

APPLICANT INFORMATION PACKAGE
FINANCIAL ACCOUNTANT – WEATHER READY PACIFIC
PROGRAMME
(FA – WRPP)

CONTENTS

A. BACKGROUND INFORMATION ON SPREP

B. WEATHER READY PACIFIC PROGRAMME

C. JOB DESCRIPTION

D. REMUNERATION PACKAGE – TERMS & CONDITIONS

E. ADMINISTRATIVE INFORMATION

A. Background Information on SPREP

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

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

SPREP has around 150 staff and has an annual budget of approximately USD36 million in 2023.

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. Weather Ready Pacific Programme

The Weather Ready Pacific (WRP) Programme is a Pacific-led initiative established to coordinate and support Members, development partners and donors in uplifting the capability of the Pacific National Meteorological and Hydrological Services (NMHSs) and on the wider implementation of people-centred end-to-end Multi-Hazard Early Warning Systems in the Pacific Island Countries and Territories. The WRP was proposed by the Pacific Meteorological Council as a 10-year, and over USD 167M initiative, which was endorsed by Pacific Leaders in 2021.

Pacific island countries are vulnerable to a wide range of weather, climate, hydrological, ocean and other related environmental extreme and high impact events, including tropical cyclones and typhoons, strong winds, high waves and seas, earthquakes, volcanic eruptions, drought, coastal inundation (including storm surges, waves, swell and tsunami) and flash floods. As the global climate changes and extreme events become more intense or frequent, the need for enhancing climate change adaptation and resilience through the role and integration of meteorological and hydrological services across all social, environment and economic areas is becoming more important.

The services provided by National Meteorological and Hydrological Services (NMHSs) are essential to the safety and well-being of Pacific people and communities, protection of property and contribute to sustainable development. They support key economies and livelihoods across a wide range of sectors; agriculture, tourism, water resource management, aviation, shipping, energy, infrastructure and transportation. During the past decade, there has been significant investment in weather, climate, hydrological and ocean related capacity and infrastructure in the Pacific region, which has resulted in improvement in the capacity and capabilities of NMHSs as outlined in the Pacific Islands Meteorological Strategy (2017-2026).

However, critical gaps remain: governance arrangements, mandate, strategic plans and institutional support are lacking in some countries; the observation network is patchy and the ability to invest in and maintain modern observational infrastructure is limited; similarly, computational infrastructure and capacity is not up to global standards; forecasting systems in use are highly variable in approach and quality; there are insufficient qualified meteorological and technical staff to develop and deliver accurate, localised and impact-based forecasts and warnings. This creates challenges for NMHSs in providing the information needed by government, communities and industries (e.g. agriculture, fisheries, aviation, tourism) to better prepare for extreme events and manage the subsequent impacts on livelihoods and economies.

The WRP is designed to address these critical gaps and enable Pacific island countries and territories to better anticipate and respond to high impact and extreme weather, hydrological, climate, oceanic and other related environmental events and their associated risks. In particular, empowering Pacific NMHSs to engage credibly with the National Disaster Management Offices (NDMO's), communities, customers, partners and stakeholders contributes to more informed local and regional decision making, potentially saving lives and livelihoods. This enhanced capacity will contribute to built a stronger platform for the region to manage the impacts of climate change and equipping countries with valuable information to inform adaptation and resilience strategies.

The implementation of the WRP Programme will range from high level strategies through to working groups and expert panels such as the Pacific Islands Meteorological Strategy 2017-2026 (PIMS), The FRDP and PRP, the Pacific Roadmap for Climate Services, the WMO Global Framework for Climate Services, WMO Global Climate Observing System (GCOS) Implementation Plan in the Pacific, Early Warnings for All (EW4ALL) and the Systematic Observations Finance Facility (SOFF), the Pacific Meteorology Council Expert Panels. SPREP will work with a number of CROP agencies, NDMO's, nationally and regionally based NGO and civil society partners to facilitate effective in-country and sub-regional

delivery of activities. Implementation and coordination will be undertaken within the SPREP Climate Change Resilience Programme.

The WRP Programme will be implemented in all the **Pacific Island Countries** (Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Republic of the Marshall Islands, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu) and **Territories** (American Samoa, Commonwealth of the Northern Mariana's, French Polynesia, Guam, New Caledonia, Tokelau, Wallis and Futuna).

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.

SPREP (Secretariat of the Pacific Regional Environment Programme), acting as the principal organisation for the WRP in the Pacific via the PMDP (Pacific Meteorological Desk Partnership), is mandated to form a WRP Management Unit (PMU). This PMU's core responsibilities include:

1. **Programme Management and Implementation:** Ensuring the strategic alignment and effective rollout of the programme's initiatives. This includes supervising various tasks, coordinating with stakeholders, monitoring progress, and making necessary adjustments to achieve the objectives.
2. **Financial Management:** Overseeing the budgetary allocations, ensuring judicious utilisation of funds, tracking expenses, and managing financial reports and audits. It also involves guaranteeing transparency and accountability in all financial dealings.
3. **Procurement:** Handling the process of acquiring necessary goods, services, or works at the best possible price. This encompasses drafting specifications, soliciting bids, evaluating offers, and finalising contracts while adhering to a fair, transparent, and efficient procedure.
4. **Administration:** Managing the daily operations, which include ensuring smooth communication among team members, maintaining records, and overseeing the logistical needs of the programme.
5. **Coordination:** Coordinate efforts in the early warning systems in the region with other projects and programmes as well as development partners through the Pacific Partnership Coordination Platform, the PMC, EW4ALL, SOFF, the Liaison Platform and other mechanisms or initiatives.

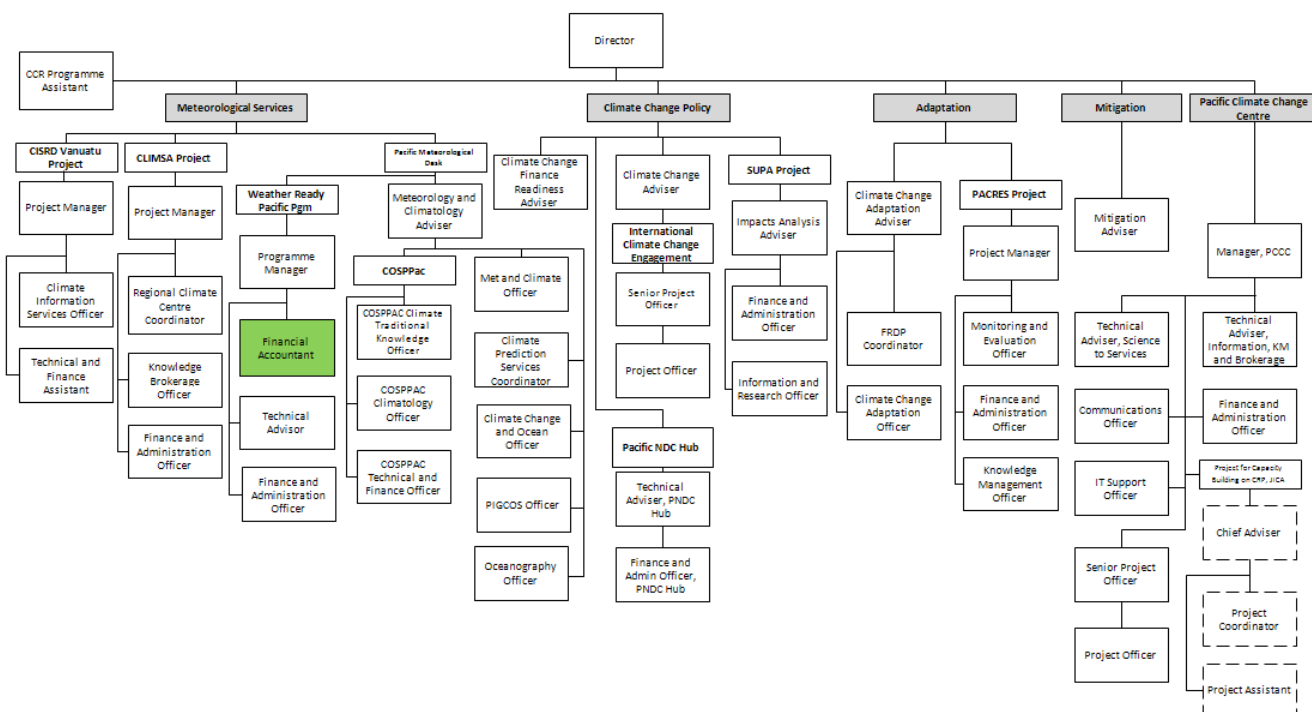
The establishment of the PMU aims to streamline operations, maintain accountability, and ensure that the programme meets its targets efficiently and effectively.

The Weather Ready Pacific Programme seeks a seasoned Programme Financial Accountant to spearhead its financial and procurement operations, ensuring rigorous adherence to the WRP Programme Implementation Plan, SPREP guidelines, and donor stipulations. Reporting directly to the Manager WRPP, this role entails providing specialised advice in finance and procurement, fostering a culture of compliance, and overseeing the administration of activities. A pivotal aspect of the position includes managing and diligently monitoring funds channelled through the WRP Investment facility. This role demands a blend of expertise, precision, and a profound understanding of both financial and procurement landscapes in the context of regional programs.

C. JOB DESCRIPTION

Job Title:	Financial Accountant, Weather Ready Pacific Programme
Programme:	Climate Change Resilience
Team:	Pacific Meteorological Desk Partnership
Responsible To:	Manager, Weather Ready Pacific Programme
Responsible For: (Total number of staff)	Nil
Job Purpose:	This job exists to: <ul style="list-style-type: none"> Manage and lead the financial, procurement and investment functions of the WRPP.
Date:	December 2023

Organisation Context



Key Result Areas

The position **Financial Accountant – Weather Ready Pacific Programme** addresses the following Key Result Areas:

1. Financial information and financial reporting for decision-making
2. Budgets and financial expenditure monitoring, evaluation, and learning
3. Procurement management
4. Investment Facility Management
5. Project Information Management System (PIMS)

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

Jobholder is accountable for	Jobholder is successful when
<p>1) Financial information and financial reporting for decision-making</p> <p>a) Oversee and evaluate the comprehensive WRP budget to align with the WRP Programme's execution plan, deliverables, and targeted results.</p> <p>b) Prepare regular financial progress reports (income and expenditure against approved budgets):</p> <ol style="list-style-type: none"> i. Quarterly ii. Six monthly iii. Annually <p>c) Detect financial and operational challenges and present actionable solutions to the Manager WRPP for consideration.</p> <p>d) Formulate and uphold a Financial Risk Management Strategy, offering counsel to the Manager WRPP about budgetary and financial risks tied to WRPP execution.</p> <p>e) Use comprehensive financial data to guide the Manager WRP Programme on potential paths, identifying opportunities and challenges, and delivering strategic financial insights.</p> <p>f) Coordinate with donors to address WRP's financial management and reporting inquiries.</p>	<ul style="list-style-type: none"> • Timely and accurate financial reports are generated for auditing and budgetary oversight, ensuring compliance with SPREP and Donor guidelines. • The presentation of budgets and actual spending is structured to guide programmatic decisions effectively. • Discrepancies between funding and the implementation of activities are promptly identified and communicated to the Manager WRP Programme. • Regular updates, including progress and yearly summaries, are shared with donors and development partners. • Accurate country financial reports are submitted within proposed deadlines for submission to all relevant partners

<ul style="list-style-type: none"> g) Draft predictive financial assessments and generate analytical reports as needed. h) Customise financial reports for the WRP Investment Facility to include overall summary report and by segment and donor to provide clear insights regarding program progress to the Manager WRP Programme, donors, and the WRP Steering Committee. i) Review country financial reports and provide training and support to Countries on financial reporting and funding requirements. 	
<p>2. Budgets and financial expenditure monitoring, evaluation, and learning</p> <ul style="list-style-type: none"> a) Track and report on the WRP's financial status regularly in relation to the implementation plan, noting any budget discrepancies and potential issues or risks affecting the WRP's agenda and budget. b) Facilitate accessible financial reports and monitoring charts for the Manager WRP Programme and the WRP Steering Committee. c) Coordinate and partake in WRP financial evaluations while also assisting in WRP review processes. d) Collaborate with the Manager WRP Programme in formulating budgets specific to WRP. e) Spearhead the budgeting and oversight of extensive procurement tasks, including events and acquisition of goods and services. f) Lead and manage all audit requirements for the Programme and also relevant partners where necessary. g) Maintain a close working relationship with SPREP's Finance and Administration Department, ensuring budgetary and financial reports align with program mandates. 	<ul style="list-style-type: none"> • Financial procedures align with SPREP and Donor guidelines. • A comprehensive structure is in place for accurate and relevant reporting to PMC, donor partners and investors. • A tracking system is consistently updated for proposals, programs, procurement, contracts, financial summaries, and outstanding balances. • Periodic financial reports (quarterly, bi-annual, annual) to primary partners are punctual and accurate. • Financial assessments and evaluations are efficiently executed within budgetary and time constraints. • Clean audit opinion on internal controls and financial management/governance procedures for the WRP. • Any internal control matters/deficiencies noted during audits exercises/verifications to be efficiently and effectively addressed in a timely manner. • Comprehensive training on budget and expenditure surveillance is offered to WRP team members.

<ul style="list-style-type: none"> h) Verify the accuracy of all fiscal data within the SPREP Financial System, ensuring all expenditures are correctly recorded and reported. i) Guarantee systematic organisation and storage of vital budgetary and financial documents, both digitally and in print. j) Offer budget management and expenditure analysis training to personnel as needed. 	
<p>3. Procurement management</p> <ul style="list-style-type: none"> a) Conduct procurement of goods and services in a transparent, efficient, and sustainable manner, adhering to SPREP's procurement guidelines and striving for 'best practice' when feasible. b) Lead the process for all tenders and work collaboratively with the Requisitioning Officer on the following areas: <ul style="list-style-type: none"> • Provide information on previous, current and upcoming procurement activities of similar products/service • Review requests and prepare 'Requests for Tenders' and ensure that the specifications are not biased towards a specific supplier • Assist in market studies to identify new suppliers, pricing and availability of information and extent of competition • Provide advice on the best method to obtain goods and services in a timely manner at the best possible price c) Ensure the tender process is followed where required, and that all necessary tender requirements are fulfilled and the Tender Evaluation Committee understands and fulfils their roles d) Develop contracts for all procurements in consultation with responsible officers and Legal as well as ensure approvals on routing slip are obtained. Lead contract negotiations. 	<ul style="list-style-type: none"> • Procurement activities comply with applicable Secretariat policies and procedures, international 'best practice' and meet donor expectations for quality, transparency & efficiency. • The WRP is able to acquire goods, works and services at the best value for money, meeting all necessary requirements and in line with member country needs. • Successful negotiations with new and existing suppliers resulting in economic savings and increased service levels. • Clean external audit opinion on procurement process and records. • Contracts for procurements are prepared in time and according to approved reports by panels • Quality advice given to procurement panels to comply with international standards. • Procurement activities are planned and tracked routinely. • All necessary procurement plans and registers are prepared and updated in a timely manner. • All procurement data are accurately captured, analysed and reported regularly to inform decisions. • The WRP engages with reliable vendors to deliver goods and services in a timely manner

- e) Participate in all Tender Evaluation Committees and procurement panels
- f) Develop and manage appropriate records including tender evaluation reports for all procurements and consultancies for the WRP Programme
- g) Develop and consistently update the WRP's annual procurement plan in coordination with technical team members.
- h) Collaborate closely with the Manager WRP Programme and core team in assessing procurement requirements for the WRP, which includes liaising with countries on their specific procurement demands.
- i) Support WRP staff in monitoring WRP-related procurement operations and contract management. This includes tracking crucial milestones, payment schedules, and ensuring comprehensive documentation are well maintained for audit purposes.
- j) Assess risks for major procurement initiatives, partnering with the Manager WRP Programme and SPREP's Finance and Administration team to implement preventive measures.
- k) Offer strategic counsel on procurement to optimise economies of scale, fulfill SPREP accountability criteria, cater to country-specific demands, and bolster member country systems.
- l) Maintain meticulous, organized, and accessible records of WRP procurement information to guide decisions, enable effective contract management, and facilitate audits.
- m) Handle supply chain challenges with vendors, negotiate payment and delivery terms, and ensure potential risks are addressed proactively
- n) Employ effective vendor management techniques, encompassing thorough checks, performance assessment, and evaluating logistics and transportation strategies during the movement of supplies across countries or regions.
- o) Guide the Manager WRP Programme in supervising contract executions and

<p>guaranteeing seamless conclusion of procurement agreements.</p>	
<p>4. Investment Facility Management</p> <p>a) Establish pooled funding arrangements and provide overall financial management to ensure:</p> <ul style="list-style-type: none"> • It provides for flexible and predictable funding agreed on a specific programmatic scope, budget and deliverables • It adopts a pragmatic approach to address due diligence requirements of development partners that are obstacles to access and procurement • It adopts a single legal framework and harmonise systems and reporting • It reduces administrative burdens <p>b) Ensure the relevant legal, financial and fiduciary documentation and systems/processes are in place to ensure the WRP Investment Facility is able to accommodate pooled funding and multi partner arrangements.</p> <p>c) Manage separate agreements where activity specific funding is required to facilitate for some of the donors/partners</p> <p>d) Verify the value of any in kind support committed by partners in the annual workplans/budgets and ensure to follow through via relevant supporting documentation and capture in Investment Facility reporting</p> <p>e) Consolidate overall Investment Facility for both pooled and specific/individual funding arrangements for regular financial reporting:</p> <ul style="list-style-type: none"> a. Quarterly b. Six monthly c. Annually <p>f) Monitor financial and operational performance of pooled investments and specific/individual funding arrangements to ensure the WRP meet its goals and addresses risks in a timely and effective manner.</p> <p>g) Prepare for and respond to any investment inquiries.</p>	<ul style="list-style-type: none"> • Pooled funding arrangement and thus the Hybrid Investment Facility is established to support the Implementation Plan for WRP • Hybrid Investment Facility supports a clearly defined programmatic purpose and results framework through funds from more than one partner – that are not earmarked to a specific entity or activities, but aggregated for the purposes of deliver of the WRP Programme across its programmatic scope, budget and deliverables. • Investment Facility that is able to capture and report not only on the flow of financial resources tracked to WRP activities, but also on any ‘in kind’ support in the overall capitalisation of WRP. • Timely and accurate financial reports on WRP Investment Facility (consolidated report) as well as individual funding reports, are generated for auditing and budgetary oversight, ensuring compliance with SPREP and Donor guidelines. • Issues/queries relative to the Investment Facility are addressed on time and satisfactorily.

<p>5. Project Information Management System</p> <ul style="list-style-type: none"> a) Compile WRP financial data and relevant information required for updating the PIMS, inform the preparation of narrative progress reports, and support monitoring and evaluation of WRP and other substantive reports as required, b) Ensure financial information is correct and accurate before uploading on the PIMS and assist with the monitoring and tracking WRP progress and delivery of WRP outputs. c) Review WRP financial information on PIMS, report on gaps and issues that need to be addressed and ensure that WRP information is updated regularly. d) Ensure follow-up on WRP financial information gaps so that data on PIMS is relevant and up to date. 	<ul style="list-style-type: none"> • WRP financial information on PIMS is accurate and up-to-date. • WRP financial data and information are compiled. Financial reports and other documents produced by the WRP are readily available for updating the PIMS and to inform the preparation of progress reports, M&E reports, and other relevant reports required by SPREP and donor partners.
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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 the Manager WRP Programme 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:

- Ensure timely submission of all financial progress and final reports in line with donor reporting stipulations.
- Conduct routine budgetary reviews and forecasts to guarantee efficient and effective project fund management.
- Proactively identify risk management concerns and propose relevant solutions.
- Oversee intricate procurement processes.
- Handle the execution of multiple consultancy contracts.
- Guarantee that the project progresses on time and stays within the allocated budget.
- Uphold a stringent compliance standard with both procurement and investment facility procedures.

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
External <ul style="list-style-type: none"> • Member countries (PMC) • Donors (DFAT, MFAT, etc.) • Implementing partners • Professional / Scientific organisations • Regional / International organisations, including WMO. • Service providers, contractors, bidders, and local/overseas suppliers 	<ul style="list-style-type: none"> • Advice and assistance • Consultations and collaboration • Reporting • Negotiations • Communications • Interacting with service providers for best value for money, liaising with beneficiaries and consultants on the specifications, scope of works or level of service requirements.
Internal <ul style="list-style-type: none"> • Executive • Senior Leadership Team • SPREP programme staff • Pacific Meteorological Desk Partnership • All staff 	<ul style="list-style-type: none"> • Access to data and information • Advice and support • Collaboration and coordination

Level of Delegation

The position holder:
<ul style="list-style-type: none"> • Has oversight and management (delegated by the Manager WRPP) of the WRP budget and finances. • Can seek funding opportunities, in particular, cost-sharing and complementarity with other programmes that could fund WRP activities of a similar nature subject to authorisation; • Can present financial reports to authorised audiences such as the WRP Steering Committee, Donors, SPREP, Countries, other partners.

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 qualification of a Bachelor degree in Accounting, Finance, Management, Procurement or a relevant discipline (a certified qualification and membership from a recognised professional accounting institute would be an advantage)

Knowledge / Experience

Essential

2) At least 7 years of experience as a financial accountant or in a similar role with demonstrated experience in multiple donor fund/investment pool management, preferably in the Pacific region

3) At least 7 years' procurement experience, including developing procurement plans, tender documents, quotations, and contract management.

4) Excellent experience and skills in the following:

- a) financial management and accounting
- b) financial analysis, advisory and reporting
- c) programme and multi-funding fund management, including monitoring and evaluation, proposal and report writing
- d) Microsoft Office, spreadsheet applications and computerised accounting systems
- e) Performance Based Output Budgeting systems
- f) leadership and supervision

5) Excellent written and verbal communication skills, including high level of presentation and interpersonal skills, collaboration with donors and partners with sound experience in capacity building and maintaining effective relationships with a diverse group of people within a multi-disciplinary and multi-cultural team environment

6) Demonstrated knowledge of current and emerging issues and challenges in procurement and financial reporting and demands of large regional programmes in the Pacific island's region, as well as a good understanding and appreciation of environmental ethics, values and priorities.

7) Shows initiative to think outside the box, particularly in problem-solving, setting priorities and meeting work-plan deadlines and meeting challenges and demands of a regional WRP.

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">• Financial and accounting knowledge• Financial Reporting• Procurement Expert• Work programme planning, management, and budgeting• Financial systems.• Professional skills.• Prioritization of tasks;
Advanced level	<ul style="list-style-type: none">• Analytical skills• Understanding of financial policies and regulations• Communications, representation and interpersonal skills• Capacity building and mentoring• Advisery and analytical skills
Working Knowledge	<ul style="list-style-type: none">• Accounting practices• Financial systems software• Knowledge of SPREP financial procedures• Corporate Policies• Ability to work well with section colleagues and staff at all levels• Negotiations• Investment facilities and its operation• Good oral and written communication skills• Environmental issues in the Pacific islands region
Awareness	<ul style="list-style-type: none">• Pacific Islands Meteorology Strategy (PIMS)• Pacific Met Desk Partnership (PMDP)• Pacific Meteorological Council• SPREP Strategic Plan• SPREP Performance Implementation Plan• SPREP Work Programmes

Key Behaviours

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

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

Change to job description

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

D. REMUNERATION PACKAGE – TERMS & CONDITIONS

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

Duration: Appointment is for an initial term of 3 years. Any contract extension beyond this period will be subject to the project time frame and decisions, funding availability and performance during this initial term.

Salary: Salary is denominated in International Monetary Fund Special Drawing Rights (SDRs). Remuneration for this post falls within Band 11 of SPREP's salary scale. Starting salary will be SDR36,326 per annum. This is currently equivalent to SAT138,632 (USD55,453) per annum. Upon confirmation of probation, salary will be adjusted to SDR40,867 which is currently equivalent to SAT155,961 (USD62,385) 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 SDR4,770 will be paid to the successful candidate. The current equivalent in Samoan Tala is SAT18,203 (USD7,281) 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\$2.50

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

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

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

FOR STAFF RECRUITED FROM OUTSIDE SAMOA, THE FOLLOWING APPLIES:

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

- economy class airfares;
- reasonable cost of packing, insuring, shipping and transporting furniture, household and personal effects on a 20ft container; and,

- up to 20 kilos of excess baggage each for the appointee and family.

Establishment Grant: A lump sum of SDR1,100 is payable upon taking up appointment and arrival in Apia. This is currently equivalent to SAT4,198 (USD1,679).

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

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

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

FOR ALL INTERNATIONALLY RECRUITED STAFF, THE FOLLOWING APPLIES:

Education Allowance: Education expenses maybe reimbursed against actual receipts for dependent children, to cover up to 75% of the actual costs, as stipulated under SPREP's Education Allowance policy. Currently the allowance is up to a maximum of SAT15,600 (USD6,240) per annum per dependent child, with an overall maximum of SAT46,800 (USD18,720) per annum per family of 3 or more eligible children.

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

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

Housing Assistance: Internationally recruited staff shall receive housing assistance of 75% of the typical rent payable in Samoa for expatriate executive furnished housing. The current rate is SAT2,850 (USD1,140) 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 (USD960) 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 the Samoa National Provident Fund. An expatriate internationally recruited staff member has the option to participate in the local Superannuation Fund or nominate another recognised Fund in their recognised home for their superannuation. SPREP will pay the minimum legal requirement of basic salary to the Samoa National Provident Fund or another approved nominated fund. For Samoa, this is currently 10%.

Learning and Development

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

Definitions:

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

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

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

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

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

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

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 Financial Accountant- Weather Ready Pacific Programme**” 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 Financial Accountant – Weather Ready Pacific Programme**”

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 telephones (685) 21929 ext 325 or Email:
rogerw@sprep.org

CLOSING DATE: Friday, 16th February 2024: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
