>c) Work with the POSTECH and SPREP Monitoring &amp; Evaluation Adviser (MEA) on the monitoring</li> </ul>	<ul style="list-style-type: none"> <li>• The communications and visibility plan for the project is developed, implemented and regularly reviewed</li> <li>• Visibility and awareness of the project and its outcomes are increased through the implementation of the communications plan</li> <li>• M&amp;E Framework is developed for the project and reports provided against the framework</li> <li>• Project information are included in the CCM, the PCCC and the Pacific Meteorology website</li> </ul>



<p>and evaluation of the project based on agreed upon criteria's</p> <p>d) Include project information in the SPREP's monthly Climate Change Matters (CCM) newsletter, the Pacific Climate Change Portal and the Pacific Meteorology website to help increase general awareness of the project.</p> <p>e) Provide updates to the NMHSs, PMC members and CROP organisations where feasible on the progress and achievements of the project</p> <p>f) Work with the COSPPac project to incorporate PICASO into the OCOF discussion to increase the capacity of the NMHS's to uptake and utilise PICASO when generating their monthly climate bulletins.</p> <p>g) Provide regular seasonal climate outlook information and advisories for the SPREP website, the SPREP Climate Bulletin and in the Climate Change Matters (CCM) bulletins.</p> <p>h) Contribute to the planning and implementation of activities identified in the annual work plan</p>	<ul style="list-style-type: none"> <li>• CliPSCo continues to advocate and participate in opportunities to share implementation of activities of the CliPS programmes in the region</li> <li>• Participate in the existing monthly regional teleconference discussions on climate prediction for the Pacific region and PICASO is incorporated into the OCOF Process</li> <li>• Contribute to the organisation of the PICOF and ensure that the project is reflected in the agenda</li> <li>• Jointly produce the SPREP's monthly climate bulletin with COSPPac using project products and update it in the PI-RCC website, the PacMetDesk Website and the SPREP climate change matters (CCM) newsletter</li> <li>• Evidence of work with other projects to leverage funds to co-implement the Climate prediction services programmes is provided</li> </ul>
<p><b>4. Support to the PMDP and PMC</b></p> <p>a) Ensure project activities are aligned with other meteorology efforts as part of the Pacific Met Desk Partnership team as well as to the broader climate change and disaster risk reduction programmes in the region including PIMS, PRSCS, FRDP, and WMO RA-V</p> <p>b) Coordinate closely and provide support to the Pacific Meteorological Council (PMC)</p> <p>c) Provide secretariat support to the PMC's Pacific Island Climate Services (PICS) Panel and the implementation of its plans and activities and ensure that the project outcomes are related to the Pacific Island Regional Climate Centre (PI-RCC) and the Pacific Climate Change Centre</p> <p>d) Contribute to reporting on progress against the PIMS 2017-2026 and SPREP Strategic Plan</p> <p>e) Fundraise for additional resources by nurturing existing relationships and networks to take the project into another operational phase.</p>	<ul style="list-style-type: none"> <li>• The project activities are coordinated with the PMDP and are aligned to and reports against the PIMS, PRSCS, FRDP, SPREP Strategic Plan and WMO RA-V</li> <li>• Support is provided to the PMC preparations and meetings</li> <li>• Reports are provided for the SPREP Meeting and PMC on time</li> <li>• Support is provided to the discussions of the PICS Panel on organising and coordinating climate services matters in the region</li> <li>• Activities are aligned with the PIMS priorities</li> <li>• The project contributes actively to the Pacific Island Regional Climate Centre (PI-RCC)</li> <li>• Project activities are reported against the PIMS and the SPREP strategic plan</li> <li>• Additional resources are secured to support project sustainability and SPREP/POSTECH presence in the climate prediction space.</li> <li>• Contribution and support is provided to project proposal development by the PMDP</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 General as part of the Performance Development System.

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

### **Work Complexity**

#### **Most challenging duties typically undertaken:**

- Managing and implementing the ROK-PI CliPS-2 programme effectively in collaboration with partners, donors and National Meteorological and Hydrological Services.
- Ensuring project activities are implemented within the approved timeframe.
- Creating, facilitating and nurturing strong partnerships between national stakeholders (NMHSs), the POSTECH, development partners, CROP and the SPREP members.
- Being sensitive to political issues and show foresight and fortitude where potential conflicts may arise and to deal with any effectively without detriment to SPREP.
- Managing all the required reporting and facilitation of meetings, workshops and consultations required under the Implementation Plan.

### **Functional Relationships & Related Skills**

<b>Key internal and/or external contacts</b>	<b>Nature of the contact most typical</b>
<b>External</b> <ul style="list-style-type: none"><li>• SPREP member countries / focal points</li><li>• National Meteorological Services</li><li>• POSTECH</li><li>• PIFS</li><li>• Regional partners such as NOAA, NIWA BoM, APCC, CSIRO</li><li>• Other Regional &amp; International Partners and Organisations</li></ul>	<ul style="list-style-type: none"><li>• Facilitations/trainings</li><li>• Meetings and discussions</li><li>• Coordination and collaboration</li><li>• Communication</li></ul>
<b>Internal</b> <ul style="list-style-type: none"><li>• Pacific Meteorological Desk Partnership</li><li>• SPREP Management</li><li>• Other programmes</li><li>• Corporate Services</li><li>• Staff Committee</li></ul>	<ul style="list-style-type: none"><li>• Presentation and reporting</li><li>• Training</li><li>• Communication</li><li>• Collaboration</li><li>• Management and development</li></ul>

## Level of Delegation

The position holder:

- Manages and has oversight of the project budget and delivery of the project activities;
- Can authorise costs in the project budget
- Can carry out negotiations for the project on behalf of SPREP
- Can seek funding opportunities for work programme activities

## Person Specification

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

### Qualifications

#### Essential

1. Minimum qualifications of a Bachelor degree in Atmospheric Sciences, Meteorology, Climatology or relevant field. Post Graduate degree or higher in same fields will be an advantage

### Knowledge / Experience

#### Essential

2. At least 7 years experience in meteorology and climatology or relevant field, preferably within the Pacific islands region, with demonstrated knowledge of the importance and implementation of climate prediction Services principles as they apply to the Pacific region
3. Demonstrated knowledge and understanding of accepted and emerging environmental issues and challenges, particularly on meteorology and climatology issues relevant to the Pacific islands region
4. Demonstrated experience in programme and project management and monitoring and evaluation including multi-project coordination and skills in project financial management, proposal and report writing, resource mobilisation preferably in climate related projects in Pacific Island countries.
5. Demonstrated experience in working within a multi-disciplinary and multi-cultural team environment with a demonstrated ability to motivate teams and establish and implement workplan objectives including excellent coordination, advisory, communication and facilitation skills.
6. Excellent written and verbal communication skills including high level of presentation and interpersonal skills with sound experience in establishing and maintaining effective relationships with a diverse group of people
7. Good knowledge of dynamical climate modelling and applications and an understanding of database principles with strong PC based computer skills, preferably with Microsoft programmes.

## 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>• Climate Prediction Services</li> <li>• Project management</li> <li>• Advisory and analytical</li> <li>• Environmental knowledge</li> <li>• Programme monitoring and evaluation</li> <li>• Work programme planning, budgeting and implementation</li> <li>• Proposal development</li> <li>• Meteorology and climatology issues, key agreements and conventions</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• Environmental issues in the Pacific islands region</li> <li>• Emerging environmental issues and challenges</li> <li>• General management principles</li> </ul>
Working Knowledge	<ul style="list-style-type: none"> <li>• Pacific Island Meteorological Strategy 2017-2026</li> <li>• Framework for Resilient Development in the Pacific</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• SPREP Strategic Plan</li> <li>• SPREP Performance Implementation Plan</li> <li>• SPREP Work Programmes</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:

- 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 a term of 3 years only. Any renewal will be considered in line with the project agreement, subject to performance, 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 SDR29,499 per annum. This is currently equivalent to Samoan Tala \$112,576 (USD\$43,299) per annum. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required. Progress in the salary scale will be based on annual performance reviews.

**Cost of living differential allowance (COLDA):** A Cost-of-Living Differential Allowance of SDR4,194 will be paid to the successful candidate. The current equivalent in Samoan Tala is SAT\$16,006 (USD\$6,156) 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 = SAT\$2.60

**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 SAT\$4,198 (USD\$1,615).

**Temporary Accommodation and Assistance:** On arrival in Apia, the appointee and (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 Samoan Tala \$15,600 (USD\$6,000) per annum per dependent child, with an overall maximum of Samoan Tala \$46,800 (USD\$18,000) 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 SAT\$2,850 (USD\$1,096) 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 SAT\$2,400 (USD\$923) 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 also 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 SPREP in-house Medical Treatment Scheme.

**Superannuation:** An expatriate internationally recruited staff member will receive a superannuation allowance of 7% of basic salary. For nationals of Samoa, SPREP will pay 7% of basic salary to the Samoa National Provident Fund.

### **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 rather than referring us to your CV*);
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 Climate Prediction Services Coordinator (CliPSCo)**” 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 “**Application for Climate Prediction Services Coordinator (CliPSCo)**”

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 Jolynn Managreve-Fepuleai on telephones (685) 21929 ext 325 or  
Email: [jolynnf@sprep.org](mailto:jolynnf@sprep.org)

**CLOSING DATE: Friday, 18 January 2019:** Late applications will not be considered.

**SPREP is an Equal Opportunity Employer**