



**SPREP**

Secretariat of the Pacific Regional  
Environment Programme

PO Box 240, Apia, Samoa

E: [sprep@sprep.org](mailto:sprep@sprep.org)

T: +685 21929

F: +685 20231

W: [www.sprep.org](http://www.sprep.org)



*The Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures.*

---

APPLICANT INFORMATION PACKAGE  
**GEF 6 REGIONAL PROJECT**  
**INVASIVE SPECIES COORDINATOR**

## **CONTENTS**

A. BACKGROUND INFORMATION ON SPREP

B. JOB DESCRIPTION

C. REMUNERATION PACKAGE – TERMS & CONDITIONS

D. ADMINISTRATIVE INFORMATION

## 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**: "The 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 of:

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

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**

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.

### **GEF-6 funded Regional Project: Strengthening national and regional capacities to reduce the impact of Invasive Alien Species (IAS) on globally significant biodiversity in the Pacific.**

SPREP has received funding from the Global Environment Facility (GEF), via the Implementing Agency, UN Environment (UNE), to execute a regional project in the Pacific with the objective of strengthening both national and regional capacities to reduce the impact of invasive species on biodiversity in the Pacific. The project will be implemented at the national level in Niue, Republic of the Marshall Islands, Tonga and Tuvalu, and a significant regional component will provide benefits to the whole Pacific region.

Project components include:

1. Strengthening institutional frameworks and capacities for IAS management:
  - National cross-sectoral and gender-balanced IAS technical advisory groups established and operational in all four participating countries.
  - Strengthened IAS legislation, regulations and policies in place in four countries.
  - One National Invasive Species Strategy and Action Plan (NISSAP) written for Tuvalu; three NISSAPs reviewed for the other countries.
  - NISSAPs are under implementation in all participating countries.
  - Implementation teams trained and operational in best practice and standard operational procedures in the four countries.
2. Establishing national systems for prioritising IAS management in the four countries:
  - Baseline studies of the distribution and status of invasive species, and programme for detecting change.
  - Effective protocols for assessing risk and prioritising IAS for management developed and implemented.
  - Species and site specific management plans, aligned with the Pacific Biocontrol Strategy as appropriate, developed for priority IAS and priority areas.
3. Implementing programmes for IAS risk reduction, Early Detection and Rapid Response (EDRR), eradication, control and restoration.
  - Priority risk mitigation measures are identified and necessary actions taken to reduce or eliminate risks in the four countries.
  - EDRR protocols operational in the four countries.

- At least two sustainable IAS control programmes are established in at least three participating countries.
  - Successful eradication of priority invasive alien species are completed on islands or island groups in at least two countries.
  - At least two sites demonstrate measurable restoration outputs as described in restoration plans.
4. Establishing a Pacific islands regional support framework for IAS management.
- Establish a Pacific islands regional support framework for IAS management.
  - Sustainable financing mechanisms in place to support long-term programs of Support Service and national IAS management programs.
  - Capacity developed to systematically measure the success of IAS management objectives as described in national, regional and international instruments.
  - Regionally capable information system in place delivering case studies, guidelines, standard operating procedures and tools generated by components one to three.
  - Based on project outputs, new version of the “Guidelines” for Invasive Species Management in the Pacific (Guidelines) is produced and formally approved.

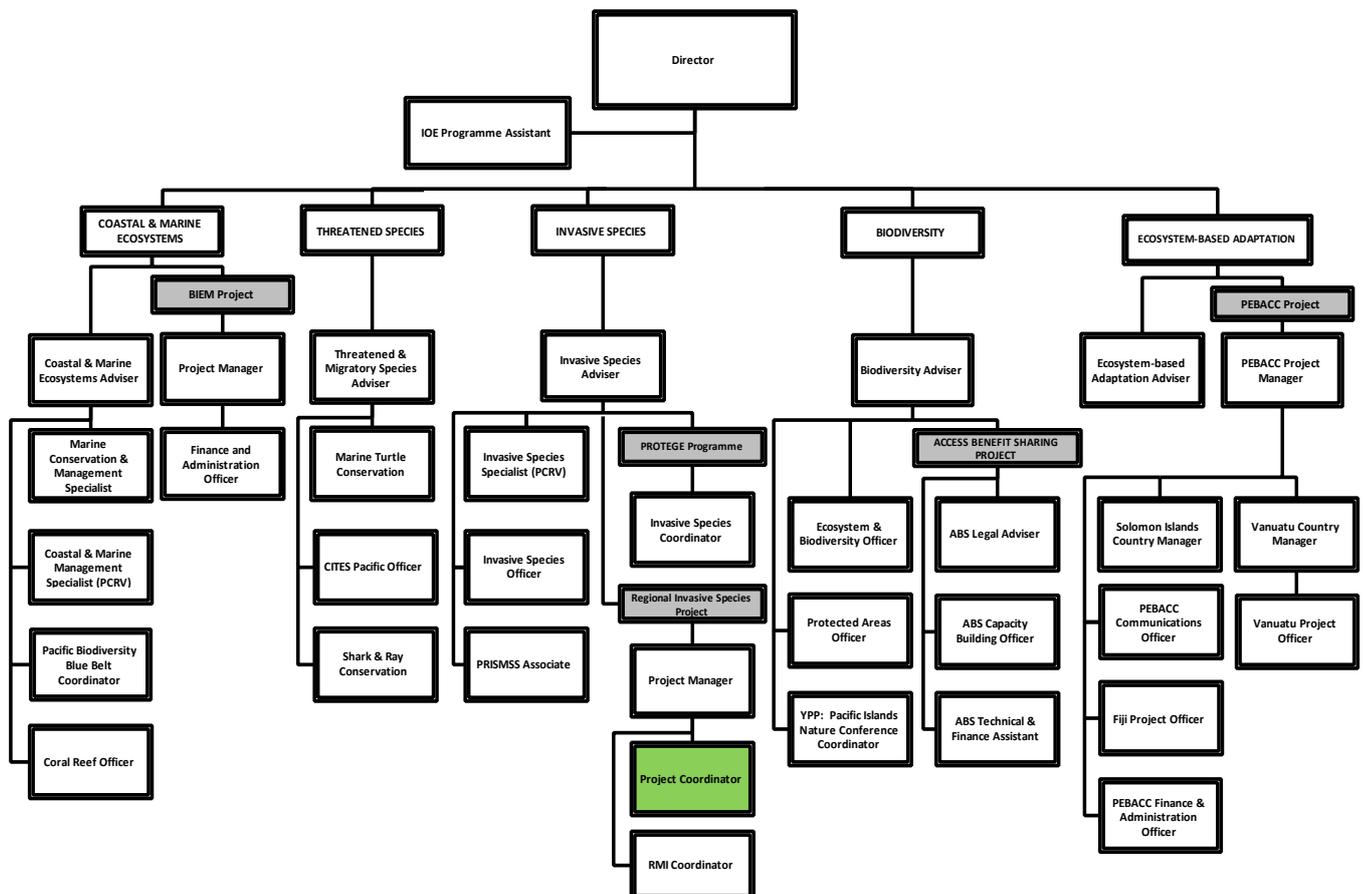
Project duration is 5 years with a budget of over US\$6 million and co-financing of over US\$22 million including a significant amount from partners of the Pacific Regional Invasive Species Management Support Service (PRISMSS). The PRISMSS will be developed through the life of the project. Here is a link to the Project Document: <https://www.sprep.org/attachments/Publications/IOE/gef6-rip-project-document.pdf>

The Regional Invasive Species Coordinator is primarily responsible for coordination, facilitation, compilation of reporting and support to the project’s partner countries to implement their activities and reporting requirements. The role includes working with National Invasive Species Coordinators and the programme management team to enable information exchange, best practices and regional cooperation.

## B. JOB DESCRIPTION

<b>Job Title:</b>	GEF 6 Regional Project, Invasive Species Coordinator
<b>Programme:</b>	Island and Ocean Ecosystems (IOE)
<b>Team:</b>	Invasive Species <ul style="list-style-type: none"> <li>Regional Invasive Species Project</li> </ul>
<b>Responsible To:</b>	Project Manager – Regional Invasive Species (RIS) Project
<b>Responsible For: (Total number of staff)</b>	N/A
<b>Job Purpose:</b>	This job exists to: Coordinate project delivery in the 4 project countries including providing and receiving information, aggregating and reporting as well as supporting the countries to implement their activities and reporting requirements.
<b>Date:</b>	August 2019

### Organisation Context



## Key Result Areas

The position of **GEF6 Regional Project, Invasive Species Coordinator** primarily contributes to the following Key Result Areas:

1. Communication, partnership and stakeholder engagement
2. Project management support (in-country and regionally)
3. Budget coordination
4. Procurement coordination
5. Financial reporting, financial documentation and audit facilitation
6. Logistical, administrative and secretariat support

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

Jobholder is accountable for	Jobholder is successful when
<p><b>1. Communication, partnership and stakeholder engagement</b></p> <p>a) Develop project communication pathways in collaboration with the Invasive Species Team and the project communication strategy.</p> <p>b) Create and maintain communication networks with participating countries and assist SPREP colleagues with region-wide communications.</p> <p>c) Identify, compile and regularly update a network of in-country stakeholders relevant to invasive species management including regional partners supporting invasive species management work in-country.</p> <p>d) Liaise closely with invasive species practitioners (especially in-country) to facilitate gathering datasets which describe the status of invasive species.</p> <p>e) Facilitate active engagement of participating countries in providing information on progress managing invasive species.</p> <p>f) Coordinate and facilitate the provision of practical support to countries by project partners.</p> <p>g) Coordinate and contribute to the preparation of media releases and</p>	<ul style="list-style-type: none"> <li>• The project communication strategy is successfully implemented.</li> <li>• The participating countries are sharing experiences and learning from each other via a regional information exchange platform which includes comprehensive coverage of practitioners.</li> <li>• Practitioners are providing information and data for sharing regionally.</li> <li>• Information and training materials including relevant documents and reports are prepared, collated and shared with relevant stakeholders.</li> <li>• Project profile is raised through media releases and communication materials</li> </ul>

<p>communication materials to raise profile of the project and its achievements</p>	
<p><b>2. Project management support</b></p> <p>a) Compile national reports on invasive species management and coordinate project's overall reporting.</p> <p>b) Ensure the timely production of technical reports for all activities.</p> <p>c) Coordinate the preparation of project annual work plans and budgets.</p> <p>d) Coordinate and contribute to the preparation of project financial reports and ensure compliance with donor requirements.</p> <p>e) Prepare narrative progress reports on project implementation</p> <p>f) Assist with project management including monitoring and evaluation</p> <p>g) Liaise with other members of the Project Management Unit (PMU) on project administrative matters and participate in project related meetings.</p> <p>h) Provide secretariat support for programme meetings convened by SPREP.</p> <p>i) In conjunction with the PMU identify and where possible arrange collaboration with other regional invasive species projects and initiatives.</p>	<ul style="list-style-type: none"> <li>• Effective technical support is provided to the project to ensure it meets agreed measurable outputs and indicators.</li> <li>• Constructive input and feedback is provided to the project reports.</li> <li>• Profile of the project and its results are widely acknowledged and appreciated by key stakeholders, partners and donors. There are successful and effective working relationships with project partners.</li> <li>• Effective secretariat support is provided to the project and relevant meetings.</li> </ul>
<p><b>3. Budget coordination</b></p> <p>a) Monitor and report on the overall spending and project financial status in consultation with the SPREP Project Management Unit.</p> <p>b) Monitor spending to ensure it does not exceed approved allocated budgets</p> <p>c) Prepare budget revisions in consultation with the PMU and UN Environment; and keep accurate and detailed records</p>	<ul style="list-style-type: none"> <li>• Budget issues identified, reported and addressed</li> <li>• Project annual budget is prepared and endorsed by the Project Manager and IS Adviser</li> <li>• Expenditures incurred are within budgets</li> <li>• A record of the status of project funds being monitored rigorously</li> </ul>

<p>d) Ensure quarterly and annual project budgets and co-financing reports are prepared using the prescribed UN Environment templates</p> <p>e) Prepare and submit Cash Advance Requests and relevant documentation on a timely basis</p> <p>f) Liaise with the UN Environment, Apia office on all UN Environment related requirements for project management.</p>	<p>(spreadsheet or in another electronic format) is developed and tracked</p> <ul style="list-style-type: none"> <li>• Timely submission of cash advance requests to UN Environment</li> </ul>
<p><b>4. Procurement coordination</b></p> <p>a) Ensure that procurement of required goods and services comply with the Project Cooperation Agreement and SPREP's procurement policies</p> <p>b) Prepare all relevant documentation to enable procurement and supply of goods and services required to enable delivery of project activities in consultation with the SPREP Procurement Officer.</p> <p>c) Monitor the contracts and agreements for the supply of goods and engagement of consultants to deliver specific services to support project delivery and implementation in consultation with the Project Management Unit and IS Adviser</p>	<ul style="list-style-type: none"> <li>• Procurement activities meet policies and set deadlines</li> <li>• Relevant procurement dossiers and reports are ready in a timely manner to support advertisement of tenders or soliciting of quotes, evaluation, decisions and recontracting.</li> <li>• Non-conformity with conditions of contracts and agreements are prevented at all times with issues swiftly managed and addressed.</li> </ul>
<p><b>5. Financial reporting, financial documentation and audit facilitation</b></p> <p>a) Prepare quarterly and annual financial reports as required by the Project Cooperation Agreement in consultation with the SPREP Project Accountant and PMU</p> <p>b) Liaise and consult with the 4 participating countries on the preparation and submission of co-financing reports.</p> <p>c) Coordinate the reporting of co-finance.</p> <p>d) Prepare annual co-financing reports in consultation with the SPREP Project Accountant and PMU</p>	<ul style="list-style-type: none"> <li>• Quarterly and annual consolidated financial reports are available on time and endorsed by relevant SPREP entities prior to submission to UN Environment;</li> <li>• Timely preparation and submission of quarterly and annual co-financing reports</li> <li>• Annual audit reports are submitted to UN Environment</li> <li>• Financial records and supporting documents for costs incurred by under the project are readily available, up-to-date and complete</li> <li>• Timely processing of project payments</li> </ul>

<p>e) Provide financial analysis and information on the project's financial status (e.g. recent cash flow and projections), budget overviews in consultation with the Project Manager and SPREP Project Accountant.</p> <p>f) Liaise with the SPREP Project Accountant on project annual audit preparation and ensure that audited financial reports are submitted to UN Environment on time</p> <p>g) Maintain accurate records of all financial documents, invoices, and purchase orders including supporting documentation.</p>	
<p><b>6. Logistical, administrative and secretariat support</b></p> <p>a) Organise and arrange all travel requirements of the project in line with SPREP's Travel and Procurement Policies</p> <p>b) Arrange and organise logistics for all project meetings, in-country visits, workshops and events. Ensure all are completed and ready on time</p> <p>c) Provide administrative and secretariat support to the project and all meetings including the Project Steering Committee</p> <p>d) Set-up, maintain and update project e-filing and record keeping on a regular basis</p> <p>e) Prepare meeting notes and reports for project specific and related meetings.</p> <p>f) Organise Project Steering Committee meetings and other related meetings as required</p> <p>g) Plan and implement project events as required.</p> <p>h) Compile project data and relevant information required for updating the PMIS</p> <p>i) Ensure follow up on project information gaps so that data on PMIS is relevant and up-to-date</p>	<ul style="list-style-type: none"> <li>• All project activities and logistics (including travel arrangements) are organised in an efficient and cost effective manner</li> <li>• Workshops and project activities are well received by stakeholders and government officials, and stakeholders exhibit improved understanding of the Project</li> <li>• Meeting minutes and reports are prepared on time and shared with members of the Project Steering Committee and national counterparts</li> <li>• Effective project filing systems and record keeping are up to date and accessible to the PMU</li> <li>• Project logistics and administrative activities comply with SPREP policies and processes</li> <li>• Programme information in PMIS is accurate and up to date.</li> </ul>

### **Note**

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the Jobholder and Director/Supervisor as part of the Performance Development System.

This section may be copied directly into the Performance Development Plan.

### **Work Complexity**

#### **Most challenging duties typically undertaken:**

- Working in collaboration with national counterparts in completing co-financing reports required under the Project Cooperation Agreement
- Coordinating and meeting deadlines for financial reporting and audits
- Ensuring that procurement is undertaken in line with the relevant policies and financial records and supporting documents are provided
- Provision of timely and accurate advisory support and assistance to participating governments and stakeholders.
- Coordination and collaboration with international, regional and key stakeholders,
- Effectively managing funding and resources

### **Functional Relationships & Related Skills**

<b>Key internal and/or external contacts</b>	<b>Nature of the contact most typical</b>
<b>EXTERNAL</b> <ul style="list-style-type: none"><li>• National Invasive Species Coordinators</li><li>• Representatives of participating countries</li><li>• Donors / Partners</li><li>• Professional / Scientific organisations</li><li>• Regional / International organisations</li></ul>	<ul style="list-style-type: none"><li>• Advice and assistance</li><li>• Collaboration and coordination</li><li>• Communications and reporting</li><li>• Capacity building and training</li><li>• Information sharing</li></ul>
<b>INTERNAL</b> <ul style="list-style-type: none"><li>• Executive</li><li>• Invasive Species Adviser and Project Manager</li><li>• Invasive Species Team</li><li>• SPREP RMI National Invasive Species Coordinator and RMI Technical Officer</li><li>• IOE Programme and technical programmes</li><li>• Information Services</li><li>• Communications and Outreach team</li><li>• Finance and Administration Department</li></ul>	<ul style="list-style-type: none"><li>• Information sharing</li><li>• Capacity building and training</li><li>• Consultation</li><li>• Advice and support</li></ul>

### **Level of Delegation**

**The position holder:**

- Can liaise with partners regarding activities on behalf of the programme

**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 Environmental Sciences, Business Management or related field.

**Knowledge / Experience****Essential**

2. At least 7 years relevant work experience in the environmental field, project coordination and implementation, preferably in the Pacific islands region.
3. Demonstrated knowledge of environmental issues, specifically on invasive species management in a biodiversity conservation setting, as well as emerging and related issues including challenges within the Pacific islands region.
4. Demonstrated ability in developing and coordinating capacity building programmes and stakeholder engagement processes.
5. Excellent written and verbal communication skills including fluency in written and oral English, high level of presentation and inter-personal skills, desktop publishing, 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 while paying attention to detail, demanding deadlines and with little supervision and demonstrates excellent understanding and appreciation of environmental ethics, values and priorities within the workplace.

7. Demonstrated experience in programme and project coordination including monitoring and evaluation, financial management, proposal and report writing as well as advisory, analytical, problem-solving and facilitation skills and is extremely well organised with a disciplined work ethic and systematic approach to working and keeping records.

## Key Skills / Attributes / Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

<b>Expert level</b>	<ul style="list-style-type: none"> <li>• Written and oral English including technical language</li> <li>• Communications and technical advice</li> <li>• Facilitation, liaising in challenging situations</li> <li>• Computer skills including MS Office products, email, social media platforms, desktop publishing.</li> <li>• Analytical environmental knowledge</li> <li>• Project coordination, management and reporting</li> <li>• Work programme planning, budgeting and implementation</li> <li>• Invasive species management issues in the wider Pacific islands region</li> <li>• Capacity development</li> <li>• Practical invasive species management in several key areas</li> <li>• Project management principles</li> </ul>
<b>Advanced level</b>	<ul style="list-style-type: none"> <li>• Environmental and biodiversity conservation issues in the wider Pacific islands region</li> <li>• Emerging environmental issues and challenges</li> <li>• Capacity development needs of Pacific SIDS</li> <li>• Understanding of financial policies and regulations</li> </ul>
<b>Working Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of SPREP financial procedures</li> </ul>
<b>Awareness</b>	<ul style="list-style-type: none"> <li>• SPREP Strategic Plan</li> <li>• SPREP Performance Implementation Plan and Results Framework</li> <li>• SPREP Work Programmes</li> </ul>

## Key Behaviours

All staff are expected to uphold SPREP's Organizational Values and Code of Conduct which are Key Behaviors 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

**Duty Station:** Apia, Samoa.

**Duration:** Appointment is for a term of 3 years initially with possible renewal in line with the project time frame, subject to performance during the initial term, continuity of related project activities and availability of funds.

**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 TERMS APPLY:**

**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 TERMS APPLY:**

**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 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 SPREP in-house Medical Treatment Scheme.

**Superannuation:** SPREP will pay the minimum legal requirement of basic salary in line with the requirements of the Samoa National Provident 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 GEF6 Regional Project Invasive Species Coordinator**” and send to [recruitment@sprep.org](mailto:recruitment@sprep.org) OR
- b) **BY POST OR FAX**: Application to be addressed and sent to: The Director General, SPREP, P.O. Box 240, Apia or fax number (685)20231 and clearly marked “**Application for GEF6 Regional Project Invasive Species Coordinator**”

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

For further enquiries, contact Ms Jolynn Managreve-Fepuleai on telephone (685) 21929 ext 325 or Email: [jolynnf@sprep.org](mailto:jolynnf@sprep.org)

**CLOSING DATE: Friday, 20<sup>th</sup> September 2019:** Late applications will not be considered.

**SPREP is an Equal Opportunity Employer**