

APPLICANT INFORMATION PACKAGE  
**RE-ADVERTISEMENT**

**Technical Waste Project Officer – PacWaste Plus Project**  
**(TWPO-PWP)**

**(Previous applicants need not re-apply as all applications received will be considered)**

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## A. Background Information on SPREP

SPREP is the regional organisation established by the Governments and Administrations of the Pacific charged with protecting and managing the environment and natural resources of the Pacific. The head office is based in Apia, Samoa with over 100 staff. There are SPREP offices in Fiji and Vanuatu as well as SPREP Officers stationed in the Republic of the Marshall Islands and Solomon Islands. SPREP has an annual budget of USD \$33 million in 2019.

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

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

### Mandate

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

### Vision

SPREP is guided by its **vision for the future**: "A resilient Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures".

### Members

SPREP has 21 Pacific island member countries and territories (American Samoa, Cook Islands, Federated States of Micronesia, Fiji, French Polynesia, Guam, Kiribati, Marshall Islands, Nauru, New Caledonia, Niue, Northern Marianas, Palau, Papua New Guinea, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, Vanuatu and Wallis & Futuna) and 5 developed countries (Australia, France, New Zealand, United Kingdom and United States of America) with direct interests in the region.

### Four regional goals to achieving resilience and sustainable Pacific communities:

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

### These define the core priorities and focus of SPREP in the areas on:

1. Climate change resilience
2. Ecosystem and Biodiversity Protection
3. Effective Waste Management and Pollution Control
4. Environmental Governance

SPREP approaches the environmental challenges faced by the Pacific guided by four simple **Values**.

These values guide all aspects of our work.

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

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

**Organisation Goal 1:** SPREP has information, knowledge, and communications systems that get the right information to the right people at the right time and influence positive organisational, behavioural and environmental change.

**Organisation Goal 2:** SPREP has multi-disciplinary processes in programme delivery and in supporting Members to develop national and regional policies and strategies.

**Organisation Goal 3:** SPREP has a reliable and sustainable funding base to achieve environmental outcomes for the benefit of the Pacific islands region and manages its programmes and operations to stay within its agreed budget.

**Organisation Goal 4:** SPREP is leading and engaged in productive partnerships and collaboration.

**Organisation Goal 5:** SPREP has access to a pool of people with the attitudes, knowledge, and skills to enable it to deliver on its shared regional vision.

## **European Union funded Regional Project: PacWaste Plus**

SPREP has received funding from the European Union (EU) to address waste management and pollution control problems in 15 Pacific Island Countries. The PacWaste Plus project builds on the work undertaken by EU funded PacWaste and supports the delivery of actions outlined in the Pacific Regional Waste and Pollution Management Strategy 2016 – 2025 (Cleaner Pacific 2025).

Pacific Island Countries face heightened risks from poor waste and pollution management, as their economic bases (tourism, fishing and agriculture) rely heavily on an environment free of waste and pollution. The inadequate management of wastes and poor control over polluting activities impact the health of Pacific communities and natural ecosystems, reducing their resilience to climate change impacts, and ultimately impinging on their social and economic development.

The overall objective of PacWaste Plus is to generate improved economic, social, health and environmental benefits for Pacific Island Countries arising from stronger regional economic integration and the sustainable management of natural resources and the environment. The specific objective is to ensure the safe and sustainable management of waste with due regard for the conservation of biodiversity, climate change mitigation and adaptation, gender inclusiveness and the health and wellbeing of Pacific island communities.

The Pacific region is characterised by immense diversity with regard to socio-economic development, population size, geography and logistics. As such, PacWaste will encompass both a regional and a tailor made approach for waste and pollution management, accommodating the difference between Pacific countries.

The project duration is 5 years with a €16.5 million budget stretched across the region in the following countries: Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Nauru, Niue, Palau, Papua New Guinea, Republic of the Marshall Islands, Samoa, Solomon Islands, Timor-Leste, Tonga, Tuvalu and Vanuatu.

PacWaste Plus will improve management of the following priority waste streams:

- Hazardous wastes (asbestos, E-waste and healthcare waste)
- Solid wastes (recyclables, organic waste, food packaging waste, plastic waste, disaster waste and bulky waste)
- Wastewater

The project will focus of four areas of delivery to address the priority waste streams:

- Improved data collection, information sharing, and education and awareness to establish baselines, monitor progress, build and share knowledge, drive behaviour change and promote visibility of PacWaste Plus
- Policies and regulatory frameworks developed and implemented to better mitigate and manage waste and pollution regionally and nationally in Pacific island countries.
- Best practices initiatives implemented, including projects involving enhanced private sector engagement and the provision of infrastructure, to drive cost-effective and sustainable waste management and pollution control solutions.
- Enhanced human capacity, from grass-roots training to accredited university level courses, to assist countries to better mitigate and manage waste and pollution regionally and nationally. Community empowerment on waste and pollution issues and involvement in policy and decision making will be a key target area, along with better access to information to foster evidence-based decision-making.

PacWaste Plus will be successful when all 15 Pacific Island Countries have demonstrated a shift from poor to good waste management practices for priority waste streams, with flow-on benefits for climate change mitigation and adaptation, biodiversity conservation and the health, prosperity and wellbeing of Pacific communities.

## **The role of the Technical Waste Project Officers**

SPREP is seeking to engage three (3) Technical Waste Project Officers to work on the PacWaste Plus Project. We are seeking individuals with specific skills in any or all of the following thematic areas:

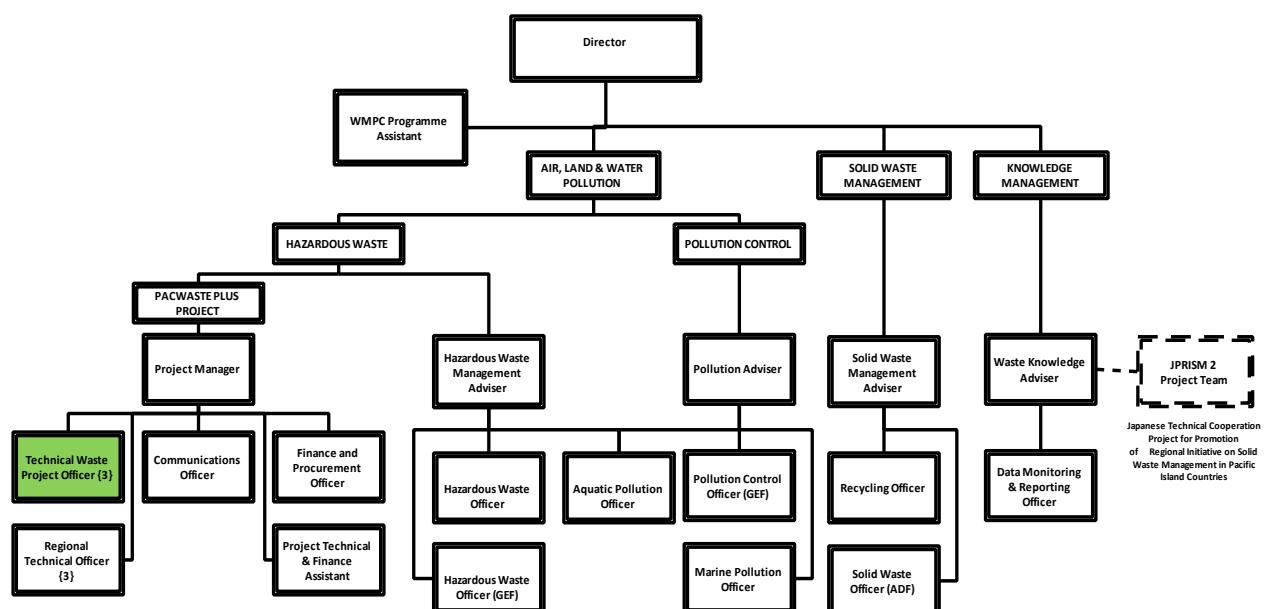
- Hazardous Waste Management
- Solid Waste Management (including landfill management and disaster waste management)
- Resource Recovery (including recycling, collection systems, organics management, and sustainable funding mechanisms)

We seek to build the PacWaste Project team to ensure that all of these waste management expertise areas are covered through one or more team members. Applicants are recommended to clearly indicate where their knowledge and expertise addresses any of the above thematic areas. Applicants are encouraged to provide specific examples of how their expertise has been developed and utilised in real-world examples.

## C. JOB DESCRIPTION

<b>Job Title:</b>	Technical Waste Project Officer, PacWaste Plus Project (TWPO-PWP) 3 positions: 1 for each of thematic area: 1) Hazardous Waste Management 2) Solid Waste Management 3) Resource Recovery
<b>Programme:</b>	Waste Management and Pollution Control
<b>Team:</b>	PacWaste Plus Project
<b>Responsible To:</b>	Project Manager, PacWaste Plus
<b>Responsible For:</b> <b>(Total number of staff)</b>	Nil
<b>Job Purpose:</b>	<b>This job exists to:</b> <ul style="list-style-type: none"> <li>Provide technical advice to the PacWaste Plus Project and participating Countries</li> <li>Implement agreed PacWaste Plus project activities and deliverables</li> </ul>
<b>Date:</b>	April 2019

### Organisation Context



## Key Result Areas

The position of **Technical Waste Project Officer – PacWaste Plus Project** addresses the following Key Result Areas for the specific thematic area (Hazardous Waste Management, Solid Waste Management, Resource Recovery) they have been appointed to:

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

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

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

<p>b) Coordinate and implement regional and national workshops related to the Project;</p> <p>c) Provide oversight and guidance on waste and pollution knowledge to facilitate evidence-based decision-making and adoption of best practice;</p> <p>d) Produce relevant technical reports with the support and advice of the project team</p> <p>e) Provide direct support to participating countries to implement actions of the PacWaste Plus Project</p>	<ul style="list-style-type: none"> <li>• Adoption of best practices in waste and pollution management based on informed decisions;</li> <li>• Technical reports are developed and submitted to EU and SPREP on time;</li> <li>• Direct project support provided to participating countries are requested and included in the project work plan.</li> </ul>
<p><b>3. Communications and capacity building</b></p> <p>a) Provide technical advice and reports on waste and pollution management information that support and promote the work of the PacWaste Plus programme in the region;</p> <p>b) Develop or assist in the development of project communication and information sharing, on PacWaste Plus activities;</p> <p>c) Provide reporting to PacWaste Plus Project manager to manage report development to relevant donors and partners on the PacWaste Plus Project;</p> <p>d) Carry out relevant capacity building in waste and pollution management for Pacific Island Countries essential for the successful implementation of the project.</p> <p>e) Provide technical support for the organisation of meetings and conferences, and workshops.</p>	<ul style="list-style-type: none"> <li>• Waste and pollution information is captured, analysed and disseminated through relevant networks and audiences for awareness;</li> <li>• Waste and pollution information and data are synthesised and integrated into planning and decision making processes at the national and regional level;</li> <li>• Appropriate project communications are developed and distributed to participating countries and project partners;</li> <li>• Relevant capacity building and training initiatives provided to strengthen SPREP and Member's positions and capabilities</li> </ul>
<p><b>4. Monitoring, evaluation and reporting</b></p> <p>a) Assist the Project Manager to develop and deliver the monitoring and evaluation framework of the PacWaste Plus project activities;</p> <p>b) Assist the Project Manager to prepare technical and performance reports for Senior Management Team and Donors, where necessary.</p> <p>c) Provide update reports to the Project Manager for distribution to donors, partners and members on the progress of PacWaste Plus project.</p>	<ul style="list-style-type: none"> <li>• Monitoring and Evaluation framework for the project is developed and utilised;</li> <li>• Relevant and timely reports are provided to the Project Manager for collation and distribution to SPREP SMT and to members, where necessary.</li> <li>• Effective and timely reporting to donors, partners and participating countries</li> </ul>

<p><b>5. Financial and project administrative management</b></p> <p>a) Assist the Project Manager to manage project funds in accordance with SPREP procurement requirements, including preparation of terms of reference and review of consultancies reports.</p> <p>b) Assist the Project Manager to ensure a clean project audit is obtained on an annual basis</p> <p>c) Assist the Project Manager to submit financial reports and other necessary documents to the Project Manager for management with SPREP Finance Department and Donor.</p>	<ul style="list-style-type: none"> <li>● 100% compliance with finance policy, rules, regulations and laws</li> <li>● Clean audit is obtained on an annual basis demonstrating compliance with relevant legislation and regulations;</li> <li>● Financial reports are produced and submitted to donors in a timely manner.</li> </ul>
<p><b>6. Networking, partnerships and collaboration</b></p> <p>a) Work together with the 15 Pacific Island Countries to facilitate the adoption of best practice in waste management and pollution control - from data collection and sharing, development and implementation of policies and legislation, participation in capacity building and implementation of on-ground practices – that promotes the health, prosperity and wellbeing of Pacific communities.</p> <p>b) Provide support to Pacific Island Members in managing waste and pollution to enable them to meet their obligations under Cleaner Pacific 2025 and regional Multilateral Environmental Agreements (MEAs) as well as be effective in relevant regional and international negotiations, where necessary</p>	<ul style="list-style-type: none"> <li>● Support and advice is provided to Pacific Island Members on ensuring their systems enable them to make informed and effective decisions.</li> <li>● Improved awareness by Pacific Island Countries of project results and outcomes</li> <li>● Improved and strengthened regional networking, coordination and collaboration in achievement of the project's objectives</li> </ul>

#### **Note**

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the Jobholder and Project Manager/Director as part of the Performance Development System.

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

## Work Complexity

### Most challenging duties typically undertaken:

- Provision of timely and accurate briefings and advice to Project Manager for use in briefing SPREP Senior Management Team, Donor and Participating Countries
- Ensuring project activities are implemented within the approved timeframe
- Managing a technically complex work portfolio and providing timely guidance to the project team and Project Manager
- Collaboration with other regional agencies and stakeholders
- Working across multiple agencies in ensuring delivery of result areas of the projects delivering project activities in remote outer islands.

## Functional Relationships & Related Skills

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

## Level of Delegation

### The position holder:

- Manages an operational budget
- Can authorise costs in their own approved project budget
- Can seek funding opportunities for work programme activities

## Person Specification

*This section is designed to capture the expertise required for the role at the 100% fully effective level. This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.*

### Qualifications

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

### Knowledge / Experience

Essential
2. At least 7 years of project management experience and technical assistance on projects related to waste management and pollution control, with at least 5 years of this experience in a role requiring a similar degree of versatility and responsibility, preferably in the Pacific Islands region.
3. Knowledge of emerging project-related environmental issues and challenges facing the Pacific region with excellent understanding and appreciation of environmental ethics, values and priorities as well as comprehensive knowledge and experience in waste management and pollution control (in fields of Hazardous Waste Management, solid waste management, recyclables management, organics management and/or sustainable finance models).
4. Excellent relationship management and experience that demonstrate a high level of professional and constructive engagement with a diverse range of stakeholders as well as an excellent understanding of key donor partners (especially the European Union) and funding institutions
5. Excellent project management experience including the development of funding proposals, design and delivery of integrated work programme activities, monitoring and evaluation of performance, resource management as well as a good understanding of synergies and inter-linkages across multilateral environmental agreements
6. Excellent experience in delivering high level strategic advisory and analytical outcomes.
7. Sound experience in project communication and reporting across diverse audiences within a multicultural and multi-disciplinary environment, as well as extensive experience in waste management capacity building.

### Key Skills / Attributes / Job Specific Competencies

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

Expert level	<ul style="list-style-type: none"> <li>• Analytical and Environmental knowledge</li> <li>• Work programme planning, budgeting and implementation</li> <li>• Contract management</li> <li>• Technical experience in one or all of:           <ul style="list-style-type: none"> <li>○ Hazardous Waste Management</li> <li>○ Solid Waste Management (e.g. landfill management and processing systems)</li> <li>○ Resource Recovery (recyclate, organics, sustainable financing mechanisms)</li> </ul> </li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• Project management, development, monitoring and evaluation</li> <li>• Environmental issues in the Pacific islands region</li> <li>• Emerging environmental issues and challenges</li> <li>• Behaviour change practices</li> <li>• Data management</li> </ul>
Working Knowledge	<ul style="list-style-type: none"> <li>• General management principles</li> <li>• Circular economy</li> <li>• Gender equity</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• SPREP Strategic Plan</li> <li>• Cleaner Pacific 2025</li> <li>• Key multilateral environmental agreements (MEAs) related to waste management and pollution control</li> </ul>

## Key Behaviours

All staff are expected to uphold SPREP's Organisational Values and Code of Conduct which are Key Behaviours forming part of the Performance Development:

- Environmental Leadership
- Service Delivery
- Valuing our People
- Integrity

## Change to job description

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

## D. REMUNERATION PACKAGE – TERMS & CONDITIONS

**Duty Station:** Apia, Samoa.

**Duration:** Appointment is for a term of 3 years initially with possible renewal of up to 5 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 10 of SPREP's salary scale. Starting salary will be SDR29,499 per annum. This is currently equivalent to Samoan Tala \$112,576 (USD\$43,299) per annum. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required. Progress in the salary scale will be based on annual performance reviews.

**Cost of living differential allowance (COLDA):** A Cost-of-Living Differential Allowance of SDR4,194 will be paid to the successful candidate. The current equivalent in Samoan Tala is SAT\$16,006 (USD\$6,156) per annum. Cost-of-living differential allowance reflects the comparative cost of living difference between Suva and Apia. This allowance is reviewed periodically based on data determined by an independent reviewer.

**Adjustments:** Salaries and allowances for internationally recruited staff are paid in Samoan Tala and adjusted every month based on the monthly average in the value of the SDR relative to the Samoan Tala (SAT) at the time the salary payment is processed. SDR movement however is limited to within 5% above or below a reference point set annually. Remuneration is paid monthly in SAT equivalent. The international currency exchange rate at the time of writing is approximately USD1.00 = SAT\$2.60

**Term:** For staff recruited from outside Samoa, the term begins from the day the appointee leaves his or her home to take up the appointment. Appointment is subject to a satisfactory medical examination, as well as a 6-month probationary period.

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

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

### **FOR STAFF RECRUITED FROM OUTSIDE SAMOA, THE FOLLOWING TERMS APPLY:**

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

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

**Establishment Grant:** A lump sum of SDR1,100 is payable upon taking up appointment and arrival in Apia. This is currently equivalent to SAT\$4,198 (USD\$1,615).

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

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

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

**FOR ALL INTERNATIONALLY RECRUITED STAFF, THE FOLLOWING TERMS APPLY:**

**Education Allowance:** Education expenses maybe reimbursed against actual receipts for dependent children, to cover up to 75% of the actual costs, as stipulated under SPREP's Education Allowance policy. Currently the allowance is up to a maximum of Samoan Tala \$15,600 (USD\$6,000) per annum per dependent child, with an overall maximum of Samoan Tala \$46,800 (USD\$18,000) per annum per family of 3 or more eligible children.

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

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

**Housing Assistance:** Internationally recruited staff shall receive housing assistance of 75% of the typical rent payable in Samoa for expatriate executive furnished housing. The current rate is SAT\$2,850 (USD\$1,096) per month. This assistance shall be reviewed annually and adjusted on relative movement in the local rental market.

**Security Assistance:** Security-related expenses maybe reimbursed against actual receipts up to SAT\$2,400 (USD\$923) per annum as stipulated under SPREP's Security Assistance policy.

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

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

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

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

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

**Medical Benefits:** All employees and their dependents are entitled to have all reasonable medical, dental and optical expenses met, under the terms and conditions of the SPREP in-house Medical Treatment Scheme.

**Superannuation:** An expatriate internationally recruited staff member will receive a superannuation allowance of 7% of basic salary. For nationals of Samoa, SPREP will pay 7% of basic salary to the Samoa National Provident Fund.

### **Learning and Development**

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

### **Definitions:**

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

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

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

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

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

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

## **E. ADMINISTRATIVE INFORMATION**

**ESSENTIAL:** Applications should include:

1. Completed Application Form – can be downloaded from the Employment Section of our website (***you are required to complete in full all areas requested in the Form rather than referring us to your CV;***);
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 Technical Waste Project Officer – PacWaste Plus Project**” and send to [recruitment@sprep.org](mailto:recruitment@sprep.org)  
OR
- b) **BY POST OR FAX:** Application to be addressed and sent to: The Director General, SPREP, P.O. Box 240, Apia or fax number (685)20231 and clearly marked “**Application for Technical Waste Project Officer – PacWaste Plus Project**”

More Information on SPREP and its work in the region can be found on the SPREP website  
[www.sprep.org](http://www.sprep.org)

For further enquiries, contact Marion T. Chan Chui on telephone (685) 21929 ext 325 or Email:  
[marionc@sprep.org](mailto:marionc@sprep.org)

**Closing date: Friday, 17<sup>th</sup> May 2019:** Late applications will not be considered.

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