



**SPREP**

Secretariat of the Pacific Regional  
Environment Programme

APPLICANT INFORMATION PACKAGE  
**COMMUNICATIONS OFFICER – CLIMATE AND OCEANS**  
**SUPPORT PROGRAMME IN THE PACIFIC PHASE 3 (CO-**  
**COSPPac3)**

**International Recruitment**

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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, Vanuatu and the Solomon Islands.

SPREP has around 160 staff and has an annual budget of approximately USD41 million 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**

## **B. Climate and Oceans Support Programme in the Pacific Phase 3 (COSPPac3):**

The Climate and Oceans Support Program in the Pacific Phase 3 (COSPPac3) is a component of Australia's contribution to minimising the impacts of climate variability and change in the Pacific and to meeting the Australian Government's climate change aid objectives. COSPPac has entered into a third phase of four years and builds on Australia's long-term support for core climate information services across the Pacific, ensuring the continued development of valued products and services for optimum impact for Pacific Island governments and communities. Phase 3: 2023-2027, is funded in partnership with the Australian and New Zealand Governments.

COSPPac3 is implemented by the Australian Bureau of Meteorology (the Bureau), in partnership with Geoscience Australia (GA), the New Zealand National Institute of Water and Atmospheric Research Limited (NIWA), the Pacific Community (SPC), and the Secretariat of the Pacific Regional Environment Programme (SPREP).

This next phase recognises the importance of quality climate and ocean science to underpin the region's resilience and is in line with both Government's Pacific policies. Key infrastructure will be maintained and improved to provide the data needed for climate, ocean and sea level products and services that are relied upon in the regions and are the foundation of the Pacific NMHSs Climate and Oceans Services.

Phase 3 will enhance communication resources and knowledge-brokering skills within the National Meteorological Services. This action directly addresses the capability and capacity gaps highlighted by the Pacific NMHSs during the COSPPac3 design consultation.

COSPPac3 will also expand upon the integration of traditional knowledge on climate and geohazards, building on the TK project established in earlier COSPPac phases and initiated upon the request of Pacific nations. It will support cross-cultural engagement between Pacific Indigenous People and First Nations Australians and increase community participation and engagement with climate resilience activities, using Traditional Knowledge gathering and sharing to inform climate action.

There will be an increased commitment to Gender Equality, Disability, and Social Inclusion (GEDSI). Phase 2 demonstrated the effectiveness of engaging disability and women's groups in tailoring early action messages with NMHSs. Building on this, Phase 3 aims to ensure that women, girls, individuals with disabilities, and other at-risk populations are prepared and take action to climate and ocean hazards.

### **The COSPPac3 project aims to:**

The aim of the program is: *Pacific Island stakeholders are using climate and ocean information to enable all Pacific peoples to remain resilient to the impacts of climate change and disasters so that they are able to lead safe, secure and prosperous lives.*

With the end of program outcome that: *Pacific Island National Meteorological and Hydrological Services (NMHSs) are delivering useful and usable climate and ocean information services in partnership with priority stakeholders, including affected communities and marginalised groups.*

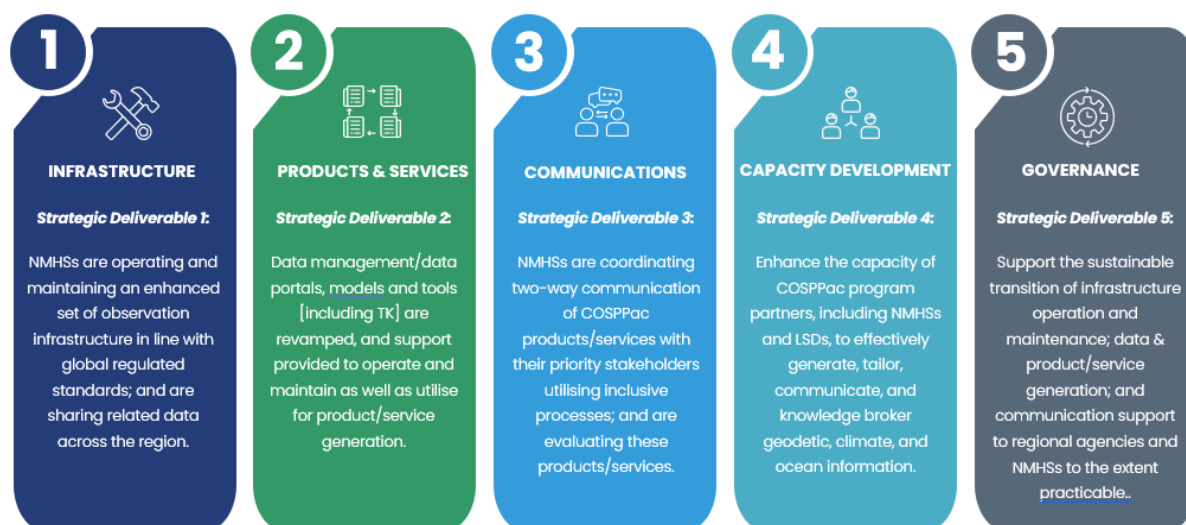
COSPPac3 will focus on delivering support to achieve the following outcomes:

- National meteorological and hydrological services (NMHSs) are operating and maintaining an enhanced set of observation and data management infrastructure (including for traditional knowledge) in line with global standards and are increasingly sharing related data.
- NMHSs are actively generating and refining climate and ocean information products/services utilising consolidated portals and COSPPac supported (and other best available) models and tools; and
- NMHSs are coordinating two-way communication of COSPPac products/services with priority stakeholders (including communities and marginalised groups) utilising inclusive processes, and are evaluating these products/services.

COSPPac3 will focus on five key deliverables:

- Infrastructure: Observations infrastructure and data support
- Products and services: Data management, and climate and ocean products and services
- Communications: Communications with and between key stakeholders and diverse communities
- Capacity Development: Capacity development & training support
- Governance: Governance, transition and support services

All five deliverables will have a strong gender equity and disability inclusion (GEDSI) focus and a transition agenda.



The Program is focused on the needs of NMHSs in 15 Pacific Island Countries and Territories (Cook Islands, Fiji, Federated States of Micronesia, Kiribati, Nauru, Niue, PNG, Palau, Republic of the Marshall Islands, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, and Vanuatu), with Land and Survey Departments (LSDs) also important user stakeholders.

COSPPac3 will be implemented and governed through a partnership between Australia, New Zealand and Pacific partners with a strong transition agenda to reflect the increase in the Bureau and NIWAs technical and brokering involvement. This is a deliberate measure to support greater local capacity with additional investment proposed with National technical agencies.

COSPPac contributes to regional priorities and aligns with the Pacific Islands Meteorological Strategy (PIMS) and the Pacific Roadmap for Strengthened Climate Services (PRSCS).

COSPPac3 Observations infrastructure and data support includes:

- Tidal information and sea level data
- Tide Calendars
- Sea Level Station - Real Time Data Display (RTDD)
- Pacific Ocean Portal

It supports the development of products and services that meet user needs and inform better decision making. In developing climate and oceans products and services, our aim is to enhance the capacity of Pacific Island agencies and communities to manage and mitigate the impacts of climate variability and coastal hazards. We work with our Pacific stakeholders to build tools that forecast and report on climate, tides, and the ocean. We also work together to determine how best to communicate this information to communities, businesses and governments.

There will also be opportunities to see how COSPPac3 products and services fit with both Australian Governments emerging Pacific climate change strategy and to ensure they are well coordinated with other programs such as Weather Ready Pacific.

*The Pacific Meteorological Desk Partnership (PMDP)* is a regional coordinated response to meeting weather and climate services development in the Pacific Islands region. Endorsed at the 21st Secretariat of the Pacific Regional Environment Program (SPREP) Meeting, Madang, Papua New Guinea (PNG) in 2011 to renew a Pacific Island regional mechanism urgently needed to develop capacity and advance the sustainability of weather and climate services in Pacific Islands, the establishment of the PMDP serves as the regional weather and climate services coordination mechanism managed by the SPREP and WMO to deliver a regionally coordinated effort to service SPREP Members needs in the area of weather and climate services. This includes the coordination of the Pacific Meteorological Council (PMC), Pacific Ministerial Meeting on Meteorology (PMMM) and other support. This is supported by the Pacific Meteorological Desk Partnership (PMDP) based at SPREP.

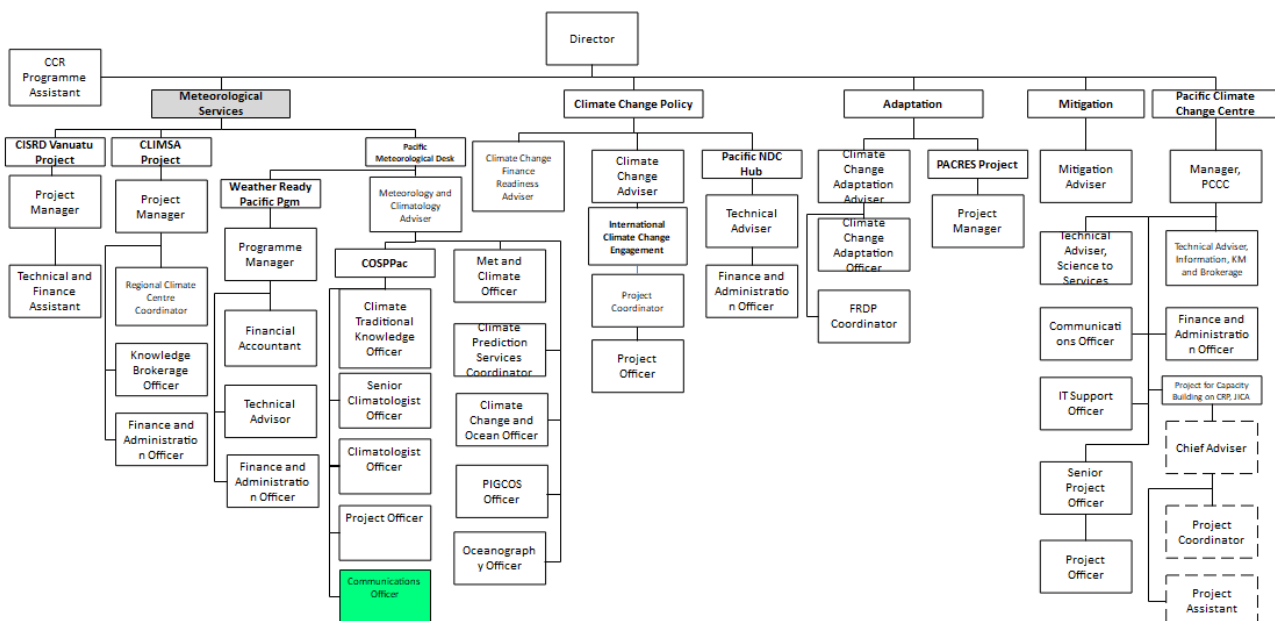
The PMDP is guided by the Pacific Islands Meteorological Strategy (PIMS). Priorities for NMHS capacity development for the decade are included in the PIMS, with a vision that the National Meteorological Services of the Pacific Island Countries and Territories are able to provide relevant weather and climate services to their people to make informed decisions for their safety, social and economic well-being, prosperity and sustainable livelihoods. Additionally, acquiring enhanced infrastructure (data and information services) for weather, climate, and water and improved climate services are also top priorities.

The position is also expected to provide support to the PMDP where necessary.

## C. JOB DESCRIPTION

<b>Job Title:</b>	Communications Officer – COSPPac3
<b>Programme:</b>	Climate Change Resilience
<b>Team:</b>	Pacific Meteorological Desk Partnership (PMDP)
<b>Responsible To:</b>	Meteorology and Climate Adviser
<b>Responsible For: (Total number of staff)</b>	N/A
<b>Job Purpose:</b>	<p><b>This job exists to:</b></p> <ul style="list-style-type: none"> <li>• Develop communications products related to the COSPPac Climate tools</li> <li>• Facilitate and assist NMHS to develop national communication strategies and national communication products related to COSPPac Climate tools</li> <li>• Assist with the coordination of the Pacific Met Desk and the PMC Panel communications</li> </ul>
<b>Date:</b>	November 2024

### Organisation Context





## Key Result Areas

The position of **Communications Officer – COSPPac3** addresses the following Key Result Areas:

1. Communications, visibility and capacity building
2. Climate communications coordination, media and stakeholder engagement
3. COSPPac project reporting
4. PMDP and 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. Communication strategy, visibility, and capacity building</b></p> <p>a) Lead in the development and implementation of a Communications and visibility plan for COSPPac-3 targeting NMHSs and product outreach to communities</p> <p>b) Map and update communications capacity of the NMSs and relevant stakeholders to synthesize, produce, disseminate and uptake information.</p> <p>c) Evaluate and update COSPPac training modules in collaboration with the COSPPac project team and develop comprehensive “train the trainer” style handbooks.</p> <p>d) Update the COSPPac Results Framework with SPREP activities</p> <p>e) Evaluate COSPPac tools and products to meet the needs of users.</p> <p>f) Provide training to NMSs and relevant stakeholders as appropriate (based on capacity needs) in relation to communicating climate science.</p> <p>g) Update, modify and develop communications training materials as appropriate to ensure relevancy and effectiveness.</p> <p>h) Update the COSPPac monthly podcast.</p> <p>i) Assess current climate communication, media and stakeholder engagement practices.</p> <p>j) Provide follow up training with the media training workshops that have been carried out as part of the COSPPac Phase 2 and other programs.</p>	<ul style="list-style-type: none"> <li>• Communications and Visibility plan for SPREP COSPPac3 developed</li> <li>• The NMSs communications capacity as well as relevant stakeholders are well informed and lessons learnt documented including strengths and weaknesses.</li> <li>• COSPPac climate training modules are suitable for use in the region and uploaded to e-learning, social media and other appropriate communications platforms.</li> <li>• Develop SCOPIC training modules for NMHS.</li> <li>• COSPPac tools such as SCOPIC e-learning tool is updated.</li> <li>• Comprehensive “train the trainers” handbooks are designed to allow other agencies to deliver communications training.</li> <li>• SPREP COSPPac activities are updated in the COSPPac results framework</li> <li>• Conduct annual surveys on COSPPac tools and products and recommend changes to meet the needs of users.</li> <li>• NMSs and relevant stakeholder capacity regarding communicating climate science is supported (including climate variability and change, ENSO, indices, broad scale climate drivers, MJO, and SPCZ).</li> <li>• Stakeholder climate communication, media and stakeholder engagement practices are mapped.</li> <li>• Monthly climate drivers podcast are produced.</li> </ul>

	<ul style="list-style-type: none"> <li>• Follow up media training is provided.</li> <li>• Profile of SPREP COSPPac products and services are featured in global, regional and national events and are referenced widely.</li> </ul>
<p><b>2. Climate communications coordination, media and stakeholder engagement and outreach</b></p> <p>a) Lead development of communications activities across the SPREP Programme. Assist NMHSs to develop and update NMHS's climate communications strategies.</p> <p>b) Increase the visibility of COSPPac and its climate initiatives and update existing communications materials</p> <p>c) Design climate information products with guidance from NMSs and relevant stakeholders.</p> <p>d) Develop media release for COSPPac related activities.</p> <p>e) Provide communications inputs into project presentations, publications and reports (design, layout, graphics, etc.)</p> <p>f) Deliver high quality project presentations to various audiences from time to time</p> <p>g) Update COSPPac stakeholders' engagement and contact list.</p>	<ul style="list-style-type: none"> <li>• SPREP COSPPac communications strategy is developed and implemented.</li> <li>• NMHSs communications strategy developed.</li> <li>• Existing COSPPac communications materials are reviewed and updated.</li> <li>• New and relevant climate information products are developed.</li> <li>• Assistance is provided to Online Climate Outlook Forum.</li> <li>• Media release on COSPPac activities are loaded onto the SPREP website and social media platforms.</li> <li>• Climate products are simplified and posted on social media platforms.</li> <li>• The COSPPac stakeholders' engagement logs are updated monthly.</li> <li>• The project produces high quality banners, brochures, posters, synthesis reports and technical reports on time and within budget</li> <li>• Positive feedback is received on COSPPac-3 presentations</li> <li>• Review group mailing lists annually for dissemination of COSPPac products.</li> </ul>
<p><b>3. COSPPac project reporting</b></p> <p>a) Maintain and update communications log for COSPPac reporting</p> <p>b) Facilitate and coordinate SPREP COSPPac reports for the Steering Committee meetings and the IPMG</p> <p>c) Ensure SPREP COSPPac activities are inclusive and demonstrate Gender Equality, Disability and Social Inclusion (GEDSI)</p>	<ul style="list-style-type: none"> <li>• Updated communications log report</li> <li>• SPREP COSPPac reports compiled and updated for every Steering Committee meeting</li> <li>• SPREP COSPPac demonstrates inclusiveness and GEDSI balance in their activities</li> </ul>
<p><b>4. PMDP and PMC Support</b></p> <p>a) Provide support for the PMC (and PMDP) secretariat to organise and convene PMC meetings, Steering Committees and other events.</p> <p>b) Provide support to the Pacific Islands</p>	<ul style="list-style-type: none"> <li>• Reports are provided for the SPREP meeting and PMC on time.</li> <li>• Support is provided to the PMC meetings.</li> </ul>

<p>Climate Services (PICS) Panel and the implementation of its plans and activities.</p> <p>c) Contribute to reporting on progress against the PIMS 2017-2026.</p> <p>d) Coordinate with other PMDP projects and provide support to the Regional Climate Centre (RCC) activities</p>	<ul style="list-style-type: none"> <li>• Activities are aligned with the PIMS priorities.</li> <li>• Support is provided to the discussions of the PICS Panel on organising and coordinating climate services matters in the region.</li> <li>• There is coordination with other projects and initiatives</li> </ul>
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**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:**

- Understanding donor financial and narrative reporting requirements and ensure that these requirements are adhered to.
- Ensuring SPREP policies on procurement, travel and other related policies are followed.
- Being aware of national level protocols and processes when implementing activities in country.

**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>• Bureau of Meteorology staff and program managers</li> <li>• National (in-country) NMS staff</li> <li>• National stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Advice and assistance</li> <li>• Consultations and reporting</li> <li>• Discussions and negotiations</li> <li>• Communications and information sharing</li> </ul>
<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• PMDP Staff</li> <li>• Climate Change Resilience Programme SPREP Senior Leadership Team</li> <li>• Other SPREP Programmes and departments</li> </ul>	<ul style="list-style-type: none"> <li>• Advice and assistance</li> <li>• Consultations and reporting</li> <li>• Discussions and negotiations</li> <li>• Communications and information sharing</li> <li>• Staff issues</li> </ul>

**Level of Delegation**

**The position holder:**

- Has no delegation of authority but 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

<b>Essential</b>
1. Minimum qualifications of a Bachelor degree in Education or Communications or Environmental Sciences or a related discipline

### Knowledge / Experience

<b>Essential</b>
2. At least 5 years work experience in communications and stakeholder/ community engagement, specifically in climate and meteorology in the Pacific islands, communicating science and developing communication strategies.
3. Demonstrated working experience in the following areas: <ul style="list-style-type: none"> <li>a) <b>Communications, Visibility and Capacity Development:</b> <ul style="list-style-type: none"> <li>• Capacity mapping</li> <li>• Workshop and targeted communications trainings, including monitoring and evaluation of effectiveness</li> <li>• “Train the trainers”</li> <li>• Workshop planning and coordination</li> </ul> </li> <li>b) <b>Communications:</b> <ul style="list-style-type: none"> <li>• Communication, media and stakeholder training in cross-cultural contexts</li> <li>• Design and delivery of communications materials</li> <li>• Design of communication and stakeholder engagement plans</li> <li>• Synthesize and communicate science information</li> </ul> </li> </ul>
4. Strong strategic advisory and analytical skills with a demonstrated ability to establish and implement workplan objectives.
5. Demonstrated experience working within a multi-disciplinary and multi-cultural team environment including designing and conducting training programmes for staff and stakeholders.
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. Demonstrated understanding and appreciation of diverse cultures and developing country environments, with knowledge of Pacific island countries and territories being an advantage and ability to build and maintain effective relationships with a diverse group of people including internal and external collaborators.

### 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>• Communication platforms and mediums</li> <li>• Regional meteorology and climatology issues</li> <li>• Project coordination and project management</li> <li>• Organisational and time management</li> <li>• Self-motivated</li> <li>• Analytical skills</li> <li>• Communications and interpersonal skills</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• Environmental issues in the Pacific islands region</li> <li>• Report writing</li> </ul>
Working Knowledge	<ul style="list-style-type: none"> <li>• Financial reporting</li> <li>• General management principles</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• SPREP Strategic Plan</li> <li>• SPREP Work Programmes</li> <li>• Pacific Islands Meteorological Strategy 2012-2021</li> <li>• COSPPac Programme</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.*

## D. REMUNERATION PACKAGE – TERMS & CONDITIONS

**Duty Station:** This position will be based in Apia, Samoa.

**Duration:** Appointment is up to June 2027 in line with the project time frame. 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 SDR 30,237 per annum. Currently, the equivalent is SAT115,393 per annum. Upon confirmation of probation, salary will be adjusted to SDR34,016 which is equivalent to SAT129,817 per annum. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required.

**Cost of living differential allowance (COLDA):** A Cost-of-Living Differential Allowance of SDR4,256 will be paid to the successful candidate. This is currently equivalent to SAT16,244. Cost-of-living differential allowance reflects the comparative cost of living difference between Suva and Apia. This allowance is reviewed periodically based on data determined by an independent reviewer.

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

**Term:** For staff recruited from outside Samoa, the term begins from the day the appointee leaves their home to take up the appointment. The offer for appointment is confirmed only upon receipt of satisfactory medical examination including full vaccination against COVID-19, a clean police report and certified official documents including qualifications. The confirmation of appointment is subject to a 6-month probationary period.

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

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

**Retirement Age:** SPREP's retirement age is set at 65 years.

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

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

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

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

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

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

**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 per annum per dependent child, with an overall maximum of SAT46,800 per annum per family of 3 or more eligible children.

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

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

**Housing Assistance:** Internationally recruited staff shall receive housing assistance of 75% of the typical rent payable in Samoa for expatriate executive furnished housing. The current rate is SAT 2850 per month. This assistance shall be reviewed annually and adjusted on relative movement in the local rental market.

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

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

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

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

**Duty Travel:** SPREP meets travelling expenses at prescribed rates necessarily incurred by staff

required to travel away from Apia on official business.

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

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

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

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

### **Learning and Development**

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

### **Definitions:**

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

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

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

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

**Equal Opportunities:** SPREP is an Equal Opportunity Employer. All genders 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 Officer – Climate and Oceans Support Programme for the Pacific Phase 3 (CO-COSPPac3)**” 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 Officer – Climate and Oceans Support Programme for the Pacific Phase 3 (CO-COSPPac3)**”

**More Information on SPREP and its work in the region** can be found on the SPREP website [www.sprep.org](http://www.sprep.org)

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

**CLOSING DATE: Friday, 31 January 2025:** Late applications will not be considered.

**SPREP is an Equal Opportunity Employer**