

APPLICANT INFORMATION PACKAGE
**Pacific Regional Invasive Species Management Support
Service Manager (PRISMSSM)**

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A. Background Information on SPREP

The *Secretariat of the Pacific Region Environment Programme* (SPREP) is the regional organisation established by the Governments and Administrations of the Pacific charged with protecting and managing the environment and natural resources of the Pacific.

The head office is based in Apia, Samoa with other SPREP offices in Fiji, the Republic of the Marshall Islands, Vanuatu and the Solomon Islands.

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

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

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

Mandate

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

Vision

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

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

Members

SPREP has 21 Pacific Island member countries and territories:

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

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

- Australia,
- France,
- New Zealand,
- United Kingdom and
- the United States of America.

SPREP Goals and Objectives

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

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

Regional Goals

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

Organisational Goals

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

SPREP's Values

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

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

B. The Pacific Regional Invasive Species Management Support Service (PRISMSS)

The PRISMSS is a coordinating mechanism designed to facilitate scaling up operational management and prevention of invasive species in the Pacific. PRISMSS brings together experts from diverse agencies to collaborate within the Pacific region with a focus on protection of indigenous biodiversity and ecosystem function. The intention is to efficiently provide a comprehensive suite of support services in a cohesive, effective and accessible manner to Pacific Island countries and territories. The goal is to reduce the ecological and socio-economic impact of invasive species on ecosystems through the management or eradication of prioritised species and the protection of valued sites.

To achieve the above the PRISMSS currently provides technical support across the following five regional programmes for the Pacific region:

1.



Protect Our Islands

"National and inter-island biosecurity and EDRR"

2.



Predator Free Pacific

"Removal of Invasive mammalian predators from Islands"

3.



War On Weeds

"Management of high priority weeds"

4.



Natural Enemies - Natural Solutions

"Biological control of widespread weeds"

5.



Resilient Ecosystems - Resilient Communities

"Priority area ecological restoration"

PRISMSS - Restoring Island Resilience Project

New Zealand's Ministry of Foreign Affairs and Trade has signed a funding arrangement with SPREP to implement the Restoring Island Resilience Project. The funding will support PRISMSS' further development and support the technical programmes towards progressing their fields of work in the Pacific. As such the positions recruited for PRISMSS will have two areas of focus, which are the management of PRISMSS and the implementation of activities agreed in the funding arrangement with NZMFAT.

The objective of the project is for Pacific Island Countries and Territories to have improved livelihoods and resilience to climate change by reducing the impact of invasive species on natural and agricultural ecosystems.

Long Term Outcomes:

- Enhanced resilience and adaptation to the impacts of climate change.
- Improved institutional capability and evidence-based decision making.

Medium Term Outcomes:

- Accelerate adaptation action by supporting Pacific Island countries and communities to manage the impacts of invasive species.
- Increase climate resilience by improving regional and national delivery of invasive species management projects.
- Maintained community values by restoring island resilience with the support of Indigenous knowledge.
- Strengthen climate expertise by building capability within countries and in regional organisations.
- Improve the effectiveness of regional institutions to address impacts of invasive species on biodiversity and climate resilience.

Short term Outcomes:

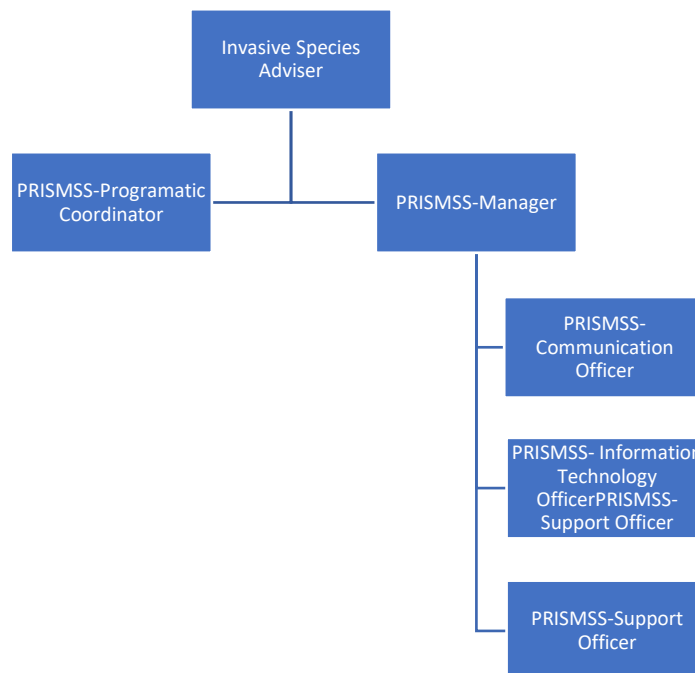
- Enhanced and protected terrestrial and marine ecosystems, including increased forest and mangrove cover and ecosystem health, through capacity building and invasive species management.
- Improved community climate and disaster resilience by leveraging Indigenous knowledge, protecting and enhancing ecosystems, and improving food security and livelihoods in a gender and socially inclusive way.
- Increased ability for Pacific Island countries to protect and enhance biodiversity, supported by effective regional institutions. Specific Biodiversity Invasive Species outcomes:

1. Improved climate and disaster resilience and strengthened biodiversity.
2. Equitably improved livelihoods.
3. More effective and inclusive delivery of invasive species activities.

PRISMSS Team

New Zealand Ministry of Foreign Affairs and Trade’s (NZMFAT) investment in the Restoring Island Resilience project includes funding SPREP to establish a Project Management Unit to implement the project, ensure coordination with similar initiatives and the upscaling of PRISMSS. The team will include positions of:

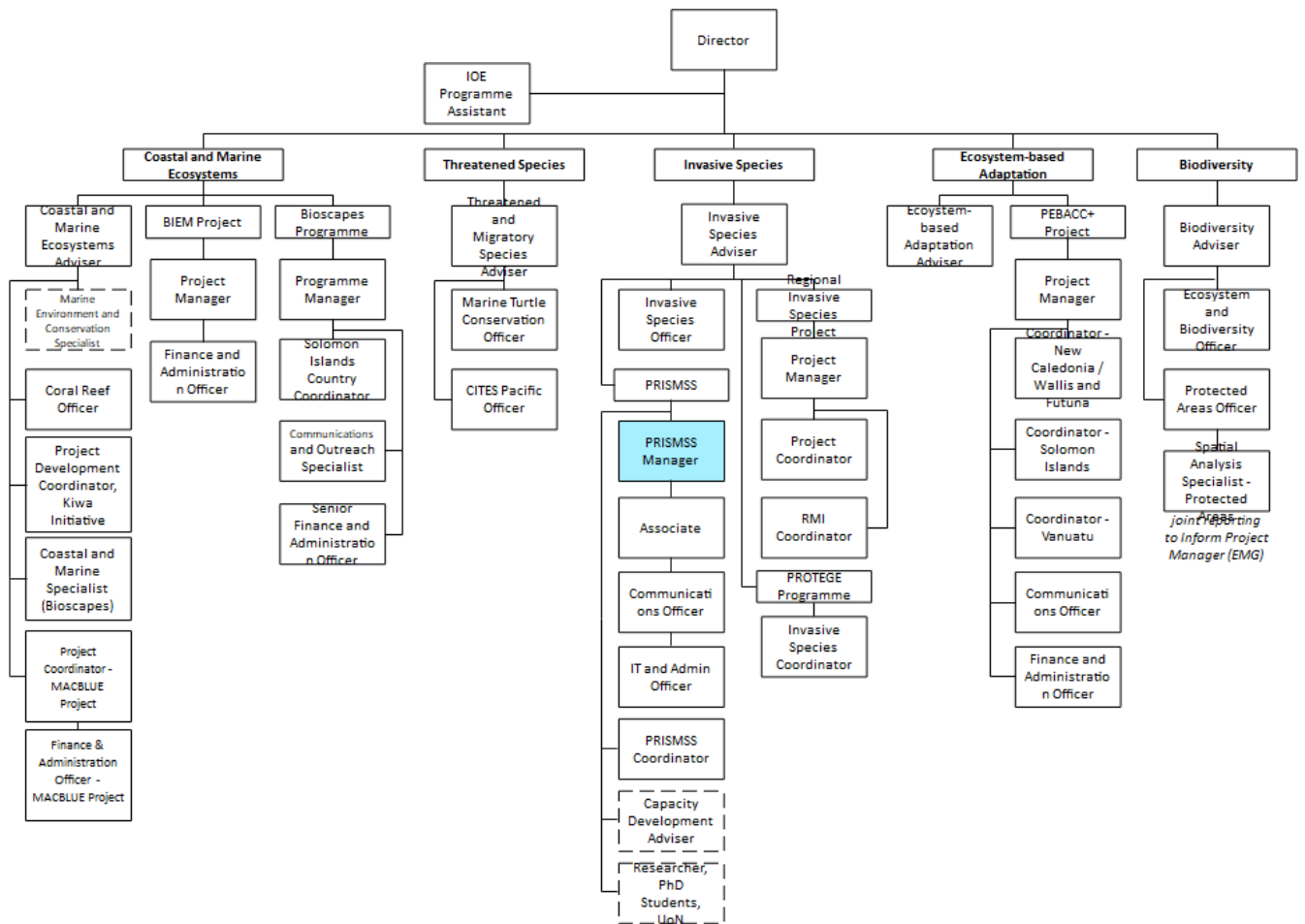
- Manager
- Programmatic Coordinator
- Communication officer
- Support Officer
- Information Technology Officer



C. JOB DESCRIPTION

Job Title:	Pacific Regional Invasive Species Management Support Service Manager
Programme:	Island and Ocean Ecosystems
Team:	Invasive Species
Responsible To:	Invasive Species Adviser (ISA)
Responsible For: (Total number of staff)	3 Staff
Job Purpose:	This job exists to: <ul style="list-style-type: none">• Provide leadership and management to PRISMSS and PRISMSS team.• Manage and be accountable for the implementation of the PRISMSS Restoring Island Resilience (RIR) project.
Date:	August 2023

Organisation Context



Key Result Areas

The position of **PRISMSS Manager** 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
5. Monitoring, evaluation, and reporting
6. Communications and capacity building

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

(Duties) The Jobholder is accountable for:	(Performance) Jobholder is successful when:
<p>1. Leadership and Management</p> <p>a) Provide management of the PRISMSS Team and contribute to the Invasive Species Team leadership and team culture.</p> <p>b) Contribute to the management and implementation of the Invasive Species Team’s contributions to the SPREP Performance Implementation Plan and Results Framework (PIP).</p> <p>c) Contribute to the development and management for implementation of the Team’s Annual Work Plan and Budget (AWP&B) to support the Programme’s Annual Work Plan including the planning and management of the PRISMSS team’s human and financial resources.</p> <p>d) In collaboration with the ISA and PRISMSS Coordinator, ensure quality control of the PRISMSS team’s work – especially fiduciary standards.</p> <p>e) Lead and work with the staff of the PRISMSS Team in their development, monitoring, and performance assessment of plus the necessary learning and development to support their work.</p> <p>f) Provide management oversight of the work of the PRISMSS team including compliance with key internal policies.</p>	<ul style="list-style-type: none"> • The PRISMSS Team is a high performing team that delivers on its contribution to the Annual Work Plan and Budget (AWP&B) objectives and meets strategic priority targets. • The PRISMSS team’s work is well integrated and understood across all SPREP programmes and divisions. • 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 divisional planning, delivery and monitoring and evaluation is carried out in close consultation with the ISA and Director. • Fully accountable to corporate responsibilities including budget management, financial reporting, staffing issues and other general management requirements. • All reporting and financial requirements described in relevant project documents are met to prescribed standards and timelines.

<p>2. Strategic, policy and technical advice and assistance:</p> <p>a) Collaborate with the PRISMSS Coordinator and SPREP ISA on strategic, policy and technical advice and assistance on all invasive species issues and related matters that support SPREP’s leading role in ecosystem and biodiversity protection in the region.</p> <p>b) Collaborate with the PRISMSS Coordinator and SPREP ISA on project strategic, technical and policy advice relating to key emerging invasive species related issues and their potential implications on the work of the Secretariat on ecosystem and biodiversity protection.</p> <p>c) Coordinate and facilitate SPREP invasive species team inputs on organisational strategic and technical matters to inform key institutional decisions.</p> <p>d) Coordinate business partnerships and collaboration with relevant partner organisations including development partners and donors to support the implementation of PRISMSS programme work plans and strategies, win further support from donors and support the implementation of the SPREP Strategic Plan objectives and goals, and implementation of relevant regional and global instruments and conventions.</p>	<ul style="list-style-type: none"> • Well researched, relevant, and timely technical and policy advice provided on all PRISMSS Team business matters. • Outputs of the PRISMSS programmes demonstrate the highest standards of modern business management practice and guide future invasive species management in the Pacific.
<p>3. Networking, partnerships and collaboration:</p> <p>a) Assist ISA in supporting Pacific Island Members in relevant regional and international negotiations particularly in relation to managing invasive species and biosecurity programmes.</p> <p>b) Achieve best business practice for PRISMSS by promoting and facilitating the use of the PRISMSS Navigator and other related systems throughout the region. Facilitate any upgrades of the PRISMSS Navigator as required.</p> <p>c) Assist PRISMSS colleagues with the coordination and collaboration of the Pacific Regional Invasive Species Management Support Service (PRISMSS)</p>	<ul style="list-style-type: none"> • Strengthened regional and national awareness of PRISMSS services and business model. • Improved and strengthened regional partners networking, coordination and collaboration rolling out PRISMSS business and work plans. • The PRISMSS provides effective and efficient services to Members at not-for-profit rates.

<p>and ensure services provided to Members are best value, effective and efficient.</p>	
<p>4. Fundraising, resourcing, and project management:</p> <p>a) Support ISA in identifying and actively pursuing funding and partnership opportunities.</p> <p>b) In collaboration with the ISA and PRISMSS Coordinator contribute to the design, development and coordination of new funding concepts and proposal developments that support invasive species priorities.</p> <p>c) Provide project development, management oversight and general support of projects implemented by the Invasive Species team.</p> <p>d) Manage the PRISMSS RIR project, ensuring activities lead to outcomes agreed with the donor.</p> <p>e) Manage PRISMSS RIR project reporting and monitoring to meet donor requirements.</p> <p>f) Conduct all required procurement in line with SPREP policies.</p>	<ul style="list-style-type: none"> • New funding concepts developed and submitted/pipelined. • Existing and new funding opportunities are secured for the programme and team activities. • New partnerships with resources secured for implementation. • Project development, management oversight and support is provided to related SPREP projects, where necessary. • PRISMSS RIR project is successfully implemented.
<p>5. Monitoring, evaluation and reporting:</p> <p>a) Lead the development of the Monitoring and Evaluation (M&E) Plan for the PRISMSS.</p> <p>b) Ensure alignment of the PRISMSS M&E Plan to the SPREP Invasive Team's performance monitoring and evaluation Framework.</p> <p>c) Develop the necessary reporting templates for reporting against the indicators and targets which align with SPREP's M&E Framework.</p> <p>d) Lead the development of required reports on the status and progress of implementation against the PRISMSS indicators and targets.</p> <p>e) Lead in the preparation of technical and performance reports to SPREP Senior Management Team and Donors, where necessary, relating to PRISMSS and the PRISMSS RIR project.</p>	<ul style="list-style-type: none"> • Relevant and timely advice, policy submissions and reports on Invasive Species are provided to SPREP SMT, SPREP Members and donors. • Effective and timely reporting to donors, partners, and participating countries. • Effective project management monitoring systems in place including compliance with SPREP and donor requirements. • PRISMSS M&E Plan is aligned to SPREP's performance monitoring and evaluation framework. • Reporting templates developed and available for use. • Progress reports developed, presented, and endorsed by PRISMSS partners.

<p>f) In collaboration with other senior colleagues including the ISA and PRISMSS Coordinator, contribute to reports to donors, partners and SPREP Members on key Invasive Species priorities, challenges and opportunities including lessons learned and good practices.</p> <p>g) Undertake periodic programme and project level monitoring using internal project management tools and systems (PMIS and PMRG) and implement any necessary improvements following convening project management review meetings.</p>	
<p>6. Communications and Capacity Building</p> <p>a) Oversee communication and information sharing of outcomes, results and lessons learnt from the PRISMSS RIR project.</p> <p>b) Manage communication and information sharing, raising PRISMSS profile in the region.</p> <p>c) Provide guidance and advice on key capacity building and training needs in collaboration with the PRISMSS coordinator.</p> <p>d) Work with PRISMSS partners to develop capacity building initiatives and opportunities for SPREP Members.</p> <p>e) Mentor Pacific Island Countries (PIC) based colleagues improving their capacity to use tools relevant to running IS and Biosecurity projects such as the business planning software.</p>	<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 Invasive Species 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. • PIC based colleagues progressively assume greater responsibility for mitigating threats of IS and improving country biosecurity using best project practice.

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 Invasive Species Adviser/Programme Director as part of SPREP’s Performance Development System.

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

Work Complexity

Most challenging duties typically undertaken:

- Management and implementation of a large, multi-country, multi-agency project including management of budgets, staff, and consultants.
- Management of a technically complex and broad work area and working with a senior team to provide exceptional outcomes for the region, PRISMSS, the Invasive Species sub-programme, Island and Oceans Ecosystems, and SPREP.
- Ensuring PRISMSS is effective and efficient.
- Maintaining work relationships in the face of challenging circumstances including tight timeframes, diverse opinion, and dispersed partners.
- Contributing to securing funding and resources for implementing activities of regional invasive species programmes.

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"> • NZMFAT • PRISMSS Technical leads • Pacific Island Country counterparts • Project Consultants & Suppliers • Media representatives • Partners and other donors. 	<ul style="list-style-type: none"> • Consultations and reporting • Advice and support • Activity coverage and reporting • Discussions and negotiations • Communications and information sharing • Fundraising, networking and relationship building.
<p>Internal</p> <ul style="list-style-type: none"> • Invasive Species Adviser • PRISMSS Team • Invasive Species sub-programme • Island and Ocean Ecosystem Programme • SPREP Communications and Outreach Team • All staff 	<ul style="list-style-type: none"> • Team-based work • Advice and support • Activity coverage and reporting • Communications and information sharing • Discussions & negotiation • Drafting correspondence

Level of Delegation

The position holder:

- manages project budgets.
- can authorise costs in own budget.
- can carry out negotiations on behalf of SPREP.
- can seek funding opportunities for PRISMSS activities.

Person Specification

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

Qualifications

Essential

1. Minimum qualifications of a Master degree or equivalent experience in Invasive Species Management, Ecology, Environmental Science, or other relevant technical field OR 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 regional project management and invasive species management preferably in the Pacific islands region and the environment sector with at least 7 of those years at senior leadership and advisory level.
3. Extensive knowledge of global and regional environmental issues, in particular:
 - a) Pacific invasive species management.
 - b) Accepted and emerging environment issues in invasive species management relevant to Pacific Island countries and territories, including the potential contributions to climate change adaptation and ecosystem resilience.
 - c) Multilateral and bilateral funding opportunities for invasive species in the Pacific region.
4. Extensive business management experience involving environmental projects (preferably nature conservation) 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 (French communication skills would be advantageous).

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 the 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 Business Management • Analytical and Advisory • Project development, management, monitoring and evaluation including financial management • Work programme planning, budgeting and implementation • Proposal and report writing • Personnel management and professional development • Fundraising and partnership coordination • Synergies and linkages with other priority areas including key multilateral environmental agreements (MEAs) • Invasive species issues and key agreements and conventions, including where relevant biodiversity and climate change conventions • Staff management consistent with accepted modern practices • History of practical experience with IAS and BS
Advanced level	<ul style="list-style-type: none"> • Environmental issues in the Pacific islands region • Emerging environmental issues and challenges • Relevant international agreements related to invasive species, biodiversity and climate change • Geo-political structure of the PICT's • General management principles including gender awareness, child protection, inclusiveness and environment social safeguards

Working Knowledge	<ul style="list-style-type: none"> • PRISMSS Programmes
Awareness	<ul style="list-style-type: none"> • SPREP Strategic Plan • SPREP Performance Implementation Plan and Results Framework • SPREP Work Programmes

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

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

Change to job description

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

D. REMUNERATION PACKAGE – TERMS & CONDITIONS

Duty Station: Apia, Samoa.

Duration: Appointment is for an initial term of 2.5 years with a possible renewal of up to a further 2 – 3 years, in line with the project time frame and subject to performance during the initial term, continuity of related project activities and availability of funds.

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 SDR41,822 per annum. This is currently equivalent to SAT159,604 (USD66,502) per annum. Upon confirmation of probation, salary will be adjusted to SDR47,049 which is current equivalent to SAT179,554 (USD74,814) per annum. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required.

Cost of living differential allowance (COLDA): A Cost-of-Living Differential Allowance of SDR5,233 will be paid to the successful candidate. The current equivalent in Samoan Tala is SAT19,970 (USD8,321) 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 including full vaccination against COVID-19 and a clean police report as well as a 6-month probationary period.

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

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

FOR STAFF RECRUITED FROM OUTSIDE SAMOA, THE FOLLOWING APPLIES:

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

- economy class airfares;
- reasonable cost of packing, insuring, shipping and transporting furniture, household and personal effects on a 20ft container; and,

- up to 20 kilos of excess baggage each for the appointee and family.

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

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

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

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

FOR ALL INTERNATIONALLY RECRUITED STAFF, THE FOLLOWING APPLIES:

Education Allowance: Education expenses maybe reimbursed against actual receipts for dependent children, to cover up to 75% of the actual costs, as stipulated under SPREP's Education Allowance policy. Currently the allowance is up to a maximum of SAT15,600 (USD6,500) per annum per dependent child, with an overall maximum of SAT46,800 (USD19,500) per annum per family of 3 or more eligible children.

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

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

Housing Assistance: Internationally recruited staff shall receive housing assistance of 75% of the typical rent payable in Samoa for expatriate executive furnished housing. The current rate is SAT2,850 (USD1,188) per month. This assistance shall be reviewed annually and adjusted on relative movement in the local rental market.

Security Assistance: Security-related expenses maybe reimbursed against actual receipts up to SAT\$2,400 (USD1,000) per annum as stipulated under SPREP's Security Assistance policy.

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

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

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

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

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

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

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

Learning and Development

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

Definitions:

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

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

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

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

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

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

E. ADMINISTRATIVE INFORMATION

ESSENTIAL: Applications should include:

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

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

Submitting applications:

- a) **BY EMAIL: (MOST PREFERRED OPTION)** Subject matter to be clearly marked “**Application for Pacific Regional Invasive Species Management Support Service Manager (PRISMSSM)**” 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 “ **Pacific Regional Invasive Species Management Support Service Manager (PRISMSSM)**”

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

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

Closing date: Friday, 22nd September 2023: Late applications will not be considered.

SPREP is an Equal Opportunity Employer