



APPLICANT INFORMATION PACKAGE
**Project Manager – Intra-ACP Climate Services and related
Applications (CLIMSA) Project**

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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 over 130 staff. There are SPREP offices in Fiji, the Republic of the Marshalls Islands and Vanuatu.

SPREP has an annual budget of approximately USD30 million in 2021.

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**

About the Climate Services and Related Application (CLIMSA) Project in the Pacific:

The project is implemented within the framework of an existing Financing Agreement between the Organisation of African, Caribbean and Pacific (ACP) States Secretariat (“OACPS Secretariat”) and the European Union (EU) for the implementation of the **Intra-ACP Climate Services and Related Application (CLIMSA) Programme**. The programme has been approved for a total of EUR 85M under the intra ACP Cooperation – 11th European Development Fund - Strategy Paper and Indicative Programme 2014-2020 programming actions for the ACP regional organizations/institutions and countries. The Action is to be implemented in the ACP regions¹ and countries aiming at building regional level capacity while at the same time support ACP member countries in improving their capacities to adapt to and mitigate the impacts of climate change.

The overall goal of CLIMSA is to support the climate information services value chain with technical and financial assistance, infrastructure and capacity building. This will ultimately result in improved access and use of climate information and enable and encourage the generation and use of climate services and applications for decision-making at all levels in the Pacific region. For the Pacific, this Action is timely and necessary since climate variability and change are already having and will continue to have severe impacts on national economies and key socio-economic sectors in the absence of this type of large scale, resilience intervention. The Pacific region is particularly vulnerable to the adverse impacts of climate change. Its unique environment and social and economic challenges limit the capacity of Pacific ACP countries to reduce their vulnerability and exposure to climate change impacts.

There are Five (5) Key Result Area of the CLIMSA Project, complementing all pillars and priorities of the Pacific Roadmap for Climate Services 2017-2026, Priority 2 of the Framework for Resilient Development in the Pacific (FRDP) 2017-2030 and Sendai Framework for Disaster Reduction, and Priority 3 on Improved Climate and Hydrological Services of the Pacific Islands Meteorological Strategy (PIMS) 2017-2026. It will strengthen the tools and capacity to bridge climate services and end-users in climate-sensitive sectors to resource and implement the GFCS on all levels. It is well aligned with United Nations 2030 Agenda for Sustainable Development, implementation of Paris Agreement and directly contributing to address SDG 13 on climate change and secondary to SDG 2 on zero hunger, SDG3 on good health and wellbeing, SDG5 on gender, SDG 6 on clean water, SDG 14 on life below water and SDG 15 on life on land.

All Pacific ACP members will directly benefit from the project with recognition of Samoa and Kiribati as pilot countries for this initiative at the national level. It will particularly focus on the agriculture and disaster risk reduction sectors. Agriculture² in this context refer to food security both on land (agriculture) and at sea (fisheries) which Samoa and Kiribati are dependent.

The project will work with expertise globally, regionally and nationally from the OACPS Secretariat, the UN specialised agency World Meteorological Organization (WMO) and the European Commission's Joint Research Centre (JRC). A total amount of EU 9.0 Million is allocated to Secretariat of the Pacific Regional Environment Programme (SPREP) as the lead organisation in the Pacific to deliver the activities over a five year period.

SPREP as the **Lead Organisation** for this Action in the Pacific is required to establish a Project Management Unit (PMU) to oversee and lead the overall day-to-day project and financial management and administration.

¹ ACP: Africa, Caribbean and Pacific Group of States

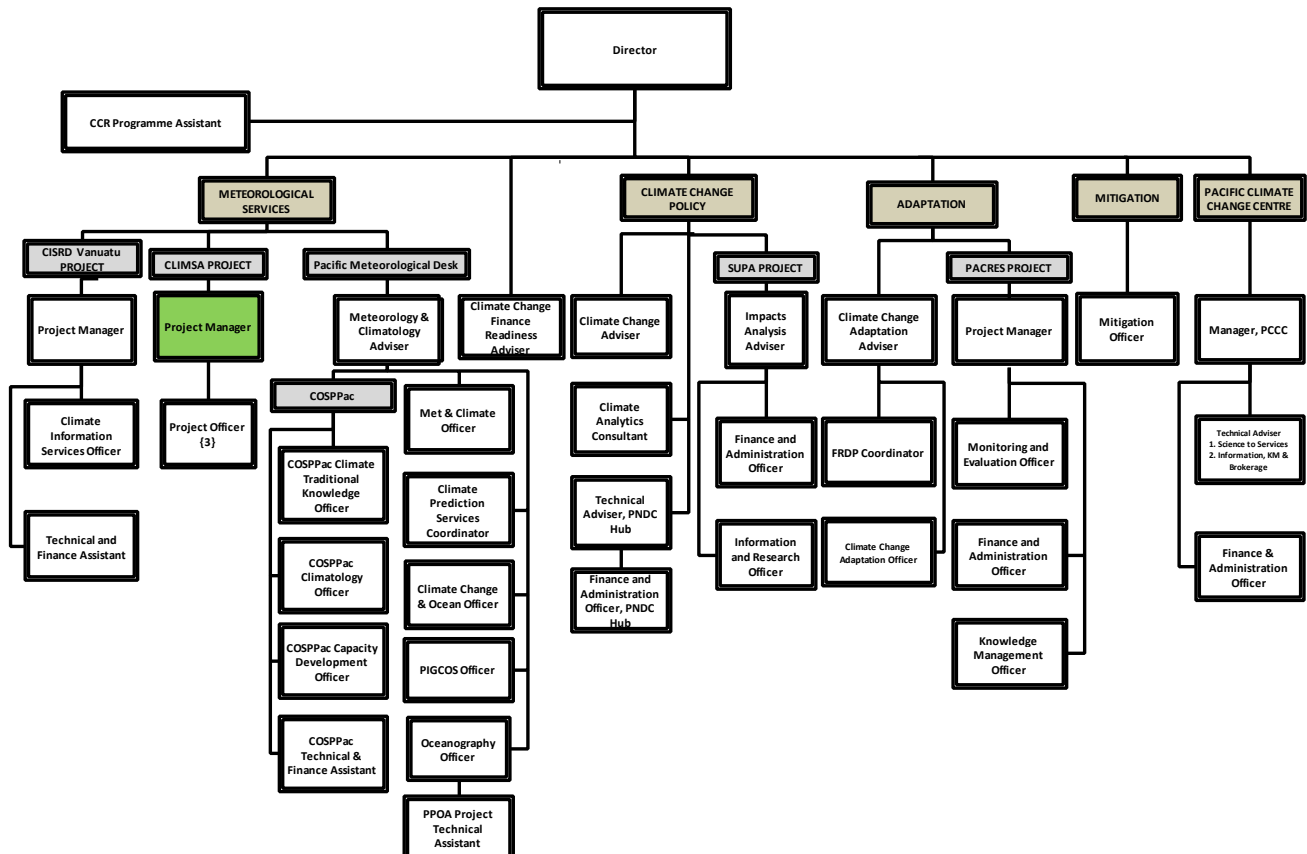
² Agriculture Sector in Samoa and Kiribati includes fisheries

A qualified and highly experienced Project Manager (PM) is required to lead the delivery of this exciting and high-profile project. The Project Manager will directly manage a 3-persons Project Team with 2 additional technical support officers based in Kiribati and Samoa Meteorological Services. The PM will work closely with other functional units within SPREP, and with the project teams of the World Meteorological Organisation (WMO), EU Joint Research Centre (JRC), European Organisation for the Exploitation of Meteorological Satellites (EUMETSAT), as well as the European Union (EU) Office in Suva and the ACP Secretariat in Brussels.

B. JOB DESCRIPTION

Job Title:	Project Manager – Intra ACP Climate Services and related Applications (CLIMSA) Project
Programme:	Climate Change Resilience
Team:	Pacific Meteorological Desk Partnership
Responsible To:	Director, Climate Change Resilience
Responsible For: (Total number of staff)	3
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> Lead the Project Team and delivery of the Intra ACP Climate Services and Related Applications (CLIMSA) Project
Date:	September 2021

Organisation Context



Key Result Areas

The position of **Project Manager – CLIMSA** addresses the following Key Result Areas:

1. Project leadership and management
2. Technical and policy advice, support and facilitation
3. Communications, visibility and capacity building
4. Monitoring, evaluation and reporting
5. Financial and 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
<p>1. Project leadership and management</p> <ol style="list-style-type: none"> a) Provide leadership and management of the project and the project team; b) Manage and implement the Project Team's contributions to the SPREP Performance Implementation Plan (PIP) and Results Framework. c) Develop and implement the Team's Annual Work Plan and Budget (AWP&B) to support the Programme's Annual Workplan including the planning and management of the team's human and financial resources. d) Provide technical guidance and assistance to the team as well as quality control of their work; e) Lead and work with the staff of the Project team in the development, monitoring and assessment of Performance Development Plans (PDPs) as well as the necessary learning and development to support their work; f) Lead and provide oversight of the overall implementation of project activities in line with the approved Action document and Budget; g) Manage successful implementation of and ensure compliance with the Contribution Agreement between SPREP and EU as well as any the subsidiary agreements between SPREP & focus countries including the provision of support, guidance and technical assistance to the project teams in WMO 	<ul style="list-style-type: none"> • The Project is being delivered effectively according to the approved Action document on time and to a high quality standard. • The SPREP Project team is a high performing team that delivers on its Annual Work Plan and Budget (AWP&B) objectives within the agreed timeframe and contributes to the overall achievement of the SPREP strategic priorities; • The Project team's work is well integrated and contributes to SPREP programmes; • Staff PDPs are developed and assessed on time; • The WMO and JRC are receiving the requisite guidance and support to ensure integrated, efficient and effective delivery of the project. • Joint programme planning, delivery and monitoring and evaluation in close consultation with the Director of the Programme, WMO, JRC, EUMETSAT, ACP Secretariat and EU Office in Suva. • Fully accountable to corporate responsibilities including budget management, financial reporting, staffing issues and other general management requirements; • Reports are submitted and received within the agreed timeframe. • Relevant pre-financing instalment payment conditions have been addressed prior to scheduled request for pre-financing instalments. • PMIS is up to date.

<p>and JRC and ensuring reporting and other obligations under the Agreement are met.</p> <p>h) Work with the project team to ensure six month and annual reports to EU/ACP are produced and submitted in a timely manner including annual audited financial reports and management declaration.</p> <p>i) Manage the relationship with WMO and JRC for the Action, RCC consortium members, EU and ACP as well as key project stakeholders.</p> <p>j) Coordinate with the Pacific Met Desk and SPREP on similar projects to ensure complementarity and to avoid duplication</p> <p>k) Manage the project through the SPREP Project Management Information System (PMIS)</p> <p>l) Coordinate the completion of requirements for pre-financing instalment payments to ensure smooth flow of funds between reporting periods.</p>	
<p>2. Technical and policy advice, support and facilitation</p> <p>a) Provide technical guidance, advice and decision with regard to the delivery of the project activities and project management issues.</p> <p>b) Coordinate the organisation and facilitation of the Project Steering Committee and Project Technical Coordination Group meetings.</p> <p>c) Coordinate the organisation and facilitation of the delivery of activities including regional, national and community workshops, consultations and trainings that are directly related to the Project;</p> <p>d) Provide oversight and guidance to technical experts, consultants in delivering the technical aspects of the project;</p> <p>e) Design detailed activity components with key partners such as WMO, JRC, ACP Secretariat, RCC consortium members and the EU Office in Suva;</p> <p>f) Prepare the overall and annual project work plans, procurement plan, gender integration plans, risks mitigation strategies, exit strategy and ensure</p>	<ul style="list-style-type: none"> • Well researched, relevant and timely technical and policy advice is provided to support effective delivery of the project • Provision of relevant strategic advice about the Action and its activities and linkages to various national, regional and global strategies • Technical challenges are resolved effectively in a timely manner and opportunities are utilised to the fullest including working with other technical experts within SPREP, WMO, JRC, ACP Secretariat and EU Office in Suva and in other partner organisations • Project Technical Coordination Group and Project Steering Committee meetings are successfully implemented and documented including the implementation of meeting resolutions. • Regional, national and community workshops are successfully implemented and documented. • Oversight and guidance are provided to WMO, JRC, RCC Consortium members and experts engaged in the project • Technical reports are developed, published and submitted to SPREP and shared with the EU, ACP and other key relevant stakeholders;

<p>continuous maintenance and update of these plans and strategies in consultation with the ACP Secretariat and EU Office in Suva;</p> <p>g) Coordinate and manage all funded services, supplies and equipment in accordance with the procurement requirements including the preparation of terms of references, review of consultancy reports and addressing issues pertaining to consultancy service delivery;</p> <p>h) Facilitate liaison, partnership and networking between the EU Delegation in Suva as well as other regional organisations, and key stakeholders involved in project implementation.</p> <p>i) Produce relevant technical reports with the support and advice of the project team and in particular WMO, JRC as well as EU Office in Suva.</p>	<ul style="list-style-type: none"> • Proposed detailed design of activities presented and supported by WMO, JRC, ACP Secretariat and EU Office in Suva; • Overall and annual workplans, procurement plan, gender integration plan, risk mitigation, exit strategy are developed and submitted in a timely manner, regularly updated, and supported and endorsed by the EU Office and the regional steering committee.
<p>3. Communications, visibility and capacity building</p> <p>a) Liaise closely with the project teams in the ACP Secretariat, WMO and JRC as well as the EU and ensure timely and effective communications amongst all project stakeholders</p> <p>b) Lead in coordinating the finalisation and implementation of the communication and visibility plan and coordinating information sharing about the Action and its activities</p> <p>c) Carry out relevant capacity building in areas that are essential for the successful implementation of the project.</p> <p>d) Assume overall responsibility for the widespread awareness about the Action in the P-ACP and widely dissemination of best practices and experiences as a result of the Action as well as highlighting the partnership(s) forged with EU/ACP municipalities as a result of the Action.</p>	<ul style="list-style-type: none"> • Activities, lessons learnt and best practises are well documented and disseminated at the national, regional and global levels • Project risks and remedial actions taken are communicated effectively and in a timely manner to the EU/ACP, and other project stakeholders, including within SPREP. • Communications and Visibility Plan finalised and implemented successfully. • Communications and visibility products are developed to raise the profile of the project at the community, national, regional and global levels. • The project is effectively represented at relevant community, national, regional and global fora. • Relevant capacity building and training initiatives provided to strengthen SPREP and Member’s positions and capabilities
<p>4. Monitoring, evaluation and reporting</p> <p>a) Monitor the overall progress of the project against the logical framework and</p>	<ul style="list-style-type: none"> • Narrative progress and audited financial reports and management declaration are developed to a high

<p>annual work plans including monitoring of activity delivery, environmental and social risks and remedial actions taken, ensuring cross-cutting social issues (gender, disability, human rights) identified are implemented.</p> <p>b) Ensure there is ongoing review and updates to the logical and results framework for consideration and approval by the Steering Committee.</p> <p>c) Lead in coordinating the development and provision of reports to EU/ACP as per the requirements of the Contribution agreement;</p> <p>d) Coordinate the submission of progress and audited financial reports to EU & ACP in accordance with the relevant provisions of the General and Special Conditions of the Contribution Agreement</p> <p>e) Develop and support implementation of strategies for the collection of relevant data and information against the project logical and results framework as well as the communication and visibility plan targets.</p> <p>f) Prepare technical and performance reports to Project Coordination Group and Steering Committee, as well as the Pacific Meteorological Council, SPREP Senior Leadership Team (SLT), EU & ACP.</p> <p>g) Work together with the WMO, JRC as well as the beneficiary countries through the technical focal points to ensure that the existing national reporting systems is able to integrate objectives and targets of the Action through their day-to-day national and sectoral activities</p> <p>h) Provide reports about the Action and information that support and promote the work of SPREP's programmes, Paris Agreement, Sendai Framework, Pacific Met Strategy, FRDP and other relevant global and regional frameworks as well as national priorities funded by the Action;</p>	<p>standard and submitted to EU & ACP in a timely manner</p> <ul style="list-style-type: none"> • Relevant and timely reports are provided to SPREP SLT and to PMC members, where necessary and regularly update the PMIS • Data and information from various sources, including field work is collected in a strategic and timely manner to support effective reporting and evaluation. • The project's logical and results framework is up to date and approved by the steering committee • Support and advice is provided to beneficiary countries' national governments and sectors and communities on ensuring their reporting systems & processes enable them to report on achievements, impact, lessons learnt and best practices as a result of the Action activities.
<p>4. Financial and administrative management</p> <p>a) Provide overall management of the project budget, ensuring proper, transparent and accountable</p>	<ul style="list-style-type: none"> • Financial reports are produced and submitted to EU & ACP in a timely manner.

<p>management of the budget in accordance with relevant SPREP and general and special conditions of the Contribution agreement.</p> <p>b) Ensure proper processes are followed for all project expenditures and procurement</p> <p>c) Coordinate the preparation of financial reports as required by the donor in collaboration with the SPREP finance team.</p> <p>d) Ensure that the required financial management processes are adhered to and that acquittal and expenditure reports are submitted.</p> <p>e) Coordinate annual project audits and management declaration in collaboration with SPREP's Finance team.</p> <p>f) Submit financial reports and other necessary documents to EU & ACP with the support of the SPREP Finance Team.</p> <p>g) Coordinate and manage all procurement requirements (e.g. contracts and consultancies in the project, including reviewing consultancy reports);</p>	<ul style="list-style-type: none"> • Audit opinion and management declaration is obtained on an annual basis; • Procurement activities are well managed under the SPREP rules as well as the general and special conditions of the contribution agreement • The co-delegates project teams are provided with support for the preparation of their acquittal and expenditure reports for submission to SPREP.
<p>5. Networking, partnerships and collaboration</p> <p>a) Manage the Regional Climate centre (RCC) Consortium members and the delivery approach for the Action including new partnerships established during the implementation of the Action and collaboration with other projects that could complement the activities of the Action.</p> <p>b) Identify and actively pursue funding opportunities to complement project activities and liaise with other donors for future funding to continue and sustain project activities where necessary.</p> <p>c) Work closely with the Pacific Meteorological Desk Partnership team and its partners to ensure that the Actions support the overall Pacific Island Met Strategy</p> <p>d) Provide support to the Pacific Meteorological Council held bi-annually and its expert Panels</p>	<ul style="list-style-type: none"> • SPREP, WMO, JRC and partners through the RCC Consortium are working effectively through the Pacific RCC to deliver the project efficiently and effectively. • Improved situational awareness of project results and outcomes by SPREP, EU, ACP, other donors and stakeholders • Robust network of partners at national, community, regional and global levels willing to support and collaborate to achieve the objectives of the Action and its activities. • New funding and partnership opportunities are pursued and secured for sustainability of project activities; • Support is provided to the PMC and the expert Panels

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 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 SPREP Senior Leadership Team, Member Countries, EU Delegation, the project's Steering Committee, as well as beneficiary countries about the Action and its progress.
- Ensuring project activities are implemented within the approved timeframe.
- Leading and managing a technically complex work area and providing timely guidance to the PMU, RCC Consortium members, technical staff and experts recruited under the Action to deliver the activities.
- Managing joint delivery and implementation of activities of the project at the regional, national and community levels.
- Coordination and collaboration with the WMO, JRC, EUMETSAT as well as EU and ACP, other relevant regional agencies and stakeholders
- Managing the project funds from EU, replenishment and ensuring compliance with the terms of the General and Special Conditions of the Contribution Agreement with EU in relation to the use of the fund and pre-financing requirements.
- Managing multiple duty travels of project team
- Managing all the required reporting and facilitation of meetings, workshops and consultations required under the Action.

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
External <ul style="list-style-type: none">● WMO, JRC, ACP Secretariat including their project teams;● EU Delegation in Suva● Steering Committee● RCC Consortium Members● PMC Members● Beneficiary countries● Partners organisations and municipalities in the EU and other ACP regions● Expert Consultancy Service providers● Regional / International organisations	<ul style="list-style-type: none">● Advice and assistance● Consultations and collaboration● Negotiations, communications and reporting

<p>Internal</p> <ul style="list-style-type: none"> • Senior Management Team • Climate Change Resilience Programme • Pacific Meteorological Desk Partnership • Other SPREP Programmes • Project Coordination Unit • Finance and Administration Department • Human Resource Department • All staff 	<ul style="list-style-type: none"> • Leadership and management • Supervision and delegation • Advice and support • Collaboration and coordination
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Level of Delegation

The position holder:

- Manages and has oversight of the Project budget and activities delivery;
- Can authorise costs in the project budget
- Can carry out negotiations for the project on behalf of SPREP
- 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 Master degree in Geography, Environmental Science, Meteorology, Climate Change 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. At least 10 years of extensive project management experience and an excellent project management track-record as well as technical assistance on projects related to climate or climate change and disaster resilience, with at least 7 years in a role requiring a similar degree of versatility and responsibility, preferably within the Pacific islands region.

3. Extensive knowledge of, and a demonstrable track record working on, climate change and disaster resilience, vulnerability reduction and/or climate change adaptation and mitigation projects, preferably in the Pacific islands region, with excellent knowledge of emerging climate change and disaster resilience issues and challenges faced by the Pacific region.
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 and funding institutions with proven fundraising experience.
5. Excellent project management and demonstrated leadership experience including the development of funding proposals, design and delivery of integrated work programme activities, monitoring and evaluation of performance, resource management as well as a good understanding of synergies and inter-linkages across multilateral climate change and disaster risk management agreements and frameworks at the global and regional levels.
6. Excellent leadership and team management experience including high level advisory and analytical skills as well as leading and nurturing teams of diverse technical backgrounds and expertise in multicultural and multi-disciplinary environments.
7. Excellent experience at strategic and high level communication, negotiation and reporting across diverse audiences, as well as extensive experience in capacity building, particularly in the Pacific setting.

Key Skills / Attributes / Job Specific Competencies

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

Expert level	<ul style="list-style-type: none"> • Leadership and Advisory • Project management, reporting, monitoring and evaluation • Analytical and Environmental knowledge • Work programme planning, budgeting and implementation • Synergies and linkages with climate change and disaster resilience issues in the region
Advanced level	<ul style="list-style-type: none"> • Meteorology, Climate, climate change and disaster resilience issues in the Pacific islands region • Emerging environmental and climate change issues and challenges • Data management
Working Knowledge	<ul style="list-style-type: none"> • Agriculture and DRR Sectors • General management principles • EU project management procedures (eg PAGODA)

Awareness	<ul style="list-style-type: none"> • UNFCCC, Paris Agreement and Climate Change funding mechanisms and processes • Sustainable Development Goals, SAMOA Pathway • Framework for Resilient Development in the Pacific • SPREP Strategic Plan • SPREP Work Programmes • SPREP Performance Implementation Plan
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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 Plan:

- 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.

C. REMUNERATION PACKAGE – TERMS & CONDITIONS

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

Duty Station: Apia, Samoa.

Duration: Appointment is for a term of 4.5 years in line with the project time frame.

Salary: Salary is denominated in International Monetary Fund Special Drawing Rights (SDRs). Remuneration for this post falls within Band 12 of SPREP’s salary scale. Starting salary will be SDR40,801 per annum. Currently, the equivalent in Samoan Tala is 155,710 (USD\$64,879) per annum. Upon confirmation of probation, salary will be adjusted to SDR45,901 which is equivalent to SAT175,173 (USD72,989) 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 SDR5,147 will be paid to the successful candidate. The current equivalent in Samoan Tala is SAT19,642 (USD8,184). Upon confirmation of probation, this will be adjusted to SDR5,577 which is equivalent to SAT21,283 (USD8,868) 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, 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 SAT\$4,198 (USD\$1,659).

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 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 (USD\$19,500) per annum per family of 3 or more eligible children.

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

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

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

Security Assistance: Security-related expenses maybe reimbursed against actual receipts up to SAT2,400 (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 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.

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.

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 Project Manager, Intra ACP Climate Services and Related Application (CLIMSA) Project**” 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 Project Manager, Intra ACP Climate Services and Related Application (CLIMSA) Project**”

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

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

CLOSING DATE: Thursday, 30 September 2021: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
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