



SPREP
Secretariat of the Pacific Regional
Environment Programme



10th Pacific Islands Conference

**NATURE CONSERVATION
AND PROTECTED AREAS**

Nature Conservation Action for a Resilient Pacific

APPLICANT INFORMATION PACKAGE
Environmental GIS Specialist – Inform 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 over 100 staff. There are SPREP offices in Fiji, Republic of the Marshalls Islands and Vanuatu as well as SPREP Officers stationed in Solomon Islands.

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 GEF/UNEP/SPREP funded Regional Project: Building National and Regional Capacity to Implement Multilateral Environmental Agreements (MEA) by Strengthening Planning and State of Environment Assessment and Reporting in the Pacific ([The Inform Project](#)).

SPREP has received funding from the Global Environment Facility (GEF) to implement a regional project in the Pacific that targets the strengthening of environmental monitoring and governance in 14 Pacific Island Countries. To achieve this, the project will build capacity of national government agencies and local stakeholders to properly use environmental planning tools such as the Environmental Impact Assessment (EIA) for effective decision making. This will be supplemented through the revitalisation of the State of the Environment (SoE) assessments and reporting including the National Environmental Management Strategies (NEMS). Both require inputs of environmental data to bring about better reporting by Pacific Island Countries (PICs) on how well they are meeting their international obligations under the Rio Conventions and other regional MEAs. To this end, the goals of the projects are to:

- Strengthen the legal, policy, and planning frameworks to support collection and sharing of environmental data;
- Establish a network of national and regional databases for monitoring the state of the Pacific's environment;
- Strengthen Convention reporting, policy development, and monitoring and evaluation requirements on the state of the global, regional, and national environment;
- Facilitate the use of environmental data for national planning and sustainable development;
- Generate data through the planning and impact assessment processes;
- Assist PICs with meeting legislated national reporting requirements including State of Environment (SoE) reporting;
- Establish capacity at the national and regional levels to manage a network of national and regional databases; and
- Build institutional capacities of governments to share data, information and knowledge to enable streamlines reporting and informed decision-making.

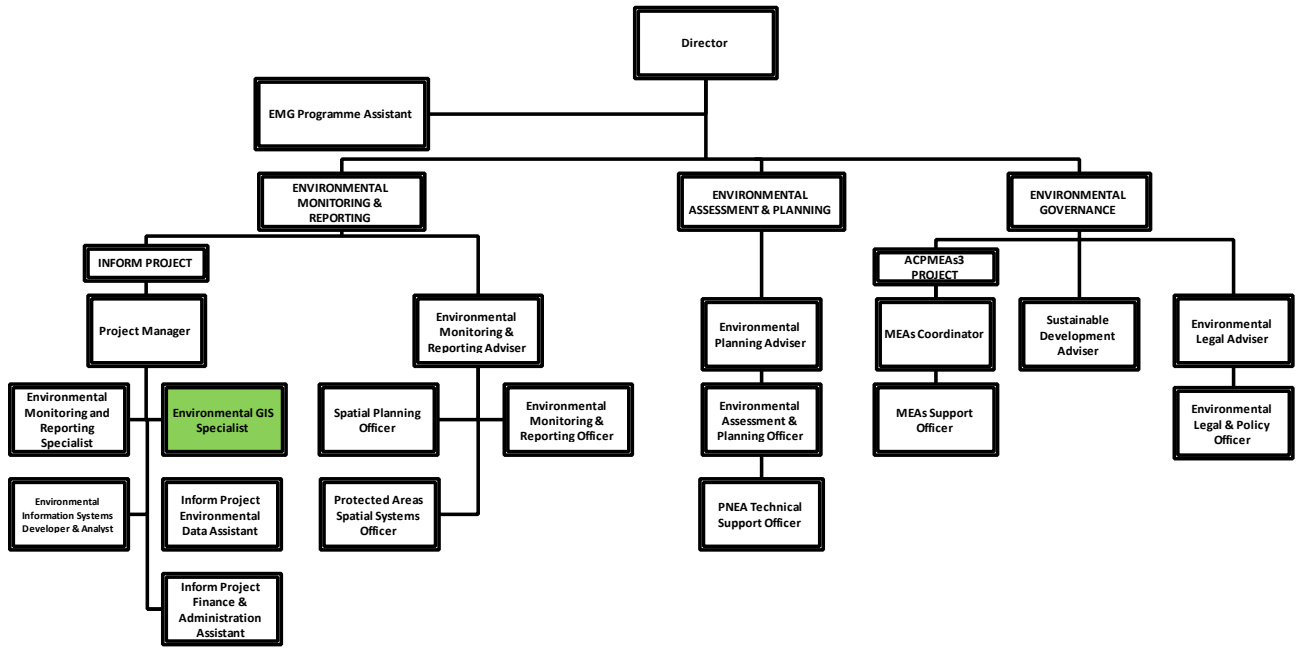
The MEA regional project – The Inform Project – will be successful when all 14 Pacific Island Countries have a robust and active national reporting system that stores relevant environmental data that could be analysed to inform effective decision making that promotes sustainable development in the region. Countries will be able to display higher capacity to monitor, review, report and integrate environmental issues and challenges into their national sustainable development plans which in-turn helps them to meet their principal obligations under the Rio Conventions and regional MEAs.

The regional project will be implemented in the following countries: Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Micronesia, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu and Vanuatu.

B. JOB DESCRIPTION

Job Title:	Environmental GIS Specialist
Programme:	Environmental Monitoring and Governance
Team:	Inform Project team
Responsible To:	Project Manager, Inform Project
Responsible For: (Total number of staff)	N/A
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none">• Assist SPREP members and the Secretariat to improve collection, access, analysis and management of environmental spatial data to enable effective monitoring and evaluation of progress towards achieving environmental outcomes, in particular through application of data in national State of Environment (SoE) reports, environmental assessments, National Environmental Management Strategies (NEMS) and Multilateral Environmental Agreements (MEAs).• Support delivery of the SPREP UNEP-GEF Regional Inform Project
Date:	January 2021

Organisation Context



Key Result Areas

The position of **Environmental GIS Specialist** addresses the following Key Result Areas:

1. Technical GIS support
2. Capacity building, training and awareness
3. Regional support and coordination
4. Communication, partnership and stakeholder engagement
5. Project management support

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

Jobholder is accountable for	Jobholder is successful when
<p>1. Technical GIS support</p> <ol style="list-style-type: none"> a) Maintain and further develop the SPREP spatial data infrastructure (PostGIS and GeoServer setup), including the connection to the Inform online data portals (the Pacific Environment Portal and 14 national data portals), the Pacific Data Hub and PacificMap tool. Support the further development of this Pacific Data Ecosystem (geospatial aspects). b) Maintain, update and improve the SPREP GIS master database structure (quality control, version control, metadata, multiple data formats, etc) for a diverse set of environmental spatial datasets. c) Identify appropriate equipment, software and hardware needs for SPREP and PICTs to enable the establishment, and or strengthening of national environmental spatial data and networks. d) Perform spatial data collection, data capture, database management, spatial data analysis, map creation and reporting, including end-user interpretation for SoE formulation, monitoring and reporting. e) Collate, refine and develop spatial datasets and map products for national environmental indicators and reporting processes. f) Assist PICTs to develop workflows on national level for the production of spatial indicator datasets. 	<ul style="list-style-type: none"> • SPREP’s spatial data infrastructure is optimised and relevant spatial data, information and maps provided to PICTs and partners. • PICTs have Geographic Information System (GIS) datasets for relevant environmental indicators and capacity to use and update these datasets. • A two-way flow of information is created (SPREP-PICTs). • PICTs and partner institutions have functional spatial databases, that are networked, populated with baseline data and users actively using them for their environmental monitoring and planning needs. • PICTs are supported in the production of national state of environment reports including GIS analysis and map outputs.

<ul style="list-style-type: none"> g) Assist PICTs on the use of GIS and spatial planning tools to monitor environmental trends. h) Provide technical GIS advice and assistance to other SPREP divisions and projects executed by SPREP (example Pacific Islands Protected Area Portal). i) Follow up and share knowledge on private sector developments (tools, remote sensing products etc.) useful to SPREP and PICTs. j) Develop appropriate programmes and guidelines for on-going national level monitoring of key indicators. k) Provide technical input to the development and delivery of environmental technical reports and multiple communications products including national and regional state of environment reports. 	
<p>2. Capacity building, training and awareness</p> <ul style="list-style-type: none"> a) Design, organise and deliver capacity building and training for relevant government staff on data management and spatial data, to support the SOE, NEMS, MEAs, environmental assessment and other key environmental monitoring and reporting processes. b) Develop, update and review GIS training materials. c) Maintain, update and further develop the 'GIS and Spatial Dashboard' on the Pacific Environment Portal. d) Assist with making training materials available on a MOODLE platform including GIS materials. e) Promote the use of open spatial data and software (example: OpenStreetMap data product for PICTs). f) Facilitate knowledge sharing across SPREP technical divisions, SPREP Members, key partners and relevant projects on spatial data and its use. g) Provide technical assistance to PICTs, in developing national capacity on methods and approaches for environmental data management including spatial data for key 	<ul style="list-style-type: none"> • Capacity building activities are implemented to strengthen national capacity to use spatial data to increase data-based decision making, timely environmental reporting for national planning and reporting to MEAs. • Technical skills of Pacific Island Countries and Territories (PICTs), Secretariat and partners strengthened to increase the use of spatial data for environmental monitoring and reporting. • SPREP staff has easy access to spatial data relevant to their projects.

<p>environment information to support planning and decision making-</p>	
<p>3. Regional support and coordination</p> <ol style="list-style-type: none"> a) Establish and strengthen partnerships and networks with key environmental data management agencies, organisations at the national and regional levels and private sector. b) Play an active role in key regional GIS forums such as the regional GIS User Conferences and represent SPREP in regional GIS governance and partnerships. c) Assist with the development and implementation of intra and inter-agency spatial data sharing policies. d) Coordinate and facilitate partnership arrangements to support environmental spatial data management in the region. e) Provide technical support for regional scale environmental monitoring and reporting. 	<ul style="list-style-type: none"> • SPREP’s environmental spatial database on regional scale issues is developed. • Environmental spatial data on a regional scale is shared and easily accessible to national stakeholders and decision makers. • State of Environment Reports include more spatial data and maps. • Environmental indicators for the Regional SDGs Report updated
<p>4. Communication, partnership and coordination</p> <ol style="list-style-type: none"> a) Support the use and promotion of SoEs, including map products in national and MEA reporting, planning and advocacy. . b) Support active engagement of key national stakeholders in providing accurate and relevant spatial data and information. c) Contribute to the preparation of national environmental technical reports particularly the SoE reports based on analysis of spatial data and information collected. d) Develop maps, data syntheses and online summaries including the use of graphics software to communicate key messages on environmental status and trends tailored to different audiences particularly decision makers. e) Assist with the strengthening of national coordination mechanisms to support environmental spatial data management as required by countries. 	<ul style="list-style-type: none"> • Countries share information and gain from the experiences of other members of the Pacific Community. • Partnerships established to support environmental data, monitoring and reporting in the region. • Information and training materials, including relevant documents and reports, are prepared, collated and shared with relevant stakeholders. • National workshops successfully carried out with the active engagement of key stakeholders.

<p>f) Assist with the organization and delivery of national SOE consultations, including the collection of spatial datasets and information from national and local stakeholders.</p>	
<p>5. Inform Project management support</p> <p>a) Prepare and produce technical output reports and deliverables for all activities that fall under the job description.</p> <p>b) Provide input to update the Inform Project information in the SPREP Project Management Information System (PMIS).</p> <p>c) Provide input related to the preparation of organisational and project specific annual work plans and budgets.</p> <p>d) Provide input to the preparation of project financial reports and ensure compliance with SPREP and donor financial reporting requirements.</p> <p>e) Contribute to the preparation of narrative progress reports including the Project Implementation Review Report, which is required by SPREP and UNEP.</p> <p>f) Assist and support the Inform project manager to ensure the project is on track and key deliverables are achieved.</p> <p>g) Participate in project monitoring and evaluation including review meetings of the Project Management Unit, Steering Committee and EMG Programme.</p> <p>h) Communicate with and coordinate the tasks and deliverables related to consultancies executed by the Inform project.</p>	<ul style="list-style-type: none"> • Effective technical support is provided to the project to ensure it meets agreed measurable outputs and indicators. • Project Management Information System (PMIS) is updated and used effectively to manage and track project progress. Constructive input and feedback is provided to the project reports. • Profile of the project and its results are widely acknowledged and appreciated by key stakeholders, partners and donors. • Successful and effective working relationships established with UNEP and collaborating partners. • Project tracking and reporting is accurate and timely. • Consultancies fully deliver contractual obligations and countries benefit from the data produced.

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:

- Provision of timely and accurate technical assistance to national governments and stakeholders.
- Coordination and collaboration with international, regional and key stakeholders.
- Communicating materials in a format that is easily understood by stakeholders at different levels.

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
<p>External</p> <ul style="list-style-type: none"> • Member countries • CROP agencies / Partners • Professional / Scientific organisations • Regional / International organisations • National / International consultants 	<ul style="list-style-type: none"> • Advice and assistance • Consultations and collaboration • Communications and reporting • Capacity building and training • Information sharing • Data sharing agreements • Follow-up of deliverables
<p>Internal</p> <ul style="list-style-type: none"> • Executive • Project Manager and Project Team • Technical programmes of SPREP • EMG Programme • IT and KM teams • Communications team • Finance Team 	<ul style="list-style-type: none"> • Information sharing • Capacity building and training • Consultation • Advice and support

Level of Delegation

The position holder:

- can liaise with partners on behalf of SPREP
- can seek funding opportunities for work programme activities

Person Specification

This section is designed to capture the expertise required for the role at the 100% fully effective level (this does not necessarily reflect what the current jobholder has). This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Qualifications

Essential

1. Minimum qualifications of a Bachelor degree in Natural Science, Geographic Information Systems (GIS), Environmental Management, Ecology, Geography, Informatics or related fields

Knowledge / Experience

Essential

2. At least 7 years' experience in Geographic Information Systems (including open source software), spatial data management (including databases use and development), environmental and natural resource management, including monitoring and interpreting data for reporting.
3. Excellent experience in GIS:
 - a) The use of ESRI software products and Open Source GIS software, for mapping and spatial analysis, including the development of (open source) geodatabases.
 - b) Managing diverse spatial data layers, including quality control, data versioning and proven ability to develop and apply metadata.
 - c) Sharing spatial data via the web (e.g. GeoServer, GeoNode,...)
 - d) Developing and applying data processing workflows and processes to validate national data.
4. Extensive experience and excellent ability in:
 - a) developing and coordinating GIS, data analysis and management training activities
 - b) applying GIS and environmental spatial data to the production of environmental planning and monitoring reports, preferably at national State of Environment reporting scale.
5. Excellent written and verbal communication skills including high level of presentation and interpersonal skills, collaboration with donors and partners with sound experience in developing and maintaining effective relationships with a diverse group of people and as part of a team within a multi-disciplinary and multi-cultural environment.
6. Demonstrates initiative and ability to think outside the box in dealing with multiple tasks, demanding deadlines and with little supervision and demonstrates excellent understanding and appreciation of environmental ethics, values and priorities within the workplace.
7. Excellent knowledge of environmental issues, including key emerging issues and challenges within the Pacific Island region:
 - a. Broad knowledge of environmental spatial data management and spatial planning, preferably in small islands context;
 - b. Spatial data sharing sensitivities and issues within the Pacific island region;
 - c. Broad knowledge of the following policy and reporting frameworks:
 - i. State of the Environment Report;
 - ii. National Environmental Management Strategies;
 - iii. 2030 Sustainable Agenda and the SDGs; and
 - iv. Multilateral Environmental Agreements

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"> • Organisational and time management • Self-motivated and results focused • Interpersonal and multicultural stakeholder skills • Collaboration with partners, governments, agencies and organisations on environmental data management • Team player
Advanced level	<ul style="list-style-type: none"> • Flexible, adaptive and participatory approach • Willingness to assist with other programmes • Ability to develop data storage and access systems
Working Knowledge	<ul style="list-style-type: none"> • Project management principles • Interpersonal skills and cultural sensitivity • Commitment to continuous improvement • Ability to work well with other programmes • Environmental issues in the Pacific islands region • Emerging environmental issues and challenges
Awareness	<ul style="list-style-type: none"> • SPREP Strategic Plan 2017-2026 • Inform Project Document

Key Behaviours

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

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

Change to job description

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

C. REMUNERATION PACKAGE – TERMS & CONDITIONS

“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”.

Duty Station: Apia, Samoa.

Duration: Appointment is up to 31 December 2021 and could be extended depending on need and availability of funding.

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 SDR29,499 per annum. This is currently equivalent to Samoan Tala \$112,576 (USD\$43,299) per annum. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required. Progress in the salary scale will be based on annual performance reviews.

Cost of living differential allowance (COLDA): A Cost-of-Living Differential Allowance of SDR4,194 will be paid to the successful candidate. The current equivalent in Samoan Tala is SAT\$16,006 (USD\$6,156) 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\$2.60

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, 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 SAT\$4,198 (USD\$1,615).

Temporary Accommodation and Assistance: On arrival in Apia, the appointee and (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 Samoan Tala \$15,600 (USD\$6,000) per annum per dependent child, with an overall maximum of Samoan Tala \$46,800 (USD\$18,000) 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 SAT\$2,850 (USD\$1,096) 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 (USD\$923) 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 the Samoa National Provident Fund. An expatriate internationally recruited staff member has the option to 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.

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.

4. ADMINISTRATIVE INFORMATION

ESSENTIAL: Applications should include:

1. Completed Application Form – can be downloaded from the Employment Section of our website (*you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the criteria – DO NOT refer us to your CV. Failure to do this will mean your application will not be considered*);
2. A detailed Curriculum Vitae.

Applications that do not complete the correct SPREP Application Form and submit all the requirements stated above will not be considered.

Submitting applications:

- a) **BY EMAIL (MOST PREFERRED OPTION):** Subject matter to be clearly marked “**Application for Environmental GIS Specialist**” and send to recruitment@sprep.org OR
- b) **BY POST OR FAX:** Application to be addressed and sent to: The Director General, SPREP, P.O. Box 240, Apia or fax number (685)20231 and clearly marked “**Application for Environmental GIS Specialist**”

More Information on SPREP and its work in the region can be found on the SPREP website
www.sprep.org

For further enquiries, contact Mr Roger Warren on telephone (685) 21929 ext 325 or Email:
rogerw@sprep.org

Closing date: Friday, 26th February 2021: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
