

APPLICANT INFORMATION PACKAGE
ENVIRONMENTAL PLANNING ADVISER (EPA)

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A. Background Information on SPREP

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 and Vanuatu as well as SPREP Officers stationed in the Republic of the Marshall Islands and Solomon Islands. SPREP has an annual budget of USD \$33 million in 2019.

The establishment of SPREP 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 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, Cook Islands, Federated States of Micronesia, Fiji, French Polynesia, Guam, Kiribati, Marshall Islands, Nauru, New Caledonia, Niue, Northern Marianas, Palau, Papua New Guinea, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, Vanuatu and Wallis & Futuna) and 5 developed countries (Australia, France, New Zealand, United Kingdom and United States of America) with direct interests in the region.

Four regional goals to achieving resilience and sustainable Pacific communities:

- **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

These define the core priorities and focus of SPREP in the areas on:

1. Climate change resilience
2. Ecosystem and Biodiversity Protection
3. Effective Waste Management and Pollution Control
4. Environmental Governance

The SPREP 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.

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.

Environmental Monitoring and Governance Programme: A brief overview

The Environmental Monitoring and Governance (EMG) Programme plays a lead role in assisting SPREP member countries to develop their capacity in environmental governance; policy development; and planning, monitoring, and reporting for sustainable environmental outcomes and to keep pace with socio-economic development.

This work includes strengthening and supporting political leadership on environmental issues in the region through policy instruments such as the Framework for a Pacific Oceanscape, and assisting Pacific leaders and delegations in their advocacy in international fora. EMG's work is guided by the SPREP mandate implemented through the SPREP Strategic Plan 2017–2026. The EMG Programme responds directly to Strategic Plan Regional Goal 4 which is to help Pacific people and their environment benefit from a commitment to and the best practice of environmental governance. Given the cross-cutting nature of the EMG Programme, it also provides support to SPREP's programmes on Climate Change Resilience, Island and Oceanic Ecosystems and Waste Management and Pollution.

The EMG Programme works closely through a number of partnership initiatives including those with non-governmental organisations; multilateral, international and regional organisations; development partners and donors; academic institutions; and national governments.

EMG assist national governments by providing an enabling environment to support the implementation of multilateral environmental agreements (MEAs), development of policies and legislation, training and capacity building for environmental impact assessment, and spatial planning. This support includes responsibilities to develop regional standards for monitoring and reporting environmental change at both national and regional scales. EMG supports advocacy and help develop communications strategies to promote good environmental governance.

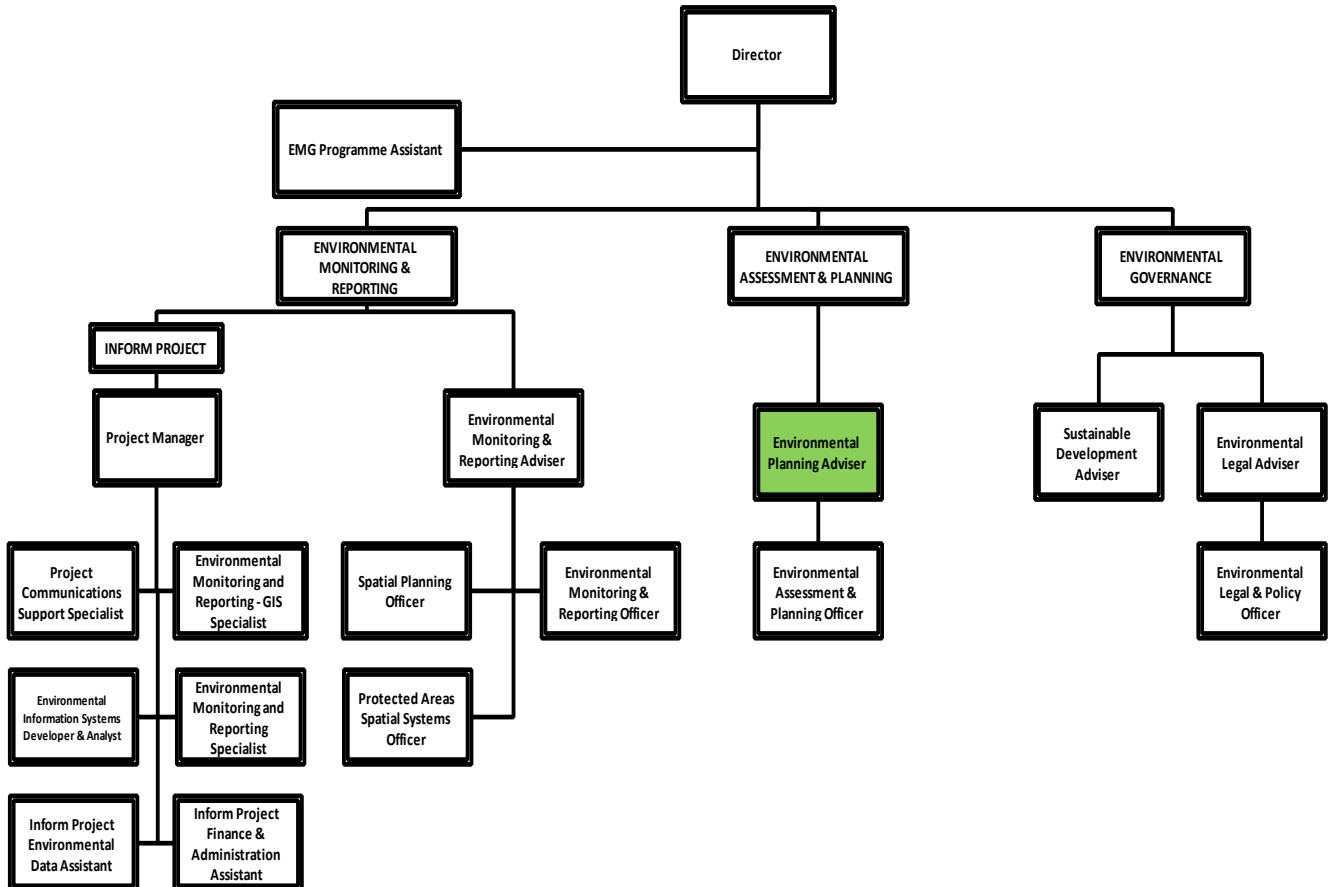
Regional Goal 4, EMG Programme will deliver services and support in these key areas:

1. Strengthen national sustainable development planning and implementation systems including through use of Environmental Impact Assessments, Environmental Impact Assessments, and spatial planning.
2. Improve national capacity for good environmental governance supported by technical assistance for the development of policy and legislation, and in support of the implementation of Member international and regional commitments.
3. Strengthen environmental data collection, monitoring, and analysis and reporting on results, nationally and regionally.

B. JOB DESCRIPTION

Job Title:	Environmental Planning Adviser (EPA)
Programme:	Strategic Policy and Technical
Programme:	Environmental Monitoring and Governance (EMG)
Team:	Environmental Assessment and Planning
Responsible To:	Director, Environmental Monitoring and Governance (DEMG)
Responsible For: (Total number of staff)	1
Job Purpose:	This job exists to: Lead the environmental assessment and planning functions across the organisation and to provide strategic and policy advice and technical assistance to Pacific island countries and territories on strategic environmental assessment and planning issues.
Date:	May 2019

Organisation Context



Key Result Areas

The position of **Environmental Planning Adviser (EPA)** addresses the following Key Result Areas:

1. Leadership and management
2. Strategic policy and technical advice and assistance
3. Networking, partnerships and coordination
4. Fundraising, resourcing and project management/support
5. Monitoring, evaluation and reporting
6. Communications and capacity building

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

Jobholder is accountable for	Jobholder is successful when
<p>1. Leadership & Management</p> <p>a) Provide leadership, guidance and management of the Environmental assessment and planning team</p> <p>b) Manage and implement the Team's contribution to the SPREP Strategic Plan 2017-2026, the Performance Implementation Plan (PIP) and Results Framework as well as the Biennial Work Plans and budgets</p> <p>c) Develop and implement the Team's Work Plan and Budget (AWP&B) to support the Programme's Work Plan, PIP including the planning and management of the team's human and financial resources.</p> <p>d) Provide technical guidance and assistance to the team as well as quality control of their work including compliance with key internal policies</p> <p>e) Lead and work with staff of the Environmental Assessment and Planning team in the development, monitoring and assessment of Performance Development Plans as well as the necessary learning and development to support their work</p> <p>f) Assist the Director EMG to achieve organisational objectives for the environmental assessment and planning team and ensures compliance with key corporate policies and processes including substantive technical and financial reporting requirements</p>	<ul style="list-style-type: none"> • The Environmental assessment and planning team is a high performing team that delivers on its Annual Work Plan and Budget (AWP&B) objectives and meets strategic priority targets • The team's work is well integrated and understood across all SPREP programmes • Staff Performance Development Plans are developed and assessed on time • Staff issues including learning and development needs are addressed in a timely and effective manner • Joint programme planning, delivery and monitoring and evaluation in close consultation with the Director of the Programme • Fully accountable to corporate responsibilities including budget management, financial reporting, staffing issues and other corporate management requirements • SPREP Members are satisfied with the services and outputs produced
<p>2. Strategic policy and technical advice and assistance</p>	

<p>a) Provide strategic policy and technical advice and assistance on environmental assessment and planning matters to assist Members in the formulation, review, update and implementation of NEMS or equivalent and the integration into relevant sector and national planning processes including regional international commitments such as the MEAs, S.A.M.O.A Pathway and SDGs</p> <p>b) Ensure that the NEMS or equivalent contribute effectively to wider sustainable development planning, monitoring and reporting frameworks, in particular National Sustainable Development Strategies (NSDS) and similar plans at the national, regional and global level;</p> <p>c) Coordinate and provide sound policy and technical advice on environmental assessment and planning issues to SPREP Members, partners and key stakeholders to support sustainable and resilient planning and decision making at all levels</p> <p>d) Coordinate and provide advice and input to SPREP Senior Management Team, Members and Council of Regional Organisations in the Pacific (CROP) on key environmental assessment and planning issues, including support to key regional and international MEAs and UN processes such as the SDGs, International Seabed Authority, BBNJ and others that are directly related to SPREP's work.</p>	<ul style="list-style-type: none"> • NEMS or equivalent are reviewed and updated in line with current Pacific environmental issues • Support is provided to secure funding and other resources to support NEMS or equivalent processes in PICTs • NEMS or equivalent are linked with the NSDS process. • Relevant, up-to-date environmental planning methodologies, policies, and - where relevant, regulations are implemented by PICTs where appropriate for SEAs and IEAs. • Well researched, relevant and timely technical and policy advice on all environmental assessment and planning matters is provided • Technical and policy advice supports SPREP's role as the premier environment agency in the region • SPREP programmes and projects across the Secretariat value and take into consideration environmental impacts • Strategic policy and technical input is coordinated and included in consideration of key institutional decisions as well as in advice to key regional and international negotiations and processes
<p>3. Networking, partnership and coordination</p> <p>a) Initiate and develop linkages and synergies within the EMG Programme and across the organisation including support to key institutional planning processes Coordinate and facilitate effective networking and collaboration with key national, regional and international organisations and partners to ensure policy and technical support on environmental assessment and planning are delivered in a coordinated and integrated manner</p> <p>b) Coordinate and facilitate a community of practice of environmental assessment practitioners to promote and support the</p>	<ul style="list-style-type: none"> • Policy and technical advice are effectively provided to Pacific Island Members in a timely manner • Strengthened regional and national awareness and implementation of key environmental assessment and planning strategies and frameworks • Improved and strengthened SPREP internal and external collaboration and coordination to support sustainable environmental priorities in the Pacific islands and territories • Partners continue to work and collaborate with SPREP on strategic and technical

<p>sharing of knowledge and experiences and best practice</p> <p>c) Facilitate and coordinate SPREP's engagement at key impact assessment forums such as the annual conferences of the International Association for Impact Assessment, NZ Impact Assessment and other related events.</p> <p>d) Maintain current and develop new partnerships to support SPREP's environmental assessment and planning work</p> <p>e) Participate and represent SPREP in key regional processes including the CROP Sustainable Development Working Group</p>	<p>environmental assessment and planning matters, programmes and projects</p> <ul style="list-style-type: none"> • The Pacific Learning Partnership for Environmental and Social Sustainability workplan is successfully delivered and key outcomes achieved
<p>4. Communications and capacity building</p> <p>a) Develop and deliver capacity building and training to strengthen the institutional capacity of PICTs to implement and mainstream NEMS or equivalent including EIA, SEAs into relevant MEAs and SDGs</p> <p>b) Develop, deliver and disseminate assessment and planning tools, best practices, lessons learnt, information materials and knowledge products to raise awareness on NEMS, MEAs, SDGs, SEAs, and IEAs</p> <p>c) Coordinate and lead the sharing of knowledge and lessons learnt on substantive and strategic environmental assessment and planning matters within SPREP and also among Members and key partners through mechanisms such as south-south cooperation, technical cooperation, online knowledge portals such as the Pacific Network for Environmental Assessment, SPREP website and other appropriate modalities</p> <p>d) Coordinate and facilitate communication and information sharing on environmental assessment and planning across EMG and SPREP's work programmes and projects</p> <p>e) Prepare and disseminate results-based reporting and communication products to raise awareness on key results and outputs produced</p>	<ul style="list-style-type: none"> • NEMS, EIA, SEA, IEA including MEAs and SDGs guidelines developed and widely shared with Members and partners • Modalities for knowledge and information sharing established and effectively delivered with the active engagement and participation of members and key stakeholders • NEMS mainstreamed into national policies, sector plans and budgetary processes • Relevant capacity building and training initiatives provided to strengthen SPREP and Member's capacities to improve and strengthen environmental planning and management processes • Report submitted to donors and partners in a timely manner. • Results based reporting, media and information products produced and widely disseminated
<p>5. Monitoring, evaluation and reporting</p>	

<p>a) Contribute and provide technical advice to SPREP Senior Management Team on the development, implementation and monitoring and evaluation of the SPREP Strategic Plan 2017-2026 and associated work programmes and budget particularly those directly relating to environmental assessment and planning</p> <p>b) Monitor and report on progress in achieving priorities in the approved SPREP work plan and budget and advise on mitigating actions to resolve any major issues and potential risks</p> <p>c) Provide reports to donors, partners and SPREP Members on key environmental assessment and planning issues and prepare project specific reports as required by donors</p>	<ul style="list-style-type: none"> • Relevant and timely advice, policy submissions and reports are provided to SPREP SMT and to members • Effective and timely reporting to donors, partners and participating countries • Up to date reports are periodically provided to inform the Director EMG, SMT and donors on status of work programme and project progress • Effective and efficient use of SPREP internal project management systems in particular the PMIS, PRMG, FMIS including other relevant supporting tools available within SPREP
<p>6. Fundraising, resourcing and project management/support;</p> <p>a) Design and develop project concepts and proposals targeting key funding mechanisms to implement and address key environmental assessment and planning issues and priorities</p> <p>b) Provide technical advice and input to support project proposal development for EMG</p> <p>c) Provide project management oversight for projects implemented by EMG through the Environmental assessment and planning team</p> <p>d) Undertake periodic programme and project level monitoring using internal project management tools and systems (PMIS and PMRG) as well as convening project management review and technical meetings as necessary</p>	<ul style="list-style-type: none"> • New project concepts and proposals developed and submitted • Existing and new funding opportunities are identified and secured for programme and team activities • Project development and management support is provided to SPREP projects • Effective and timely reporting to donors, partners and participating countries • Effective project management monitoring systems in place including compliance with SPREP and donor requirements

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 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 briefings and advice to Senior Management Team, Members, and Partners
- Leading and managing a technically complex work area and providing timely guidance to the Environmental assessment and planning Team and the Environmental Monitoring and Governance Programme
- Ensuring that activities are effectively delivered by SPREP and its partners and reported to donors and communicated through relevant regional and international fora.
- Ensuring commitment and consistency in establishing and maintaining national programmes and strategic environmental activities.
- Ensuring that strategic environmental assessment and planning activities promoted for PICTs are supported in-country.
- Coordination and collaboration internally within SPREP and externally with relevant agencies and stakeholders
- Securing funding and resources for implementing environmental assessment and planning activities
- Promoting SPREP's mission at relevant fora outside the environment and conservation mainstream where appropriate

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"> • SPREP Members • Donors / Partners • Professional / Scientific organisations • Regional / International organisations 	<ul style="list-style-type: none"> • Advice and assistance • Consultations and collaboration • Negotiations • Fundraising • Communications and reporting
<p>Internal</p> <ul style="list-style-type: none"> • Executive • Senior Management Team • Technical and corporate programmes • All staff 	<ul style="list-style-type: none"> • Leadership and management • Supervision and delegation • Advice and support

Level of Delegation

The position holder:

- manages an operational budget

- can authorise costs in own budget
- can carry out negotiations on behalf of SPREP
- can seek funding opportunities for work programme activities

Person Specification

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

Qualifications

Essential

1. Minimum qualifications of a Master degree in a relevant field from a recognised institution with OR a Bachelor degree in lieu, with applied relevant work experience in excess of the minimum required relevant work experience.

Knowledge / Experience

Essential

2. At least 10 years of experience in strategic environmental assessment and planning, preferably in the Pacific island region, with at least 7 of those years at the senior leadership and advisory level
3. Extensive knowledge of environmental issues, specifically in the areas of strategic environmental assessment and planning, integrated environmental assessment, regional and international processes in particular MEAs and SDGs as well as emerging environmental issues and challenges within the Pacific Island Countries and Territories with excellent understanding and appreciation of environmental ethics, values and priorities
4. Extensive leadership and management experience including high level advisory and analytical skills as well as leading and nurturing teams of diverse technical backgrounds and expertise in multicultural and multi-disciplinary environments
5. Excellent project management and leadership experience including the development of funding proposals, design and delivery of integrated work programme activities, monitoring and evaluation of performance, resource management as well as a good understanding of synergies and inter-linkages across multilateral environmental agreements
6. Excellent relationship management and coordination skills and experience that demonstrate a high level of professional and constructive engagement with a diverse range of stakeholders as well as an excellent understanding of key donor partners and funding institutions
7. Excellent experience at strategic and high level communication, negotiation and reporting across diverse audiences, as well as extensive experience in capacity building, particularly in the Pacific setting

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Excellent

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"> • Leadership and Advisory • Analytical and Environmental knowledge • Project development, monitoring and evaluation • Work programme planning, budgeting and implementation • Fundraising • Synergies and linkages with other priority areas and including key multilateral environmental (MEAs) • IEA and SEA expert • Policy and governance issues in the Pacific islands region
Advanced level	<ul style="list-style-type: none"> • Environmental issues in the Pacific islands region • Emerging environmental issues and challenges • Multilateral environmental agreements and conventions
Working Knowledge	<ul style="list-style-type: none"> • General management principles • Environmental and social safeguards • Gender mainstreaming • Results based management
Awareness	<ul style="list-style-type: none"> • SPREP Strategic Plan • SPREP Work Programmes • Regional Guidelines for environmental impact assessment in Pacific island countries and territories

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

All managers and supervisors are expected to uphold SPREP's established Leadership and Management Behaviours forming part of the Performance Development Plan.

Change to job description

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

C. REMUNERATION PACKAGE – TERMS & CONDITIONS

Duty Station: Apia, Samoa.

Duration: Appointment is for a term of 3 years initially with possible renewal up to a maximum of 6 years subject to performance during the initial term, continuity of related programme activities and availability of funds.

Salary: Salary is denominated in International Monetary Fund Special Drawing Rights (SDRs). Remuneration for this post falls within Band 12 of SPREP's salary scale. Starting salary will be SDR40,801. Currently, the equivalent in Samoan Tala is SAT\$155,710 (USD\$59,888) 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 SDR5,147 will be paid to the successful candidate. The current equivalent in Samoan Tala is SAT\$19,642 (USD\$7,555). 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 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 SAT\$4,198 (USD\$1,615).

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 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 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 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 dependants are entitled to have all reasonable medical, dental and optical expenses met, under the terms and conditions of the SPREP in-house Medical Treatment Scheme.

Superannuation: For nationals of Samoa, SPREP will pay the minimum legal requirement of basic salary to the Samoa National Provident Fund. An expatriate internationally recruited staff member will be paid the same as an allowance.

Learning and Development

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

Definitions:

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

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

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

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

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

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

4. ADMINISTRATIVE INFORMATION

ESSENTIAL: Applications should include:

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

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

Submitting applications:

- a) **BY EMAIL (MOST PREFERRED OPTION):** Subject matter to be clearly marked “**Application for Environmental Planning Adviser**” 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 Planning Adviser (EPA)**”

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

For further enquiries, contact Ms Marion Tuipulotu-Chan Chui on telephone (685) 21929 ext 328 or Email: marionc@sprep.org

Closing date: Friday, 28th June 2019: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
