

APPLICANT INFORMATION PACKAGE MANAGER WEATHER READY PACIFIC PROGRAMME (MWRPP)

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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 other SPREP offices in Fiji, the Republic of the Marshall Islands and Vanuatu and Solomon Islands.

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

The establishment of SPREP in 1993 sends a clear signal to the global community of the deep commitment of Pacific island Governments and Administrations for better management of the environment within the context of sustainable development.

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

Mandate

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

Vision

SPREP is guided by its **vision for the future**:

"A resilient Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures".

Members

SPREP has 21 Pacific island member countries and territories:

▪ American Samoa	▪ Northern Marianas
▪ Cook Islands	▪ Palau
▪ Federate States of Micronesia	▪ Papua New Guinea
▪ Fiji	▪ Samoa
▪ French Polynesia	▪ Solomon Islands
▪ Guam	▪ Tokelau
▪ Kiribati	▪ Tonga
▪ Marshall Islands	▪ Tuvalu
▪ Nauru	▪ Vanuatu
▪ New Caledonia	▪ Wallis and Futuna
▪ Niue	

and 5 'metropolitan' member countries with direct interests in the region:

- Australia,
- France,
- New Zealand,

- United Kingdom and
- the United States of America;

SPREP Goals and Objectives

The Secretariat continues to strengthen and realign its institutional capacities, competencies, and systems to best support its Members by delivering more integrated, responsive, and cost-effective services to Members and partners and by better coordinating regional efforts.

SPREP's Pacific and metropolitan members agreed that SPREP's Strategic plan should span 10 years to address critical environmental and related social and governance strategic priorities, which are reflected in the strategy's regional and organisational goals and objectives, as well as in SPREP's core 'Values'.

Regional Goals

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

Organisational Goals

- **Organisation Goal 1:** SPREP has information, knowledge, and communications systems that get the right information to the right people at the right time and influence positive organisational, behavioural and environmental change.
- **Organisation Goal 2:** SPREP has multi-disciplinary processes in programme delivery and in supporting Members to develop national and regional policies and strategies.
- **Organisation Goal 3:** SPREP has a reliable and sustainable funding base to achieve environmental outcomes for the benefit of the Pacific islands region and manages its programmes and operations to stay within its agreed budget.
- **Organisation Goal 4:** SPREP is leading and engaged in productive partnerships and collaboration.
- **Organisation Goal 5:** SPREP has access to a pool of people with the attitudes, knowledge, and skills to enable it to deliver on its shared regional vision.

SPREP's Values

SPREP approaches the environmental challenges faced by the Pacific guided by four simple **Values**. These values guide all aspects of our work:

- We value the **Environment**
- We value our **People**
- We value high quality and targeted **Service Delivery**
- We value **Integrity**

B. Weather Ready Pacific Programme

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

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

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

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

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

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

The WRP Programme will be implemented in all the **Pacific Island Countries** (Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Republic of the Marshall Islands, Nauru, Niue, Palau, Papua New Guinea, Samoa,

Solomon Islands, Tonga, Tuvalu, Vanuatu) and **Territories** (American Samoa, Commonwealth of the Northern Mariana's, French Polynesia, Guam, New Caledonia, Tokelau, Wallis and Futuna).

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

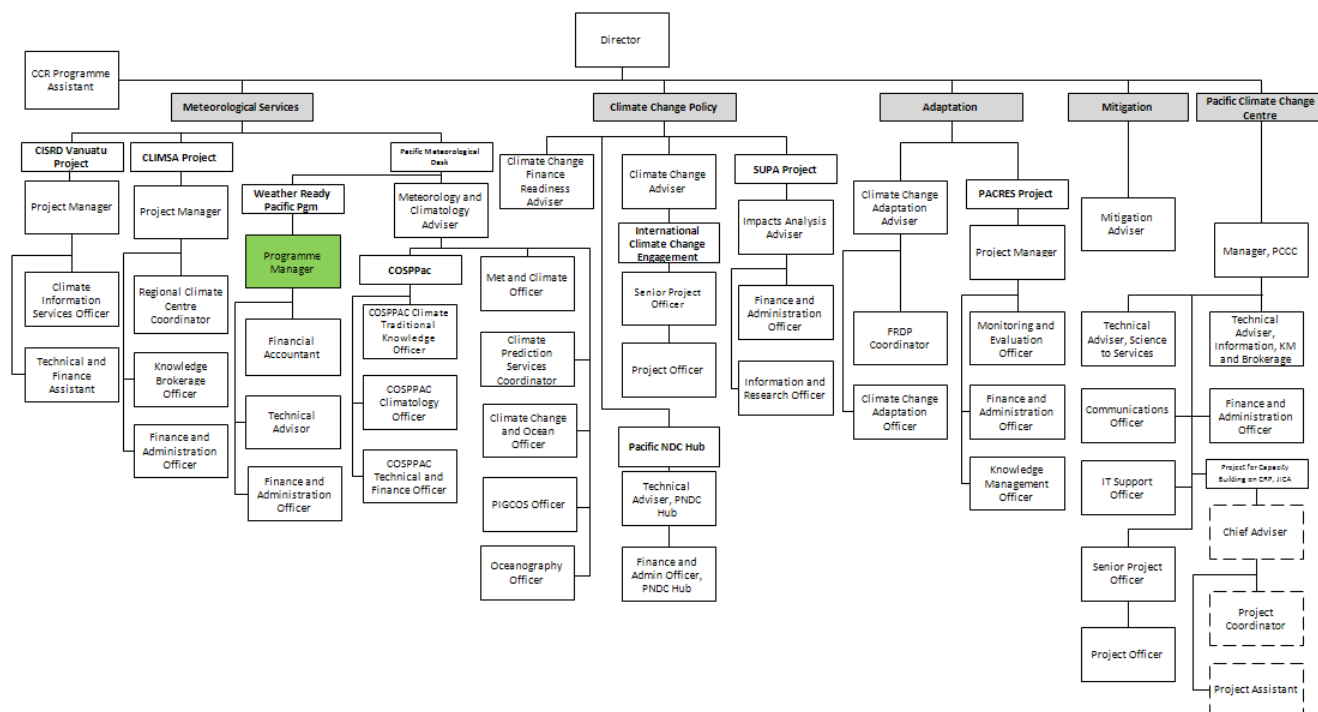
1. **Programme Management and Implementation:** Ensuring the strategic alignment and effective rollout of the programme's initiatives. This includes supervising various tasks, coordinating with stakeholders, monitoring progress, and making necessary adjustments to achieve the objectives.
2. **Financial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

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

C. JOB DESCRIPTION

Job Title:	Manager – Weather Ready Pacific Programme
Programme:	Climate Change Resilience
Team:	Pacific Meteorological Desk Partnership
Responsible To:	Director, Climate Change and Resilience (DCCR)
Responsible For: (Total number of staff)	3 staff in the first 12 months, with further growth expected in the subsequent years
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> Lead the Weather Ready Pacific Programme and team, coordinate partners and deliver the Weather Ready Pacific in Pacific Island countries and Territories as well as support Donor Coordination to invest in the programme
Date:	December 2023

Organisation Context



Key Result Areas

The position of **Manager – Weather Ready Pacific Programme** addresses the following Key Result Areas:

1. Programme leadership and management
2. Technical and policy advice, support and facilitation
3. Communications and visibility
4. Monitoring, evaluation and reporting
5. Financial and project administrative management
6. Resource mobilisation, partnerships and collaboration

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

Jobholder is accountable for	Jobholder is successful when
1) Programme leadership and management <ol style="list-style-type: none"> a) Provide leadership and management of the Programme and the Programme team. b) Manage and implement the Programme team's contributions to the SPREP Performance Implementation Plan and Results Framework (PIP). c) Develop and implement Annual and quarterly Work Plans and Budgets (AWP&B) to support the Programme Annual Workplan including planning and management of the team's human and financial resources. d) Prepare communications and risk strategies e) Provide technical guidance and assistance to the team as well as quality control of their work. f) Lead and work with the Programme team in the development, monitoring and assessment of Performance Development Plans. g) Lead and provide oversight of the overall implementation of Programme activities in line with the approved Implementation Plan and budget. h) Ensure that implementation partners deliver timely and effective activities as committed in partnership agreements. i) Produce a Programme activities sustainability plan working with national and implementing partners. j) Lead in coordinating and providing reporting to relevant donors and partners and ensure that implementing partner technical and financial reporting is delivered on schedule. k) Ensure reports to the Developments Partners, Steering Committee and SPREP are produced and submitted in a timely manner. 	<ul style="list-style-type: none"> • The Programme team is a high performing team that delivers on its AWP&B objectives within the agreed timeframe and achieves Programme outcomes. • The team's work is well integrated and contributes to SPREP programmes as appropriate. • Programme risk properly identified and mitigated. • Staff Performance Development Plans are developed and assessed on time. • Programme is successfully implemented within the approved timeframe by SPREP and Programme implementation partners. • Donor and other reports are submitted and received within agreed timeframes. • Sustainability plan is produced for relevant activities.

<p>2) Technical and policy advice, support and facilitation</p> <ul style="list-style-type: none"> a) Provide high quality technical input and advice to the project in implementation of effective and appropriate activities by SPREP and its partners. b) Convene and coordinate the Liaison Platform to enhance and strengthen WRP implementation. c) Coordinate and implement regional and national meetings related to the Programme. d) Prepare overall and annual work plans, procurement plans, risk strategies and exit strategies. e) Produce relevant technical reports with the support and advice of the Programme team. f) Identify risk in Programme delivery and ensure effective troubleshooting is provided to relevant stakeholders. g) Work with the (Gender Equality Disability and Social Inclusion) GEDSI officer to ensure that gender and human rights-based approaches are effectively mainstreamed into implementation of Programme activities. 	<ul style="list-style-type: none"> • Accurate and effective technical support is provided to stakeholders and partners in the implementation countries. • Programme activities are implemented and sustainable; and technical support from SPREP programmes and external partners, and community participation, is effectively engaged and delivered. • Programme activities are promoted as model approaches nationally, regionally and internationally. • Programme sustainability strategies are in place and implemented. • Gender and human rights-based approaches are effectively mainstreamed into implementation of Programme activities.
<p>3) Communications and visibility</p> <ul style="list-style-type: none"> a) Work with the Programme Communications and Outreach Officer to ensure that Programme communication and outreach activities are effectively designed and implemented in collaboration with the SPREP Communications Team and PMC Stakeholders in accordance with the approved Communications and Visibility Plan. b) Provide updates to the PMC, Donor Engagement Platform (Pacific Partnership Coordination Mechanism), and the Pacific Meteorological Ministers Meeting (PMMM). 	<ul style="list-style-type: none"> • Effective communication results in high engagement with stakeholders and partners in the delivery and promotion of activities and outcomes. • Communications are produced on a timely basis and are accessible to multiple audiences. • Regular public relations releases produced as needed and appropriate that promotes the Programme, Donors and stakeholders.
<p>4) Monitoring, evaluation and reporting</p> <ul style="list-style-type: none"> a) Implement and manage the fiduciary requirements for the WRP and SPREP. b) Develop and implement the monitoring and evaluation framework for the Programme in collaboration with the Monitoring and Evaluation (MERLA) Officer. c) Prepare technical and performance reports for Senior Leadership Team, the PMC, PMMM and donors as required. 	<ul style="list-style-type: none"> • Effective Programme work plans are developed in collaboration with partners, countries, local communities and the donor. • SPREP, PMC, PMMM and Donors are provided reports as required and reporting procedures as agreed for the WRP are applied. • In-country Programme activities are working effectively. • Programme monitoring and evaluation is undertaken on a regular basis and informs

<p>d) Provide update reports to donors, partners and SPREP Members on the progress of the Programme.</p> <p>e) Ensure that progress on Programme delivery is regularly updated in the SPREP Project Management Information System (PMIS).</p>	<p>Programme implementation and recorded in the PMIS.</p>
<p>5) Financial and project administrative management</p> <p>a) Work with the Programme Financial Accountant and Programme Staff to coordinate and manage all funded services, supplies and equipment in accordance with SPREP procurement procedures, including preparation of terms of reference and review of consultancy reports.</p> <p>b) Ensure a clean project audit is obtained on an annual basis.</p> <p>c) Submit financial reports and other necessary documents to the Donors with the support of the SPREP Finance Department.</p>	<ul style="list-style-type: none"> • 100% compliance with finance policies, rules, regulations and laws. • 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) Resource mobilisation, partnerships and collaboration</p> <p>a) Develop a resource mobilisation plan and engage new and potential development partners to invest in the WRP.</p> <p>b) Maintain and strengthen effective partnerships and collaboration with participating countries, implementing partners and other stakeholders.</p> <p>c) Coordinate Multi-Hazard Early Warning Systems (MHEWS) in partnership with the United Nations Office for Disaster Risk Reduction (UNDRR), and other partners for Early Warnings for All (EW4ALL), WMO for Climate Risk and Early Warning Systems (CREWS) and Systematic Observations Financing Facility (SOFF).</p> <p>d) Provide reports to the PMC, PMMM and the Pacific Partnership Donor Coordination to secure new partnerships for the WRP Programme</p>	<ul style="list-style-type: none"> • Resource Mobilisation plan developed and implemented. • New investments secured for the WRP • Successful relationships with countries and partners result in achievement of Programme outcomes. • Alignment of and appropriate reporting on Early Warning Systems with key partners on MHEWS. • Secure new Partners for the WRP Programme.

Note

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

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

Work Complexity

Most challenging duties typically undertaken:

- Ensuring overall implementation progress of all activities in the countries and territories within approved timeframes
- Maintaining effective and productive relationships with national agencies and counterparts
- Maintaining effective and productive relationship with donors
- Leading and managing a technically complex work area and coordinating the Programme team and implementing partners
- Coordination and collaboration with other regional agencies and stakeholders
- Managing multiple duty travels of Programme team

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
External <ul style="list-style-type: none">• Member countries• Donors (DFAT, MFAT, etc)• Implementing partners• Professional / Scientific organisations• Regional / International organisations including WMO	<ul style="list-style-type: none">• Advice and assistance• Consultations and collaboration• Reporting• Negotiations• Communications
Internal <ul style="list-style-type: none">• Executive• Senior Leadership Team• Climate Change Resilience Programme• Pacific Meteorological Desk Partnership• All staff	<ul style="list-style-type: none">• Leadership and management• Supervision and delegation• Advice and support

Level of Delegation

The position holder:

- manages and has oversight of the Programme budget of over USD100million
- can authorise costs in the Programme budget
- can negotiate for the Programme on behalf of SPREP

Person Specification

Qualifications

Essential

1. Minimum qualifications of a Master degree or higher in Project / Programme Management, Climate Science, Environmental Management, or other relevant technical field OR a Bachelor degree in lieu, with applied relevant work experience in project management and in excess of the minimum required relevant work experience.

Knowledge / Experience

Essential

2. At least 10 years of extensive management experience and technical assistance on programmes/projects related to meteorology and/or early warning systems, 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 climate change issues and challenges facing the Pacific islands region.
4. Excellent relationship management and experience that demonstrates a high level of professional and constructive engagement with a diverse range of stakeholders as well as an excellent understanding of key donors.
5. Excellent programme/project management and leadership experience including financial and contract management, design and delivery of integrated work programme activities, monitoring and evaluation of performance, and applied knowledge of project management accounting methods and software.
6. Excellent leadership and management experience including high level advisory and analytical skills as well as leading and nurturing teams of diverse technical backgrounds and expertise in multicultural and multi-disciplinary environments.
7. Excellent experience in communication, negotiation and reporting across diverse audiences, as well as extensive experience in capacity building, particularly in the Pacific setting.

Key Skills / Attributes / Job Specific Competencies

Expert level	<ul style="list-style-type: none"> • Leadership and advisory • Analytical and environmental knowledge • Project management, development, monitoring and evaluation • Fundraising and Donor Engagement • Work programme planning, budgeting and implementation • Contract management
Advanced level	<ul style="list-style-type: none"> • Early Warning Systems in the Pacific islands region • Emerging priorities issues and challenges of NMHSs and NDMO's • Behaviour change practices
Working Knowledge	<ul style="list-style-type: none"> • General management principles

	<ul style="list-style-type: none"> • Gender equity
Awareness	<ul style="list-style-type: none"> • SPREP Strategic Plan • SPREP Work Programmes • SPREP Performance Implementation Plan

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.

D. REMUNERATION PACKAGE – TERMS & CONDITIONS

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

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

Salary: Salary is denominated in International Monetary Fund Special Drawing Rights (SDRs). Remuneration for this post falls within Band 14 of SPREP's salary scale. Starting salary will be SDR56,307 per annum. Currently, the equivalent is SAT214,885 per annum (USD89,535). Upon confirmation of probation, salary will be adjusted to SDR63,346 which is equivalent to SAT241,746 per annum (USD100,727). All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required.

Cost of living differential allowance (COLDA): A Cost-of-Living Differential Allowance of SDR6,454 will be paid to the successful candidate. The current equivalent in Samoan Tala is SAT24,630 per annum. Cost-of-living differential allowance reflects the comparative cost of living difference between Suva and Apia.

Adjustments: Salaries and allowances for internationally recruited staff are paid in Samoan Tala and adjusted every month based on the monthly average in the value of the SDR relative to the Samoan Tala (SAT) at the time the salary payment is processed. SDR movement however is limited to within 5% above or below a reference point set annually. Remuneration is paid monthly in SAT equivalent. The international currency exchange rate at the time of writing is approximately USD1.00 = SAT\$2.50

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

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

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

FOR STAFF RECRUITED FROM OUTSIDE SAMOA, THE FOLLOWING APPLIES:

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

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

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

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

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

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

FOR ALL INTERNATIONALLY RECRUITED STAFF, THE FOLLOWING APPLIES:

Education Allowance: Education expenses maybe reimbursed against actual receipts for dependent children, to cover up to 75% of the actual costs, as stipulated under SPREP's Education Allowance policy. Currently the allowance is up to a maximum of SAT15,600 (USD6,500) 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 SAT\$2,400 (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 dependants are entitled to have all reasonable medical, dental and optical expenses met, under the terms and conditions of the existing SPREP Medical Insurance.

Superannuation: All employees are required to contribute to the Samoa National Provident Fund. An expatriate internationally recruited staff member has the option to participate in the local Superannuation Fund or nominate another recognised Fund in their recognised home for their superannuation. SPREP will pay the minimum legal requirement of basic salary to the Samoa National Provident Fund or another approved nominated fund. For Samoa, this is currently 10%.

Learning and Development

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

Definitions:

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

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

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

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

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

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

E. ADMINISTRATIVE INFORMATION

ESSENTIAL: Applications should include:

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

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

Submitting applications:

- a) **BY EMAIL: (MOST PREFERRED OPTION)** Subject matter to be clearly marked “**Application for Manager – Weather Ready Pacific Programme**” and send to recruitment@sprep.org OR
- b) **BY POST OR FAX:** Application to be addressed and sent to: The Director General, SPREP, P.O. Box 240, Apia or fax number (685)20231 and clearly marked “**Application for Manager – Weather Ready Pacific Programme**”

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

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

Closing date: Friday, 16th February 2024: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
