



SPREP
Secretariat of the Pacific Regional
Environment Programme

APPLICANT INFORMATION PACKAGE
Pacific Coral Reef Officer

International Recruitment

CONTENTS

A. BACKGROUND INFORMATION ON SPREP

B. JOB DESCRIPTION

C. REMUNERATION PACKAGE – TERMS & CONDITIONS

D. ADMINISTRATIVE INFORMATION

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, Solomon Islands and Vanuatu.

SPREP has around 160 staff and has an annual budget of approximately USD49 million in 2025.

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**

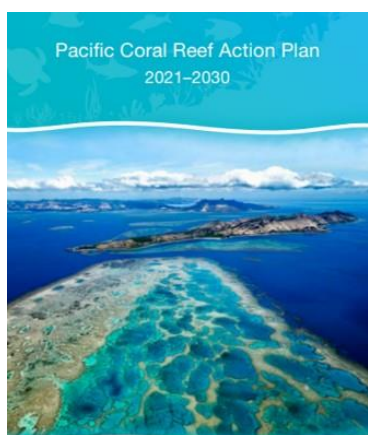
Coastal and Marine Sub-Programme

The Coastal and Marine sub-programme focuses on achieving the main objective of effectively managing and protecting marine and coastal ecosystems under SPREP's Regional Goal 2: Pacific people benefit from healthy and resilient island and ocean ecosystems.

It aims to enhance the resilience of marine ecosystems to climate change and other environmental pressures through ecosystem-based management, the establishment of Marine Protected Areas (MPAs), and community-based conservation practices.

The Coastal and Marine team works closely with other programmes across SPREP to support the implementation of initiatives such as integrated coastal zone management, nature-based solutions, coral reef restoration, and pollution prevention to protect critical marine resources etc. Additionally, it promotes marine spatial planning, regional collaboration, and capacity-building initiatives to strengthen sustainable ocean governance. Through strategic partnerships, policy support, and public awareness campaigns, the Coastal and Marine sub-programme contributes to safeguarding the Pacific's unique marine environment and the livelihoods of its communities ensuring a healthy and resilient marine environment.

The Pacific Coral Reef Action Plan 2021 – 2030



Coral reefs occur throughout the Pacific islands and is home to approximately 25 per cent of the world's corals. The reefs are ecologically and socially important for the islands and their people, biodiversity and economies. They nourish and stabilise shorelines, provide income through tourism and fishing, are a vital source of protein for many people, and are part of cultural identity. The region's coral reefs not only benefit the Pacific but also the world, in terms of their contribution to biodiversity, habitat and the fishing industry

Many Pacific coral reefs are being damaged by habitat disturbance, pollution, fishing and climate change; climate change is believed to be the greatest human-induced threat to corals in the Pacific region. To prevent Pacific coral reefs degrading further, substantial effort is needed.

A regional approach driving collaboration, exchange and partnerships is therefore vital to help secure the future of the region's reefs and the livelihoods of its people.

Developed with SPREP's members and adopted in September 2021 at the 30th SPREP meeting, the Pacific Coral Reef Action Plan 2021-2030 enables leaders of Pacific Island countries, coral-reef managers and community members to coordinate their efforts to protect these valuable ecosystems. The Pacific coral reef action plan 2021–2030 intends to focus the region's coral-reef conservation and management on four priorities over the next ten years:

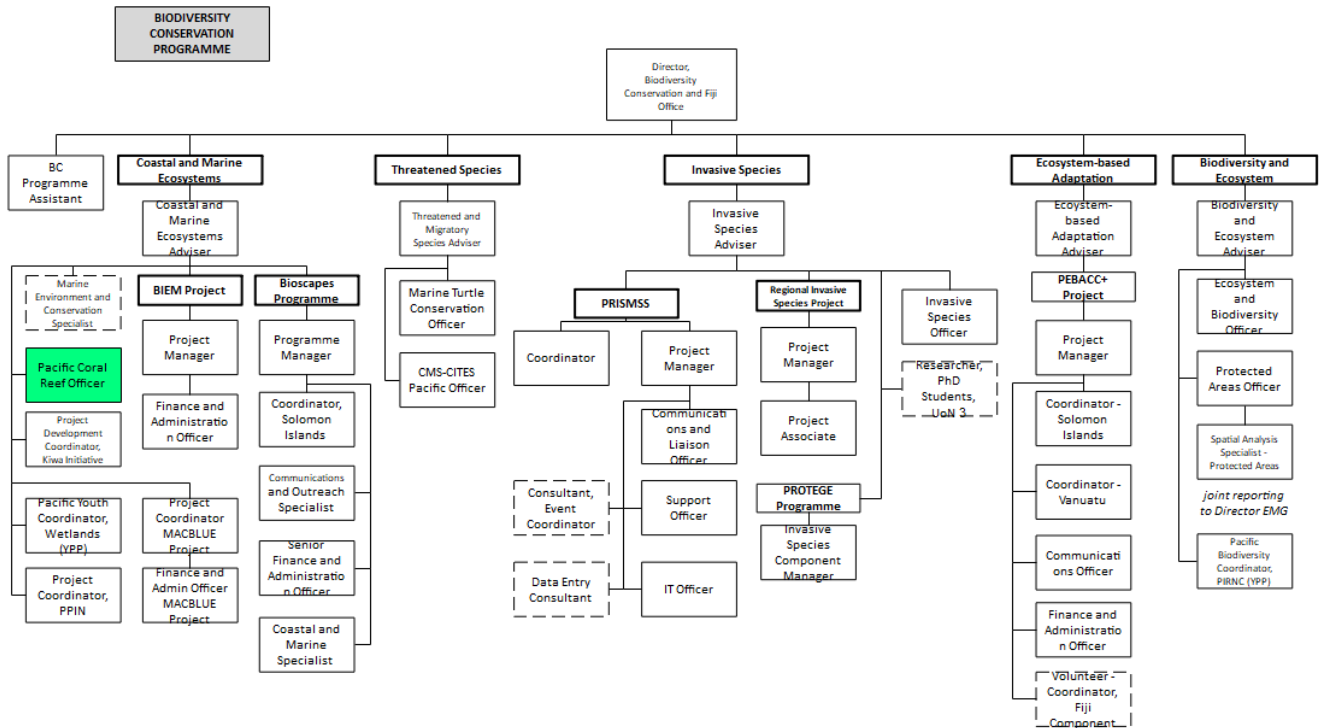
1. Conservation of habitats and biodiversity
2. Sustainable fisheries and food security
3. Resilience and adaptation to climate change
4. Sustainable tourism

Local awareness, custodianship and traditional knowledge make an important contribution to each of these priorities.

B. JOB DESCRIPTION

Job Title:	Pacific Coral Reef Officer (PCRO)
Programme:	Biodiversity Conservation Programme
Department:	Coastal and Marine
Team:	Coastal and Marine
Responsible To:	Coastal and Marine Ecosystem Adviser
Responsible For: (Total number of staff)	0
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> Provide strategic, policy and technical advice to SPREP Members to support their priorities on the conservation and management of coral reef ecosystem, including the implementation of the Pacific Coral Reef Action Plan 2021 – 2030.
Date:	March 2025

Organisation Context



Key Result Areas

The position of **Pacific Coral Reef Officer** addresses the following Key Result Areas:

1. Strategic, policy and technical advice and assistance
2. Implementation of the Pacific Coral Reef Action Plan
3. Networking, partnerships and collaboration
4. Fundraising, capacity building and training

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

Jobholder is accountable for	Jobholder is successful when
<p>1. Strategic, policy and technical advice and assistance</p> <ol style="list-style-type: none"> a) Provide policy and technical advice and assistance to SPREP members and other key international and/or regional organisations on coral reef conservation and management strategies. b) Provide technical and advisory support to the Pacific Island countries on the implementation of decisions and outcomes from key international and regional agreements eg, Convention on Biological Diversity (CBD), Sustainable Development Goals (SDG), Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES), Ramsar Convention, Intergovernmental Negotiating Committee (INC), United Nations Decade of Ocean Science into national policies to ensure coral reefs remain at the top of these international and regional agenda. c) Contribute and provide technical inputs towards the development and revision of policies and strategy plans related to coral reef protection 	<ul style="list-style-type: none"> • Technical and policy advice is provided and accepted by Members and/or partners and strategies are implemented. • Technical and policy advice supports Member’s obligations and commitments in international and regional agreements around coral reef management and protection. • Technical inputs provided to support the development and revision of policies and strategic plans, frameworks on coral reefs
<p>2. Implementation of the Pacific Coral Reef Action Plan</p> <ol style="list-style-type: none"> a) Lead the coordination and implementation of the Action areas identified in the Pacific Coral Reef Action Plan, including the monitoring and reporting on the progress of implementation. b) Develop a tailored monitoring, evaluation and reporting plan to assess progress and impacts of the Pacific coral reef action plan. c) Ensure alignment of the Pacific coral reef action plan with regional and international frameworks, including the ICRI Plan of Action, Pacific Islands Framework for Nature Conservation and Protected Areas. 	<ul style="list-style-type: none"> • Accurate and effective technical support is provided to countries, stakeholders and partners to implement the Pacific Coral Reef Action Plan • Successful coral reef conservation and management activities are implemented in selected countries. • MEL developed to assess the progress and impacts of the Pacific Coral Reef Action Plan • Policy briefs, communication and advocacy materials developed

<p>d) Develop policy briefs, advocacy and communication materials to promote the objectives of the Pacific coral reef action plan.</p>	
<p>3. Networking, partnerships and collaboration</p> <p>a) Facilitate and foster multi-stakeholder and community of practice engagement, including governments, NGOs, communities, and scientific institutions, to enhance collaboration and sharing of information on coral reefs</p> <p>b) Identify and develop opportunities for networking and partnership with key partners to work collaboratively on coral reef conservation and management.</p> <p>c) Engage with the Protected Areas and Species Working Groups under the Pacific Islands Roundtable for Nature Conservation (PIRT).</p>	<ul style="list-style-type: none"> • Communities of practice and partners are successfully collaborating on coral reef conservation and management initiatives. • Participating and engaged in the Protected Areas and Species Working Group with updates on coral reef initiatives provided to the Working Groups and to PIRT as needed. • Actively and effectively engaged in the coral reef conferences, meetings both at national, regional and international level.
<p>4. Fundraising, capacity building and training</p> <p>a) Identify and secure funding resources and financing to support the implementation of national coral reef plans and priorities linked to the Pacific Coral Reef Action Plan and other regional and international commitments and obligations.</p> <p>b) Design and implement training, knowledge sharing and capacity building programmes and activities on coral reef conservation and management to meet specific PICTs needs.</p>	<ul style="list-style-type: none"> • Funding resources secured to support the implementation of activities and priorities • Training and capacity building programs are designed and implemented in a targeted manner, and national capacity is strengthened.

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 Supervisor 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:

- Ensuring the successful implementation of the Pacific coral reef action plan
- Developing, strengthening and maintaining strong and effective partnerships
- Securing funding and resources to develop projects that would support activities for PICTs
- Ensuring international and regional commitments and decisions are integrated into national policies and strategic frameworks

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
<p>External</p> <ul style="list-style-type: none"> • SPREP Members • Donors / Partners • Scientific organisations • Regional / International organisations • CROP agencies • Coral reef institutions, networks, alliances, and consortiums 	<ul style="list-style-type: none"> • Ongoing liaison and support for SPREP Members and partners • Advice, consultations and collaboration • Developing joint activities and common approaches including capacity building • Communications and reporting
<p>Internal</p> <ul style="list-style-type: none"> • Director BCP • Coastal and Marine Ecosystem Adviser • Coastal and Marine Ecosystem team • SPREP Programme staff • SPREP Legal Counsel • Communications and Outreach Adviser 	<ul style="list-style-type: none"> • Advice and reporting • Development of integrated organisation-wide strategies on relevant issues • Communication and information sharing

Level of Delegation

The position holder:

- Manages an operational budget
- Can authorise costs in own budget up to a certain limit
- 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 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 Bachelor degree in Marine Science, Coastal and Marine Ecology, Environmental Science, Marine Biology, Environmental/Resource management or other related environmental discipline.

Knowledge / Experience

Essential

2. At least 5 years of work experience in coastal and marine ecosystem planning, management and conservation, preferably in the Pacific islands region.
3. Excellent strategic advisory, coordination and analytical skills with demonstrated ability to collect relevant data and scientific knowledge, synthesise and format in ways adapted to different audiences, provide technical advice and support to national authorities, local or regional partners.
4. Expertise in coastal and marine issues and challenges facing the Pacific Islands region, in particular those relating to coral reef management, conservation and restoration. Excellent knowledge of best available science and techniques around coral conservation and/or restoration, especially those applicable in the Pacific context.
5. Demonstrated experience in programme and project management, including the development of funding proposals, monitoring and evaluation, financial management and reporting.
6. Excellent written and verbal communication skills including high level presentation and interpersonal skills, strategic collaboration and networking with donors and partners with demonstrated 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 working environment. Demonstrated evidence to navigate the coral reef space comprising donors, networks, alliances and consortiums.
7. Good knowledge and understanding of cultural and traditional knowledge and management, preferably in the context of the Pacific Ocean, as well as excellent understanding and appreciation of environmental ethics, values and priorities within the workplace.

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"> • Analytical skills • Technical advisory • Environment knowledge in coastal and marine • Project development, monitoring and evaluation • Project management
Advanced level	<ul style="list-style-type: none"> • Environmental issues in the Pacific islands region • Emerging environmental issues and challenges • Inter-cultural communications, preferably in the Pacific region • Multi-disciplinary teamwork. • Relevant international agreements related to coastal and marine management, climate change, and ocean governance
Working Knowledge	<ul style="list-style-type: none"> • General management principles • Accountability and transparency principles • Gender equity
Awareness	<ul style="list-style-type: none"> • SPREP Strategic Plan • SPREP Performance Implementation Plan • Pacific Coral Reef Action Plan • 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 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.

C. REMUNERATION PACKAGE – TERMS & CONDITIONS

Duty Station: The position will be based in Apia, Samoa.

Duration: Appointment is for an initial term of 3 years with possible subject to confirmation of SPREP programmes and activities, availability of funds and performance during the initial term.

Salary: Salary is denominated in International Monetary Fund Special Drawing Rights (SDRs). Remuneration for this post falls within Band 10 of SPREP's salary scale. Starting salary will be SDR30,237 per annum. Currently, the equivalent is SAT115,393 per annum. Upon confirmation of probation, salary will be adjusted to SDR34,016 which is equivalent to SAT129,817 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 SDR4,256 will be paid to the successful candidate. This is currently equivalent to SAT16,244. 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.

Term: For staff recruited from outside Samoa, the term begins from the day the appointee leaves their home to take up the appointment. The offer for appointment is confirmed only upon receipt of satisfactory medical examination including full vaccination against COVID-19, a clean police report and certified official documents including qualifications. The confirmation of appointment is subject to 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 will be based on the Secretariat's Performance Development System.

Retirement Age: SPREP's retirement age is set at 65 years.

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 enroute 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

- 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.

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

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

Repatriation allowance: The appointee is entitled to a repatriation allowance equivalent to two week's salary, upon successful completion of contract, provided the contract is not extended or renewed. For 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 per annum per dependent child, with an overall maximum of SAT46,800 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 every 18 months of service 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 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 SAT2,400 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 a recognised Superannuation Fund. An expatriate internationally recruited staff member has the option to participate in the local Superannuation Fund or nominate another recognised Fund 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%.

Gratuity Payment: Nationals of Samoa are entitled to a gratuity payment equivalent to two week's salary, upon successful completion of the contract, provided the contract is not extended or renewed. For project positions, upon successful completion of the project.

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

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. All genders 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.

D. 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 Coral Reef Officer (PCRO)**” 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 Coral Reef Officer (PCRO)**”

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

For further enquiries, contact Ms. Olivia Hogarth on telephones (685) 21929 ext 285 or Email: <mailto:oliviah@sprep.org>

CLOSING DATE: Friday, 25 April 2025: Late applications will not be considered.

SPREP is an Equal Opportunity Employer