

APPLICANT INFORMATION PACKAGE
**Pacific Regional Invasive Species Management Support
Service Programmatic Coordinator (PRISMSS-PC)**

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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 Marshalls 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 aim to support PRISMSS' further development and support the technical programmes towards progressing their fields of work in the Pacific. As such the positions recruited under the project will have two areas of focus, which are the development 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.

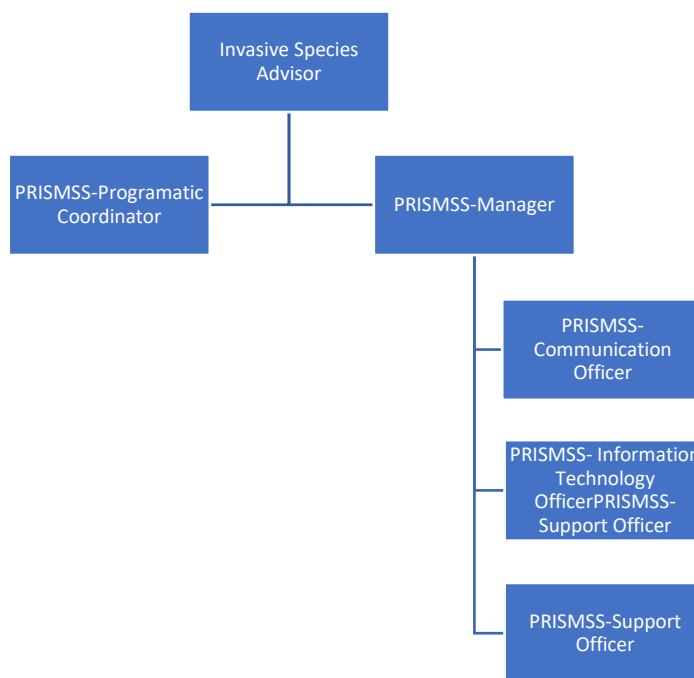
Short term Outcomes:

- 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:

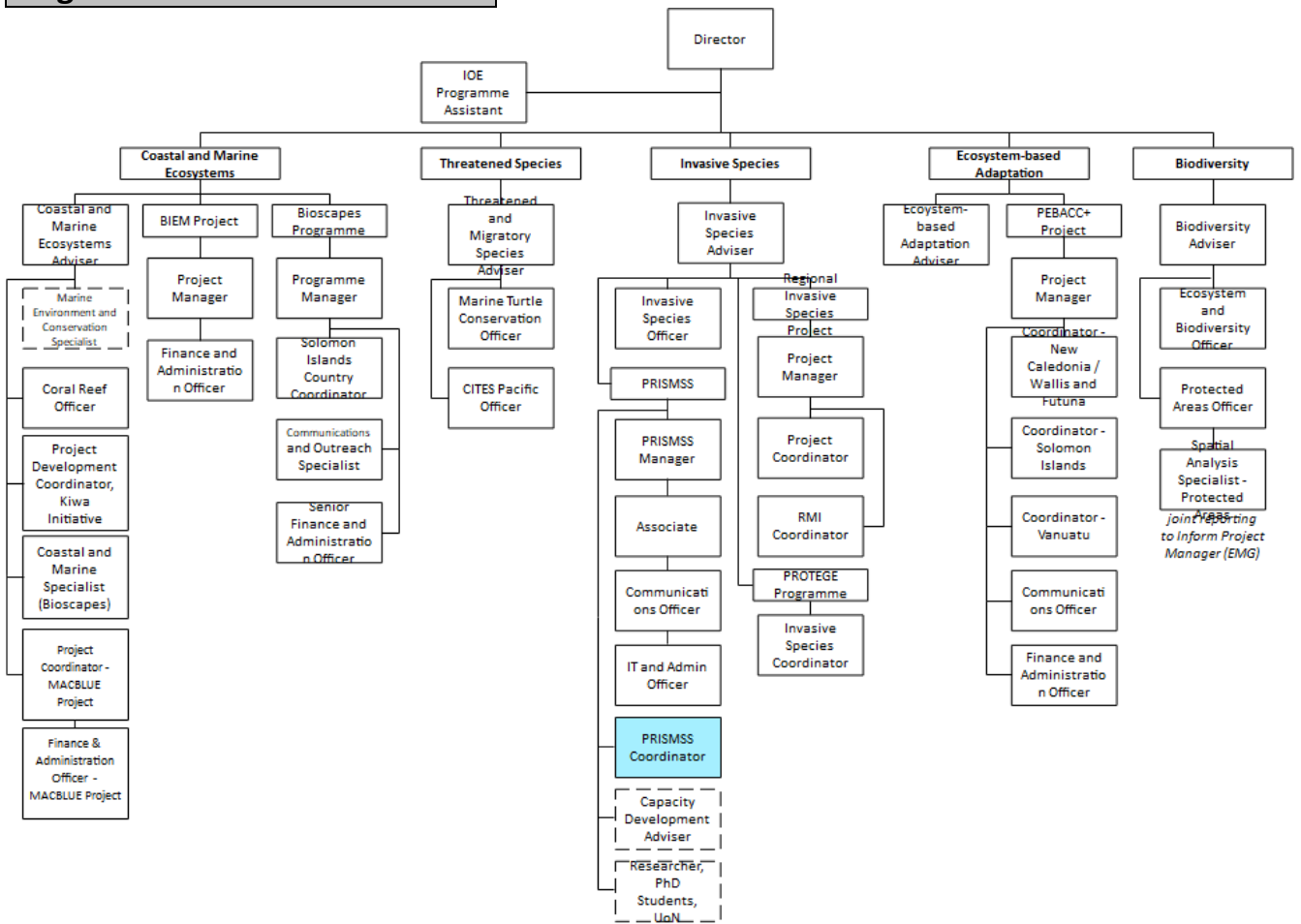
- Manager
- Programmatic Coordinator
- Communication officer
- Support Officer
- Information Technology Officer



C. JOB DESCRIPTION

| | |
|---|---|
| Job Title: | Pacific Regional Invasive Species Management Support Service Programmatic Coordinator |
| Programme: | Island and Ocean Ecosystems |
| Team: | Invasive Species |
| Responsible To: | Invasive Species Adviser (ISA) |
| Responsible For: (Total number of staff) | 0 |
| Job Purpose: | <p>This job exists to:</p> <ul style="list-style-type: none"> • Provide coordination across the five PRISMSS technical programmes. • Provide a focal point and technical support for the PRISMSS War On Weeds (WOW) and Resilient Ecosystems Resilient Communities (RERC) programmes. • Assist the PRISMSS Manager to provide coordination for the PRISMSS Restoring Island Resilience (RIR) project. |
| Date: | August 2023 |

Organisation Context



Key Result Areas

The position of **PRISMSS Programmatic Coordinator** addresses the following Key Result Areas:

1. Regional collaboration and coordination
2. Project management support
3. Networking and partnerships
4. PRISMSS Programmatic Coordination
5. Communications and capacity building
6. Reporting and monitoring

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

| (Duties) The Jobholder is accountable for: | (Performance) Jobholder is successful when: |
|---|--|
| <p>1. Regional collaboration and coordination</p> <ol style="list-style-type: none"> a) Act as the regional focal point for the War on Weeds and Resilient Ecosystems – Resilient Communities Programmes. b) Provide coordination between the five PRISMSS technical programmes. c) Collaborate and coordinate with PRISMSS partners and stakeholders on progressing the work of PRISMSS and SPREP. d) Coordinate regional knowledge management, including: <ol style="list-style-type: none"> i. PRISMSS Navigator system ii. The Pacific Invasive Species Indicators iii. the Battler Resource Base. e) Coordinate and facilitate the provision of practical support to countries by project partners to facilitate the most effective and efficient implementation of their work programmes. | <ul style="list-style-type: none"> • PRISMSS technical programmes are efficiently coordinated, increasing the scope of work and outcomes of invasive species management in the region. • The PISI and BRB are maintained and are a resource for the region. |
| <p>2. Project management support</p> <ol style="list-style-type: none"> a) Compile PRISMSS Partner reports on invasive species management under PRISMSS RIR, contributing to the project overall reporting. b) Coordinate the preparation RIR annual work plans and budgets. c) Prepare narrative progress reports on RIR implementation. d) Assist with project management including the development of ToRs, RFTs, RFQs, etc. e) Liaise with other members of the PRISMSS Team on project administrative matters and participate in RIR related meetings. | <ul style="list-style-type: none"> • Effective technical support is provided to the project to ensure it meets agreed measurable outputs and indicators. • Constructive input and feedback is provided to the project reports. • Profile of the project and its results are widely acknowledged and appreciated by key stakeholders, partners and donors. There are successful and effective working relationships with project partners. Effective secretariat support is provided to the project and relevant meetings. |

| | |
|--|---|
| <p>f) In conjunction with the PRISMSS Team identify and where possible arrange collaboration with other invasive species projects and initiatives.</p> | |
| <p>3. Networking and partnerships</p> <p>a) Explore and develop new partnership opportunities in line with the PRISMSS mandate.</p> <p>b) Provide support to the ISA in identifying, designing and pursuing new funding opportunities.</p> <p>c) Support visiting PRISMSS partners and workshop participants in terms of logistics.</p> <p>d) Coordinate partnership and collaboration with relevant partner organizations including development partners and donors to support PRISMSS development, including the PRISMSS Meeting.</p> | <ul style="list-style-type: none"> • New partnerships have been established and maintained which increase the effectiveness of PRISMSS. • New partnerships and funding opportunities have been successfully achieved. • PRISMSS partners feel well supported and are better able to deliver services as a result of working with the PRISMSS. • Partners and PICTs are content with the level of communication with the PRISMSS and roles and responsibilities are clear. |
| <p>4. PRISMSS Programmatic Coordination</p> <p>a) Coordinate workplans between the five PRISMSS technical programmes in collaboration with the Programme Technical leads.</p> <p>b) Provide technical assistance where required.</p> <p>c) Coordinate and compile regular reports on technical programmes work and progress.</p> <p>d) Provide technical support and advice relating to the War on Weeds and Resilient Ecosystems – Resilient Communities programmes in collaboration with the Invasive Species Adviser.</p> | <ul style="list-style-type: none"> • The technical programmes are effectively coordinated, increasing their scope of work. • A high level of advice and technical support is provided, enhancing the services delivered by the RERC and WOW programmes. • Reports are delivered in a timely manner and are of high quality. |
| <p>5. Communications and capacity building</p> <p>a) Assess capacity building needs and gaps for effective invasive species management in collaboration with PRISMSS technical leads and assist in developing relevant responses to address these.</p> <p>b) Provide relevant input to communications to inform stakeholders of work conducted by PRISMSS technical programmes.</p> | <ul style="list-style-type: none"> • Capacity building needs are identified, and relevant capacity building programmes are implemented at the territorial and regional level to address these. • Communication and media releases raise the profile of the project and PRISMSS. |

| | |
|--|---|
| <p>c) Liaise closely with invasive species practitioners (especially in-country) and PRISMSS partners to facilitate gathering datasets which describe the status of invasive species management.</p> <p>d) Coordinate and contribute to the preparation of media releases and communication materials to raise profile of the project and its achievements.</p> | |
| <p>6. Reporting and monitoring:</p> <p>a) Compile individual reports from PRISMSS technical leads to contribute to PRISMSS reporting.</p> <p>b) Support the PRISMSS Manager in preparing regular reports to ISA, SPREP SMT, the PRISMSS Partners, and the Director of IOE.</p> <p>c) Provide input to relevant reports ahead of the SPREP Meeting.</p> <p>d) Support the PRISMSS Manager and SPREP in gathering monitoring data regarding the effectiveness of the PRISMSS.</p> <p>e) Contribute to the preparation of project financial reports and ensure compliance with donor requirements.</p> <p>f) Assist with project management including monitoring and evaluation.</p> <p>g) Provide secretariat support for programme meetings convened by SPREP.</p> | <ul style="list-style-type: none"> • Reporting information is timely, relevant and valued by PRISMSS partners and donors. • Monitoring systems and data sources are established which provide a clear picture of PRISMSS effectiveness and performance. • Monitoring data and lessons learned are used for improvement of work and services. |

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/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:

- Working in collaboration with PRISMSS technical leads to prepare annual workplans, financial forecast, technical and financial reports.

- Work with national counterparts to identify national priorities for PRISMSS technical programmes and coordinating responses.
- Provision of timely and accurate advisory support and assistance to participating governments and stakeholders.
- Coordination and collaboration between the PRISMSS technical programmes and PRISMSS RIR.
- Coordination and collaboration with international, regional and key stakeholders

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"> • 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:

- Can liaise with partners regarding activities on behalf of the programme

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 a Bachelor degree in lieu, with applied relevant work experience in excess of the minimum required relevant work experience.

Knowledge / Experience

Essential

2. More than 7 years of technical experience in invasive species work and, preferably in the Pacific island's region.
3. At least 5 years' experience in or acting in a coordinator / facilitator role in a complex multi-agency, regional context.
4. Extensive knowledge of global and regional environmental issues, in particular:
 - a) Invasive species management in the Pacific.
 - b) Weed management and site restoration.
 - c) 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.
5. Excellent written and verbal communication skills including fluency in written and oral English (French desirable), high level of presentation and inter-personal skills, collaboration with donors and partners with sound experience in developing and maintaining effective relationships with a diverse group of people and as part of a team within a multi-disciplinary and multi-cultural environment.
6. Demonstrates initiative and ability to think outside the box in dealing with multiple tasks while paying attention to detail, demanding deadlines and with little supervision and demonstrates excellent understanding and appreciation of environmental ethics, values and priorities within the workplace.
7. Demonstrated experience in programme and project coordination including monitoring and evaluation, financial management, proposal and report writing as well as advisory, analytical, problem-solving and facilitation skills and is extremely well organised with a disciplined work ethic and systematic approach to working and keeping records.

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"> • Weed management and site restoration • Written and oral English including technical language • Communications and technical advice • Facilitation, liaising in challenging situations • Computer skills including MS Office products, email, social media platforms, desktop publishing. • Analytical environmental knowledge • Project coordination, management and reporting • Work programme planning, budgeting and implementation • Invasive species management issues in the wider Pacific islands region • Capacity development • Project management principles |
| Advanced level | <ul style="list-style-type: none"> • PRISMSS • Environmental and biodiversity conservation issues in the wider Pacific islands region • Emerging environmental issues and challenges • Capacity development needs of Pacific SIDS • Understanding of financial policies and regulations |
| Working Knowledge | <ul style="list-style-type: none"> • Knowledge of SPREP financial procedures |
| 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, 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 11 of SPREP's salary scale. Starting salary will be SDR36,326 per annum. This is currently equivalent to SAT138,632 (USD57,764) per annum. Upon confirmation of probation, salary will be adjusted to SDR40,867 which is current equivalent to SAT155,961 (USD64,984) 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 SDR4,770 will be paid to the successful candidate. The current equivalent in Samoan Tala is SAT18,203 (USD7,584) 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 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 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 Programmatic Coordinator (PRISMSS-PC)” 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 Pacific Regional Invasive Species Management Support Service Programmatic Coordinator (PRISMSS-PC)”

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