



SPREP
Secretariat of the Pacific Regional
Environment Programme

APPLICANT INFORMATION PACKAGE

CLIMATE PREDICTION SERVICES COORDINATOR (CliPSCo)

International recruitment

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 Regional 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, Solomon Islands and Vanuatu.

SPREP has around 160 staff and has an annual budget of approximately USD49 million in 2025.

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**

Phase 3 of the Republic of Korea-Pacific Islands Climate Prediction Services (RoK-PI CLIPS-3) Project:

It is widely agreed that 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, heavy rain, floods, droughts and other natural hazards like earthquakes and tsunamis. The capacity of PICTs to predict climate related hazards and to adapt and mitigate its related risks is still limited.

To enhance climate resilience of the Pacific community through use of the state-of-the-art climate sciences, the Republic of Korea – Pacific Islands Climate Prediction Services (ROK-PI CLIPS) project was initiated in 2014 aiming to overcome the scientific isolation of PICs and reduce capacity gap. The APCC in Korea, producing climate prediction based on its largest collection of the climate prediction data in the world provided its raw data and tool (Pacific Island Countries Advanced Seasonal Outlook: PICASO) for the PICs together with the SPREP, the representing CROP agency on climate and environmental issues. The PICASO is the tool assisting each NHMSs of the Pacific to produce localized seasonal rainfall prediction by using various climate prediction model data around the world. The regional coordinating role on meteorological services of SPREP through its Climate Science and Information (CSI) Programme initiative made the outcome of the project to be settled in the Pacific region and it is still under operation through the collaboration between APCC and SPREP proving itself as one of the best practices of collaboration in the region.

As several collaborative partnerships related with climate services in the region were in place, regional coordination and coalition of different scientific input to NHMSs become more important. The ROK-PI CLIPS phase 2 (2018-2023) was continued to enhance its practical utility by adding a new functionality CoCO (Consensus Climate Outlook) and structured capacity building through cascading type capacity building activity. The CoCO enables users to objectively combine the information from the PICASO and other sources such as SCOPIC or ACCESS-S provided by Bureau of Meteorology (BoM), Australia. The staffs of NHMSs welcomed such function that help them to utilize available information in more scientific manners. A series of training workshops from regional – subregional – national scale was conducted and it provides an opportunity to wider group of NHMSs staffs can gain the knowledge and skill. Also, a better foundation on the sustainable use of the project outcome was built on.

Two consecutive phases of ROK-PI CLIPS project have been successfully finished. And the outcomes of the project are being utilized in the operational activities of NHMSs in PIC. But there are still gaps and emerging issues for better climate services and sustainability.

Among them, strong needs were found for adding more locations to be predicted with more parameters. Currently, PICASO only produces 3 months averaged rainfall prediction but more frequent and detailed predictive information for more variables was requested. This may reflect some recognitions that the tool and information provided through previous phases were useful. Secondly, needs on production of the user-customized climate information was raised. It is a critical building block to make climate prediction more impactful in decision making processes.

These are consistent with action items in the section of research, modeling, and prediction of the Pacific Roadmap for Strengthened Climate Services 17-26 (PRCS) which are,

- Continue to support and foster research into subseasonal climate prediction in the Pacific region
- Provide research support to the development of a Pacific Climate Services Toolkit
- Develop decision-support data analysis

The Pacific Regional Climate Centre – Network (PRCC-N) will play a key role for provision of climate information and expertise in the region.

Considering the above-mentioned needs from the PICs and emerging circumstances, the project will further improve the utility and usability of the climate prediction tool (PICASO) in the national and regional context. It will have the following 4 main activities in Phase 3:

- (Activity 1) Improve the Pacific Islands tailored climate prediction system (PICASO) to provide more detailed and reliable information
- (Activity 2) Develop applied climate prediction information to support decision-making in climate sensitive sectors
- (Activity 3) Enhance functionality of climate prediction system to make best use of the state-of-the-art climate information in sub-seasonal to seasonal timescales
- (Activity 4) Improve capacity of national hydro-meteorological services of Pacific Island Countries and support regional coordination and collaboration mechanism

The updated tool will be able to support NHMSs to provide adequate climate prediction information in a better way for user's decision making and covers more isolated communities. Also, enhanced uptake and use of available climate knowledges and information will be made through the tools and series of capacity building activities.

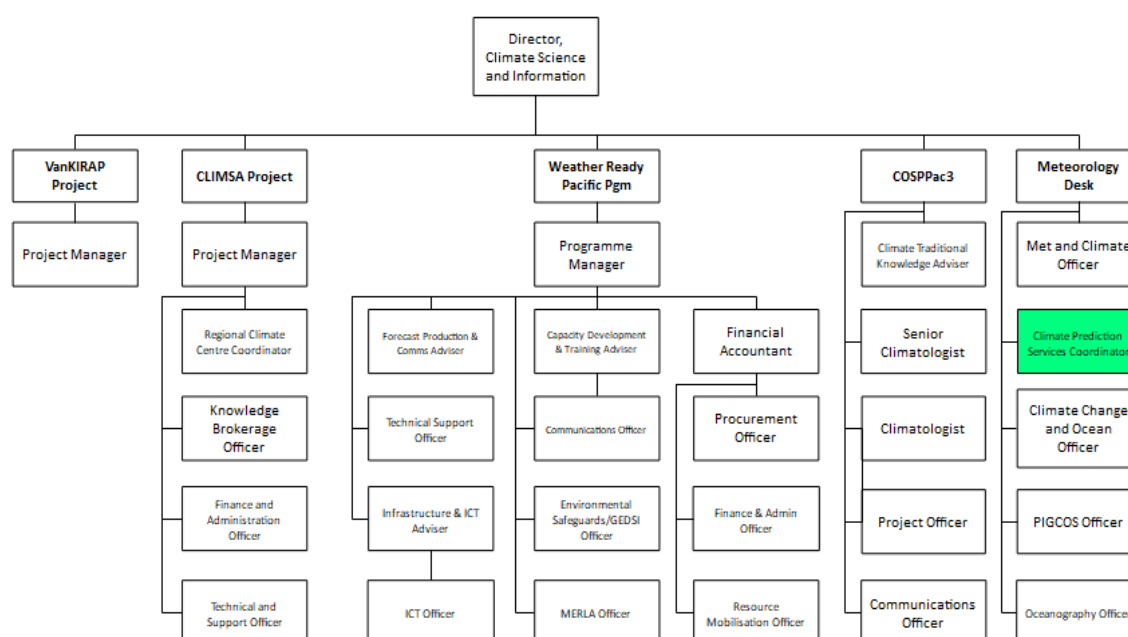
The expected results of the Project are as follows:

1. Upgraded climate prediction tool (PICASO) that produces more detailed information in temporal (season to month) and spatial scale (more prediction target points)
2. User-oriented climate information to support decision making in sectors such as agriculture, water resource management and disaster risk management
3. Enhanced functionality of PICASO to combine more climate predictions and sub-seasonal predictive information such as the impact of Madden-Julian Oscillation (MJO)
4. Improved understanding and skill of staffs in NHMSs in producing climate prediction at national level and support the Pacific Regional Climate Centre-Network (PRCC-N) at regional level

C. JOB DESCRIPTION

Job Title:	Climate Prediction Services Coordinator (CliPSCo)
Programme:	Climate Science and Information
Team:	Meteorology Desk
Responsible To:	Director, Climate Science and Information
Responsible For: (Total number of staff)	N/A
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> • Manage and coordinate the Phase 3 of the Republic of Korea: Pacific Islands Climate Prediction Services (RoKPI-CliPS-3) Project • 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
Date:	September 2025

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 CIS and the PMC

The requirements, expectations and performance standards for the above duties are broadly identified below.

Jobholder is accountable for:	Jobholder is successful when:
1. Project coordination and management <ol style="list-style-type: none"> a) Coordinate with SNU, APCC and NMHSs in the implementation of the agreed work plan b) Manage the project funds and ensure there is sufficient budget to implement project activities c) Coordinate the joint APCC/SNU/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; 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. 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. f) Advise SPREP on matters relating to the project, Climate Prediction Services in general and on other climate matters; g) Engage with NMHS to ensure national priorities and needs are reflected in 	<ul style="list-style-type: none"> • Implementation plan (project duration), Annual plan, and procurement plan, are developed on time • Timely implementation of the approved RoK-PICliPS-3 project activities • Project funds are efficiently managed and to implement the agreed activities • CSI team are inform of the RoK-PI CliPS proposed plans and activities • PIFS, APCC and SNU 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, • Awareness is raised around the CoCO platforms, PICASO and CLIK-P • Regularly participate in the monthly OCOF & PICOOF meetings and provide guidance during the discussions as well as contribute to the monthly climate bulletin and routine update ROK-PI CliPS website • CLIKp, PICASO and CoCO is streamlined into the OCOF & PICOOF process and RCC products • Advice on seasonal climate prediction is provided to SPREP, PMC and its members • NMHSs priorities are reflected in the workplans and are addressed through national and regional trainings

<p>the workplan and are implemented as well as meeting their capacity needs including the following;</p> <ul style="list-style-type: none"> • Collect data and information on current climate services in the Pacific • Developing strategy to disseminate PICASO products to the Pacific region • Conduct/Support capacity building activity. Implement PICASO dissemination strategy • Design coordination of PICASO with other PRCC-N products • Conduct/Support capacity building activities. Review of PICASO and project output in the regional context for future sustainability • Conduct/Support capacity building activities 	
<p>2. Technical Advice, Capacity and Awareness Building</p> <ol style="list-style-type: none"> a) Coordinate the regional, sub-regional and national trainings with other climate trainings organised by SPREP or partners 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. c) Assist APCC and SNU to develop guidance documents for the prediction tool and institutionalise the prediction system into NMHSs operations; d) Coordinate with other projects and institutions (eg, COSPPac, ClimSA) climate prediction information including preparation, dissemination and application of climate information and services to economic and social sectors at regional and national / local levels; e) Support research on regional climate and drivers in the Pacific region to 	<ul style="list-style-type: none"> • Project trainings are coordinated with other related trainings and are reflected in the CSI calendar of events • Education programmes and courses are developed in collaboration with APCC and SNU to ensure NMHSs understand the scientific aspects of the products developed by the project • Guidance documents and methodologies for the prediction tools are developed with APCC and SNU and provided to NMHSs and SPREP • 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 • Research on regional climate drivers in the Pacific are carried out and shared with APCC • Standard Operating Procedures (SOPs) are developed for NMHSs and relevant institutional setup to operationalise the prediction system.

<p>increase the reliability of CoCO and PICASO.</p> <p>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;</p> <p>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;</p> <p>h) Provide advice on the role of climate prediction services in the Pacific Climate Change Centre</p> <p>i) Provide updates to the SPREP PMIS in regards to the ROK-PI CliPS-3</p> <p>j) Provide APCC and SNU with necessary information for the successful development of an integrated forecast system</p>	<ul style="list-style-type: none"> • Hardware and software installed at SPREP are maintained with the IT Team • Real-time global climate prediction information System and tools which are installed at the SPREP are supported; • Contribution is provided to SPREP's role under the RCC-N as the lead node on training in the PCCC • Regular dialogue with the other projects on climate services such as the Island Climate Update (ICU), OCOF, PICOOF, PEAC and any relevant new projects; • PMIS is updated with recent information pertaining to the ROK-PI CliPS-3 • SNU is supported with the necessary information for the successful development of an integrated forecast system
<p>3. Communication and Coordination with other Programmes</p> <p>a) Develop, review and implement the ROK-PI CliPS 3 communications and visibility plan to increase the visibility and awareness of the project and its outcomes</p> <p>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</p> <p>c) Work with the APCC and SPREP Monitoring & Evaluation Adviser (MEA) on the monitoring 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 Climate Service Information website to help increase general awareness of the project.</p>	<ul style="list-style-type: none"> • The annual plan, communications and visibility plan for the project is developed, implemented and regularly reviewed • Visibility and awareness of the project and its outcomes are increased through the implementation of the communications plan • M&E Framework is developed for the project and reports provided against the framework • Project information are included in the CCM, the PCCC and the CSI website • CliPSCo continues to advocate and participate in opportunities to share implementation of activities of the CliPS programmes in the region • Participate in the existing monthly regional teleconference discussions on climate prediction for the Pacific region and PICASO is incorporated into the OCOF & PICOOF Process • Contribute to the organisation of the PICOOF and NCOFs across the region and

<ul style="list-style-type: none"> e) Provide updates to the NMHSs, PMC members and CROP organisations where feasible on the progress and achievements of the project 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. g) Provide regular seasonal climate outlook information and advisories for the SPREP website, the SPREP Climate Bulletin h) Contribute to the planning and implementation of activities identified in the annual work plan 	<p>ensure that the project is reflected in the agenda</p> <ul style="list-style-type: none"> • Jointly produce the SPREP's Pacific Islands monthly climate and Ocean bulletin with COSPPac using project products and update it in the PI-RCC-N website, the CSI Website <p>Evidence of work with other projects to leverage funds to co-implement the Climate prediction services programmes is provided</p>
<p>4. Support to the CSI and PMC</p> <ul style="list-style-type: none"> a) Ensure project activities are aligned with other meteorological initiatives and efforts as part of the Climate Service Information programme as well as to the broader climate change and disaster risk reduction programmes in the region including PIMS, PRSCS, FRDP, and WMO RA-V b) Coordinate closely and provide support to the Pacific Meteorological Council (PMC) 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 – Network (PI-RCC-N) and the Pacific Climate Change Centre d) Contribute to reporting on progress against the PIMS 2017-2026 and SPREP Strategic Plan e) Fundraise for additional resources by nurturing existing relationships and networks to take the project into another operational phase. 	<ul style="list-style-type: none"> • The project activities are coordinated with the CSI and are aligned to and reports against the PIMS, PRSCS, FRDP, SPREP Strategic Plan and WMO RA-V • Support is provided to the PMC, PICS and RCC-N preparations and meetings • Reports are provided for the SPREP Meeting PMC, and PICS panel on time • Support is provided to the discussions of the PICS Panel on organising and coordinating climate services matters in the region • Activities are aligned with the PIMS priorities • The project contributes actively to the Pacific Island Regional Climate Centre - Network (PI-RCC-N) • Project activities are reported against the PRSCS, PIMS and the SPREP strategic plan • Additional resources are secured to support project sustainability and SPREP/APCC presence in the climate prediction space. • Contribute to project proposal development by the CSI

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 SPREP's Performance Development System.

This section may be reflected in the successful applicant's Performance Development Plan.

Work Complexity

Most challenging duties typically undertaken:

- Managing and implementing the ROK-PI CliPS-3 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 APCC and SNU, 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

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

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 Bachelors degree in Atmospheric Sciences, Meteorology, Climatology or relevant field. Post Graduate degree or higher in same fields will be an advantage.

Knowledge and Experience

Essential

2. At least 5 years of 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 climate and 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"> • Climate Prediction Services • Project management • Advisory and analytical • Environmental knowledge • Programme monitoring and evaluation • Work programme planning, budgeting and implementation • Proposal development • Meteorology and climatology issues, key agreements and conventions
Advanced level	<ul style="list-style-type: none"> • Environmental and climate issues in the Pacific islands region • Emerging environmental and climate issues and challenges • General management principles
Working Knowledge	<ul style="list-style-type: none"> • Pacific Island Meteorological Strategy 2017-2026 • Pacific Roadmap for Strengthened Climate Services (2024-2033) • Framework for Resilient Development in the Pacific • Weather Ready Pacific Programme • Pacific Regional Climate Centre-Network • Other related climate projects such as COSPPac & ClimSA.
Awareness	<ul style="list-style-type: none"> • SPREP Strategic Plan • SPREP Performance Implementation Plan • SPREP Work Programmes

Key Behaviours

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

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

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 up to December 2028. There is no expectation of renewal at the end of contract as this is a project specific position.

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. Currently, the equivalent is SAT115,393 per annum. Upon confirmation of probation, salary will be adjusted to SDR34,016 which is equivalent to SAT129,817 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. This is currently equivalent to SAT16,244. 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 enroute 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
- 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 dependent(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 every 18 months of service 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 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 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 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 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 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%.

Repatriation/Gratuity Allowance: Nationals of Samoa are entitled to a gratuity payment equivalent to two week's salary, upon successful completion of the contract, provided the contract is not extended or renewed. For project positions, upon successful completion of the project.

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

Definitions:

'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 Climate Prediction Services Coordinator (CliPSCo)**” and send to recruitment@sprep.org
- OR**
- b) **BY POST OR FAX:** Application to be addressed and sent to: The Director General, SPREP, P.O. Box 240, Apia or fax number (685)20231 and clearly marked “**Application for 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

For further enquiries, contact Olivia Hogarth on telephones (685) 21929 ext 285 or Email:
oliviah@sprep.org

Closing date: Friday 3rd October 2025: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
