



APPLICANT INFORMATION PACKAGE  
**Marine Pollution Officer – PACPLAN Project (MPO)**

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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**

## **PACPLAN Project**

### The Marine Pollution Problem:

Marine pollution is a global and transboundary issue that negatively affects the environment, people and coastal economies around the world. It is widely recognised as one of the 4 major threats to the world's oceans, along with climate change, habitat destruction and over-exploitation of living marine resources. Spills of oil and other chemicals into the marine environment, both from ships and land-based sources, is a significant source of pollution.

In a region often referred to as 'Oceania', the health of the ocean is fundamental to the sustainability of all aspects of Pacific island life. The importance of coastal and marine environments to every aspect of the lives of Pacific islanders cannot be overstated, and the impacts of marine spills constitute a major concern for Pacific island peoples. Because of a lack of major land-barriers throughout the Pacific, combined with a complex pattern of trans-oceanic currents, the Pacific Ocean is perhaps the most highly connected and continuous ocean, in terms of water movement, on the planet. This compounds the seriousness of marine pollution for the region. Events in one area can have implications for other areas, as pollutants and contaminants are carried from their sources by ocean currents.

### Regional response to marine pollution:

The region is not immune to the challenges of sustainable development and faces the pressures of economic development. Throughout the region there are activities associated with gas and oil exploration, and refineries are situated along the coastline or served by seagoing tanker vessels. There have been several significant oil spills in the region such as the MV Solomon Trader, MV Rena, MV Kia Trader, MV Southern Phoenix and the MV Forum Samoa II.

Pacific island nations therefore need to work together, through regional arrangements, to address marine pollution. No single country in the region can address this problem in isolation. There are a number of agreements, conventions, instruments, policies and other initiatives that require countries to work co-operatively to address marine pollution and protect the marine environment. At the international level these include: the international *Law of the Sea (LOS)*, the *International Convention on Oil Pollution Preparedness, Response and Co-operation 1990 (OPRC 90)* and the *OPRC HNS Protocol*. At the regional level they include the *Convention for the Protection of the Natural Resources and Environment of the South Pacific Region* (the Noumea Convention 1986) and associated Protocols.

The Pacific Ocean Pollution Prevention Programme (PACPOL) has developed a number of initiatives to assist Pacific island members with marine spill prevention and response. Many Pacific island countries and territories (PICTs) have used the National Marine Spill Contingency Plan (NATPLAN) template to develop their own national plans.

The *Pacific Islands Regional Marine Spill Contingency Plan* or PACPLAN 2019 is a regional mechanism that was first endorsed in 2000. It provides the framework for co-operative regional responses to major marine spills in the Pacific Islands region and provides guidance on the roles and responsibilities of relevant organisations, regional linkages, and mechanisms for accessing regional and international assistance for pollution incidents.

The PACPLAN has 4 metropolitan countries who provide primary assistance to the 21 Pacific island countries and territories. Australia has 6 designated primary countries: Kiribati, Nauru, Papua New Guinea, Solomon Islands, Tuvalu and Vanuatu. With all these regional and international mechanisms there is clear expectation that PICTs need to adopt and implement these mechanisms to be able to plan, prevent and respond to marine spills.

Through the implementation of PACPLAN, parties have witnessed and responded to three major oil spill incidents: MV Southern Phoenix in Suva Fiji, the MV Kea Trader in Noumea, and the MV Solomon Trader in Solomon Islands. Of those incidents, the issues and challenges in responding to the MV Solomon Trader in 2019 provide valuable lessons which will be taken into account in planning support activities under this project.

#### Commitment from Australia

At the 50<sup>th</sup> Pacific Islands Forum Meeting held in Tuvalu in 2019 Australia announced its commitment to assist PICTs deal with threats from oil spills. This is in response to the PIFS Meeting communique where leaders “*recognised the significant environmental risk posed by oil leaks and spills from the corroding hulls of World War II Wrecks. This risk is exacerbated by climate change events such as severe tropical cyclones and typhoons.*” The leaders further “*agreed that the Forum Officials’ Committee and the Secretariat, in collaboration with other CROP agencies, work on a Regional Mechanism and Action Plan, and that the Action Plan be presented to Leaders for consideration in 2020, taking into account the review of the Pacific Island Marine Spill Contingency Plan (PACPLAN) being undertaken by SPREP.*”

The project will assist in meeting Pacific Island Leaders’ request to establish a regional oil spill response mechanism and support the region to meet its obligations under the international conventions, such as the Noumea Convention and its Emergency Protocols, and the OPRC Convention.

#### Objectives:

The high level project objective is to:

***Support Pacific Island Countries to improve their response capabilities and preparedness to respond to oil spill disasters, in accordance with commitments under the regionally agreed PACPLAN.***

The project aims to achieve the following outcomes and outputs:

- 1) Pacific Island Countries reduce their financial risks in the event of oil spills through direct access to ship owners and their insurers, and an avenue to seek compensation through IMO conventions.
- 2) Pacific Island Countries have fit-for-purpose coordination structures that support effective whole-of-government leadership in response to oil spill disasters.
- 3) SPREP builds its capacity as a key partner in supporting Pacific countries to prepare for, respond to, and recover from oil spill disasters under PACPLAN.

#### Project approach:

The project will focus on assisting Australia’s six PACPLAN primary response countries (Nauru, PNG, Solomon Islands, Tuvalu, Vanuatu and Kiribati) to fully implement the oil spill response mechanism. The project will focus on the following activities.

Under Outcome 1:

- Provide technical legal support to PICs which have not yet ratified relevant international conventions (primary countries)
- Review domestic legislation giving effect to international obligations and for pursuing compensation from polluters (primary countries)
- Develop/update model legislation to satisfy requirements for international conventions and enable compensation claims from polluters (such as the adoption of the regional model Marine Pollution Prevention Act) (regional support)

- Provide technical legal support to ensure domestic legislation underpinning their international obligations is fit for purpose (primary countries)
- Provide technical support to operationalize systems that give effect to their obligations under international liability treaties (primary countries).

Under Outcome 2:

- Provide technical support to undertake risk assessments and develop national plans (NATPLANS) for an oil spill response (primary countries)
- Provide technical support to develop or update systems and processes underpinning national oil spill response plans (primary countries)
- Facilitate workshops to provide capacity building for oil spill response and recovery, including simulation exercises (regional support).

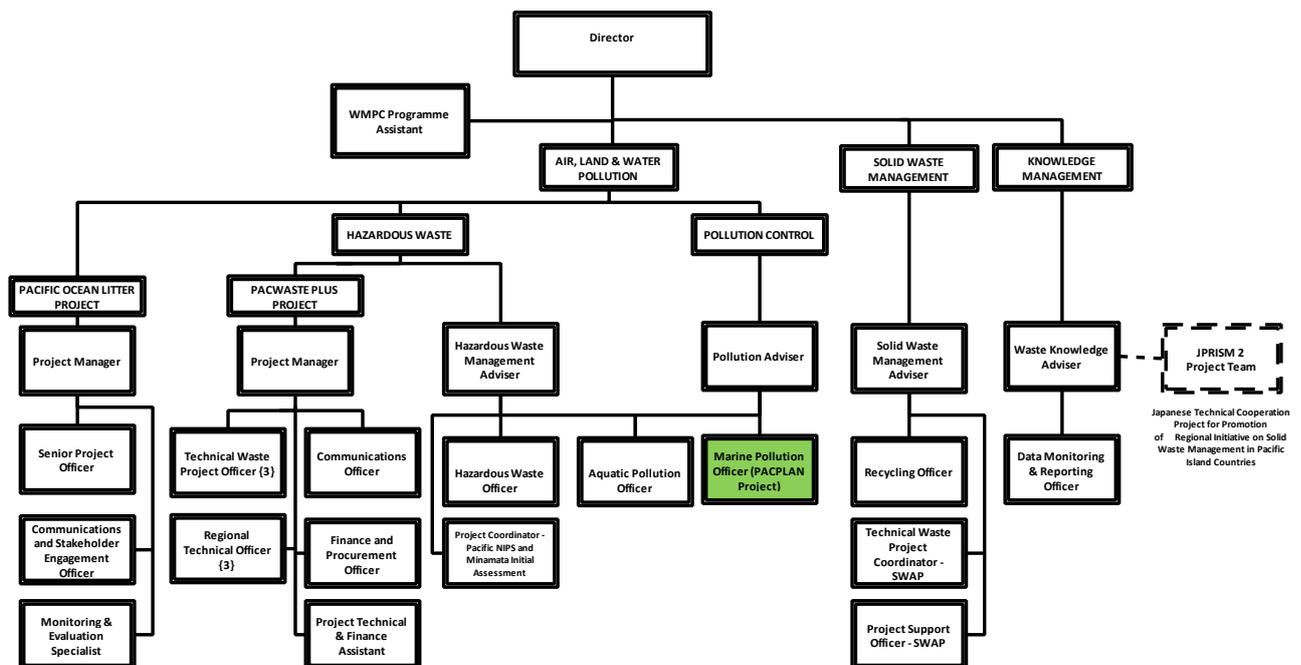
Under Outcome 3:

- Develop an online toolbox to facilitate access by PICs to PACPLAN operational resources (regional support)
- Develop technical guidelines on preparedness, response and recovery for use by PICs (regional support)
- Facilitate SPREP staff to attend technical workshops on oil spill preparedness, response and recovery to build capacity for coordination and technical advice (regional support).

## C. JOB DESCRIPTION

<b>Job Title:</b>	Marine Pollution Officer, PACPLAN Project (MPO)
<b>Programme:</b>	Waste Management and Pollution Control
<b>Team:</b>	PACPLAN Project
<b>Responsible To:</b>	Pollution Adviser
<b>Responsible For: (Total number of staff)</b>	Nil
<b>Job Purpose:</b>	<p><b>This job exists to:</b></p> <ul style="list-style-type: none"> <li>• Provide technical advice to the PACPLAN Project and participating Countries</li> <li>• Implement agreed PACPLAN project activities and deliverables</li> </ul>
<b>Date:</b>	July 2021

### Organisation Context



## Key Result Areas

The position of **Marine Pollution Officer – PACPLAN Project** addresses the following Key Result Areas:

1. Project management support
2. Technical and policy advice, support and facilitation
3. Communications and capacity building
4. Monitoring, evaluation and reporting
5. Financial and project administrative management
6. Networking, partnerships and collaboration

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

Jobholder is accountable for	Jobholder is successful when
<p><b>1. Project management support</b></p> <ol style="list-style-type: none"> <li>a) Assist the Pollution Adviser to develop and implement an Annual and quarterly Work Plan and Budget (AWP&amp;B) to support the Project’s annual work plan</li> <li>b) Provide technical guidance and assistance to the Pollution Adviser as well as quality control of their work;</li> <li>c) Participate in the development and implementation of individual Performance Development Plans as well as the necessary learning and development to support work plans;</li> <li>d) Provide project management of project activities in line with the approved work plan;</li> <li>e) Ensure reports to DFAT and SPREP are produced and submitted to the Pollution Adviser in the required format, timeframe and quality.</li> <li>f) Provide oversight to consultants engaged to deliver key technical actions</li> </ol>	<ul style="list-style-type: none"> <li>• The Project activities assigned are delivering on the approved Annual Work Plan and Budget (AWP&amp;B) objectives within the agreed timeframe and contribute to the overall achievement of the SPREP strategic priorities;</li> <li>• Project work is well integrated with other staff of the WMPC Programme, and contributes to SPREP programmes;</li> <li>• Performance Development Plans are developed and implemented;</li> <li>• Fully accountable to corporate responsibilities including budget management, financial reporting, and other general management requirements applicable to the position;</li> <li>• Projects are successfully implemented within the approved timeframe;</li> <li>• Reports are submitted and received within the agreed timeframes.</li> <li>• Consultant contracts are developed with appropriate risk management and reporting systems, are managed to time, budget and ensure they deliver the required outcomes.</li> </ul>
<p><b>2. Technical and policy advice, support and facilitation</b></p> <ol style="list-style-type: none"> <li>a) Provide technical and policy advice on marine pollution management to address oil spill response to SPREP island member countries;</li> <li>b) Coordinate and implement regional and national workshops related to the Project;</li> <li>c) Provide oversight and guidance on oil pollution knowledge to facilitate</li> </ol>	<ul style="list-style-type: none"> <li>• Well researched, relevant and timely technical and policy advice on oil pollution is provided, including detailed design activity components;</li> <li>• Regional and national workshops are successfully implemented and documented;</li> </ul>

<p>evidence-based decision- making and adoption of best practice;</p> <p>d) Produce relevant technical reports with the support and advice of the Pollution Adviser; and</p> <p>e) Provide direct support to participating countries to implement actions of the Project</p>	<ul style="list-style-type: none"> <li>• Adoption of best practices in oil pollution management based on informed decisions;</li> <li>• Technical reports are developed and submitted to DFAT and SPREP on time;</li> <li>• Direct project support provided to participating countries are requested and included in the project work plan.</li> </ul>
<p><b>3. Communications and capacity building</b></p> <p>a) Provide technical advice and reports on oil pollution management information that support and promote the work of PACPOL and PACPLAN in the region;</p> <p>b) Develop or assist in the development of project communication and information sharing, on Project activities;</p> <p>c) Provide reporting to the Pollution Adviser to manage report development to relevant donors and partners on the Project;</p> <p>d) Carry out relevant capacity building in oil pollution management for Pacific Island Countries essential for the successful implementation of the project.</p> <p>e) Provide technical support for the organisation of meetings and conferences, and workshops.</p>	<ul style="list-style-type: none"> <li>• Oil pollution information is captured, analysed and disseminated through relevant networks and audiences for awareness;</li> <li>• Oil pollution information and data are synthesised and integrated into planning and decision making processes at the national and regional level;</li> <li>• Appropriate project communications are developed and distributed to participating countries and project partners;</li> <li>• Relevant capacity building and training initiatives provided to strengthen SPREP and Member’s positions and capabilities</li> </ul>
<p><b>4. Monitoring, evaluation and reporting</b></p> <p>a) Assist the Pollution Adviser to develop and deliver the monitoring and evaluation framework of the project activities;</p> <p>b) Assist the Pollution Adviser to prepare technical and performance reports for Senior Leadership Team (SLT) and Donors, where necessary.</p> <p>c) Provide update reports to the Pollution Adviser for distribution to donors, partners and members on the progress of project.</p>	<ul style="list-style-type: none"> <li>• Monitoring and Evaluation framework for the project is developed and utilised;</li> <li>• Relevant and timely reports are provided to the Pollution Adviser for collation and distribution to SPREP SLT and to members, where necessary.</li> <li>• Effective and timely reporting to donors, partners and participating countries</li> </ul>
<p><b>5. Financial and project administrative management</b></p> <p>a) Assist the Pollution Adviser to manage project funds in accordance with SPREP procurement requirements, including</p>	<ul style="list-style-type: none"> <li>• 100% compliance with finance policy, rules, regulations and laws</li> </ul>

<p>preparation of terms of reference and review of consultancies reports.</p> <p>b) Assist the Pollution Adviser to ensure a clean project audit is obtained on an annual basis</p> <p>c) Assist the Pollution Adviser to submit financial reports and other necessary documents to the Pollution Adviser for management with SPREP Finance Department and Donor.</p>	<ul style="list-style-type: none"> <li>• Clean audit is obtained on an annual basis demonstrating compliance with relevant legislation and regulations;</li> <li>• Financial reports are produced and submitted to donors in a timely manner.</li> </ul>
<p><b>6. Networking, partnerships and collaboration</b></p> <p>a) Work together with the 14 Pacific Island Countries particularly the 6 PACPLAN island states that Australia is a primary service provider to facilitate the adoption of best practice in oil pollution management - 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>b) Provide support to Pacific Island Members particularly the 6 PACPLAN island states that Australia is a primary service provider in managing oil pollution to enable them to meet their obligations under Cleaner Pacific 2025, regional and international Multilateral Environmental Agreements (MEAs) as well as be effective in relevant regional and international negotiations, where necessary</p>	<ul style="list-style-type: none"> <li>• Support and advice is provided to Pacific Island Members on ensuring their systems enable them to make informed and effective decisions.</li> <li>• Improved awareness by Pacific Island Countries of project results and outcomes</li> <li>• Improved and strengthened regional networking, coordination and collaboration in achievement of the project’s objectives</li> </ul>

**Note**

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the Jobholder and Immediate Supervisor/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:

- Provision of timely and accurate briefings and advice to Pollution Adviser for use in briefing SPREP Senior Leadership Team, Donor 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 and Pollution Adviser
- 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.

## Functional Relationships & Related Skills

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

## Level of Delegation

### The position holder:

- Manages an operational budget
- Can authorise costs in their own approved project 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 may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.*

### Qualifications

#### Essential

1. Minimum qualifications of a Bachelor Degree in Environmental Management, Chemistry or other relevant technical field.

### Knowledge / Experience

#### Essential

2. At least 7 years of project management experience and technical assistance on projects related to waste management and pollution control, with at least 5 years of this experience in a role requiring a similar degree of versatility and responsibility, preferably in the Pacific Islands region.
3. Knowledge of 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 oil pollution management.
4. Excellent relationship management 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 (especially DFAT) and funding institutions
5. Excellent project management 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
6. Excellent experience in delivering high level strategic advisory and analytical outcomes.
7. Excellent experience in project communication and reporting across diverse audiences within a multicultural and multi-disciplinary environment, as well as extensive experience in oil spill management capacity building.

### 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>• Analytical and Environmental knowledge</li><li>• Work programme planning, budgeting and implementation</li></ul>
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	<ul style="list-style-type: none"> <li>• Contract management</li> <li>• Technical experience in oil spill management, key agreements and conventions</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• Project management, development, monitoring and evaluation</li> <li>• Environmental issues in the Pacific islands region</li> <li>• Emerging environmental issues and challenges</li> <li>• Behaviour change practices</li> <li>• Data management</li> </ul>
Working Knowledge	<ul style="list-style-type: none"> <li>• General management principles</li> <li>• Circular economy</li> <li>• Gender equity</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• SPREP Strategic Plan</li> <li>• Cleaner Pacific 2025</li> <li>• PACPOL</li> <li>• PACPLAN 2019</li> <li>• Key multilateral environmental agreements (MEAs) related to waste management and pollution control</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

### 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:** Apia, Samoa.

**Duration:** Appointment is for a term of 3 years only in line with the project time frame. Any possible extension beyond this timeframe will be subject to confirmation of any project extension, availability of funds and performance during the initial term.

**Salary:** Salary is denominated in International Monetary Fund Special Drawing Rights (SDRs). Remuneration for this post falls within Band 10 of SPREP's salary scale. Starting salary will be SDR29,499 per annum. This is currently equivalent to Samoan Tala \$112,576 (USD\$46,907) per annum. Upon confirmation of probation, salary will be adjusted to SDR33,186 which is equivalent to SAT126,648 (USD52,770) per annum. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required. Progress in the salary scale will be based on annual performance reviews.

**Cost of living differential allowance (COLDA):** A Cost-of-Living Differential Allowance of SDR4,194 will be paid to the successful candidate. The current equivalent in Samoan Tala is SAT\$16,006 (USD\$6,156) per annum. Upon confirmation of probation, this will be adjusted to SDR4,505 which is equivalent to SAT17,192 (USD7,164) 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\$2.40

**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 TERMS APPLY:**

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

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

**Establishment Grant:** A lump sum of SDR1,100 is payable upon taking up appointment and arrival in Apia. This is currently equivalent to SAT\$4,198 (USD\$1,749).

**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 TERMS APPLY:**

**Education Allowance:** Education expenses maybe reimbursed against actual receipts for dependent children, to cover up to 75% of the actual costs, as stipulated under SPREP's Education Allowance policy. Currently the allowance is up to a maximum of Samoan Tala \$15,600 (USD\$6,500) per annum per dependent child, with an overall maximum of Samoan Tala \$46,800 (USD\$19,500) 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 SAT\$2,850 (USD\$1,188) 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 (USD\$1,000) 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 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 Marine Pollution Officer – PACPLAN Project**” 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 Marine Pollution Officer – PACPLAN Project**”

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 Roger Warren on telephone (685) 21929 ext 325 or Email: [rogerw@sprep.org](mailto:rogerw@sprep.org)

**Closing date: Friday, 6<sup>th</sup> August 2021:** Late applications will not be considered.

<b>SPREP is an Equal Opportunity Employer</b>
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