



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

APPLICANT INFORMATION PACKAGE  
**Regional Climate Centre Coordinator – Intra-ACP Climate  
Services and related Applications (ClimSA) Project**

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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**

## **About the Climate Services and Related Application (ClimSA) Project in the Pacific:**

The project is implemented within the framework of an existing Financing Agreement between the Organisation of African, Caribbean and Pacific (ACP) States Secretariat (“OACPS Secretariat”) and the European Union (EU) for the implementation of the Intra-ACP Climate Services and Related Application (CLIMSA) Programme. The programme has been approved for a total of EUR 85M under the intra ACP Cooperation – 11th European Development Fund - Strategy Paper and Indicative Programme 2014-2020 programming actions for the ACP regional organisations/institutions and countries. The Action is to be implemented in the ACP regions<sup>1</sup> and countries aiming at building regional level capacity while at the same time support ACP member countries in improving their capacities to adapt to and mitigate the impacts of climate change.

The overall goal of ClimSA is to support the climate information services value chain with technical and financial assistance, infrastructure and capacity building. This will ultimately result in improved access and use of climate information and enable and encourage the generation and use of climate services and applications for decision-making at all levels in the Pacific region. For the Pacific, this Action is timely and necessary since climate variability and change are already having and will continue to have severe impacts on national economies and key socio-economic sectors in the absence of this type of large scale, resilience intervention. The Pacific region is particularly vulnerable to the adverse impacts of climate change. Its unique environment and social and economic challenges limit the capacity of Pacific ACP countries to reduce their vulnerability and exposure to climate change impacts.

There are Five (5) Key Result Area of the ClimSA Project, complementing all pillars and priorities of the Pacific Roadmap for Climate Services 2017-2026, Priority 2 of the Framework for Resilient Development in the Pacific (FRDP) 2017-2030 and Sendai Framework for Disaster Reduction, and Priority 3 on Improved Climate and Hydrological Services of the Pacific Islands Meteorological Strategy (PIMS) 2017-2026. It will strengthen the tools and capacity to bridge climate services and end-users in climate-sensitive sectors to resource and implement the Global Framework for Climate Services on all levels. It is well aligned with United Nations 2030 Agenda for Sustainable Development, implementation of Paris Agreement and directly contributing to address SDG 13 on climate change and secondary to SDG 2 on zero hunger, SDG3 on good health and wellbeing, SDG5 on gender, SDG 6 on clean water, SDG 14 on life below water and SDG 15 on life on land.

All Pacific ACP members will directly benefit from the project with recognition of Samoa and Kiribati as pilot countries for this initiative at the national level. It will particularly focus on the agriculture and disaster risk reduction sectors. Agriculture<sup>2</sup> in this context refer to food security both on land (agriculture) and at sea (fisheries) which Samoa and Kiribati are dependent.

The project will work with expertise globally, regionally and nationally from the OACPS Secretariat, the UN specialised agency World Meteorological Organisation (WMO) and the European Commission's Joint Research Centre (JRC). A total amount of EUR 9.0 Million is allocated to Secretariat of the Pacific Regional Environment Programme (SPREP) as the lead organisation in the Pacific to deliver the activities over a five-year period.

SPREP as the **Lead Organisation** for this Action in the Pacific is required to establish a Project Management Unit (PMU) to oversee and lead the overall day-to-day project and financial management and administration.

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<sup>1</sup> ACP: Africa, Caribbean and Pacific Group of States

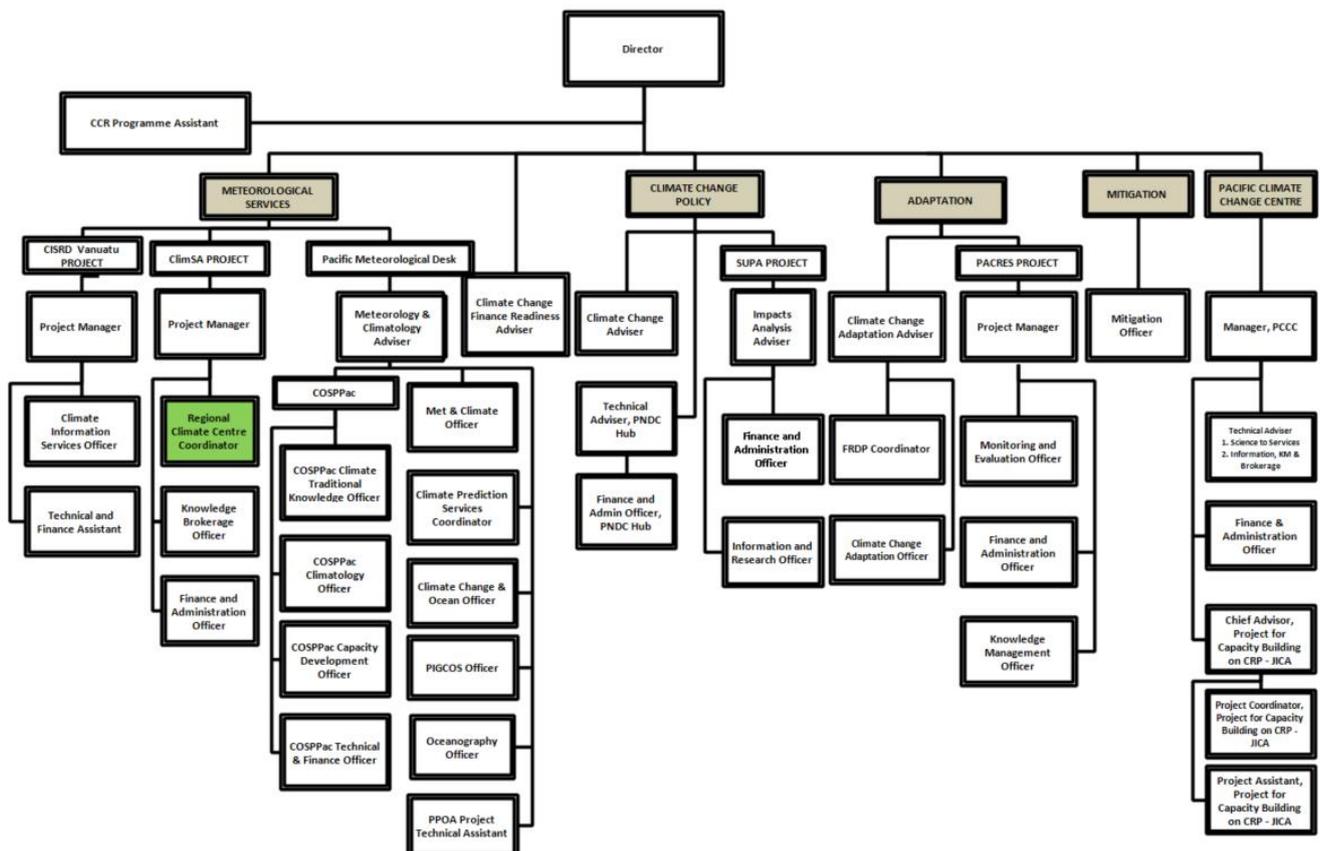
<sup>2</sup> Agriculture Sector in Samoa and Kiribati includes fisheries

A qualified and highly experienced Regional Climate Centre (RCC) Coordinator is required to lead the coordination of Pacific RCC operations and consortium and related activities under the project. The RCC Coordinator is part of the Project Management Unit which includes a Project Manager, Knowledge Brokerage Officer, Finance and Administration Officer and national technical officers in Kiribati and Samoa. The RCC Coordinator will work closely with other functional units within SPREP, and with the project teams of the World Meteorological Organisation (WMO), EU Joint Research Centre (JRC), EUMETSAT, as well as the European Union (EU) Office in Suva and the ACP Secretariat in Brussels.

## B. JOB DESCRIPTION

<b>Job Title:</b>	Regional Climate Centre Coordinator – Intra ACP Climate Services and related Applications (ClimSA) Project
<b>Programme:</b>	Climate Change Resilience
<b>Team:</b>	Pacific Meteorological Desk Partnership
<b>Responsible To:</b>	Project Manager - Intra ACP Climate Services and related Applications (ClimSA) Project
<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>• Coordinate the Regional Climate Centre (RCC) operations, RCC consortium and related activities.</li> <li>• Support the Pacific Meteorological Desk Partnership (PMDP) and Pacific Island National Meteorological Services</li> </ul>
<b>Date:</b>	May 2022

### Organisation Context



## Key Result Areas

The position of **Regional Climate Centre Coordinator – ClimSA** addresses the following Key Result Areas:

1. Provision and coordination of Regional Climate Centre (RCC) operations and related activities
2. Coordination and support for the development of the Regional and National User Interface Platform (UIP)
3. Coordination of regional and national training on Regional and National User Interface Platform (UIP)
4. Provision of support for monitoring, evaluation and reporting on RCC, regional and national UIPs and relevant capacity building activities
5. PMDP and the Pacific Meteorological Council (PMC) Support

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

Jobholder is accountable for	Jobholder is successful when
<p><b>1. Provision and coordination of Regional Climate Centre (RCC) operations and related activities</b></p> <ol style="list-style-type: none"> <li>a) Lead the coordination, development and implementation of the Pacific RCC functionality workplan.</li> <li>b) Review and develop appropriate mechanisms to enhance operation of WMO RA-V Pacific RCC</li> <li>c) Coordinate the review and update of the Pacific Research Strategy on Climate science (PRCS 2017-2026)</li> <li>d) Facilitate and coordinate the development of RCC nodes working arrangements and guidelines for product development.</li> <li>e) Review and update RCC products and lead the facilitation of the RCC website development.</li> </ol>	<ul style="list-style-type: none"> <li>• World Meteorological Organization (WMO) Regional Association-V Pacific RCC Network Implementation Plan developed, validated and endorsed</li> <li>• RCC nodes agreements/MOUs signed and monitored.</li> <li>• PRSCS 2017-2026 reviewed and updated</li> <li>• Guidelines and methodologies for Pacific RCC climate products developed and validated</li> <li>• Tailored and updated products available on the RCC website</li> <li>• RCC consortium members are fully aware of the Pacific RCC operations and regularly updated on progress of activities under the functionality work plan.</li> <li>• RCC website upgraded and regularly updated with new products etc.</li> </ul>
<p><b>2. Coordination and support for the development of the Regional and National User Interface Platform (UIP)</b></p> <ol style="list-style-type: none"> <li>a) Provide technical guidance and advice to providers and users of regional and national UIPS</li> <li>b) Coordinate the development of the Regional and National UIPs and guiding documents</li> <li>c) Lead the facilitation, coordination and organisation of regional meetings such as Pacific Islands Climate Outlook Forum</li> </ol>	<ul style="list-style-type: none"> <li>• Regional and National UIP and guiding documents developed in consultation with regional and national stakeholders including pilot sectors – Disaster Risk Reduction and Agriculture and disseminated.</li> <li>• Pacific Islands Climate Outlook Forums (PICOF) and Pacific Islands Climate Services (PICS) panel activities are organised, maintained and reported on.</li> </ul>

<p>(PICOF) and Pacific Islands Climate Services (PICS)</p> <p>d) Facilitate the review of regional platforms of Climate Services Information System (CSIS) to include DRR and Agriculture sectors</p> <p>e) Facilitate and assist NMHS to organise National Climate Outlook Forums (NCOFs)</p> <p>f) Provide guidance and advice to NMHSs to assist with review of and facilitate integration of CSIS into National Early Warning Systems</p> <p>g) Coordinate the consolidation of feedback from NMHSs on the requirements for user driven services and report to international data providers</p> <p>h) Work in collaboration with NMHSs in Nauru, Samoa, Kiribati, and Tonga and data/infrastructure experts to facilitate the procurement, installation and commissioning of climate data observation infrastructure</p>	<ul style="list-style-type: none"> <li>• Regional platforms of Climate Services Information System (CSIS) included tailored climate information services and products for DRR and Agricultural sectors</li> <li>• National Climate Outlook Forum (NCOFs) are implemented and reported on with feedback from these forums are used to enhance future outlook forums.</li> <li>• CSIS integrated into National Early Warning System and plans</li> <li>• NMHSs are consulted on user driven services and feedback reported to international data service providers.</li> <li>• Technical specifications of climate data infrastructure and services required to install and commission infrastructure agreed by NMHSs in Nauru, Samoa, Kiribati, and Tonga and supported by data gap assessment experts</li> </ul>
<p><b>3. Coordination of regional and national training on Regional and National User Interface Platform (UIP)</b></p> <p>a) Lead and facilitate the development of regional and national UIP plans</p> <p>b) Coordinate training on regional national UIPs and other climate activities</p> <p>c) Engage with member countries to ensure that they regularly share climate data to be use in regional UIP</p> <p>d) Build the capacity of national technical support officers in Kiribati and Samoa in facilitating NCOFs, development of sectoral products and other relevant climate information services/products, and maintenance of national UIPs, NCOFs, etc.</p>	<ul style="list-style-type: none"> <li>• Training for the UIPs and e-stations are supported and successfully delivered.</li> <li>• Regional, national and sectoral workshops/trainings are organised, well attended and successfully delivered</li> <li>• Support with training of developing methodology to generate regionally focussed high resolution products</li> <li>• National Technical Support Officer (NTSO) are well supported, guided and trained in delivering their tasks</li> <li>• National and Regional UIP Sustainability Plans are developed in consultation with and endorsed by NMHSs and other key national and regional stakeholders</li> </ul>
<p><b>4. Provision of support for monitoring, evaluation and reporting on RCC, regional and national UIPs and relevant capacity building activities</b></p> <p>a) Support monitoring and evaluation of the effectiveness and efficiency of the products</p>	<ul style="list-style-type: none"> <li>• Product Efficiency Evaluation Report</li> <li>• Training reports developed including evaluation reports on application of skillsets and knowledge during the life of the project to be included in six monthly reports.</li> </ul>

<p>and services including the value-add of these products and services.</p> <p>b) Support monitoring and evaluation of the application of skillsets and knowledge of trained staff of NMHSs and pilot sectors.</p> <p>c) Provide reports to Regional Climate Centre consortium members and Lead Nodes</p> <p>d) Provide reports to the Regional Climate Centre committee</p> <p>e) Provide reports to the Project Manager on the project activities</p>	<ul style="list-style-type: none"> <li>• RCC committee, consortium members and nodes are well informed of progress of implementation of the RCC functionality work plan and other relevant activities of the project including emerging climate issues in the region</li> <li>• Project activity reports developed</li> </ul>
<p><b>5. PMDP and the Pacific Meteorological Council (PMC) support</b></p> <p>a) Provide support for the PMC (and PMDP) secretariat for the organisation of the PMC meetings and input into meeting papers relevant information on RCC, UIPs, PCOF s, CSIS, etc.</p> <p>b) Provide support to the Pacific Islands Climate Services (PICS) Panel and the implementation of its plans and activities</p> <p>c) Contribute to reporting on progress against the PIMS</p>	<ul style="list-style-type: none"> <li>• Reports are provided for the PMC and SPREP meetings in a timely manner</li> <li>• Support provided to the organisation of the PMC and SPREP meetings are effective and efficient.</li> <li>• Panel on organising and coordinating climate services matters in the region</li> <li>• Activities implemented under the project are reported on under the PIMS annual progress reviews.</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 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:**

- Country training, liaison and coordination.
- Ensuring project activities are implemented within the approved timeframe.
- Leading and managing a technically complex work area and providing timely guidance to the PMU, RCC Consortium members, technical staff and experts recruited under the Action to deliver the activities.
- Delivery and implementation of activities of the project at the regional, national and community levels.
- Support coordination and collaboration with the WMO, JRC, EUMETSAT as well as EU and ACP, other relevant regional agencies and stakeholders

- Meeting project timelines and milestones.
- Managing all the required reporting and facilitation of meetings, workshops and consultations required under the Action.

### Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
<p><b>External</b></p> <ul style="list-style-type: none"> <li>• WMO, JRC, ACP Secretariat including their project teams;</li> <li>• EU Delegation in Suva</li> <li>• Steering Committee</li> <li>• RCC Consortium Members</li> <li>• PMC Members</li> <li>• Beneficiary countries</li> <li>• Partners organisations and municipalities in the EU and other ACP regions</li> <li>• Expert Consultancy Service providers</li> <li>• Regional / International organisations</li> </ul>	<ul style="list-style-type: none"> <li>• Advice and assistance</li> <li>• Consultations, collaboration and reporting</li> <li>• Communications and information sharing</li> </ul>
<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• Senior Leadership Team</li> <li>• Climate Change Resilience Programme</li> <li>• Pacific Meteorological Desk Partnership</li> <li>• Other SPREP Programmes</li> <li>• Project Coordination Unit</li> <li>• Finance Department</li> <li>• Human Resource Department</li> <li>• All staff</li> </ul>	<ul style="list-style-type: none"> <li>• Advice and assistance</li> <li>• Consultations and reporting</li> <li>• Discussions and negotiations</li> <li>• Communication and information sharing</li> </ul>

### Level of Delegation

<p><b>The position holder:</b></p> <ul style="list-style-type: none"> <li>• Oversight of ClimSA RCC budget and activities delivery;</li> <li>• Lead implementation of RCC activities under ClimSA</li> <li>• Can seek funding opportunities for work programme activities</li> </ul>
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### 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

<b>Essential</b>
1. Minimum qualifications of a Bachelor degree in Climate Science, Climate Change, Geography, Environmental Science, Meteorology, or other relevant technical field

## Knowledge / Experience

<b>Essential</b>
2. At least 5 years of experience in the climatology field with at least 3 of those years in providing technical assistance on projects related to climate or climate change and disaster resilience, preferably within the Pacific Islands region.
3. Demonstrated experience in seasonal forecasting with involvement in climate research as well as excellent knowledge of, and a demonstrable track record working on Pacific Islands Climate Services panels, climate change and disaster resilience, vulnerability reduction and/or climate change adaptation and mitigation projects, preferably in the Pacific Islands region, with excellent knowledge of emerging climate change and disaster resilience issues and challenges faced by the Pacific region.
4. A sound knowledge of the Pacific Islands region with demonstrated experience working within a multi-disciplinary and multi-cultural team environment as well as establishing and maintaining effective relationships with a diverse group of stakeholders.
5. Strong strategic advisory and analytical skills with a demonstrated ability to establish and implement work plan objectives as well as designing and conducting training programmes.
6. Demonstrated knowledge of accepted and emerging environment and sustainable development concepts, principles and practices, and their application to climatology and relevant capacity development issues in the Pacific Islands.
7. Excellent written and verbal communication skills including high level of presentation and interpersonal skills, with proven ability to synthesis information and communicate effectively to multiple audiences.

## 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>• Regional meteorology and climatology issues</li> <li>• Capacity development</li> <li>• Project management</li> </ul>
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	<ul style="list-style-type: none"> <li>• Organisational and time management</li> <li>• Analysis and reporting skills</li> <li>• Communication and interpersonal skills</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• Environmental issues in the Pacific Islands region</li> <li>• Data management</li> <li>• Report writing</li> </ul>
Working Knowledge	<ul style="list-style-type: none"> <li>• National capacity issues of NMHSs</li> <li>• Agriculture and DRR Sectors</li> <li>• General management principles</li> <li>•</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• UNFCCC, Paris Agreement and Climate Change funding mechanisms and processes</li> <li>• Sustainable Development Goals, SAMOA Pathway</li> <li>• Framework for Resilient Development in the Pacific</li> <li>• SPREP Strategic Plan</li> <li>• SPREP Work Programmes</li> <li>• SPREP Performance Implementation Plan</li> <li>• Pacific Roadmap for Climate Services</li> <li>• Regional Climate Centre Plan</li> <li>• EU project management procedures (eg PAGODA)</li> </ul>

## Key Behaviours

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

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

### Change to job description

*From time to time, it may be necessary to consider changes in the Job Description in response to the changing nature of our work environment– including technological requirements or statutory changes. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.*

## C. REMUNERATION PACKAGE – TERMS & CONDITIONS

*“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 upon confirmation of appointment.”*

**Duty Station:** Apia, Samoa.

**Duration:** Appointment is for a term of 3 years, with a possible extension in line with the project time frame and subject to performance, continuity of related project activities and availability of funds. 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. 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) 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\$2.4

**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 including full vaccination against COVID-19 and a clean police record, 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 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 (USD1,749).

**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 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 (USD\$19,500) 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 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 (USD1,188) per month. This assistance shall be reviewed annually and adjusted on relative movement in the local rental market.

**Security Assistance:** Security-related expenses maybe reimbursed against actual receipts up to SAT2,400 (USD1,000) per annum as stipulated under SPREP’s Security Assistance policy.

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

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

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

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

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

**Medical Benefits:** All employees and their 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.

## 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 Regional Climate Centre Coordinator - Intra ACP Climate Services and Related Application (ClimSA) 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 Regional Climate Centre Coordinator - Intra ACP Climate Services and Related Application (ClimSA) 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, 24<sup>th</sup> June 2022:** Late applications will not be considered.

**SPREP is an Equal Opportunity Employer**