



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



10th Pacific Islands Conference

**NATURE CONSERVATION  
AND PROTECTED AREAS**

*Nature Conservation Action for a Resilient Pacific*

APPLICANT INFORMATION PACKAGE  
**Pacific Network for Environmental Assessment (PNEA)**  
**Technical Support Officer**

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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 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 head office is based in Apia, Samoa with over 100 staff. There are SPREP offices in Fiji, Republic of the Marshalls Islands and Vanuatu as well as SPREP Officers stationed in Solomon Islands.

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**

- **The Environmental Monitoring and Governance (EMG) Programme and the Pacific Network for Environmental Assessment (PNEA).**

The Environmental Monitoring and Governance (EMG) Programme plays a lead role in assisting SPREP member countries to support and improve environmental governance; policy development; and planning, monitoring, and reporting for sustainable environmental outcomes and to keep pace with socio-economic development. Along with strengthening institutional, systemic capacity the EMG programme targets individual capacity. Critical to this process is the need to clearly communicate key environmental information to raise awareness, support better planning and decision-making processes at all levels.

Under the SPREP Strategic Plan Regional Goal 4, the EMG Programme is tasked to strengthen national sustainable development planning and implementation systems including through use of Environmental Impact Assessments (EIA), and spatial planning; and strengthen environmental data collection, monitoring, and analysis and reporting on results, nationally and regionally.

To support these tasks, the EMG Programme has developed the Pacific Network for Environmental Assessment (PNEA) which is a website that provides access to publicly available EIA and Strategic Environmental Assessment (SEA) reports from Pacific island countries, and highlights EIA and SEA news and events relevant to the Pacific region. The PNEA aims to support government officials from Pacific Island countries and territories who work on environmental impact assessment (EIA) and SEA.

The PNEA was recently upgraded with new features added and it is currently used as the main portal to access training materials on EIA and to support capacity building and training of SPREP and the Pacific Learning Partnership for Environmental Sustainability. There are currently 90 subscribers to the PNEA, and it is expected that this number will continue to increase.

To further support and strengthen the PNEA, its key features and use, funding is made available through the Inform Project to ensure that data and information generated through the EIA process including capacity building and training are collated, stored, and shared using the PNEA with links to the data portals to support planning and decision making.

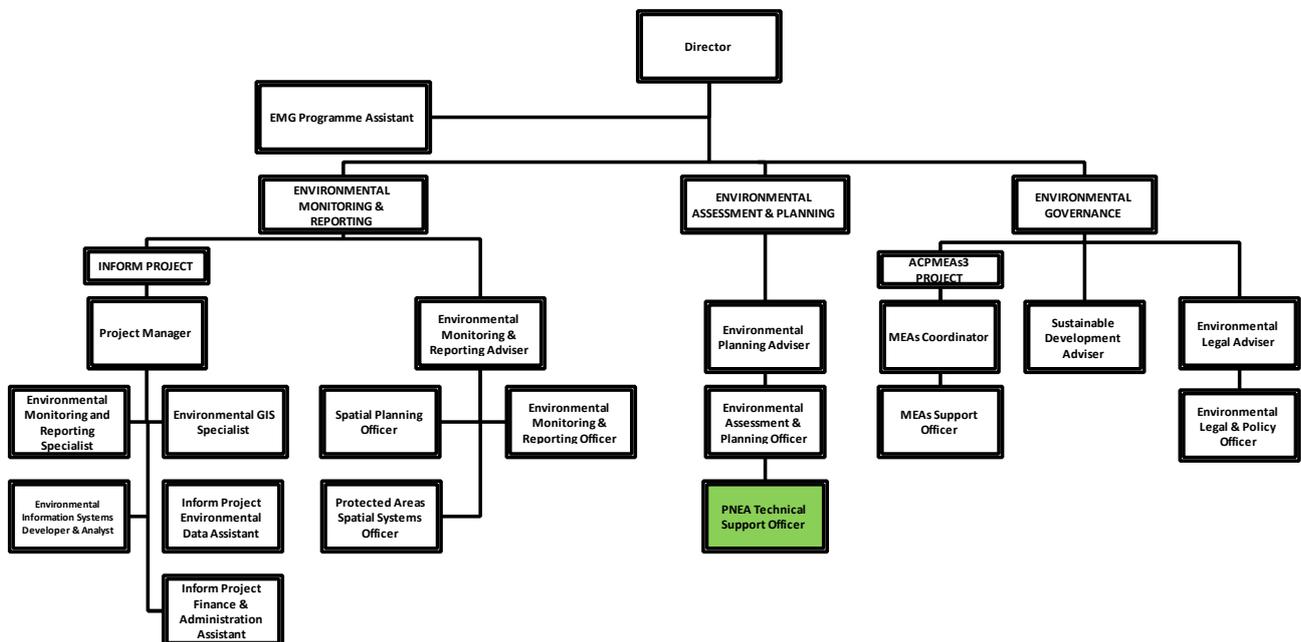
To achieve the outcome of the PNEA, SPREP through the EMG Programme is seeking to recruit a PNEA Knowledge Management Technical Support Officer position on a full-time basis for a period of 24 months to provide technical and administrative support to the management of the Pacific Network Environment Assessment (PNEA) portal.

The position is funded under the GEF Inform Project to strengthen data management through the PNEA. The position will be managed and coordinated by the Environment Planning Unit of the Environmental Monitoring and Governance Programme and will work in close collaboration with the Inform Project Team, SPREP IT, KM and report directly to the Environmental Assessment and Planning Officer.

## B. JOB DESCRIPTION

|   |  |
|---|--|
| <b>Job Title:</b>                                   | Pacific Network for Environmental Assessment (PNEA)<br>Technical Support Officer (TSO)   |
| <b>Programme:</b>                                   | Environmental Monitoring and Governance  |
| <b>Team:</b>  | Environment Planning   |
| <b>Responsible To:</b>                              | Environmental Assessment and Planning Officer  |
| <b>Responsible For:<br/>(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 and administrative support to the management of the Pacific Network for Environmental Assessment (PNEA).</li> </ul> |
| <b>Date:</b>  | January 2021   |

### Organisation Context



## Key Result Areas

The position of the **PNEA Technical Support Officer** addresses the following Key Result Areas:

1. Documentation, assessment, and analysis of each Pacific Island country EIA process
2. PNEA site content management
3. PNEA user engagement coordination and administration
4. PNEA site enhancements
5. Knowledge management support
6. Development and delivery of communication content, information and knowledge products

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

| <b>(Duties) The Jobholder is accountable for:</b>  | <b>(Performance) Jobholder is successful when:</b>   |
|--|--|
| <p><b>1. Documentation, assessment, and analysis of each Pacific Island country EIA process</b></p> <ol style="list-style-type: none"> <li>a) Assess and document each in country EIA process including public comment period, review process, decision making process, national EIA guidelines, and national EIA regulation enforcement and management team.</li> <li>b) Research and gather information on the EIA regulation for each member countries and plan for each country on review of the EIA regulation.</li> <li>c) Assess and document the current and desired EIA data warehousing process in each PIC</li> <li>d) Assess how EIA reports and data are accessed by Government staff and the public, where EIA documents are filed post assessment,</li> <li>e) Develop and implement an intervention plan to increase use of PNEA and national data portals for PICs with open data policies on EIAs and EIA data.</li> <li>f) Identify case studies and success stories of EIAs mitigating impacts to achieve sustainable development</li> </ol> | <ul style="list-style-type: none"> <li>• EIA processes for each SPREP member countries documented and filed with clear information on public comments review requirements, EIA report review processes, identification of decision-making process and the EIA management structure within the EIA regulating agencies.</li> <li>• List of countries with the year EIA regulation enacted and countries that require EIA regulation review with their review plans.</li> <li>• Information on location where EIA data and EIA reports produced.</li> <li>• Policies on accessing EIA Reports and Data for each country obtained.</li> <li>• Plan on the use of PNEA by member countries developed and linked to the use of the Inform Portal to store EIA Reports and Data.</li> <li>• Sharing of EIA process success stories in the PNEA and share in the Inform Portal.</li> <li>• Stories on prosecution cases and development activities that breach the EIA regulations developed.</li> <li>• Compiled records of approved EIAs and their approval conditions from member countries, collecting information on national stories and impacts of these EIAs - whether they are improving or changing the national focus on the environment.</li> <li>• Case studies or showcase items are produced for EIAs from across the region and specifically whether lessons learnt from SPREP Guidelines/training have been applied</li> <li>• Tracked EIA news from the region for stories related to improved conditions or substantial</li> </ul> |

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|  | <p>changes - conduct an analysis for EIA "feedback" from countries with/without EIA capacity building or legislative reviews and determine if there is a trend of improved/declining EIA and environmental outcomes.</p> <p>Documented examples of good mitigation measures from EIA/ Environmental Management and Monitoring Plans (EMMPs) to compile a framework of safe operating practices for development of regional guidelines for EMMPs.</p>   |
| <p><b>2. PNEA site content management</b></p> <ol style="list-style-type: none"> <li>a) Develop a work plan for the regular review and updating of content on the PNEA</li> <li>b) Facilitate, initiate, and develop ideas for new content for the PNEA, including information materials and knowledge products also to be published as data stories on national data portals</li> <li>c) Validate and upload new and updated materials/products on the PNEA and national data portals</li> <li>d) Develop and disseminate regular PNEA updates and newsletter to PNEA subscribers with links to PEP and other relevant portals- material to be shared with all Inform project focal points</li> <li>e) Conduct PNEA quality control – i.e checking spelling mistakes, locating, and eliminating duplicate entries and alerting SPREP Environmental Assessment experts to any out-of-date information</li> <li>f) Ensure PNEA content adheres to established reporting requirements and relevant SPREP policies and requirements</li> <li>g) Perform regular checks for errors or software bugs and slow performance and alert SPREP Information Technology (IT) Team</li> <li>h) Liaise with national EIA officers and counterparts for content feedback and materials for the PNEA, building and documenting national workflows for the management of EIA data, recommendations, and post implementation assessments.</li> </ol> | <ul style="list-style-type: none"> <li>• Work plan endorsed and monthly update provided to the planning unit and to the EMG Programme and PNEA members.</li> <li>• New content for PNEA developed and information materials published and shared in PNEA and in national data portal.</li> <li>• Updated materials and product uploaded in PNEA and national data portal.</li> <li>• New and updated materials/products on EIA validated and uploaded on the PNEA and national data portals</li> <li>• Regular PNEA updates and newsletter sent to PNEA subscribers with links to PEP and other relevant portals- material to be shared with all Inform project focal points</li> <li>• PNEA quality control conducted – i.e checking spelling mistakes, locating, and eliminating duplicate entries and alerting SPREP Environmental Assessment experts to any out-of-date information</li> <li>• PNEA content adheres to the established reporting requirements and relevant SPREP policies and requirements</li> <li>• Errors or software bugs and slow performance identified and alert SPREP Information Technology (IT) Team</li> <li>• National EIA officers and counterparts provide content feedback and materials for the PNEA.</li> <li>• Key partners particularly those with national expertise and knowledge on environmental assessment to contribute on content, stories, materials, and resources for promotion the PNEA and in each national data portal.</li> </ul> |

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| <p>i) Liaise with key partners particularly those with national expertise and knowledge on environmental assessment to obtain content, stories, materials, and resources for promotion the PNEA and in each national data portal.</p> <p>j) Assist in organising and managing national and regional training workshops associated with the PNEA knowledge management activities.</p>   | <ul style="list-style-type: none"> <li>• Successful national and regional training workshops associated with the PNEA knowledge management activities</li> </ul>   |
| <p><b>3. PNEA user engagement coordination and administration</b></p> <p>a) Maintain and update the PNEA register including the PNEA emailing list -cross referencing the PNEA list with Inform partner list</p> <p>b) Promote the PNEA as a community of practice platform for information and knowledge management sharing</p> <p>c) Coordinate the development and compilation of online training materials and resources adding as a module under the Inform training modules 1 and 2 ensuring data capture, EIA effectiveness and open data are promoted</p> <p>d) Organise and conduct training for PNEA users on the different functionalities of the portal and direct links to national environment data portals</p> <p>e) Coordinate periodic evaluation of the PNEA to assess and identify areas that are working well and those which would need improvement</p> | <ul style="list-style-type: none"> <li>• PNEA Contact lists maintained as an excel spread sheet and contacts are categorised by their organisation, role, title, country(s) and gender – checked and updated regularly</li> <li>• Confidentiality and integrity of mailing lists are maintained and member details only circulated upon approval from the appropriate SPREP programme management.</li> <li>• PNEA is acknowledged as a community of practice platform for information and knowledge management sharing</li> <li>• Development and compilation of online training materials and resources for EIA capacity building are coordinated with a focus on good practice data capture, and promotion of open data for EIAs; in line with Inform training modules 1 and 2</li> <li>• Training for PNEA users on the different functionalities of the portal and direct links to national environment data portals delivered</li> <li>• Periodic evaluation of the PNEA carried with improvement implemented.</li> </ul> |
| <p><b>4. PNEA site enhancements</b></p> <p>a) Assist the Environmental Planning Unit in identifying enhancement requirements</p> <p>b) Liaise with SPREP IT to develop detailed specifications for PNEA enhancements</p> <p>c) Identify and coordinate potential opportunities to establish links with other SPREP portals</p>   | <ul style="list-style-type: none"> <li>• Informed Environmental Planning Unit of identified enhancement requirements, drawing on information gathered and analysed during the periodic evaluation of the PNEA</li> <li>• Coordinated with SPREP IT the approved PNEA enhancements to develop detailed specifications to achieve the updated PNEA</li> <li>• Links with other SPREP portals identified and established</li> </ul>   |

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| <p><b>5. Knowledge management support</b></p> <p>a) Collaborate with the Pacific Environment Portal and SPREP Knowledge Management (KM)/IT Teams to identify publicly available environmental assessment knowledge and develop linkages between the PNEA, SPREP Virtual Library and other existing internal information portals to share publicly available information, while maintaining SPREP data policy to protect confidential data and reports.</p> <p>b) Coordinate knowledge management and awareness events and activities on the PNEA site for the Environmental Monitoring and Governance Programme including displays/exhibitions related to environmental monitoring and governance issues</p> <p>c) Facilitate the transfer of technical knowledge/skills to the SPREP KM unit on the content management and IT specifications of the PNEA for its long-term sustainability.</p> <p>d) Develop a knowledge product mapping all national EIA processes, EIA availability to the public, public comment process, data availability and EIA assessment processes as well as the methodology to keep this knowledge product is keep up to date</p> | <ul style="list-style-type: none"> <li>• Publicly available environmental assessment knowledge products and reports are available on SPREP portals and address gaps when identified.</li> <li>• SPREP Data Policy has been adhered to with no breaches of national data agreements i.e. no sharing of confidential country information on open sites</li> <li>• Training and awareness events and activities on PNEA for the Environmental Monitoring and Governance Programme including displays/exhibitions related to environmental monitoring and governance issues</li> <li>• The transfer of technical knowledge/skills to the SPREP KM unit on the content management and IT specifications of the PNEA for its long-term sustainability established.</li> <li>• Knowledge product on mapping national EIA processes developed and made available through PNEA and national portal.</li> <li>• National EIA processes, EIA information availability to the public, public comment process, data availability, EIA assessment processes and methodologies are documented, stored, shared and maintained</li> </ul> |
| <p><b>6. Development and delivery of communication content, information and knowledge products</b></p> <p>a) Develop content for PNEA to be posted/uploaded on the website</p> <p>b) Develop content for and disseminate quarterly or bi-annual newsletters/email blasts for PNEA to SPREP staff, member countries, donors, partners and key stakeholder with weekly updates to PNEA registered members</p> <p>c) Contact ACPMEA and Inform projects training participants for their views/perspectives to include in newsletter content</p> <p>d) Manage and develop PNEA newsletters focused on EIA related matters to be circulated through the PNEA mailing list.</p>   | <ul style="list-style-type: none"> <li>• Appropriate images and content (compliant with SPREP policies) sourced and used on PNEA and communication products</li> <li>• All content vetted and approved by EMG Programme management prior to posting/uploading</li> <li>• Associated SPREP projects and programmes correctly cross referenced and linked to increase the reach of information and awareness of the integrated works being conducted at SPREP</li> <li>• Records of all images, working drafts and approvals of content stored and maintained using the SPREP filing system on the SPREP server.</li> </ul>  |

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|---|---|
| <p>e) Produce press releases and news articles for all key project events. Press releases should include related images and quotes from participants, government officials and SPREP. All press releases produced to be vetted by EMG Programme management and coordinated with the SPREP communications team before released.</p> <p>f) Develop infographics and other visuals to convey key messages in Environment Impact Assessment (EIA), and Strategic Environment Assessment (SEA), on request liaise with an external graphic designer(s) to create these products</p> <p>g) Facilitate layout and design process, and receive relevant country feedback, on member country-specific products. These products could include pamphlets, brochures, posters, compendium, and others that will be determined in consultation with project teams and national counterparts.</p> | <ul style="list-style-type: none"> <li>• Environmental Assessment story content sourced from in-country partners and other SPREP technical programs shared in quarterly newsletters and email blasts.</li> <li>• Archives of all newsletters and email blasts saved appropriately using the SPREP Registry and online filing system on the SPREP server as well as saved to the PNEA PEIN and other SPREP designated websites.</li> <li>• Photo library for EMG including sourcing photos continually updated stored on EMG share fold</li> </ul> |
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**Note**

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

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

**Work Complexity**

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| <p><b>Most challenging duties typically undertaken:</b></p> <ul style="list-style-type: none"> <li>• Ensuring SPREP policies on procurement, travel and other related policies are followed</li> <li>• Identifying potential project risks and issues and managing these in an effective and efficient manner</li> <li>• Provision of timely and accurate advisory support and assistance to DEMG, Planning Unit, and PNEA registered members</li> <li>• Communicating materials in a format that is easily understood by PNEA members at different levels</li> </ul> |
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## 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>• SPREP member countries and national focal points</li> <li>• SPREP member countries EIA Practitioners</li> <li>• Environment Agencies</li> <li>• Inform Project national focal points</li> </ul>  | <ul style="list-style-type: none"> <li>• Providing and receiving information, advice, and assistance</li> <li>• Capacity building</li> <li>• Answer queries</li> <li>• Respond to correspondences ‘</li> <li>• Facilitation and coordination</li> <li>• Reporting and collaboration</li> <li>• Facilitation of travel arrangements</li> </ul> |
| <p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• Environmental Monitoring and Governance Programme</li> <li>• Inform Project</li> <li>• Islands and Oceans Ecosystem Programme</li> <li>• Waste Management &amp; Pollution Control Programme</li> <li>• Climate Change Programme</li> <li>• Communications Department</li> <li>• Registry, IRCA and IT</li> <li>• MEAs Coordinator</li> <li>• Internal Project Implementation and Coordination Group</li> </ul> | <ul style="list-style-type: none"> <li>• Reporting</li> <li>• Receiving and providing financial input</li> <li>• Assistance and Support</li> <li>• Facilitation</li> <li>• Meetings and discussions</li> <li>• Coordination and collaboration</li> <li>• Facilitation of travel arrangements</li> </ul>                                       |

## Level of Delegation

### The position holder:

- Has no delegation of authority

## 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. A Bachelor degree in Environmental Science, Environment Management, Data Management and/or Communications/Marketing or another relevant field.

## Knowledge / Experience

### Essential

2. At least three years relevant practical experience in an environment management/science role with information and communication and portal management or relevant field.
3. Excellent research, policy and technical analytical and reporting skills including strong organisational, office management and problem-solving skills and the ability to work with integrity and exercise good sense of judgement, diplomacy and tact within a multi-disciplinary and multi-cultural team environment
4. Excellent knowledge and experience of environmental assessment, information technology and databases management, and appreciation of organisational policies, systems, and processes.
5. Excellent experience in event management and coordination including travel arrangements for participants, venue hire, catering and programme logistics as well as ability to multi-task and meet deadlines with minimal supervision, has strong self-motivation and initiative to think outside the box
6. Excellent knowledge of accepted and emerging environmental issues and challenges in the Pacific island region as well as good understanding and appreciation of environmental ethics, values, and priorities
7. Excellent communication and outreach skills with high command of spoken and written English including demonstrated experience with media, publications, communications, and networking with diverse stakeholders ranging from local community members to high-level government officials

## 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>• English language (spoken and written)</li> <li>• Professionalism</li> <li>• Organisational, public relations and problem-solving skills</li> <li>• Interpersonal and communication skills</li> <li>• Research skills</li> <li>• Analytical and conceptual skills</li> <li>• Time management skills</li> <li>• Writing / drafting articles and reports for publication</li> </ul> |
|--------------|---|

|                   |   |
|-------------------|---|
| Advanced level    | <ul style="list-style-type: none"> <li>• Understanding of financial and organisational policies and procedures</li> <li>• Diplomacy and tact with ability to apply discretion when handling sensitive and financial information</li> <li>• Computer skills particularly MS Outlook, MS Excel, MS Word, and MS PowerPoint</li> </ul> |
| Working Knowledge | <ul style="list-style-type: none"> <li>• Environment Assessment tools</li> <li>• Database management</li> <li>• National Process on EIA</li> <li>• Emerging Environment Issues</li> <li>• Communications and networking</li> </ul>  |
| Awareness         | <ul style="list-style-type: none"> <li>• SPREP Strategic Plan 2017 - 2026</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 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

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

**Duty Station:** Apia, Samoa.

**Duration:** Appointment is up to 31 December 2021 and could be extended depending on need and availability of funding.

**Salary:** Remuneration is at Band 8 of SPREP's salary scale for locally recruited staff. Starting salary will be SAT45,374 per annum. This will be adjusted to SAT51,046 upon confirmation of probation. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required. Further progress in the salary scale will be based on annual performance reviews.

**Term:** Appointment is subject to a satisfactory medical examination and clean police report, as well as a 6 months 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.

**Education Allowance:** Education expenses may be reimbursed against actual receipts for dependent children, to cover up to 75% of the actual costs. Currently the annual allowance is up to a maximum of Samoan Tala \$1,000.

**Annual Leave:** 15 working days a year (up to a maximum accumulation of 50 days).

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

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

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

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

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

**Superannuation:** SPREP will pay the Samoa minimum legal requirement of basic salary to the Samoa National Provident Fund.

**Overtime:** Locally recruited staff at Band 8 and below may claim overtime or time off in lieu of overtime for the hours they are required to work in excess of their normal working hours. A meal

allowance and transport assistance are also available subject to terms and conditions set out in the Staff Regulations.

**Gratuity Payment:** The appointee is entitled to a gratuity payment equivalent to two week's salary, upon successful completion of 2 consecutive 3-year contracts, provided the contract is not extended or renewed. For project positions, upon successful completion of the project.

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

**Transport:** Transport from and to central Apia before and after work is provided.

**Definitions:** 'Dependant' means the financially dependent spouse or dependent child 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.

**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 “Pacific Network Environment Assessment (PNEA) Technical Support Officer” 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 “Pacific Network Environment Assessment (PNEA) Technical Support Officer”

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

**Closing date: Friday, 26<sup>th</sup> February 2021:** Late applications will not be considered.

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