



**SPREP**  
Secretariat of the Pacific Regional  
Environment Programme

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

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## APPLICANT INFORMATION PACKAGE **IMPACTS ANALYSIS ADVISER**

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## A. Background Information on SPREP

SPREP is the regional organisation established by the Governments and Administrations of the Pacific charged with protecting and managing the environment and natural resources of the Pacific. The head office is based in Apia, Samoa with over 100 staff. There is also a SPREP office in Fiji with four staff as well as SPREP Officers stationed in the Federated States of Micronesia, Republic of the Marshall Islands, Solomon Islands and Vanuatu. SPREP has an annual budget of USD \$33 million in 2019.

The establishment of SPREP sends a clear signal to the global community of the deep commitment of Pacific island Governments and Administrations for better management of the environment within the context of sustainable development.

The strategic direction for SPREP is clearly set out in the 2017-2026 SPREP Strategic Plan. The Plan outlines the mandate, vision and programmes for the organisation, and places strong emphasis on effective delivery of services to SPREP Member countries and territories.

### **Mandate**

SPREP's **mandate** is to promote cooperation in the Pacific region and provide assistance in order to protect and improve its environment and to ensure sustainable development for present and future generations.

### **Vision**

SPREP is guided by its **vision for the future**: "A resilient Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures".

### **Members**

SPREP has 21 Pacific island member countries and territories (American Samoa, Cook Islands, Federated States of Micronesia, Fiji, French Polynesia, Guam, Kiribati, Marshall Islands, Nauru, New Caledonia, Niue, Northern Marianas, Palau, Papua New Guinea, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, Vanuatu and Wallis & Futuna) and 5 developed countries (Australia, France, New Zealand, United Kingdom and United States of America) with direct interests in the region.

### **Four regional goals to achieving resilience and sustainable Pacific communities:**

- **Regional Goal 1:** Pacific people benefit from strengthened resilience to climate change
- **Regional Goal 2:** Pacific people benefit from healthy and resilient island and ocean ecosystems
- **Regional Goal 3:** Pacific people benefit from improved waste management and pollution control
- **Regional Goal 4:** Pacific people and their environment benefit from commitment to and best practice of environmental governance

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

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

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.

## **PROJECT BACKGROUND**

This position is placed within the Global Climate Change Alliance Plus Scaling Up Pacific Adaptation (GCCA+ SUPA) project, which focuses on building sector resilience, based on lessons learnt from past actions, whilst enhancing the resilience capacity of sub-national governments and other stakeholders.

The Action's overall objective is to enhance climate change adaptation and resilience within ten Pacific island countries. The specific objective is to strengthen the implementation of sector-based, but integrated, climate change and disaster risk management strategies and plans. The overall amount of the Action covered by this co-delegation agreement is EUR 12.9 million.

The three outputs of GCCA+ SUPA are:

1. Climate and disaster risk information, knowledge management, monitoring and strategic planning capacities strengthened at national and regional levels;
2. Planning and decision-making capacities to address climate change and disaster risks at sub-national and community level strengthened, applying participatory, gender-sensitive and rights-based approaches;
3. Strategic and local interventions for climate change adaptation and mainstreaming scaled up in up to five sectors.

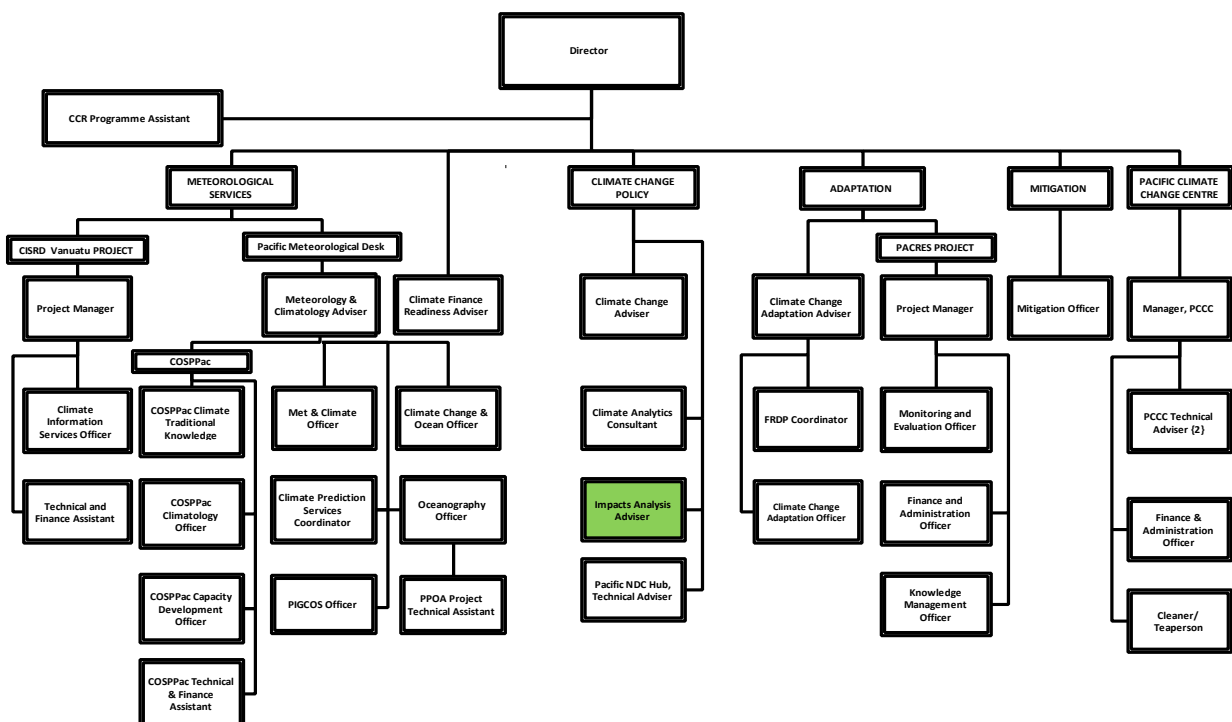
This action will be implemented in indirect management with the Pacific Community (SPC) and the Secretariat of the Pacific Regional Environment Programme (SPREP). This implementation entails a co-delegation agreement with SPC as lead and coordinating organisation and SPREP as co-delegate. A separate Grant Agreement for an additional Euros 2.1 million will be signed between the European Commission and the University of the South Pacific (USP). Within a framework of close collaboration, each of the three regional implementing organisations has responsibility for delivery of a specific output: Output 1 – SPREP; Output 2 – USP; and Output 3 – SPC.

The ten countries covered by this Action are Small Island Developing States (SIDS) with a total population of about 1.5 million people spread over an immense area of ocean in the western Pacific equivalent to 15 % of the globe's surface. This diverse region falls into three geographical areas of the western Pacific: Melanesia (Fiji); Micronesia (Palau, Federated States of Micronesia (FSM), Republic of the Marshall Islands (RMI), Nauru and Kiribati); and Polynesia (Cook Islands, Niue, Tonga and Tuvalu). The nine project countries located in Micronesia and Polynesia each have populations of less than 110,000 and five of those countries have populations less than 20,000. The population of Fiji is 837,271. The total gross domestic product (GDP) for the ten countries is EUR 7.6 billion (2015 estimate).

## B. JOB DESCRIPTION

<b>Job Title:</b>	Impacts Analysis Adviser (IAA)
<b>Programme:</b>	Climate Change Resilience
<b>Team:</b>	Climate Change Policy
<b>Responsible To:</b>	Director, Climate Change Resilience (SPREP) Project Manager GCCA+ SUPA (based at SPC)
<b>Responsible For: (Total number of staff)</b>	2 staff
<b>Job Purpose:</b>	<p><b>This job exists to:</b> Lead on Output 1 of the project to:</p> <ul style="list-style-type: none"> <li>• Develop the methodology for tracking impacts of adaptation projects in the Pacific;</li> <li>• Establish the Impacts Database for adaptation projects in the region, build capacity on its usage and incorporate it within the structure of the Pacific Climate Change Portal (PCCP) and Pacific Climate Change Centre (PCCC); and</li> <li>• Contribute to the overall progress of the GCCA+ projects managed by SPREP, and to cooperate with other relevant data portals.</li> </ul>
<b>Date:</b>	August 2019

### Organisation Context



## Key Result Areas

The position of **Impacts Analysis Adviser** addresses the following Key Result Areas:

1. National consultations and impact methodology development
2. Climate and disaster risk interventions impacts analysis
3. Impacts datasets environment data portals
4. Capacity building
5. Project management leadership support and assistance

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

Jobholder is accountable for	Jobholder is successful when
<p><b>1. National consultations and impact methodology development</b></p> <ol style="list-style-type: none"> <li>a) Undertake a stocktake of information on impacts of adaptation projects</li> <li>b) Consult with three countries that are developing CC portals and 14 countries that are using national environment data portals</li> <li>c) Design a methodology for assessing impacts of past adaptation projects in the region</li> </ol>	<ul style="list-style-type: none"> <li>• A detailed resource base of information on adaptation projects in the region has been compiled, and the Adviser is familiar with the contents</li> <li>• Impacts methodology is designed and drafted, and assisted by a Consultant to be recruited to help compile and complete methodology</li> <li>• Consultations with the countries yield good inputs and feedback on the further development of the impacts methodology</li> <li>• An effective methodology has been developed, tested and finalised so that it can be used by the three countries</li> </ul>
<p><b>2. Climate and disaster risk interventions impacts analysis</b></p> <ol style="list-style-type: none"> <li>a) Compile an inventory of past, present and pipeline adaptation projects</li> <li>b) Apply the methodology for a desktop assessment of the inventory</li> <li>c) Develop a core set of adaptation indicators linked to and compliant with SPREP core indicators</li> <li>d) Conduct in-country training on the use of the methodology</li> </ol>	<ul style="list-style-type: none"> <li>• A detailed inventory of projects has been compiled and verified by CCR and uploaded to the PCCP</li> <li>• The desktop assessment is able to show whether projects have had positive impacts or not</li> <li>• Indicators developed and applied to measure impacts in a consistent way and incorporated into SPREP's core indicators.</li> <li>• Capacity is developed in-country to apply the methodology</li> <li>• Communications products around the methodology and database have been developed</li> </ul>
<p><b>3. Impacts datasets environment data portals</b></p> <ol style="list-style-type: none"> <li>a) Develop, compile and upload impacts datasets hosted within the SPREP regional environment data portal.</li> </ol>	<ul style="list-style-type: none"> <li>• An effective series of datasets have been developed, and are housed within the Regional Environment Data Portal</li> </ul>

<p>b) Use a train the trainers approach to conduct a regional training to showcase and develop capacity in the use of the impact database to country representatives building off the capacity development implemented through the Inform project.</p>	<ul style="list-style-type: none"> <li>• PCCP Capacity is developed in-country so as to populate and apply the impact dataset process to national environment data portals</li> <li>• Well researched, relevant and timely technical and policy advice on climate change adaptation assessment and planning matters is provided</li> <li>• Technical and policy advice supports SPREP's role as the premier environment agency in the region</li> <li>• SPREP programmes and projects across the Secretariat value and take into consideration impacts of past projects</li> <li>• Strategic policy and technical input are coordinated and included in consideration of key institutional decisions as well as in advice to key regional and international negotiations and processes</li> </ul>
<p><b>4. Capacity building</b></p> <p>a) Conduct in-country training on the impacts database in three countries aimed at improving decision making delivered in collaboration with SPREP data management programme delivery.</p> <p>b) Ensure there is targeted capacity building to strengthen climate change planning and management processes</p> <p>c) Provide reports to partners and donors on all key issues relating to the project</p>	<ul style="list-style-type: none"> <li>• Capacity is developed in-country and tracked</li> <li>• The three countries use the impacts datasets and SPREP data management tools as well as methodology in their decision making in relation to adaptation.</li> <li>• Relevant capacity building and training initiatives are provided and strengthened SPREP SUPA Member's capacities to improve climate change planning and management processes</li> <li>• Reports submitted to donors and partners in a timely manner.</li> <li>• Results based reporting, media and information products produced and widely disseminated</li> </ul>
<p><b>5. Project management leadership support and assistance</b></p> <p>a) Assist with the management of GCCA+ projects managed by SPREP</p> <p>b) Ensure all relevant project requirements are addressed</p> <p>c) Attend to all SPREP institutional and corporate responsibilities for the SUPA project team including the efficient and effective development, implementation and monitoring of annual workplans and budget, staff performance development</p>	<ul style="list-style-type: none"> <li>• Active and constructive participation in regional and national meetings</li> <li>• Support and assistance is provided to the Project Manager on other project activities</li> <li>• The SPREP SUPA team is a high performing team that delivers on its Annual Work Plan and Budget (AWP&amp;B) objectives and meets strategic priority targets</li> <li>• The team's work is well integrated and understood across all SPREP programmes</li> <li>• Staff Performance Development Plans are developed and assessed on time</li> </ul>

plans and other financial, HR and administrative requirements	<ul style="list-style-type: none"> <li>• Staff issues including learning and development needs are addressed in a timely and effective manner</li> <li>• Joint programme planning, delivery and monitoring and evaluation in close consultation with the Director of the Programme</li> <li>• Fully accountable to corporate responsibilities including budget management, financial reporting, staffing issues and other corporate management requirements</li> <li>• SPREP SUPA Members are satisfied with the services and outputs produced</li> </ul>
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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 Director/Supervisor as part of the Performance Development System.

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

**Work Complexity**

<b>Most challenging duties typically undertaken:</b>
<ul style="list-style-type: none"> <li>• Compiling and assessing information on projects in the region</li> <li>• Developing the methodology for the impacts assessment</li> <li>• Conducting in-country workshops</li> </ul>

**Functional Relationships & Related Skills**

<b>Key internal and/or external contacts</b>	<b>Nature of the contact most typical</b>
<p><b>External</b></p> <ul style="list-style-type: none"> <li>• Project Manager at SPC</li> <li>• Project countries and members</li> <li>• Project focal points</li> </ul>	<ul style="list-style-type: none"> <li>• Progress reports, updates</li> <li>• Discussions / collaboration</li> <li>• Capacity building / facilitation</li> <li>• Emails and phone calls</li> </ul>



<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• Director Climate Change Resilience</li> <li>• Project Managers for other GCCA+ projects</li> <li>• Climate Change Resilience programme</li> <li>• Information Services</li> <li>• Project managers for SPREP data management activities</li> </ul>	<ul style="list-style-type: none"> <li>• Progress reports, updates</li> <li>• Discussions / collaboration</li> <li>• Information sharing</li> <li>• Meetings, emails and phone calls</li> </ul>
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### Level of Delegation

#### The position holder:

- manages an operational budget and has oversight of the budget
- can authorise costs in own budget
- can seek funding opportunities for work programme activities

### Person Specification

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

### Qualifications

#### Essential

1. Minimum qualifications of a Master degree in a technical field related to adaptation impacts assessment, data analysis, Monitoring & Evaluation or other relevant area OR a Bachelor degree in lieu, with applied relevant work experience in excess of the minimum required relevant work experience.

### Knowledge / Experience

#### Essential

2. At least 10 years of experience in strategic adaptation impacts assessment and methodologies and translation of technical outputs for non-technical users, preferably in the Pacific islands region, with at least 7 of those years at the senior leadership and advisory level
3. Extensive knowledge of development, collation, processing and assessment of impact as well as related emerging issues and challenges within the Pacific Island Countries with excellent understanding and appreciation of environmental ethics, values and priorities

4. Extensive knowledge of Pacific climate change adaptation priorities and policies, institutional mandates and country priorities as well as extensive experience of similar work in the Pacific or in other Small Island regions
5. Excellent project management and leadership experience including the development of funding proposals, design and delivery of integrated work programme activities, monitoring and evaluation of performance as well as resource management
6. Excellent experience at strategic and high level communication, negotiation and reporting across diverse audiences, as well as extensive experience in capacity building, particularly in the Pacific setting
7. Excellent relationship management and coordination skills and experience that demonstrate a high level of professional and constructive engagement with a diverse range of stakeholders as well as an excellent understanding of key donor partners and funding institutions within a multi-disciplinary and multi-country team

## 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"> <li>• Ability to analyse impacts of past, present and pipeline adaptation projects, and develop a methodology suited to the Pacific</li> <li>• Work programme planning, budgeting and implementation</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• Impacts datasets design and development</li> <li>• Environmental issues in the Pacific islands region</li> <li>• Emerging environmental issues and challenges</li> </ul>
Working Knowledge	<ul style="list-style-type: none"> <li>• Climate change priorities and policies in the region</li> <li>• General management principles</li> <li>• Environmental and social safeguards</li> <li>• Gender mainstreaming</li> <li>• Results based management</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• UNFCCC processes and guidance</li> <li>• SPREP Strategic Plan</li> <li>• SPREP Work Programmes</li> </ul>

## Key Behaviours

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

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

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

### **Change to job description**

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

## C. REMUNERATION PACKAGE – TERMS & CONDITIONS

**Duty Station:** Apia, Samoa.

**Duration:** Appointment is for a term of 3 years, with a possible extension in line with the project timeframe. There is no expectation of renewal at the end of contract as this is a project specific position.

**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 SDR35,440 per annum. This is currently equivalent to Samoan Tala \$135,250 (USD\$52,019) 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 SDR4,695 will be paid to the successful candidate. The current equivalent in Samoan Tala is SAT\$17,917 (USD\$6,891) per annum. Cost-of-living differential allowance reflects the comparative cost of living difference between Suva and Apia. This allowance is reviewed periodically based on data determined by an independent reviewer.

**Adjustments:** Salaries and allowances for internationally recruited staff are paid in Samoan Tala and adjusted every month based on the monthly average in the value of the SDR relative to the Samoan Tala (SAT) at the time the salary payment is processed. SDR movement however is limited to within 5% above or below a reference point set annually. Remuneration is paid monthly in SAT equivalent. The international currency exchange rate at the time of writing is approximately USD1.00 = SAT\$2.60

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

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

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

### **FOR STAFF RECRUITED FROM OUTSIDE SAMOA, THE FOLLOWING APPLIES:**

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

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

**Establishment Grant:** A lump sum of SDR1,100 is payable upon taking up appointment and arrival in Apia. This is currently equivalent to SAT\$4,198 (USD\$1,615).

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

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

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

**FOR ALL INTERNATIONALLY RECRUITED STAFF, THE FOLLOWING APPLIES:**

**Education Allowance:** Education expenses maybe reimbursed against actual receipts for dependent children, to cover up to 75% of the actual costs, as stipulated under SPREP's Education Allowance policy. Currently the allowance is up to a maximum of Samoan Tala \$15,600 (USD\$6,000) per annum per dependent child, with an overall maximum of Samoan Tala \$46,800 (USD\$18,000) per annum per family of 3 or more eligible children.

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

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

**Housing Assistance:** Internationally recruited staff shall receive housing assistance of 75% of the typical rent payable in Samoa for expatriate executive furnished housing. The current rate is SAT\$2,850 (USD\$1,096) per month. This assistance shall be reviewed annually and adjusted on relative movement in the local rental market.

**Security Assistance:** Security-related expenses maybe reimbursed against actual receipts up to SAT\$2,400 (USD\$923) per annum as stipulated under SPREP's Security Assistance policy.

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

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

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

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

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

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

**Superannuation:** An expatriate internationally recruited staff member will receive a superannuation allowance of 7% of basic salary. For nationals of Samoa, SPREP will pay 7% of basic salary to 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:**

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

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

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

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

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

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

## 4. ADMINISTRATIVE INFORMATION

**ESSENTIAL:** Applications should include:

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

***Important to Note: 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 Impacts Analysis Adviser**” 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 Impacts Analysis Adviser**”

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
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