

APPLICANT INFORMATION PACKAGE
METEOROLOGY AND CLIMATOLOGY ADVISER (MeCA)

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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 about 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 \$29 million in 2018.

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.

Background

The SPREP Meteorology and Climatology Adviser (MeCA) position serves as the primary focal point of contact between SPREP and the Pacific Meteorological Council (PMC) through the Pacific Meteorological Partnership Desk (PMPD). The PMPD is SPREP's and its partner's modality for serving the needs of the Pacific national meteorological services, PMC and their bi-annual meetings. The MeCA will report directly to the Director of the Climate Change and Resilience Programme (CCR).

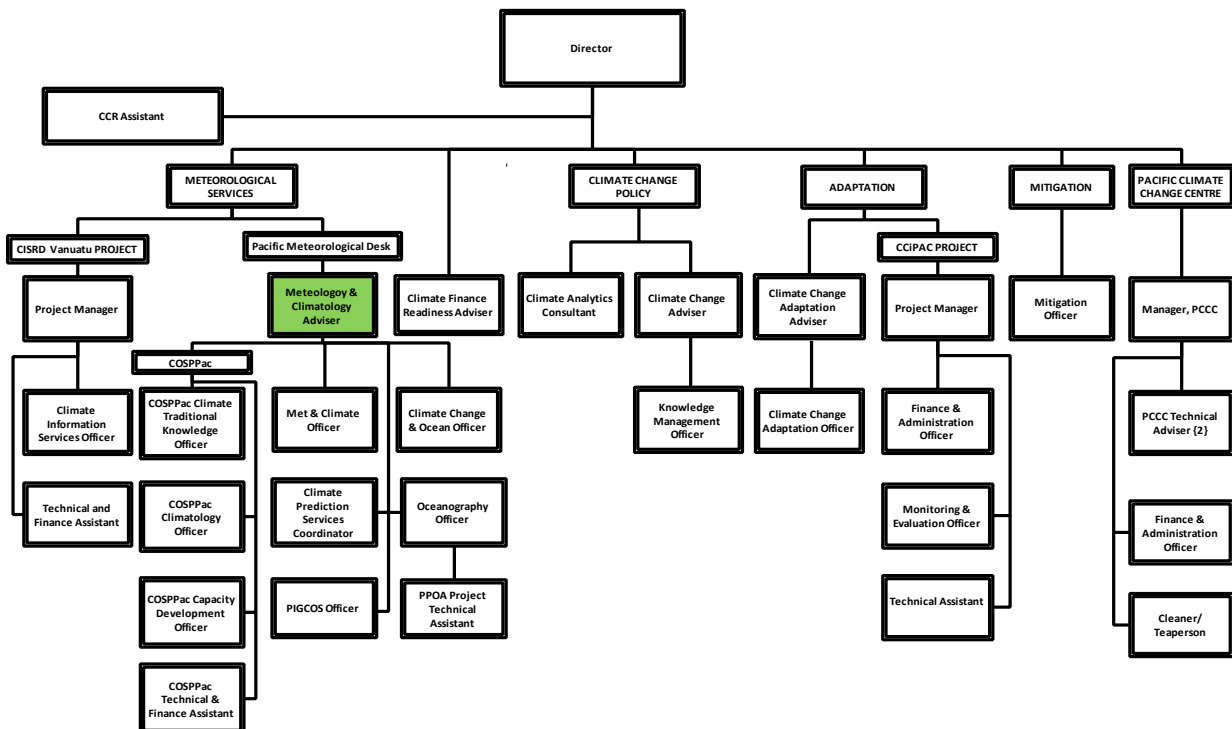
The MeCA is required to guide SPREP in its efforts to assist member countries develop and strengthen their National Meteorological and Hydrological Services (NMHS's) through processes outlined in the Pacific Island Meteorological Strategy 2017-2026 (PIMS) and the Pacific Roadmap for Strengthened Climate Services (PRSCS). The PIMS provides the framework of key priorities identified by NMHS for future activities for the region in regard to meteorological services, and the SPREP MCO will be tasked with ensuring this strategy is implemented fully and successfully. The PRSCS prioritises the key actions identified for implementing the GFCS that are most relevant to the island nation states and territories of the Pacific. It recognises further the need to expand on the five original GFCS focus areas: agriculture and food security; disaster risk reduction; sustainable energy; health; and water, by adding tourism, fisheries and aquaculture explicitly.

The MeCA will be responsible for SPREP's PMDP team and should work very closely with the team to ensure that there is sufficient funding secured to support meteorological activities in the region. This position is an integral component of the SPREP PMPD most relevant to supporting the PMC, and as such the position will involve a strong component of coordination between the NMHS's including facilitating meetings and conference calls and assisting with preparation of proposals to fund specific projects.

B. JOB DESCRIPTION

Job Title:	Meteorology and Climatology Adviser (MeCA)
Programme:	Climate Change Resilience
Team:	Meteorological Services - Pacific Meteorological Desk (PMD)
Responsible To:	Director, Climate Change Resilience Programme
Responsible For: (Total number of staff)	10
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> • Lead the PMPD Team including the coordination of the Meteorology programme at SPREP • Provide strategic, policy and technical advice to SPREP Members to support their NMHS and priorities
Date:	November 2018

Organisation Context



Key Result Areas

The position of **Meteorology and Climatology Adviser (MeCA)** addresses the following Key Result Areas:

1. Leadership and Management
2. Strategic, policy and technical advice and assistance
3. Networking, partnerships and collaboration
4. Fundraising, resourcing and project management/support
5. Monitoring, Evaluation and reporting
6. Communications and capacity building

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

Jobholder is accountable for	Jobholder is successful when
<p>1. Leadership and Management</p> <p>a) Provide leadership and management of SPREP's Pacific Meteorological Desk Partnership (PMDP)</p> <p>b) Manage and implement the team's contributions to the SPREP Performance Implementation Plan and Results Framework (PIP).</p> <p>c) Develop and manage the implementation of the Team's Annual Work Plan and Budget (AWP&B) to support the Programme's Annual Work Plan and the PIP including the planning and management of the team's human and financial resources.</p> <p>d) Provide technical guidance and assistance across SPREP programmes to ensure weather, climate and water is integrated across all SPREP programmes and projects</p> <p>e) Coordinate with partners and donors activities relating to meteorology/Early Warning Systems in the region</p>	<ul style="list-style-type: none"> • The PMDP Team is a high performing team that delivers on its Annual Work Plan and Budget (AWP&B) objectives and meets strategic priority targets • The team's work is well integrated and understood across all SPREP programmes and divisions • Outputs and outcomes for the PIP are achieved • Staff Performance Development Plans are developed and assessed on time • Staff issues including learning and development needs are addressed in a timely and effective manner • Joint programme and team planning, delivery and monitoring and evaluation is carried out in close consultation with the Director • Fully accountable to corporate responsibilities including budget management, financial reporting, staffing issues and other general management requirements • Input and guidance is provided to donors and partners on projects and activities relating to meteorology and Early Warning Systems
<p>2. Strategic, policy and technical advice and assistance</p> <p>a) Provide strategic, policy and technical</p>	<ul style="list-style-type: none"> • Well researched, relevant and timely technical and policy advice provided on all

<p>advice and assistance on all meteorological issues and related matters that support SPREP's role as lead coordinator of Pacific meteorology and climate change action in the region</p> <p>b) Provide strategic, technical and policy advice on key emerging meteorology related issues and their potential implications on the work of the Secretariat</p> <p>c) Oversee the delivery of new projects and activities based on the needs expressed by PMC members through the PIMS, the PRSCS and seek funding for these activities from donors</p> <p>d) Coordinate and lead SPREP's PMDP team in capacity building activities as described in the PIMS and PRSCS</p> <p>e) Raise the awareness and profile of the NMHS's in the region, in particular the importance of weather and climate data and in national planning in member countries within the region.</p>	<p>meteorological issues and PMPD matters</p> <ul style="list-style-type: none"> • Technical and policy advice supports SPREP's role as coordinator of Pacific meteorology and climate change action in the region • SPREP programmes and projects across the Secretariat value and take into consideration meteorology and climatology input • Strategic meteorology and climatology technical input is coordinated and included in consideration of key institutional decisions as well as in advice to key regional and international negotiations and processes • SPREP meteorology functions and role are recognised and supported by Members and Development Partners
<p>3. Networking, partnerships and collaboration</p> <p>a) Lead in supporting Pacific Island Members and Territories (PICTs) in their work under key relevant global and regional instruments and negotiations relating to meteorology and climatology</p> <p>b) Promote and facilitate collaboration and coordination of activities across intergovernmental organisations, NGOs and other agencies working on meteorology and climatology</p> <p>c) Work closely with the World Meteorological Organisation (WMO) to harmonise the WMO and PMC priorities</p> <p>d) Lead the team to establish new partnerships with relevant organisations</p> <p>e) Promote and oversee the coordination, collaboration and involvement of PMC members in the WMO Regional Association Five (RA-V) working groups and relevant institutions</p> <p>f) Support the Pacific Climate Change Centre (PCCC) with coordination of relevant meteorological training activities</p>	<ul style="list-style-type: none"> • Support and advice is provided to Pacific Island Members on relevant global conventions including improved process, quality and timeliness of work • Improved PICTs awareness of negotiations outcomes and their implications • Strengthened regional and national awareness and implementation of meteorology and climatology strategies • Improved and strengthened regional partners networking, coordination and collaboration in support of PICTs' meteorology and climatology priorities through the PMC Technical Panels • Activities are coordinated with WMO • New partnerships and collaborations are established • Support and advice is provided to Members on regional and international meetings • Inputs are provided in the development of the PCCC, and collaboration in its operations to support the Climate Change Programme Work Plan • WMO RA-V meetings encapsulate PMC

	related activities and issues.
<p>4. Fundraising, resourcing and project management/support</p> <p>a) Identify and actively pursue secured funding opportunities for the PMC and with donors for weather, climate, oceans and water related activities</p> <p>b) Design, develop and coordinate funding concepts and proposal developments in collaboration with PCU that support SPREP and Member needs on key meteorological issues as outlined in the PIMS 2017-2026 and the Pacific Roadmap for Strengthened Climate Services 2017-2026</p> <p>c) Provide project development, management oversight and support of relevant projects implemented by the PMPD team including meteorology projects, Letter of Agreements as well as relevant components of other SPREP projects</p>	<ul style="list-style-type: none"> • New funding concepts developed, submitted and approved. • Regular and positive dialogue with potential donors and partners • Existing and new funding opportunities are secured for weather, climate, oceans and water activities • New partnerships established for implementation with resources secured • Project development and management is provided for relevant PMDP projects • Project management support provided to relevant SPREP projects
<p>5. Monitoring, evaluation and reporting</p> <p>a) Contribute and provide technical advice to SPREP Senior Management Team on the development, implementation and monitoring and evaluation of the Secretariat's strategic plans and work programmes and budget</p> <p>b) Prepare technical and performance reports to Senior Management Team and Donors, where necessary</p> <p>c) Provide reports to donors, partners and SPREP Members on key meteorology and climatology priorities, challenges and opportunities including lessons learned and good practices</p> <p>d) Undertake periodic programme and project level monitoring using internal project management tools and systems (PMIS and PMRG) as well as convening project management review meetings as necessary</p> <p>e) Coordinate the PMDP support for the PMC Panels</p>	<ul style="list-style-type: none"> • Relevant and timely advice, policy submissions and reports on meteorology and climatology are provided to SPREP SMT and to members, where necessary • Effective and timely reporting to donors, partners and participating countries • Effective project management monitoring systems in place including compliance with SPREP and donor requirements • PMC Panels are well supported
<p>6. Communications and capacity building</p>	

<ul style="list-style-type: none"> a) Coordinate communication and information sharing of outcomes and results from meteorology and climatology initiatives. b) Provide guidance and advice on key capacity building and training needs c) Work with key partners to develop and implement capacity building initiatives and opportunities for SPREP Members d) Coordinate PMC activities with other projects being implemented in the region and liaise with their implementing authorities effectively. e) Convene and coordinate PMC meetings as required and facilitate the effective documentation of meeting outcomes for future action as required. f) Liaise and network between and among the PMC Executive Committee and member countries representatives; g) Advise the SPREP Secretariat where required on all matters relating to the PMC programme. 	<ul style="list-style-type: none"> • Reports with data and information are disseminated through relevant networks and audiences for awareness and promotion of SPREP’s meteorology and climatology programmes and projects in the region • Timely reports provided to SMT, partners and donors where necessary • Relevant capacity building and training initiatives provided to strengthen SPREP and Members’ positions and capabilities • Timely implementation and reporting of project activities • Partners provide their inputs on the implementation of the PIMS, PRSCS and PMC Outcomes • SPREP is provided with regular and timely updates on progress of PMC work in the region, with such progress reports also shared across other relevant climate programmes in the Climate Change Resilience Programme (CCR) and the WMO sub-regional office. • Regular coordination and update of PMC and selected regional organisations and partners on relevant integrated programmes at national, regional and international levels
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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 Individual Performance Development Plan.

Work Complexity

Most challenging duties typically undertaken:

- Provision of timely and accurate briefings and advice to Senior Management Team and Members
- Leading and managing a technically complex work area and providing relevant and timely advice and guidance on meteorological issues
- Securing funding and resources
- Project design negotiations and project management for key approved meteorological projects
- Management and implementation of the SPREP work programme related to the Pacific Met

- Desk effectively in collaboration with partners, donors and National Meteorological Services
- Liaise with counterparts within Member governments possibly at political levels within Member governments
 - Creating, facilitating and nurturing strong partnerships between national stakeholders, PMC members, development partners, and the SPREP Meeting;
 - Be sensitive to issues politically and show foresight and fortitude where potential conflicts may arise and to deal with any effectively without detriment to SPREP.

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
<p>External</p> <ul style="list-style-type: none"> • SPREP member countries / focal points and NMHSs • Donors /Partners • Regional/International organisations and academic institutions • WMO Sub-regional office for the South-West Pacific <p>Internal</p> <ul style="list-style-type: none"> ▪ SPREP Management ▪ PMDP Team ▪ Other programmes ▪ All Staff 	<ul style="list-style-type: none"> • Advice and assistance • Coordination and collaboration • Meetings and discussions • Presentation, reporting and training • Negotiations • Capacity Building • Project design and Management <ul style="list-style-type: none"> • Leadership and Management • Meetings and discussions • Coordination and collaboration • Presentation, reporting and training • Collaboration

Level of Delegation

The position holder:

- Manages an operational budget
- Can authorise costs in own budget
- Can make deals and negotiations on behalf of SPREP
- Can seek funding opportunities for the work programmes

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 Environmental Science/ Science / Meteorology / Environmental Physics or relevant discipline 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 meteorology and climatology or relevant areas, preferably within the Pacific islands region, with at least 7 of those years at the senior leadership and advisory level
3. Extensive knowledge and understanding of environmental issues particularly:
 - a) meteorology and climatology issues
 - b) accepted and emerging climate and disaster risks issues and challenges relevant to the Pacific islands region
 - c) environmental ethics, values and priorities
 - d) importance and implementation of climate data management principles
4. Extensive 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
5. Excellent programme and project management and leadership experience including the development of funding proposals, design and delivery of integrated work programme activities, monitoring and evaluation of performance, resource management as well as a good understanding of synergies and inter-linkages across multilateral environmental agreements
6. Excellent relationship management and fundraising 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 with proven fundraising experience
7. Excellent experience at strategic and high level communication, negotiation and reporting across diverse audiences, as well as extensive experience in capacity building particularly in Small Island Developing States setting

Key Skills / Attributes / Job Specific Competencies

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

Expert level	<ul style="list-style-type: none"> • Leadership and Advisory • Project development and management • Analytical skills • Environmental knowledge on weather and climate • Programme monitoring and evaluation • Work programme planning, budgeting and implementation • Meteorology and climatology issues, key agreements and conventions
Advanced level	<ul style="list-style-type: none"> • Environmental issues in the Pacific islands region • Emerging environmental issues and challenges
Working Knowledge	<ul style="list-style-type: none"> • General management principles • WMO Governance structure • Pacific Meteorological Council structures
Awareness	<ul style="list-style-type: none"> • SPREP Strategic Plan • SPREP Work Programmes • PIMS Strategy • PRSCS

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 initially with possible renewal up to a maximum of 6 years subject to continuity of related programme activities, 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 12 of SPREP's salary scale. Starting salary will be SDR40,801 per annum. This is currently equivalent to Samoan Tala \$155,710 (USD\$59,888) 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 SDR5,147 will be paid to the successful candidate. The current equivalent in Samoan Tala is SAT\$19,642 (USD\$7,555) 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 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 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 rather than referring us to your CV*);
2. A detailed Curriculum Vitae.

Applications that do not complete the 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 Meteorology and Climatology Adviser**” 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 Meteorology and Climatology Adviser**”

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

For further enquiries, contact Ms Jolynn Fepuleai on telephone (685) 21929 ext 325;
Email: jolynnf@sprep.org

Closing date: Friday, 18th January 2019: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
