



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

## APPLICANT INFORMATION PACKAGE **CMS-CITES PACIFIC OFFICER (CCPO)**

\*CMS – Convention on Migratory Species

\*\*CITES - Convention on International Trade in Endangered Species of Wild Fauna and Flora

## **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 160 staff and has an annual budget of approximately USD41million in 2024.

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

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

### **Mandate**

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

### **Vision**

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

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

### **Members**

SPREP has 21 Pacific Island member countries and territories:

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

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

- Australia,
- France,
- New Zealand,
- United Kingdom 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**

## **Threatened and Migratory Species Sub-Programme (TAMS-SP)**

Migratory Marine Species are key ecosystem components of our oceans and are often keystone species driving ecosystem health. They are also culturally significant across the Pacific. The purpose of the TAMS-SP of the Island and Ocean Ecosystems Programme (IOE) is principally to address issues relating to TAMS in the SPREP Strategic Plan Regional Goal 2 - Pacific people benefit from healthy and resilient island and ocean ecosystems; specifically Regional Goal 2.3 Prevent the extinction of threatened species and support measures to sustain their conservation status.

The TAMS-SP works closely with all other sub-programmes in IOE especially its work on ecosystem-based adaptation to climate change and Nature-based Solutions implemented through Regional Goal 1, as well as directly with the Climate Change Resilience and Environmental Monitoring and Governance Programmes.

The TAMS-SP is responsible for supporting Members to effectively engage and implement their obligations under multilateral environmental agreements which affect migratory marine species and other threatened species in the region, to which they are signatories. This includes the Convention on Migratory Species (CMS) and its sub-agreements (Dugong MOU, Pacific Cetacean MOU, Shark MOU and IOSEA Marine Turtles MOU) and the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES).

CITES is an international agreement between governments whose aim is to ensure that international trade in specimens of wild animals and plants does not threaten the survival of the species. International trade in wild animals and plants continues to grow and is a potential threat to their survival. Supporting Parties to meet their obligations under the convention is intended to support legal and sustainable trade while preventing unsustainable and illegal trade.

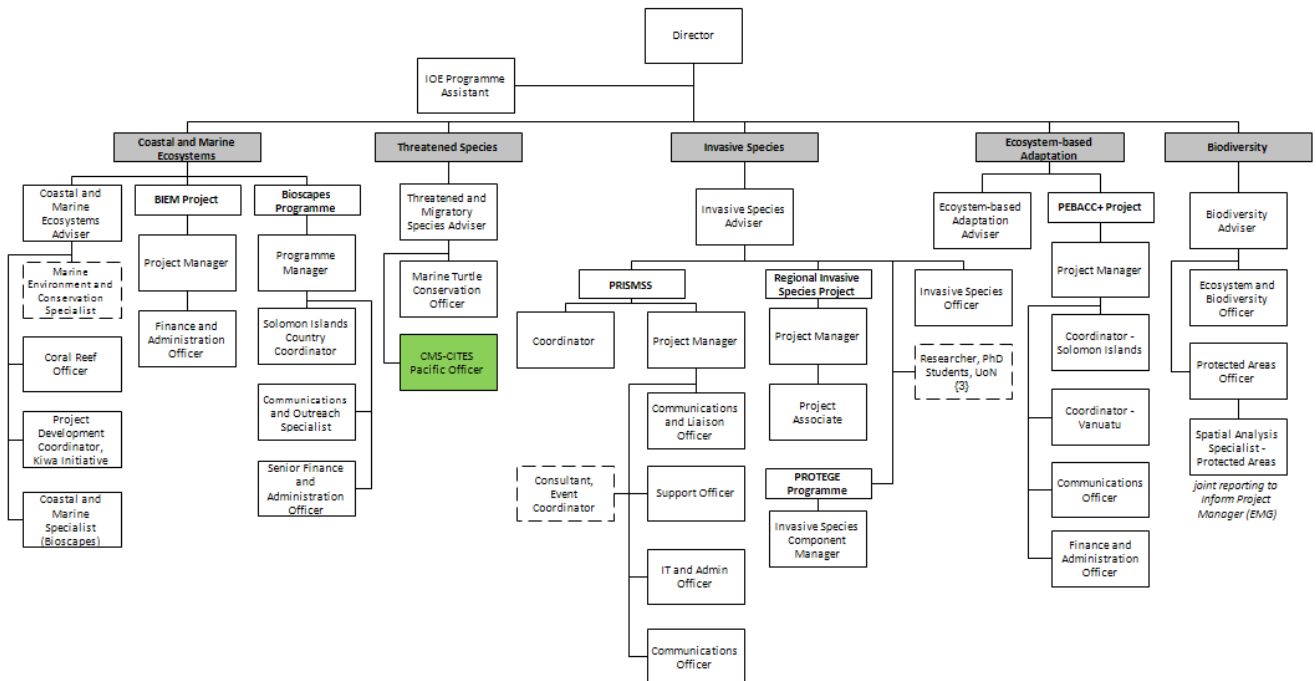
CMS is an environmental treaty under the United Nations. It provides a platform for the conservation and sustainable use of migratory animals and their habitats. The Convention acts as a framework for the establishment of legally binding agreements and less formal instruments such as Memoranda of Understanding, which can apply regionally or globally. There are several of these for our region and it is not necessary to be a signatory to CMS to be a signatory to an agreement.

The TAMS-SP is now seeking applications from suitably qualified and experienced people for this CMS-CITES Pacific Officer position that will focus on supporting SPREP Member countries to implement these international conventions in the Pacific islands region.

## B. JOB DESCRIPTION

<b>Job Title:</b>	CMS-CITES Pacific Officer (CCPO)
<b>Programme:</b>	Island and Ocean Ecosystems
<b>Team:</b>	Threatened and Migratory Species
<b>Responsible To:</b>	Threatened and Migratory Species Adviser
<b>Responsible For: (Total number of current staff)</b>	N/A
<b>Job Purpose:</b>	<p><b>This job exists to:</b></p> <ul style="list-style-type: none"> <li>Support SPREP Members to effectively engage with and implement CMS and CITES and assist them to meet their international obligations.</li> <li>Ensure the threat status of TAMS and other threatened species involved in CITES trade is maintained or enhanced.</li> </ul>
<b>Date:</b>	April 2024

### Organisation Context



## Key Result Areas

The position of **CMS-CITES Pacific Officer (CCPO)** addresses the following Key Result Areas:

1. CITES and CMS advice and support
2. Fundraising, resourcing and capacity building
3. Training
4. Networking and partnerships

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

Jobholder is accountable for	Jobholder is successful when
<p><b>1. CITES and CMS advice and support.</b></p> <ol style="list-style-type: none"> <li>a) Work closely with the Threatened and Migratory Species Adviser (TAMSA) to strengthen SPREP support to Pacific islands countries (PICs) to effectively implement the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) and Convention on Migratory Species (CMS).</li> <li>b) Provide technical advice and support to PICs on CITES and CMS matters to ensure effective engagement by Parties.</li> <li>c) Provide advice and support to SPREP Members who are also signatories to CMS Memorandum of Understanding (MOUs) and encourage membership by other PICs.</li> <li>d) Explore PIC membership of the Agreement for the Conservation of Albatrosses and Petrels a sub-agreement under CMS</li> <li>e) Provide technical support for signatories attending official meetings of the Conventions including Conference of Parties and committee meetings and Meeting of signatories of relevant MOUs.</li> <li>f) Provide support for Oceania signatories to become Oceania representatives on Convention committees.</li> <li>g) Work with CITES and CMS signatories to identify threatened species which might benefit from listing under the Conventions.</li> </ol>	<ul style="list-style-type: none"> <li>• PICs have increased their capacity to effectively implement CITES and CMS.</li> <li>• Technical advice and support is well received and effective.</li> <li>• PIC signatories to CITES/CMS and sub-agreements are increased.</li> <li>• Oceania signatories are represented on Convention committees.</li> <li>• Threatened species are assessed for listing</li> </ul>
<p><b>2. Fundraising, resourcing and capacity building.</b></p> <ol style="list-style-type: none"> <li>a) Identify key capacity needs for SPREP signatories to meet CITES obligations and increase protection of threatened species listed on CITES which they trade.</li> <li>b) Work with funding agencies, partners, the CITES Secretariat and SPREP Members to</li> </ol>	<ul style="list-style-type: none"> <li>• Capacity needs of PIC signatories are being met through new funding opportunities for CITES and CMS.</li> <li>• More PICs become signatories to CITES/CMS or daughter agreements</li> </ul>

<p>develop funding proposals to meet capacity needs of PICs.</p> <p>c) Identify capacity needs to support PIC signatories to the CMS and daughter agreements to meet their obligations and needs to increase conservation and protection of threatened and migratory species.</p> <p>d) Work with funding agencies, partners, the CMS Secretariat and MOU secretariats and SPREP Members to develop funding proposals to assist with implementing CMS.</p> <p>e) Support countries to become signatories to CITES and CMS and or daughter agreements where this will meet their national objectives to protect threatened and migratory species.</p>	
<p><b>3. Training</b></p> <p>a) Design and implement training, knowledge sharing and capacity building programmes and activities on CITES and CMS with SPREP Members.</p> <p>b) Hold workshops or training relating to MOUs under CMS to increase implementation of obligations Members have signed up to.</p> <p>c) Undertake awareness training on CITES and CMS with PIC who may have an interest in becoming signatories.</p>	<ul style="list-style-type: none"> <li>• Training has provided opportunities to increase knowledge and capacity on CITES and CMS</li> </ul>
<p><b>4. Networking and partnerships</b></p> <p>a) Liaise with the CITES and CMS Secretariats as well as Oceania region convention body committee representatives to form effective partnerships and support for PIC signatories.</p> <p>b) Identify and develop opportunities for networking and partnership with key partners to further support PICs to implement their obligations under CITES and CMS, including through technical or financial support.</p>	<ul style="list-style-type: none"> <li>• Secretariats of CITES/CMS and sub-agreements regularly communicate with SPREP around CITES and CMS issues which are important in the region.</li> <li>• Partners provide added support to PICs in the implementation of their obligations</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**

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

- Provide technical support for signatories attending official meetings of the Conventions including COPs and committee meetings and Meeting of signatories of relevant MOUs.
- Work with funding agencies, partners, the CMS Secretariat and MOU secretariats and SPREP Members to develop funding proposals to assist with implementing CMS.
- Identify key capacity needs for SPREP signatories to meet CITES obligations and increase protection of threatened species listed on CITES which they trade.
- Training and capacity building

### **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 Members</li><li>• Donors / Partners</li><li>• Professional / Scientific organisations</li><li>• Regional / International organisations</li></ul>	<ul style="list-style-type: none"><li>• Advice and assistance</li><li>• Consultations, negotiations and collaboration</li><li>• Professional engagement</li><li>• Fundraising</li><li>• Communications and reporting</li><li>• Contract management</li></ul>
<b>Internal</b> <ul style="list-style-type: none"><li>• Threatened and Migratory Species Adviser</li><li>• Executive</li><li>• Senior Leadership Team</li><li>• All staff</li></ul>	<ul style="list-style-type: none"><li>• Planning and coordination</li><li>• Leadership and management</li><li>• Collaboration, development and planning</li><li>• Supervision and delegation</li><li>• Advice and support</li><li>• Convene meetings</li></ul>

### **Level of Delegation**

#### **The position holder:**

- manages an operational budget
- can authorise costs in own budget
- can carry out negotiations 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. A Bachelor Degree in Zoology or Biology, Coastal and Marine Ecology, Environmental Science or Management, or other relevant technical field.

### Knowledge / Experience

#### Essential

2. At least 5 years of experience in conservation management and planning, natural resource management, or other relevant areas, preferably in the Pacific islands region.
3. Extensive knowledge of Convention on International Trade in Endangered Species of Wild Fauna and Flora and Convention on Migratory Species, experience with implementation of these conventions preferred.
4. Excellent knowledge of other global and regional environmental issues and instruments, including Convention on Biological Diversity, Biodiversity Beyond National Jurisdictions, SPREP Pacific Islands Regional Marine Species Programme; as well as current and emerging environment issues relating to Pacific islands relevant to Pacific island countries which pose threats to CITES listed and CMS listed species in the region.
5. Excellent strategic advisory, coordination and analytical, skills with demonstrated ability to use initiative and to manage multiple tasks, demanding deadlines and with little supervision as well as strong understanding and appreciation of environmental ethics, values and priorities within the workplace.
6. Excellent relationship management and fundraising skills and experience that demonstrate a high level of professional and constructive engagement with a diverse range of stakeholders as well as an excellent understanding of key donor partners and funding institutions with proven fundraising experience.
7. Excellent experience at strategic and high-level communication, negotiation and reporting across diverse audiences, as well as extensive experience in capacity building, particularly in the Pacific setting.

### Key Skills / Attributes / Job Specific Competencies

*The following levels would typically be expected for the 100% fully effective level:*

Advanced level	<ul style="list-style-type: none"> <li>• Environmental issues in the Pacific islands region</li> <li>• Proposal and report writing</li> <li>• Emerging environmental issues and challenges</li> <li>• Relevant international agreements related to coastal and marine management, climate change, and ocean governance.</li> </ul>
Working Knowledge	<ul style="list-style-type: none"> <li>• General management principles including gender awareness, child protection, inclusiveness and environment social safeguards.</li> <li>• Work programme planning, budgeting and implementation</li> <li>• Synergies and linkages with other priority areas including other multilateral environmental agreements (MEAs)</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• SPREP Strategic Plan</li> <li>• SPREP Performance Implementation Plan and Results Framework</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 initially with possible renewal for a further term, up to a maximum of 6 years subject to confirmation of SPREP programmes and activities, availability of funds and performance during the initial term.

**Salary:** Salary is denominated in International Monetary Fund Special Drawing Rights (SDRs). Remuneration for this post falls within Band 10 of SPREP's salary scale. Starting salary will be SDR30,237 per annum. This is currently equivalent to SAT115,393 (USD48,080) per annum. Upon confirmation of probation, salary will be adjusted to SDR34,016 which is equivalent to SAT129,817 (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. This is currently equivalent to SAT16,244 (USD6,768). 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 used for expressing of Samoan Tala to US Dollars in this document is approximately USD1.00 = SAT2.50

**Term:** For staff recruited from outside Samoa, the term begins from the day the appointee leaves their home to take up the appointment. Appointment is subject to a satisfactory medical examination including full vaccination against COVID-19 and a clean police report 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 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 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; 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 (USD1,679).

**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 (USD6,240) per annum per dependent child, with an overall maximum of SAT46,800 (USD18,720) per annum per family of 3 or more eligible children.

**School Holiday Travel:** One return economy class flight each year between the place of education (taken to be recognised home) and Apia by (i) each dependent child being educated outside Samoa or (ii) the staff member or spouse to visit the child, providing the journey is not made within the final 6 months of the contract.

**Family Leave Travel:** Return economy class airfares between Apia and the recognised home for the staff member and dependants after completing 18 months of service for 3-year contracts providing no travel is undertaken within the final 12 months of the contract.

**Housing Assistance:** Internationally recruited staff shall receive housing assistance of 75% of the typical rent payable in Samoa for expatriate executive furnished housing. The current rate is SAT2,850 (USD1,140) 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 (USD960) per annum as stipulated under SPREP's Security Assistance policy.

**Annual Leave:** 25 working days a year (up to a maximum accumulation of 50 days).

**Sick Leave:** 30 working days a year (up to a maximum accumulation of 90 days).

**Other Leave:** Provisions exist for maternity, compassionate, paternity, examination and special leave (without pay).

**Duty Travel:** SPREP meets travelling expenses at prescribed rates necessarily incurred by staff required to travel away from Apia on official business.

**Life and Accidental Death and Disability Insurance:** All employees are covered by SPREP's 24-hour Life and Accidental Death and Disability Insurance Policy.

**Medical Benefits:** All employees and their dependants are entitled to have all reasonable medical, dental and optical expenses met, under the terms and conditions of the existing SPREP Medical Insurance.

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

### **Learning and Development**

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

### **Definitions:**

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

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

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

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

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

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

## 4. 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 CMS-CITES Pacific Officer (CCPO)**” 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 CMS-CITES Pacific Officer (CCPO)**”

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 Roger Warren on telephone (685) 21929 ext 325 or Email: [rogerw@sprep.org](mailto:rogerw@sprep.org)

**Closing date: Friday, 3<sup>rd</sup> May 2024:** Late applications will not be considered.

**SPREP is an Equal Opportunity Employer**