



APPLICANT INFORMATION PACKAGE
Project Manager, ISLANDS Pacific Child Project (PMIPCP)

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A. Background Information on SPREP

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

The head office is based in Apia, Samoa with over 130 staff. There are SPREP offices in Fiji, the Republic of the Marshalls Islands and Vanuatu.

SPREP has an annual budget of approximately USD30 million in 2021.

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. ISLANDS Pacific Child Project Description

Globally, Small Island Developing States (SIDS) are progressing on import-dependent development pathways. The quantities and variety of products that are being imported (ranging from mercury containing thermometers to plastic packaging, from second hand electronic products to motor vehicles, from agricultural chemicals to industrial chemicals) is rapidly increasing. This is leading to the generation of a large variety of different types of hazardous and toxic wastes which SIDS do not have the installed capacity or required treatment facilities to address. There is an urgent need for SIDS to move to integrated waste management. Extensive studies conclude the costs of inaction in SIDS are significant in term of the economic costs of impacts to health, environment, tourism, and fisheries. Pacific SIDS lack infrastructure to manage the wide variety of wastes generated by imported products. The disposal of non-biodegradable materials and industrial and agricultural chemicals pose an increasing challenge for Pacific SIDS.

The Global Environment Facility (GEF) has recognised these challenges faced by SIDS and is supporting the Implementing Sustainable Low and Non-Chemical Development in Small Island Developing States (ISLANDS) Programme. ISLANDS is a US\$ 450 million, 5 year global initiative to manage the growing impacts of chemicals and waste in 30 SIDS including 14 SPREP's members namely: Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Nauru, Niue, Palau, Papua New Guinea, Republic of Marshall Islands, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu.

ISLANDS will have a Child Project for each of the SIDS from the Caribbean, Indian Ocean and Pacific. The Pacific Child Project will be executed in the Pacific by SPREP from 2021 to 2026 on a US \$20 million budget. The overall objective of the Pacific Child Project is to assist countries move into a safe chemical development pathway. Components of the Project include:

1. Preventing the Future Build-Up of Chemicals Entering SIDS.

Component 1 will include both regional and national activities to assist countries in putting in place robust legislative frameworks, by aiding in areas where legislative gaps have been identified, and in the institution of economic instruments, to sustainably finance waste management. It will also provide assistance in the articulation of national strategies to reduce hazardous imports, as well as model legislation to the control of mercury containing products. The outcome of this component is that Pacific SIDS have in place effective mechanisms to control the import of chemicals, and products that lead to the generation of hazardous waste

2. Safe Management and Disposal of existing chemicals, products and materials.

Limited adequate storage, disposal and treatment capacity for hazardous waste streams represent key barriers to the sound management of chemicals and wastes. Under Component 2 the project will undertake both regional and national interventions. Regionally, the project will also establish a long-term partnership with private sector partners to export and dispose of end of life vehicles in an environmentally sound manner. Nationally the project will collect, repackage, ship and dispose of 12 tonnes of DDT and 532 metric tons of PCBs and mercury waste from the Pacific region. The outcome of Component 2 is that harmful chemicals and materials present and/or generated in SIDS are disposed of in an environmentally sound manner. Under this component support will also be provided to Pacific countries in reducing emissions through improved waste management practices

3. Safe management of products entering SIDS/closing material and product loops for product

Under Component 3 regional and national activities will be undertaken to overcome current barriers to product loops. The project will establish a regional system to provide ongoing regional support to countries on healthcare waste management. The project will also fund regional training opportunities in e-waste dismantling. Co-financing project partner PWP is convening e-waste dismantling for key Samoa stakeholders. The project will fund Cook Islands and Solomon Islands representatives to attend this training, which is highly relevant to both countries' national activities, focusing on e-waste. It will also establish national systems to close product loops on key waste streams. These include ewaste, bulky wastes, plastics, and used engine oil. ISLANDS support for national activities hinges on PIC preparedness to take a long-term approach to management of these difficult wastes (through regulatory approaches addressed in Component 1), and the identification of private sector partners.

The outcome of Component 3 is the prevention of build-up of harmful materials and chemicals through establishment of effective circular and life-cycle management systems in partnership with the private sector.

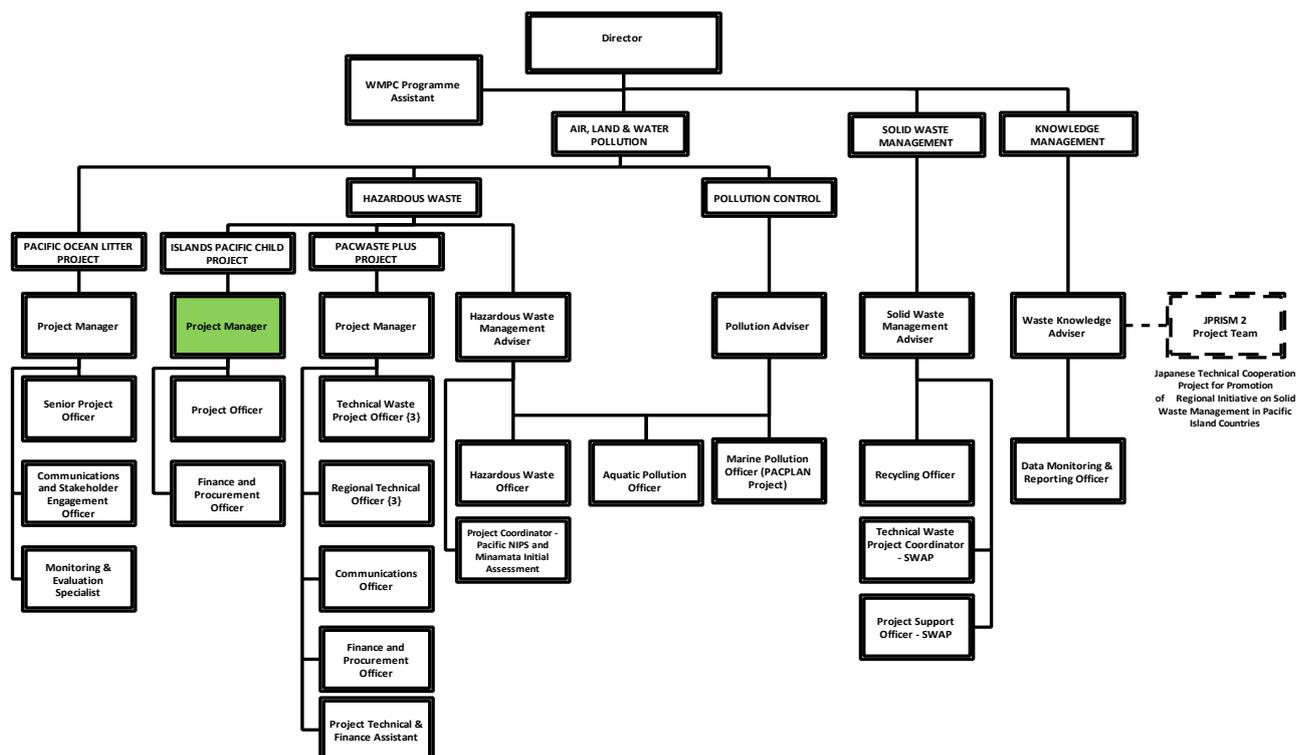
4. Knowledge Management and Communications

Under this Component of the Pacific project activities will be undertaken to generate knowledge from project activities, and to disseminate knowledge from these activities, as well as from the wider Programme. Specifically, Component 4 the project will communicate national systems on sustainable financing, to assist in improving the uptake, and ultimate success of these initiatives. It will also include activities related to changing behaviors related to waste management, through extensive community education, and specific activities targeted at youth. The project will also support activities related to a regional campaign to work towards a Mercury Free Pacific. All these activities will involve the generation of specific knowledge assets to be shared with the Communication, Coordination and Knowledge Management Project and disseminated to other SIDS regions, through other regional child projects. The outcome of Component 4 is that knowledge generated is disseminated to and applied by SIDS.

C. JOB DESCRIPTION

Job Title:	Project Manager, ISLANDS Pacific Child Project (PMIPCP)
Programme:	Waste Management & Pollution Control (WMPC)
Team:	ISLANDS Pacific Child Project
Responsible To:	Director, Waste Management & Pollution Control (WMPC)
Responsible For: (Total number of staff)	2
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> Lead the ISLANDS Pacific Child Project and Project team to implement the suite of activities that achieves project outcomes and results.
Date:	September 2021

Organisation Context



Key Result Areas

The position of **Project Manager, ISLANDS Pacific Child Project (PMIPCP)** addresses the following Key Result Areas:

1. Project management, implementation, monitoring and reporting
2. Technical and policy advice and capacity building
3. Communication, advocacy and knowledge sharing
4. Monitoring, evaluation and reporting
5. Financial and project operational management
6. Networking, partnerships and collaboration

The requirements, expectations and performance standards for the above duties are broadly identified below.

(Duties) The Jobholder is accountable for:	(Performance) Jobholder is successful when:
<p>1. Project management, implementation, monitoring and reporting</p> <ol style="list-style-type: none"> a) Provide leadership and management of the project and the project team b) Facilitate, coordinate, and manage the components of the ISLANDS project in collaboration with key technical staff in WMPC, Island and Ocean Ecosystems (IOE), Climate Change Resilience (CCR) and Environmental Monitoring and Governance (EMG). c) Establish and coordinate a robust internal project implementation and reporting arrangement to ensure activities within and between the project components are well coordinated, planned, and delivered in an integrated and synergistic manner d) Provide guidance and assistance to the project team and implementers to ensure project activities are delivered in a timely manner and in accordance with the approved project log frame, workplan and budget e) Develop and implement an Annual Work Plan and Budget (AWP&B) for the project. (to be approved by the Steering Committee) f) Coordinate project activities in collaboration with the project team to ensure complementarity and linkages within and between the components of the project g) Prepare quarterly narrative technical progress reports with input from the project team and implementers and 	<ul style="list-style-type: none"> • The Project team is a high performing team • The Project activities in the approved Annual Work Plan and Budget (AWP&B) are implemented within the agreed timeframes and are contributing to the overall achievement of the SPREP strategic priorities • Project is successfully implemented within the approved timeframe • Reports are submitted and received within the agreed timeframes. • Fully accountable to corporate responsibilities including budget management, financial reporting, and other general management requirements applicable to the position • 100% compliance with GEF, United Nations Environment Programme (UNEP) and SPREP finance policy, rules, regulations, and laws • Financial reports are produced and submitted to donors in a timely manner. • Clean audit is obtained on an annual basis demonstrating compliance with relevant legislation and regulations • Performance Development Plans are developed and implemented • Relevant and timely reports are provided to the Director WMPC, SPREP Senior Leadership Team (SLT), UNEP, key partners, and Pacific Island Countries (PICs), as required. • Project progress including issues and challenges are shared with the internal ISLANDS Project coordination committee

<p>ensure that reports are produced and delivered to UNEP in the required format, timeframe, and quality.</p> <ul style="list-style-type: none"> h) Manage and report on the status and use of project funds in accordance with the signed UNEP-SPREP Project Cooperation Agreement and SPREP financial and project management policies and requirements i) Lead the preparation of quarterly project financial reports in close consultation with the SPREP Project Accountant and ensure donor requirements are met j) Coordinate and supervise the annual Project Implementation Report following the template sent by UNEP k) Coordinate with co-financers and finalise the annual co-financing report l) Ensure a clean project audit is obtained on an annual basis by implementing good financial management practices and ensure all identified project risks are properly managed and mitigated m) Develop, monitor, and report on individual Performance Development Plans (PDPs) for project staff under direct supervision n) Prepare technical and project performance/progress reports for the SLT, UNEP, and Countries, as required o) Coordinate and facilitate project review and planning meetings of the internal ISLANDS Project coordination committee p) Facilitate and maintain close contact with national focal points on all national level project activities and ensure national ownership, leadership, commitment, and engagement are established to support project implementation q) Prepare overall and annual work plans, procurement plans, gender integration plans, risk management strategies and exit strategies. r) Identify risk and ensure effective troubleshooting is provided to selected stakeholders. 	<ul style="list-style-type: none"> • Consultant contracts are developed with appropriate risk management and reporting systems, are managed to time and budget and that they deliver the required outcomes • Improved awareness by Pacific Island Countries and territories of project results and outcomes
<p>2. Technical and policy advice and capacity building</p>	

<ul style="list-style-type: none"> a) Provide technical and policy advice on strategies and measures to support the implementation of the ISLANDS Project in the 14 beneficiary countries. b) Provide technical and policy advice on waste management and pollution control practices, legislation and regulations for priority waste streams that are tailored to suit the needs of the PICs. c) Provide well researched, relevant and timely technical assessment and policy inputs on environmental issues tailored to suit the needs of PICs in line with objectives of the project d) Contribute to the review of technical reports produced through the activities of the project and ensure these reports are published and disseminated to relevant stakeholders and partners e) Provide oversight and monitor the work of consultants engaged to deliver key technical actions f) Coordinate and contribute to regional and national level capacity building activities related to the project. g) Produce relevant technical reports with the support and advice of the project team. 	<ul style="list-style-type: none"> • Well researched, relevant, and timely technical and policy inputs on project activities are provided and disseminated to national focal points, key stakeholders, and partners • Technical reports are developed and submitted to UNEP and SPREP on time • Regional and national workshops are successfully implemented and documented. • Adoption of best practices in waste and pollution management based on informed decisions. • Risks are minimised and troubleshooting mechanisms are in place and are utilised by the relevant stakeholders.
<p>3. Communication, advocacy and knowledge sharing</p> <ul style="list-style-type: none"> a) Provide technical advice and reports on waste and pollution management information that support and promote the work of SPREP's programmes and projects in the region b) Develop and implement the ISLANDS project communication plan in collaboration with the Communication, Coordination, Coordination and Knowledge Management (CCKM) project, UNEP, PICs and relevant SPREP Programmes c) Identify, compile, and regularly update a network of in-country stakeholders relevant to activities of the project including regional partners. d) Liaise closely with project counterparts (especially at the national level) to facilitate the gathering of datasets which 	<ul style="list-style-type: none"> • The project communication strategy is successfully implemented. • The participating countries are sharing experiences and learning from each other via a regional information exchange platform • Information and training materials including relevant documents and reports are prepared, collated, and shared with relevant stakeholders. • Project profile and visibility is raised through media releases and communication materials • Donor partners and stakeholders have a good understanding and appreciation of project outcomes and results

<p>describe the status of ISLANDS implementation plans in country</p> <p>e) Facilitate active engagement of participating countries in providing information on progress.</p> <p>f) Coordinate and facilitate the dissemination of technical reports, publications and information materials and products to PICs, partners, CCKM project, UNEP, and relevant stakeholders</p> <p>g) In collaboration with the CCKM project, coordinate the drafting and preparation of media releases and communication materials to raise profile of the project and its achievements</p> <p>h) In collaboration with the CCKM project, assist in the development of project communication and information sharing, on project activities</p> <p>i) Facilitate and coordinate national and regional level knowledge sharing activities of the project through virtual platforms and where practical face to face exchange to support sharing of ideas, experiences and lessons learnt that are derived from results of the project</p> <p>j) In collaboration with the CCKM project, organise outreach and advocacy activities and events to showcase and share outcomes and results of the project.</p>	
<p>4. Monitoring, evaluation and reporting</p> <p>a) Develop and contribute to the monitoring and evaluation framework of the ISLANDS project.</p> <p>b) Provide update reports to donors, partners, and members on the progress of the ISLANDS Project.</p>	<ul style="list-style-type: none"> • Monitoring and Evaluation framework for the project is developed and utilised. • Relevant and timely reports are provided to SPREP SLT and to members, where necessary. • Effective and timely reporting to donors, partners, and participating countries.
<p>5. Financial and project operational management</p> <p>a) Leverage existing funding by identifying and actively pursuing secure funding opportunities and liaison with donors for the continuation and sustainability of project activities where necessary.</p> <p>b) Coordinate and manage all funded services, supplies and equipment in accordance with SPREP procurement</p>	<ul style="list-style-type: none"> • New funding opportunities are secured for sustainability of project activities. • New partnerships with donors are established for implementation with resources secured • 100% compliance with finance policy, rules, regulations, and laws

<p>requirements, including preparation of terms of reference and review of consultancies reports.</p> <p>c) Prepare and monitor the project budget and project financial reports</p>	<ul style="list-style-type: none"> • Clean audit is obtained on an annual basis demonstrating compliance with relevant legislation and regulations. • Financial reports are produced and submitted to donors in a timely manner.
<p>6. Networking, partnerships and collaboration</p> <p>a) Facilitate liaison, partnership and networking with current and potential partners and donors as well as project countries and the CCKM project.</p> <p>b) Work together with the 14 Pacific Island Countries to facilitate the adoption of best practice in waste management and pollution control - from data collection and sharing, development and implementation of policies and legislation, participation in capacity building and implementation of on-ground practices – that promotes the health, prosperity and wellbeing of Pacific communities.</p> <p>c) Provide support to SPREP’s Pacific Island Members in managing waste and pollution to enable them to meet their obligations under Cleaner Pacific 2025 and regional Multilateral Environmental Agreements (MEAs) as well as be effective in relevant regional and international negotiations, where necessary.</p>	<ul style="list-style-type: none"> • Effective and positive partnerships with stakeholders, potential partners and donors are established and maintained • Additional partnerships and resources are established to support project implementation • Internal coordination with other SPREP projects has resulted in cost sharing and joint implementation of project activities. • Support and advice are provided to Pacific Island Members on ensuring their systems enable them to make informed and effective decisions. • Improved awareness by Pacific Island Countries of project results and outcomes

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 SPREP’s Performance Development System.

This section may be reflected in the successful applicant’s Performance Development Plan.

Work Complexity

Most challenging duties typically undertaken:

- Provision of timely and accurate briefings and advice to the Director WMPC, SPREP Senior Leadership Team, and Participating Countries
- Ensuring project activities are implemented within the approved timeframe
- Managing a technically complex work portfolio and providing timely guidance to the project team
- Collaboration with other regional agencies and stakeholders

- Working across multiple agencies in ensuring delivery of result areas of the projects delivering project activities in remote outer islands. Donor liaison and coordination
- Document & report editing / proofing / quality control
- Meeting project timelines and milestones.
- Leveraging and securing further funding and resources
- Managing multiple duty travels of project team.

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
<p>External</p> <ul style="list-style-type: none"> • Member countries • Donors / Partners • Professional / Scientific organisations • Regional / International organisations 	<ul style="list-style-type: none"> • Advice and assistance • Consultations and collaboration • Negotiations • Communications and reporting
<p>Internal</p> <ul style="list-style-type: none"> • Executive • Senior Leadership Team • Waste Management & Pollution Control Programme • Other Programmes • All staff 	<ul style="list-style-type: none"> • Team-based work • Leadership and Management • Supervision and Delegation • Communications and information sharing

Level of Delegation

The position holder:

- Manages and has oversight of the Project Budget
- Can authorise costs in the approved project budget
- Can seek funding opportunities for the project on behalf of SPREP

Person Specification

This section is designed to capture the expertise required for the role at the 100% fully effective level. 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 Environmental Management, Environmental Science, Chemistry, Project Management, or related field 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 extensive project management experience in the area of environmental management particularly in chemicals management, waste management and pollution control, with at least 7 years of this experience in a role requiring a similar degree of versatility and responsibility, preferably within the Pacific Islands region.
3. Excellent knowledge of current and emerging project-related environmental issues and challenges facing the Pacific region with excellent understanding and appreciation of environmental ethics, values and priorities as well as comprehensive knowledge and experience in environmental management and governance, preferably within the Pacific islands region.
4. Excellent knowledge and experience in developing and coordinating capacity building and training programmes and stakeholder engagement processes including understanding of key donor partners and funding institutions.
5. Extensive knowledge of the Pacific Islands region and demonstrated ability to work and collaborate within a multi-disciplinary and multi-cultural team environment with excellent experience in establishing and maintaining effective relationships with a diverse group of people including at different levels of government, NGOs and diverse groups of stakeholders.
6. 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
7. Excellent writing and verbal communications and reporting skills in English as well as skills and experience in working with technical and diverse groups to ensure effective communication and appropriate tailored to audience materials, are developed.

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 skills ● Communication skills ● Teamwork and collaboration skills
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	<ul style="list-style-type: none"> • Project design, development, management, monitoring and evaluation • Work programme planning and implementation • Budget preparation and management
Advanced level	<ul style="list-style-type: none"> • Time management and analytical skills • Designing and managing contracts and contractors • Negotiation skills and the ability to develop strong working relationships • Project risk management • Environmental problem-solving skills • Organizational skills including attention to detail and multi-tasking skills
Working Knowledge	<ul style="list-style-type: none"> • Project finances / reporting • Knowledge and understanding of waste management issues in the Pacific • Appreciation of emerging development challenges in the Pacific region • Gender equity • Environmental and social safeguards • Multilateral Environmental Agreements especially the Basel, Rotterdam, Stockholm, Minamata and Waigani Conventions.
Awareness	<ul style="list-style-type: none"> • SPREP Strategic Plan • SPREP Work Programmes • SPREP Performance Implementation Plan • Cleaner Pacific 2025 • Key multilateral environmental agreements (MEAs) related to waste management and pollution control

Key Behaviours

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

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

All managers and supervisors are expected to uphold SPREP's established Leadership and Management Behaviors 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.

D. REMUNERATION PACKAGE – TERMS & CONDITIONS

“Due to the current COVID-19 situation affecting the region, and the priority the Secretariat places on its staff safety, health and well-being, please note that there may be delays in taking up the appointment. There will be an opportunity to discuss this matter thoroughly with the successful candidates and any appointment and on-boarding would only proceed when regional conditions permit the deployment of new staff”.

Duty Station: Apia, Samoa.

Duration: Appointment is for a term of 5 and a half years in line with the project time frame.

Salary: Salary is denominated in International Monetary Fund Special Drawing Rights (SDRs). Remuneration for this post falls within Band 13 of SPREP’s salary scale. Starting salary will be SDR46,802 per annum. Currently, the equivalent in Samoan Tala is SAT178,610 (USD74,421) per annum. Upon confirmation of probation, salary will be adjusted to SDR52,562 which is equivalent to SAT200,937 (USD83,724) 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 within the range of SDR5,653 per annum will be paid to the successful candidate. The current equivalent in Samoan Tala is SAT21,572 (USD\$8,989) . Upon confirmation of probation, this will be adjusted to SDR6,146 which is equivalent to SAT23,454 (USD9,773) 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 = SAT2.40

Term: For staff recruited from outside Samoa, the term begins from the day the appointee leaves his or her home to take up the appointment. Appointment is subject to a satisfactory medical examination, as well as a 6-month probationary period.

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

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

FOR STAFF RECRUITED FROM OUTSIDE SAMOA, THE FOLLOWING APPLIES:

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

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

Establishment Grant: A lump sum of SDR1,100 is payable upon taking up appointment and arrival in Apia. This is currently equivalent to SAT4,198 (USD1,749).

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

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

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

FOR ALL INTERNATIONALLY RECRUITED STAFF, THE FOLLOWING APPLIES:

Education Allowance: Education expenses maybe reimbursed against actual receipts for dependent children, to cover up to 75% of the actual costs, as stipulated under SPREP's Education Allowance policy. Currently the allowance is up to a maximum of SAT15,600 (USD6,500) per annum per dependent child, with an overall maximum of SAT46,800 (USD19,500) 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

(USD1,188) 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 (USD1,000) per annum as stipulated under SPREP's Security Assistance policy.

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

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

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

Duty Travel: SPREP meets travelling expenses at prescribed rates necessarily incurred by staff required to travel away from Apia on official business.

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

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

Superannuation: All employees are required to contribute to the Samoa National Provident Fund. An expatriate internationally recruited staff member has the option to nominate another recognised Fund for their superannuation. SPREP will pay the minimum legal requirement of basic salary to the Samoa National Provident Fund or another approved nominated Fund.

Learning and Development

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

Definitions:

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

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

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

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

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

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

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 Project Manager, ISLANDS Pacific Child Project (PMIPCP)” 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 Project Manager, ISLANDS Pacific Child Project (PMIPCP)”

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

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

Closing date: Friday, 15 October 2021: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
