



APPLICANT INFORMATION PACKAGE
PROJECT MANAGER – Pacific Ocean Litter Project (POLP)

READVERTISEMENT

***PREVIOUS APPLICANTS DO NOT NEED TO REAPPLY AS ALL
APPLICATIONS RECEIVED WILL BE CONSIDERED***

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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**

B. Pacific Ocean Litter Project

Marine litter is a pressing environmental, health and economic development problem for Pacific island countries. Plastic pollution in particular, threatens the livelihoods of Pacific island communities that are dependent on coastal systems for food, trade and tourism. Plastics adversely affect fish and other marine life, coral reefs, beaches and mangrove forests, and devalues the amenity of coastlines, threatening the growing tourism sector.

At the 2017 and 2018 Pacific Island Forum leaders' meetings, Pacific leaders committed to addressing the issue of single-use plastics as a matter of urgency and endorsed SPREP's *Pacific Regional Action Plan for Marine Litter* (or simply the 'Marine Litter Action Plan').

Many Pacific countries have already commenced or announced plastic reduction initiatives such as plastic bag bans or levies, plastic straw and polystyrene take away container bans and container deposit levies. These initiatives emphasise the Pacific region's strong commitment to address marine plastic pollution.

Project Inception

The Australian-funded *Pacific Ocean Litter Project* was borne from the Australian Government's desire to assist SPREP and Pacific island countries (PICs) with the implementation of agreed actions under the Marine Litter Action Plan, and forms part of broader Australian Government support for sustainable oceans in the Pacific.



POLP is funded by the Australian Department of Foreign Affairs and Trade (DFAT) through the *Australian Aid Program* under a grant arrangement with SPREP as the regional implementing partner.

Preliminary design work for the Project commenced in March 2019 and included representatives from SPREP, other Pacific donors and officers from the Australian Department of Agriculture, Water and the Environment. The design initially addressed key marine litter threats and proposed actions identified through the Marine Litter Action Plan under the original four-year, AUD 8 million funding commitment by the Australian Government. In July 2019 Australia expanded this commitment to support a six-year, AUD 16 million project investment.

Given the enthusiasm with which PICs have embraced this issue, the Australian Government's funding commitment under POLP represents a timely investment for the provision of much needed technical support, capacity building assistance and resources to implement plastic reduction measures.

Project - Long-term outcome

The long-term outcome of the Project is:

'Cleaner coastal environments for Pacific island countries'

Project - Intermediate outcomes

The Project has been designed to deliver support to Pacific island countries through an integrated approach addressing legislation, policy and planning, increasing consumer awareness and changing behaviour, working closely with industry groups and small businesses and by identifying and providing information about sustainable alternative products and practices.

Consequently, the five *intermediate* outcomes which will guide project investment are:

1. Measures, policies or practical strategies to reduce single-use plastics are developed and provided to pilot countries.
2. Local and visiting consumers (women, men, girls and boys) are using less single-use plastics and more alternative products.
3. Target sectors, companies and businesses adopt plastic reduction measures.
4. Alternative products and practices are identified for adoption; and
5. SPREP, as the regional lead agency, has the capacity to coordinate the delivery of the Marine Litter Action Plan.

Project – Geographic focus

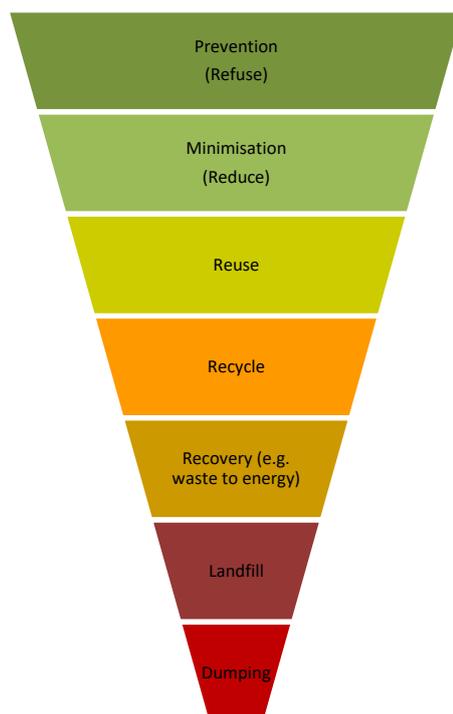
Project funding will provide support, advice and assistance for the Pacific island countries of Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Nauru, Niue, Palau, Papua New Guinea, Republic of the Marshall Islands, Samoa, Solomon Islands, Tonga, Tuvalu and Vanuatu. These countries will derive benefit either by direct support for domestic single-use plastic reduction activities or through regional Project initiatives, shared learning / outcomes and 'best practice' examples which emerge through Project actions delivered in counterpart Pacific nations.

Project – Environmental Threat focus

POLP will work to reduce the volume of single-use plastics ending up as marine litter in Pacific coastal environments by focussing on reducing single-use plastics from land-based sources, primarily from household and tourism industry litter, including:

- Plastic bags;
- Polystyrene take-away food packaging;
- Disposable plastic cutlery, plates & cups;
- Plastic straws; and
- PET bottles.

The Marine Litter Plan outlines a hierarchy of waste management actions (drawn from the UN's Environment Programme). POLP activities will primarily address the 'Refuse' and 'Reduce' actions:



Project – Pacific Donor Coordination and Engagement

In order to maximise the outcomes for individual Pacific nations and the region, the Project will also act on behalf of SPREP to coordinate and facilitate partnerships with government agencies, donors, partners, industry and community groups to focus on reducing the primary sources of marine plastic litter under the framework of the Marine Litter Action Plan.

The skills and expertise of the Project team will complement other donor-funded waste programmes, especially those that have links with marine plastic pollution. The Project has been designed to enable other donors to invest and scale up the Project geographically - or by directing support to any of the Marine Litter Action Plan's recommended actions which are currently beyond the scope of the POLP.

Project – Implementation team

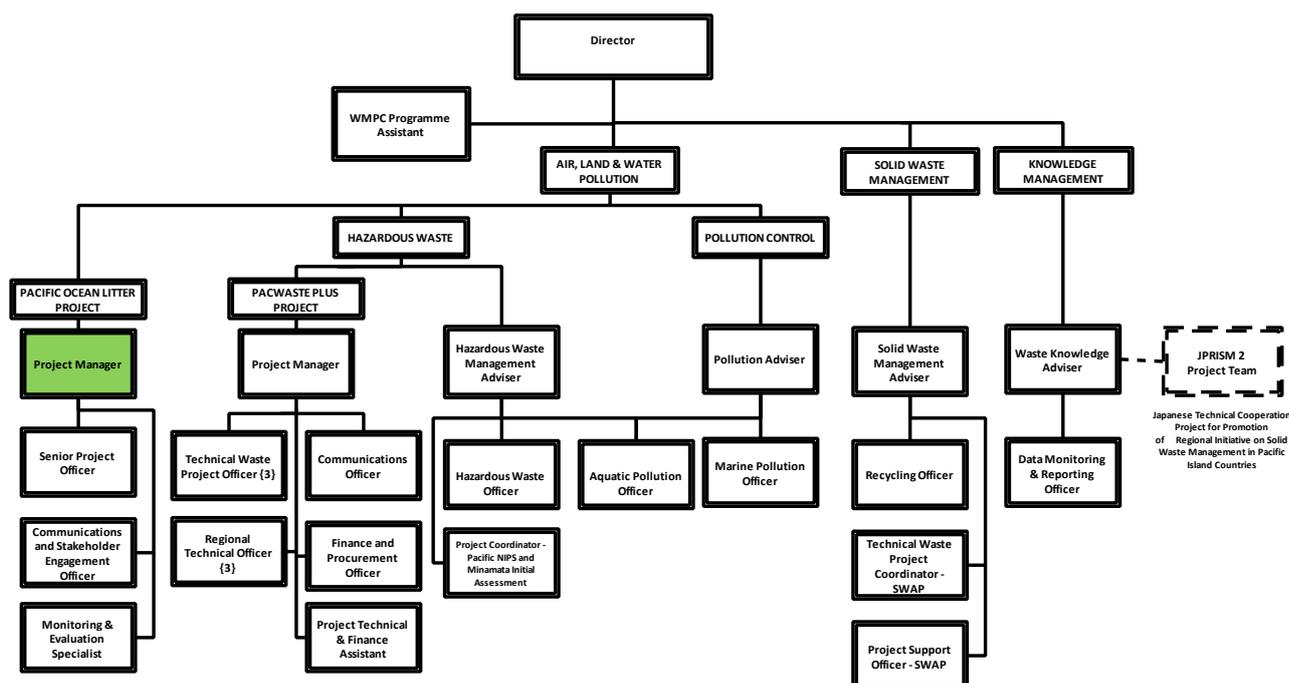
The Australian Government's investment in POLP includes funding for SPREP to establish a Marine Litter team to implement the POLP, and coordinate similar initiatives across the region. The team will include:

- A Project Manager (this recruitment);
- A Senior Project Officer;
- A Communications and Stakeholder Engagement Officer; and
- A Monitoring and Evaluation specialist.

C. JOB DESCRIPTION

Job Title:	Project Manager – Pacific Ocean Litter Project (PMPOLP)
Programme:	Waste Management and Pollution Control
Team:	Pacific Ocean Litter Project
Responsible To:	Director, Waste Management and Pollution Control
Responsible For: (Total number of staff)	Pacific Ocean Litter Project Team (3 team members)
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> Lead the Pacific Ocean Litter Project and project team to implement the suite of activities that achieves project outcomes and results.
Date:	July 2021

Organisation Context



Key Result Areas

The position of **Project Manager – Pacific Ocean Litter Project** addresses the following Key Result Areas:

1. Project leadership and management
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
<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 and quarterly 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 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 project document; 	<ul style="list-style-type: none"> • The Project team is a high performing team that delivers on its Annual Work Plan and Budget (AWP&B) objectives within the agreed timeframe and contribute to the overall achievement of the SPREP strategic priorities; • The team's work is well integrated and contributes to SPREP programmes; • Staff Performance Development Plans are developed and assessed on time; • Joint programme planning, delivery and monitoring and evaluation in close consultation with the Director of the Programme • Fully accountable to corporate responsibilities including budget management, financial reporting, staffing issues and other general management requirements; • Project is successfully implemented within the approved timeframe;
<p>2. Technical and policy advice, support and facilitation</p> <ol style="list-style-type: none"> a) Provide technical and policy advice on waste management and pollution control practices, legislation and regulations single-use plastics that are tailored to suit the needs of Pacific Island Countries; b) Coordinate and implement regional and national workshops related to the Project; 	<ul style="list-style-type: none"> • Well researched, relevant and timely technical and policy advice on waste and pollution is provided, including detailed design activity components; • Regional and national workshops are successfully implemented and documented; • Adoption of best practices in waste and pollution management based on informed decisions;

<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) Prepare overall and annual work plans, procurement plans, gender integration plans, risk strategies and exit strategies;</p> <p>e) Produce relevant technical reports with the support and advice of the project team;</p> <p>f) Identify risk and ensure effective troubleshooting is provided to selected stakeholders.</p>	<ul style="list-style-type: none"> • Technical reports are developed and submitted to DFAT and SPREP on time; • Risks are minimised and troubleshooting mechanisms are in place and are utilised by the relevant stakeholders.
<p>3. Communications and capacity building</p> <p>a) Provide technical advice and reports on waste and pollution management information that support and promote the work of SPREP’s programmes and projects in the region;</p> <p>b) Coordinate communication and information sharing, integrated planning and implementation of POLP initiatives;</p> <p>c) Lead in coordinating and providing reporting to relevant donors and partners on the Pacific Ocean Litter 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>	<ul style="list-style-type: none"> • Waste and pollution information is captured, analysed and disseminated through relevant networks and audiences for awareness; • Waste and pollution information and data are synthesised and integrated into planning and decision making processes at the national and regional level; • Relevant capacity building and training initiatives provided to strengthen SPREP and Member’s positions and capabilities • Improved awareness by Pacific island countries and territories of project results and outcomes
<p>4. Monitoring, evaluation and reporting</p> <p>a) Develop and contribute to the monitoring and evaluation framework of the Pacific Ocean Litter Project;</p> <p>b) Prepare technical and performance reports to Senior Leadership Team (SLT) and Donors, where necessary.</p> <p>c) Provide update reports to donors, partners and members on the progress of Pacific Ocean Litter Project.</p> <p>d) Ensure reports to DFAT and SPREP are produced and submitted in a timely manner.</p>	<ul style="list-style-type: none"> • Monitoring and Evaluation framework for the project is developed and utilised; • Relevant and timely reports are provided to SPREP SLT and to members, where necessary. • Effective and timely reporting to donors, partners and participating countries • Reports are submitted and received within the agreed timeframe.
<p>5. Financial and project administrative management</p> <p>a) Leverage existing funding by identifying and actively pursuing secure funding</p>	<ul style="list-style-type: none"> • New funding opportunities are secured for sustainability of project activities;

<p>opportunities and liaison with donors for the continuation and sustainability of project activities where necessary;</p> <p>b) Coordinate and manage all funded services, supplies and equipment in accordance with SPREP procurement requirements, including preparation of terms of reference and review of consultancies reports.</p> <p>c) Ensure a clean project audit is obtained on an annual basis</p> <p>d) Submit financial reports and other necessary documents to donor with the support of the SPREP Finance Department.</p>	<ul style="list-style-type: none"> • New partnerships with donors are established for implementation with resources secured; • 100% compliance with finance policy, rules, regulations and laws • Clean audit is obtained on an annual basis demonstrating compliance with relevant legislation and regulations; • Financial reports are produced and submitted to donors in a timely manner.
<p>6. Networking, partnerships and collaboration</p> <p>a) Work together with the 14 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"> • Support and advice is provided to Pacific Island Members on ensuring their systems enable them to make informed and effective decisions. • Improved awareness by Pacific Island Countries of project results and outcomes • Improved and strengthened regional networking, coordination and collaboration in achievement of the project’s objectives

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 Senior Leadership Team and Members
- Ensuring project activities are implemented within the approved timeframe
- Leading and managing a technically complex work area and providing timely guidance to the project team
- Coordination and collaboration with other regional agencies and stakeholders
- Leveraging and securing further funding and resources
- Working across multiple agencies in ensuring delivery of result areas of the projects delivering project activities in remote outer islands.
- Managing multiple duty travels of project team

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"> • Member countries • Donors / Partners • Professional / Scientific organisations • Regional / International organisations 	<ul style="list-style-type: none"> • Advice and assistance • Consultations and collaboration • Negotiations • Fundraising • Communications and reporting
<p>Internal</p> <ul style="list-style-type: none"> • Executive • Senior Leadership Team • All staff 	<ul style="list-style-type: none"> • Leadership and management • Supervision and delegation • Advice and support

Level of Delegation

The position holder:

- manages and has oversight of the Project budget
- can authorise costs in the project budget
- carry out negotiations for the project on behalf of SPREP
- 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 Environmental Management, Chemistry 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 technical assistance on projects related to waste management and pollution control, with at least 7 years of this experience in a role requiring a similar degree of versatility and responsibility, preferably within the Pacific islands region.
3. Excellent 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, preferably within the Pacific islands region. Knowledge of Small Island States and behavioural psychology would be considered favourably.
4. Excellent relationship management and fundraising skills and experience that demonstrate a high level of professional and constructive engagement with a diverse range of stakeholders as well as an excellent understanding of key donor partners (especially DFAT) and funding institutions with proven fundraising experience
5. Excellent project management and leadership experience including the development of funding proposals, design and delivery of integrated work programme activities, monitoring and evaluation of performance, resource management as well as a good understanding of synergies and inter-linkages across multilateral environmental agreements
6. Excellent leadership and 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 • Analytical and Environmental knowledge • Project management, development, monitoring and evaluation • Work programme planning, budgeting and implementation • Fundraising and contract management • Synergies and linkages with the cross-cutting issues of climate change and ocean health
Advanced level	<ul style="list-style-type: none"> • Environmental issues in the Pacific islands region • Emerging environmental issues and challenges • Behaviour change practices • Data management • Gender equity
Working Knowledge	<ul style="list-style-type: none"> • General management principles • Circular economy
Awareness	<ul style="list-style-type: none"> • SPREP Strategic Plan • SPREP Work Programmes • SPREP Performance Implementation Plan • Cleaner Pacific 2025 • Key multilateral environmental agreements (MEAs) related to waste management and pollution control

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

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

Change to job description

From time to time it may be necessary to consider changes in the Job Description in response to the changing nature of our work environment– including technological requirements or statutory changes.

This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.

D. REMUNERATION PACKAGE – TERMS & CONDITIONS

“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 up to December 2026 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 13 of SPREP’s salary scale. Starting salary will be SDR46,802 per annum. Currently, the equivalent in Samoan Tala is SAT178,610 (USD74,421) per annum. Upon confirmation of probation, salary will be adjusted to SDR52,562 which is equivalent to SAT200,937 (USD83,724) 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 SDR5,653 will be paid to the successful candidate. The current equivalent in Samoan Tala is SAT21,572 (USD8,989). Upon confirmation of probation, this will be adjusted to SDR6,146 which is equivalent to SAT23,454 (USD9,773) 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\$1,749).

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 Samoan Tala 15,600 (USD6,500) per annum per dependent child, with an overall maximum of Samoan Tala 46,800 (USD19,500) per annum per family of 3 or more eligible children.

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

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

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

Security Assistance: Security-related expenses maybe reimbursed against actual receipts up to 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.

E. ADMINISTRATIVE INFORMATION

ESSENTIAL: Applications should include:

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

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

SUBMITTING APPLICATIONS:

- a) **BY EMAIL:** (*MOST PREFERRED OPTION*) Subject matter to be clearly marked “**Application for Project Manager – Pacific Ocean Litter 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 – Pacific Ocean Litter 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 Roger Warren on telephone (685) 21929 ext 325 or Email: rogerw@sprep.org

Closing date: Friday, 15 October 2021: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
