



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

APPLICANT INFORMATION PACKAGE  
**Communications and Stakeholder Engagement Officer –**  
**Pacific Ocean Litter Project (POLP)**

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## A. Background information on SPREP

The *Secretariat of the Pacific Region Environment Programme* (SPREP) is the regional organisation established by the Governments and Administrations of the Pacific charged with protecting and managing the environment and natural resources of the Pacific.

The head office is based in Apia, Samoa with other SPREP offices in Fiji, the Republic of the Marshalls Islands and Vanuatu.

SPREP has around 150 staff and has an annual budget of approximately USD35 million in 2022.

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**

## B. The Pacific Ocean Litter Project

Marine litter is a pressing environmental, health and economic development problem for Pacific island countries. Plastic pollution in particular, threatens the livelihoods of Pacific island communities that are dependent on coastal systems for food, trade and tourism. Plastics adversely affect fish and other marine life, coral reefs, beaches and mangrove forests, and devalues the amenity of coastlines, threatening the growing tourism sector.

At the 2017 and 2018 Pacific Island Forum leaders' meetings, Pacific leaders committed to addressing the issue of single-use plastics as a matter of urgency and endorsed SPREP's *Pacific Regional Action Plan for Marine Litter* (or simply the 'Marine Litter Action Plan').

Many Pacific countries have already commenced or announced plastic reduction initiatives such as plastic bag bans or levies, plastic straw and polystyrene take away container bans and container deposit levies. These initiatives emphasise the Pacific region's strong commitment to address marine plastic pollution.

### *Project Inception*

The Australian-funded *Pacific Ocean Litter Project* was borne from the Australian Government's desire to assist SPREP and Pacific island countries (PICs) with the implementation of agreed actions under the Marine Litter Action Plan, and forms part of broader Australian Government support for sustainable oceans in the Pacific.



POLP is funded by the Australian Department of Foreign Affairs and Trade (DFAT) through the *Australian Aid Program* and is administered on behalf of the Australian Government by the Department of Agriculture, Water and the Environment (DAWE) under a grant arrangement with SPREP as the regional implementing partner.

Preliminary design work for the Project commenced in March 2019 and included representatives from SPREP, other Pacific donors and officers from the Australian Department of Agriculture, Water and the Environment. The design initially addressed key marine litter threats and proposed actions identified through the Marine Litter Action Plan under the original four-year, AUD 8 million funding commitment by the Australian Government. In July 2019 Australia expanded this commitment to support a six-year, AUD 16 million project investment.

Given the enthusiasm with which PICs have embraced this issue, the Australian Government's funding commitment under POLP represents a timely investment for the provision of much needed technical support, capacity building assistance and resources to implement plastic reduction measures.

### **Project - Long-term outcome**

The long-term outcome of the Project is:

*'Decreased marine litter within the coastal environments of Pacific island countries by reducing the availability of select categories of problematic single-use plastics from household and tourism sources (i.e. plastic bags, polystyrene, straws, PET bottles and other products)'*

### **Project - Intermediate outcomes**

The Project has been designed to deliver support to Pacific island countries through an integrated approach addressing legislation, policy and planning, increasing consumer awareness and changing behaviour, working closely with industry groups and small businesses and by identifying and providing information about sustainable alternative products and practices.

Consequently, the five *intermediate* outcomes which will guide project investment are:

1. Legislated or voluntary single-use plastic bans, levies and other instruments are adopted/ resourced / implemented.
2. Local and visiting consumers (women, men, girls and boys) are using less single-use plastics and more alternative products.
3. Target sectors, companies and businesses adopt plastic reduction measures.
4. Alternative products and practices are identified for adoption; and
5. SPREP, as the regional lead agency, is successfully driving implementation of the Marine Litter Action Plan.

### **Project – Geographic focus**

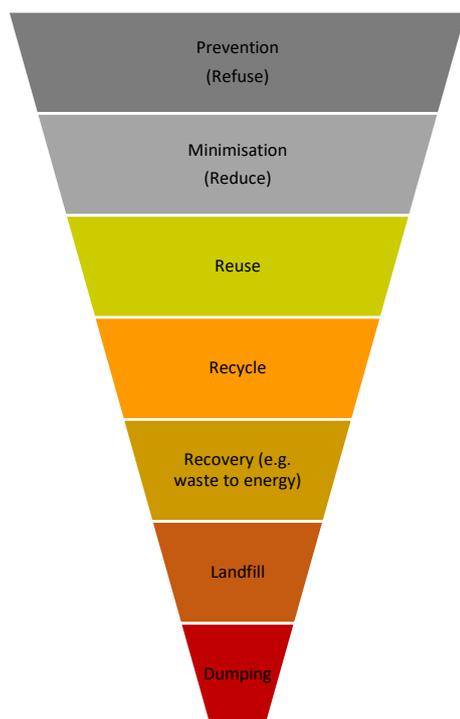
Project funding will provide support, advice and assistance for the Pacific island countries of Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Nauru, Niue, Palau, Papua New Guinea, Republic of the Marshall Islands, Samoa, Solomon Islands, Tonga, Tuvalu and Vanuatu. These countries will derive benefit either by direct support for domestic single-use plastic reduction activities or through regional Project initiatives, shared learning / outcomes and 'best practice' examples which emerge through Project actions delivered in counterpart Pacific nations.

### **Project – Environmental Threat focus**

POLP will work to reduce the volume of single-use plastics ending up as marine litter in Pacific coastal environments by focussing on reducing single-use plastics from land-based sources, primarily from household and tourism industry litter, including:

- Plastic bags;
- Polystyrene take-away food packaging;
- Disposable plastic cutlery, plates & cups;
- Plastic straws; and
- PET bottles.

The Marine Litter Plan outlines a hierarchy of waste management actions (drawn from the UN's Environment Programme). POLP activities will primarily address the 'Refuse' and 'Reduce' actions:



### ***Project – Pacific Donor Coordination and Engagement***

In order to maximise the outcomes for individual Pacific nations and the region, the Project will also act on behalf of SPREP to coordinate and facilitate partnerships with government agencies, donors, partners, industry and community groups to focus on reducing the primary sources of marine plastic litter under the framework of the Marine Litter Action Plan.

The skills and expertise of the Project team will complement other donor-funded waste programmes, especially those that have links with marine plastic pollution. The Project has been designed to enable other donors to invest and scale up the Project geographically - or by directing support to any of the Marine Litter Action Plan's recommended actions which are currently beyond the scope of the POLP.

### ***Project – Implementation team***

The Australian Government's investment in POLP includes funding for SPREP to establish a Marine Litter team to implement the POLP, and coordinate similar initiatives across the region. The team will include:

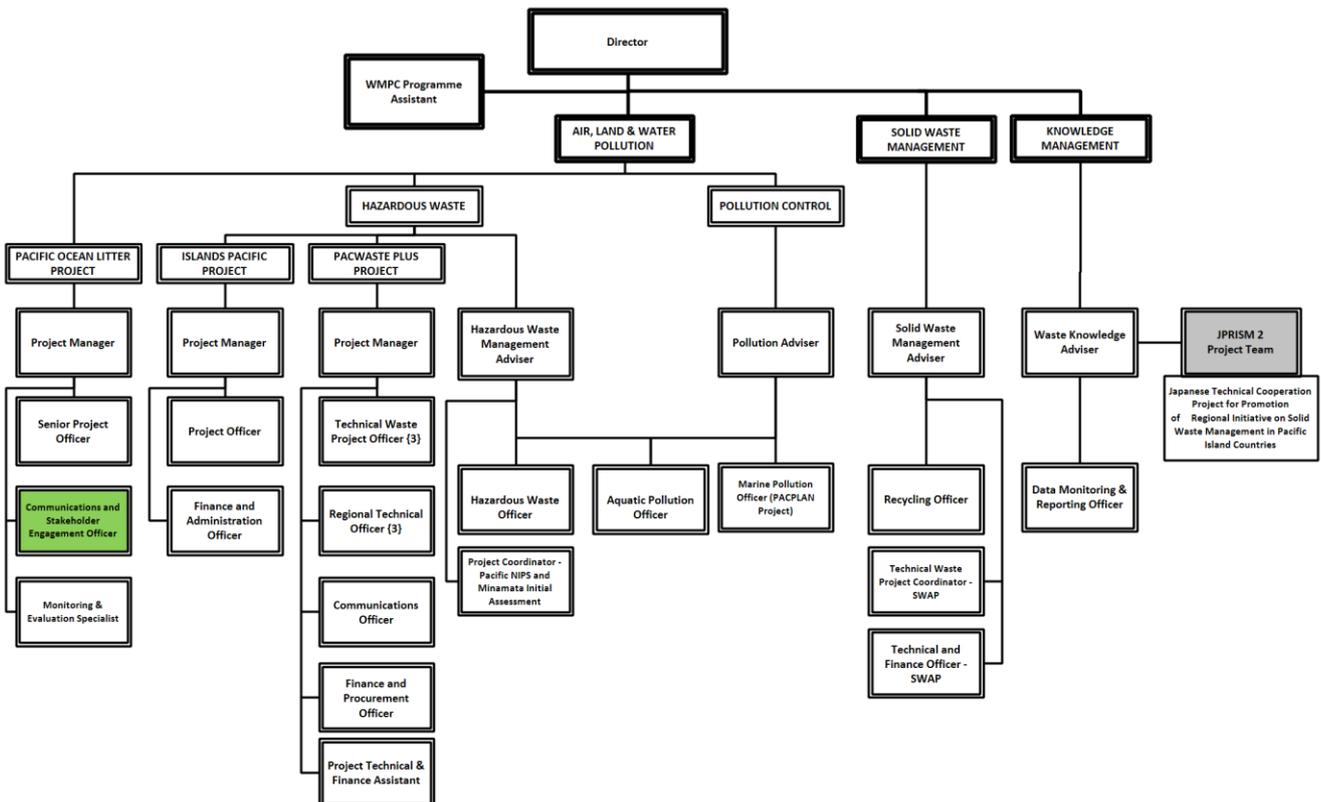
- A Senior Project Officer;
- A Communications and Stakeholder Engagement Officer (this recruitment); and
- A Monitoring and Evaluation specialist.

The Australian Government have also supported the 3 - 4 year deployment of an officer from the Department of Agriculture, Water and the Environment as the seconded 'Implementation Manager' to lead the Project and manage the Marine Litter team.

## C. JOB DESCRIPTION

<b>Job Title:</b>	Communications and Stakeholder Engagement Officer, Pacific Ocean Litter Project
<b>Programme:</b>	Waste Management and Pollution Control
<b>Team:</b>	Pacific Ocean Litter Project (POLP)
<b>Responsible To:</b>	Project Manager, POLP
<b>Responsible For: (Total number of staff)</b>	Nil
<b>Job Purpose:</b>	<p><b>This job exists to:</b></p> <ul style="list-style-type: none"> <li>Develop and deliver project visibility for the Pacific Ocean Litter Project</li> <li>Successfully develop and implement a regional Communication and Engagement Strategy to support the Project</li> </ul>
<b>Date:</b>	March 2022

### Organisation Context



## Key Result Areas

The position of **Communications and Stakeholder Engagement Officer** addresses the following Key Result Areas:

1. Pacific Ocean Litter Project communications – including community engagement under approved project activities;
2. Visibility, donor engagement and compliance;
3. Project Management Support (e.g. activity development, monitoring & evaluation, risk assessment and reporting);
4. Promotion of Regional networking and partnerships around marine plastic initiatives;
5. Communications support for Project-sponsored events.

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

(Duties) The Jobholder is accountable for:	(Performance) Jobholder is successful when:
<p><b>1. Pacific Ocean Litter Project communications:</b></p> <p>a) Develop and deliver a sound methodology for the delivery and communication of products and awareness-raising activities for the Project, with a view to:</p> <ol style="list-style-type: none"> <li>i. raising awareness of marine plastic threats;</li> <li>ii. promoting the Pacific Region Marine Litter Action Plan;</li> <li>iii. identifying single-use plastic waste generation and waste management issues;</li> <li>iv. highlighting potential alternative products and solutions;</li> <li>v. promoting opportunities for collaboration between national and regional stakeholder groups;</li> <li>vi. highlighting the project achievements and achievements of aligned donor-funded waste activities in support of the Marine Litter Action Plan; and</li> <li>vii. increasing the visibility of the Project as well as the SPREP/Australian Government partnership.</li> </ol> <p>b) Develop content for a POLP page / website, Marine Plastics and waste newsletters, and maintain and continuously update these sites, materials and content in collaboration with:</p>	<ul style="list-style-type: none"> <li>• A POLP Regional Communications and Stakeholder Engagement Strategy is developed by the end of 2020, agreed by the Donor and regularly updated;</li> <li>• Guidance is provided to consultants engaged to deliver community awareness campaigns around Project objectives, the key elements of the Project’s Communications &amp; Stakeholder Engagement Strategy and any related sensitivities (e.g. Gender, Environmental and Social Safeguards requirements for communication activities);</li> <li>• Guidance and information is provided to the SPREP Comms team and other donors around key project activities and focus under the Regional Action Plan;</li> <li>• Monitoring and evaluation of POLP communication and education activities reflects increased visibility of the SPREP/Australian Government partnership;</li> <li>• Support is provided for participating countries to develop and successfully implement messaging around reducing the volume and impacts of Marine Plastic as part of their National Communications Plans;</li> <li>• The news section of the Project website / page is updated, at a minimum, on a monthly basis or more regularly as project activity requires;</li> <li>• The Project website / page contains information that is current and accurate;</li> </ul>

<ul style="list-style-type: none"> <li>i. the SPREP Communications and Outreach and Information Technology Teams;</li> <li>ii. external consultants / suppliers;</li> <li>iii. other Waste Project teams;</li> <li>iv. Donor communications and policy teams;</li> <li>v. Regional organisations; and</li> <li>vi. Community groups, associations and community service providers.</li> </ul>	<ul style="list-style-type: none"> <li>• The POLP site contains information that is in line with the SPREP style guide;</li> <li>• Site / page updates are linked to SPREP Social Media sites (where appropriate).</li> </ul>
<p><b>2. Visibility, donor engagement and compliance:</b></p> <ul style="list-style-type: none"> <li>a) Ensure that all Project and related Waste Management &amp; Pollution Control programme communication outputs are carried out according to SPREP requirements in agreement with donor and partner requirements.</li> <li>b) Identify opportunities to positively promote the Project's activities within the Regional Marine Litter Action Plan framework – including by making Project communications platforms available to other donors active within the Pacific Marine Litter space;</li> </ul>	<ul style="list-style-type: none"> <li>• All communication outputs are produced according to SPREP and donor visibility requirements;</li> <li>• Opportunities for cross-promotion with donors and partners are explored and executed;</li> <li>• All materials for public release are reviewed and approved through the relevant SPREP and donor channels;</li> <li>• All promotional efforts for Project activities demonstrate a clear link to the Regional Action Plan for Marine Litter.</li> </ul>
<p><b>3. Project Management Support:</b></p> <ul style="list-style-type: none"> <li>a) Assist the POLP Implementation Manager and Senior Project Officer to develop Terms of Reference / Service Requirements to engage specialist suppliers and consultants to; <ul style="list-style-type: none"> <li>i. undertake design and artwork for the Project and Project activities;</li> <li>ii. design and implement specialist behaviour change campaigns;</li> <li>iii. deliver community engagement and awareness activities; or</li> <li>iv. support the development of Regional and National communications plans and strategies.</li> </ul> </li> <li>b) Assist the Implementation Manager with broader project administration and management tasks including: <ul style="list-style-type: none"> <li>i. Designing and implementation of the Project Communications and Stakeholder Engagement Plan;</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• All engagements of consultants and suppliers for the delivery of communications-related services are implemented utilising SPREP procurement processes;</li> <li>• Communications consultants / suppliers are effectively managed to deliver the required project outputs, to time and to budget;</li> <li>• Project design styles / logos and SPREP communications standards are utilised in the delivery of Project activities where appropriate;</li> <li>• SPREP requirements for Environmental and Social Safeguards relayed to communications consultants for adoption into their activity delivery plans;</li> <li>• Successful implementation of events and meetings which are sponsored or facilitated by the Project (e.g. strong participation by Pacific Island Countries, donors and partners</li> </ul>

<ul style="list-style-type: none"> <li>ii. Development of communications learning materials and guides for the Project’s Pacific Islands Working Group;</li> <li>iii. Designing and implementation / facilitation of Marine Litter-focused sessions, events and meetings – e.g. for the Cleaner Pacific Round Tables (2020, 2022);</li> <li>iv. Providing professional and technical editing services and reviewing / issuing publications where necessary;</li> <li>v. Coordinating services for the translation of all official Project publications and productions, as and when required.</li> </ul>	<ul style="list-style-type: none"> <li>– key messages relayed and understood, positive feedback supplied);</li> <li>• Successful advertisement and implementation of the Marine Litter component of the Cleaner Pacific Roundtable 2020;</li> <li>• Successful implementation of the communications component of the Cleaner Pacific Roundtable 2022;</li> <li>• All Project literature and products are produced to a high standard, are edited in accordance with the SPREP style guide and developed in line with the SPREP publications and visibility guide;</li> <li>• Implementation of Project activities provided with appropriate coverage / publicity and supported through thorough distribution using multiple media platforms;</li> <li>• Project annual and periodic reporting requirements supported through useful communications data and imagery.</li> </ul>
<p><b>4. Promotion of Regional networking and partnerships around marine plastic initiatives:</b></p> <ul style="list-style-type: none"> <li>a) Facilitate liaison, partnership and networking with current and potential partners and donors as well as member countries.</li> </ul>	<ul style="list-style-type: none"> <li>• Effective and positive partnerships with stakeholders, potential partners and donors are established and maintained.;</li> <li>• Opportunities for partnerships (including regional events), achievements of Project-supported partnerships and other ‘good news’ stories from other donor-funded activities and efforts led by National governments promoted and highlighted.</li> </ul>
<p><b>5. Communications support:</b></p> <ul style="list-style-type: none"> <li>a) Provide support to the work of the WMPC Programme and SPREP’s Communications and Outreach Team – particularly any efforts targeting Pacific marine plastic reduction initiatives, without impact / delay to priority project tasks and activities;</li> <li>b) Contribute expertise to the development of SPREP communications and communications-management tools / processes where invited and appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>• Major WMPC activities and interventions supporting the Regional Action Plan for Marine Litter are documented and promoted (i.e. including work undertaken by the WMPC advisers or other donors under this broad framework).</li> <li>• SPREP Comms team are supported for key events with direct bearing upon / relevance to the Project’s focus and key outcomes.</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 Project Manager/Director 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:**

- Developing effective approaches to the design and implementation of communications, education and awareness tools and products across 14 countries and in support of regional events / measures targeting Marine Litter;
- Developing materials that address Marine Litter, particularly from household / tourism sources, with materials made relevant to 14 countries considering culture, age, gender and the environment;
- Coordination of communications around Marine Litter across the programme, nationally, regionally and across SPREP;
- Developing and implementing a detailed, professional Project Communication and Stakeholder Engagement Strategy and related plans;
- Donor liaison and coordination;
- Document & report editing / proofing / quality control;
- Meeting project timelines and milestones.

### **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>• Canberra-based DoEE and DFAT coordination teams for POLP;</li><li>• Pacific Island Country counterparts;</li><li>• Project Consultants &amp; Suppliers;</li><li>• Media representatives;</li><li>• Partners and other donors.</li></ul>	<ul style="list-style-type: none"><li>• Consultations and reporting;</li><li>• Advice and support;</li><li>• Activity coverage and reporting;</li><li>• Discussions and negotiations;</li><li>• Communications and information sharing;</li><li>• Fundraising, networking and relationship building.</li></ul>
<b>Internal</b> <ul style="list-style-type: none"><li>• POLP Team;</li><li>• Waste Management &amp; Pollution Control Programme;</li><li>• SPREP Communications and Outreach Team;</li><li>• All staff.</li></ul>	<ul style="list-style-type: none"><li>• Team-based work;</li><li>• Advice and support;</li><li>• Activity coverage and reporting;</li><li>• Communications and information sharing;</li><li>• Discussions &amp; negotiation;</li><li>• Drafting correspondence.</li></ul>

## Level of Delegation

### The position holder:

- 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 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 Communications, Marketing, Public Affairs or Education - or a related discipline.

## Knowledge / Experience

### Essential

2. At least 5 years work extensive experience in communication management and / or public relations across digital and print channels, including in the development and implementation of tailored communication strategies.
3. Demonstrated knowledge and experience of:
  - a. accepted (e.g. community based social marketing) and emerging communications concepts, preferably in relation to environment and sustainable development issues, communication principles and practices and application of appropriate systems for the Secretariat;
  - b. waste and pollution management issues, preferably within the Pacific islands region.
4. Expert knowledge of computers, web-based publishing methods, social media and other communications tools – as well as the capacity to use common visual production tools for the development of project materials for publication (e.g. experienced with photography for print media, basic video / film editing systems, applications or similar tools).
5. An excellent knowledge of the Pacific Islands region and demonstrated ability to work and collaborate within a multi-disciplinary and multi-cultural team environment with sound experience in establishing and maintaining effective relationships with a diverse group of people including at different levels of government, NGOs and diverse groups of stakeholders.

6. Excellent advisory and analytical skills in relation to communications and the media, including high level organisational, coordination, analytical, problem-solving, facilitation and time management capacity.
7. Excellent writing, editing and oral communications skills in English as well as skills and experience in working with technical and diverse groups to ensure effective communication and that appropriate tailored to audience materials, are developed.
<b>Desirable</b>
8. Knowledge and/or experience in waste management or development activity in Pacific Island States

### 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>• Communications, representation and interpersonal skills;</li> <li>• Strategic planning skills;</li> <li>• Project administration;</li> <li>• Organisational and time management skills;</li> <li>• Writing / drafting articles and reports for publication;</li> <li>• Technical skills in print and online publishing.</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• Relationship management;</li> <li>• Consultant management;</li> <li>• Social media and web page <u>content</u> administration (<i>Note –IT / technical level skills in web page administration aren't required – although this would be helpful</i>);</li> <li>• Implementation of <i>Community Based Social Marketing</i> or equivalent community engagement programmes;</li> <li>• Advisory and analytical skills.</li> </ul>
Working Knowledge	<ul style="list-style-type: none"> <li>• Project finances / reporting;</li> <li>• Use of design and desktop-publishing software;</li> <li>• Use of photographic / video equipment;</li> <li>• Appreciation of Environmental issues in the Pacific islands region</li> <li>• Appreciation of emerging development challenges in the Pacific region</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• SPREP Strategic Plan</li> <li>• Cleaner Pacific 2025</li> <li>• An awareness of Australia's aid programme focus in the Pacific: (<a href="https://dfat.gov.au/geo/pacific/engagement/Pages/strengthening-our-pacific-partnerships.aspx">https://dfat.gov.au/geo/pacific/engagement/Pages/strengthening-our-pacific-partnerships.aspx</a>)</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 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.*

## D. REMUNERATION PACKAGE – TERMS & CONDITIONS

*“Due to the current COVID-19 situation affecting the region, and the priority the Secretariat places on its staff safety, health and well-being, please note that there may be delays in taking up the appointment. There will be an opportunity to discuss this matter thoroughly with the successful candidates and any appointment and on-boarding would only proceed when regional conditions permit the deployment of new staff. Under the SPREP COVID-19 Emergency Preparedness and Response Contingency Plan (CV-19EPRCP), all SPREP staff must be fully vaccinated, and vaccination cards must be presented prior to confirmation of appointment”.*

**Duty Station:** Apia, Samoa.

**Duration:** Appointment is for an initial term of 3 years with possible renewal of up to a further 2 – 3 years, in line with the project time frame, subject to performance during the initial term, continuity of related project activities and availability of funds.

**Salary:** Salary is denominated in International Monetary Fund Special Drawing Rights (SDRs). Remuneration for this post falls within Band 10 of SPREP’s salary scale. Starting salary will be SDR30,237 per annum. This is currently equivalent to SAT115,393 (USD48,080) per annum. Upon confirmation of probation, salary will be adjusted to SDR34,016 which is current 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. The current equivalent in Samoan Tala is SAT16,244 (USD6,768) per annum. Cost-of-living differential allowance reflects the comparative cost of living difference between Suva and Apia. This allowance is reviewed periodically based on data determined by an independent reviewer.

**Adjustments:** Salaries and allowances for internationally recruited staff are paid in Samoan Tala and adjusted every month based on the monthly average in the value of the SDR relative to the Samoan Tala (SAT) at the time the salary payment is processed. SDR movement however is limited to within 5% above or below a reference point set annually. Remuneration is paid monthly in SAT equivalent. The international currency exchange rate at the time of writing is approximately USD1.00 = SAT\$2.40

**Term:** For staff recruited from outside Samoa, the term begins from the day the appointee leaves his or her home to take up the appointment. Appointment is subject to a satisfactory medical examination, clean police report, certification of qualifications and a COVID-19 Vaccination Card as well as a 6-month probationary period.

An appointment is terminated by (i) completion of term of contract (ii) one month’s notice by either party (iii) without notice by either party paying one-month salary in lieu of notice or (iv) dismissed with or without notice as a disciplinary measure.

**Performance Reviews:** Annual performance assessments and performance rewards will be based on the Secretariat’s Performance Development System.

**FOR STAFF RECRUITED FROM OUTSIDE SAMOA, THE FOLLOWING APPLIES:**

**Relocation Expenses:** SPREP will meet certain appointment and termination expenses for staff recruited from outside Samoa, including transport and accommodation en route for the appointee and accompanying dependent(s) between point of recruitment and Apia, and return, by the shortest and most economical route. This includes:

- economy class airfares;
- reasonable cost of packing, insuring, shipping and transporting furniture, household and personal effects on a 20ft container; and,
- up to 20 kilos of excess baggage each for the appointee and family.

**Establishment Grant:** A lump sum of SDR1,100 is payable upon taking up appointment and arrival in Apia. This is currently equivalent to SAT4,198 (USD1,749).

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

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

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

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

**Education Allowance:** Education expenses maybe reimbursed against actual receipts for dependent children, to cover up to 75% of the actual costs, as stipulated under SPREP's Education Allowance policy. Currently the allowance is up to a maximum of SAT15,600 (USD6,500) per annum per dependent child, with an overall maximum of SAT46,800 (USD19,500) per annum per family of 3 or more eligible children.

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

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

**Housing Assistance:** Internationally recruited staff shall receive housing assistance of 75% of the typical rent payable in Samoa for expatriate executive furnished housing. The current rate is SAT2,850 (USD1,188) per month. This assistance shall be reviewed annually and adjusted on relative movement in the local rental market.

**Security Assistance:** Security-related expenses maybe reimbursed against actual receipts up to SAT\$2,400 (USD1,000) per annum as stipulated under SPREP's Security Assistance policy.

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

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

**Other Leave:** Provisions 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 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 approved nominated Fund. For Samoa, this is currently 10%.

### **Learning and Development**

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

### **Definitions:**

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

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

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

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

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

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

## E. 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 Communications and Stakeholder Engagement Officer – Pacific Ocean Litter Project” 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 Communications and Engagement Stakeholder Officer –Pacific Ocean Litter Project”

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, 22 April 2022:** Late applications will not be considered.

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