



SPREP
Secretariat of the Pacific Regional
Environment Programme

APPLICANT INFORMATION PACKAGE

Project Support Officer - ClimSA

Local Recruitment

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A. Background Information on SPREP

The *Secretariat of the Pacific Region Environment Programme (SPREP)* is the regional organisation established by the Governments and Administrations of the Pacific charged with protecting and managing the environment and natural resources of the Pacific.

The head office is based in Apia, Samoa with other SPREP offices in Fiji, the Republic of the Marshalls Islands, 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**

PROJECT BACKGROUND

INTRA-ACP CLIMATE SERVICES AND RELATED APPLICATIONS PROGRAMME (ClimSA)

The Intra-ACP Climate Services and Related Applications Programme (ClimSA) is a flagship €85 million initiative of the Organisation of African, Caribbean and Pacific States (OACPS), funded by the European Union under the 11th European Development Fund (EDF). Running from 2021 to 2027, the programme aims to enhance the generation, access, and application of climate information and services in support of decision-making across climate-sensitive sectors.

ClimSA is implemented across Africa, the Caribbean, and the Pacific, in partnership with global technical agencies such as the World Meteorological Organization (WMO), the European Organisation for the Exploitation of Meteorological Satellites (EUMETSAT), and the European Commission's Joint Research Centre (JRC).

ClimSA targets the entire climate services value chain—from data observation, modelling, and analysis to the delivery of tailored climate services to end users. Its key objectives include:

- Strengthening the production and delivery of reliable, timely, and user-driven climate services.
- Enhancing institutional and human capacity to interpret and apply climate data.
- Improving access to and sharing of climate information at regional and national levels.
- Supporting decision-making in critical sectors such as agriculture, water, energy, health, and disaster risk reduction.
- Promoting the mainstreaming of climate-informed planning and policies.

The Pacific Component of ClimSA is implemented by the Secretariat of the Pacific Regional Environment Programme (SPREP), with a total investment of approximately €9 million to be delivered over five years. The Pacific intervention focuses on strengthening climate services in the region through infrastructure development, technical capacity-building, and the creation of tailored, sector-specific information products.

The programme targets Pacific ACP countries, with pilot initiatives in Kiribati and Samoa, and extended support to Tonga, Nauru, and other Pacific Island Countries and Territories (PICTs). Key sectors supported include:

- Agriculture and food security
- Fisheries
- Disaster risk management
- Health
- Water resource management

To manage implementation, SPREP has established a dedicated Project Management Unit (PMU) based at its headquarters in Apia, Samoa. The PMU coordinates closely with regional organisations (e.g. WMO, SPC), national meteorological and hydrological services (NMHSs), and key line ministries to ensure alignment with national priorities and regional strategies such as:

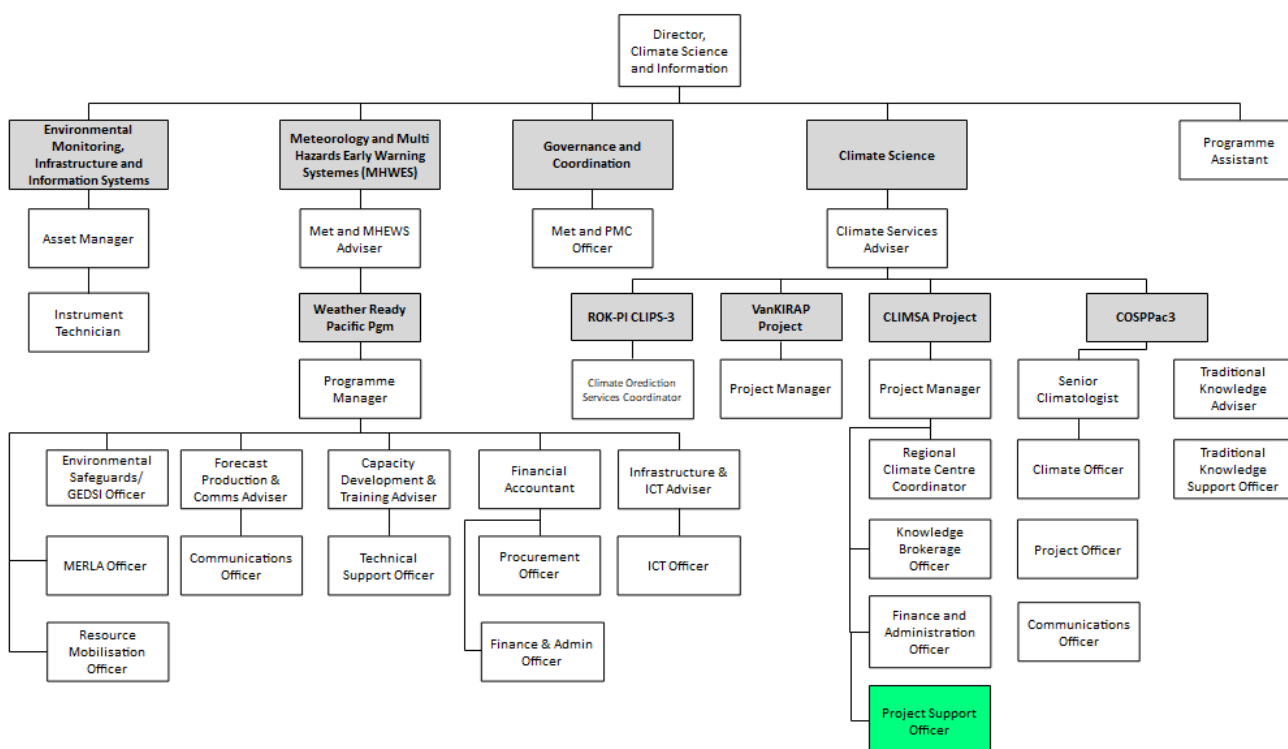
- The Pacific Roadmap for Climate Services (PRCS)
- The Framework for Resilient Development in the Pacific (FRDP)
- The Sustainable Development Goals (SDGs)
- The Sendai Framework for Disaster Risk Reduction

The Pacific programme emphasizes institutional sustainability, user engagement, and the co-development of climate services that are locally owned, actionable, and embedded into national systems.

B. JOB DESCRIPTION

Job Title:	Project Support Officer - ClimSA
Programme:	Climate Science and Information
Team:	The Intra-ACP Climate Services and Related Applications Programme (ClimSA)
Responsible To:	Project Manager - ClimSA
Responsible For: (Total number of staff)	N/A
Job Purpose:	This job exists to <ul style="list-style-type: none"> Provide technical and operations assistance and support in the management and implementation of the ClimSA Project
Date:	October 2025

Organisation Context



Key Result Areas

The position of **Project Support Officer - ClimSA** addresses the following Key Result Areas:

1. National Implementation Support
2. Operational and Logistical Support to Programme Delivery
3. Monitoring, Reporting, and Documentation
4. Systems Support

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

Jobholder is accountable for	Jobholder is successful when
1. National Implementation Support <ol style="list-style-type: none"> a) Support the execution of national-level ClimSA activities in pilot and partner countries (e.g. Kiribati, Samoa, Tonga and Nauru) with the National Technical Support Officers b) Monitor project implementation as per the ClimSA Project Document and Letter of Agreement signed with each country. c) Support in preparation of National Workplan for each country d) Maintaining a database for support provided/funded by ClimSA for each of the country. 	<ul style="list-style-type: none"> • Activities in at least 2–3 countries are implemented on time and within budget, aligned with the national climate priorities. • Implementation status of each country against signed agreement is readily available • National workplans are developed, appropriately cost and followed. • Database of ClimSA support to country is maintained.
2. Operational and Logistical Support to Programme Delivery <ol style="list-style-type: none"> a) Provide operational support to the Project Management Unit (PMU), including logistics for all meetings, trainings, and regional missions b) Assist in preparing travel requests, workshop arrangements, and procurement documentation related to travel and workshops c) Maintain updated records of project activities, communications, and reports in coordination with relevant country focal points. d) Facilitate procurement of all items under USD10,000 threshold e) Execute all payments and its documentation for the ClimSA project. 	<ul style="list-style-type: none"> • Logistics for at least regional and national workshops, training events, or missions per year are effectively coordinated with no major issues or delays. • All procurement actions (e.g. service contracts, travel bookings, workshop materials) related to activities are completed in line with SPREP • Accurate and timely travel and logistical documentation is submitted for PMU approval with minimal errors or follow-up required. • All procurement under USD 10,000 is effectively executed. • Payments are processed within appropriate time.

<p>3. Monitoring, Reporting, and Documentation</p> <ul style="list-style-type: none"> a) Contribute to the preparation of progress reports, briefing notes, technical summaries, and monitoring data on national-level outputs. b) Support collection and validation of indicators relevant to ClimSA Pacific's performance framework. c) Ensure systematic documentation of lessons learned, success stories, and national consultations for reporting and communications. 	<ul style="list-style-type: none"> • implementation updates from assigned countries are consolidated and submitted to the PMU on time. • Inputs into donor reports (e.g. EU narrative or visibility reports) are provided accurately, complete, and aligned with ClimSA indicators. • Any Lessons learned and case studies in your area is captured and shared. • Supporting data for M&E indicators (e.g. attendance records, gender disaggregation, activity photos) is collected and archived for all relevant events.
<p>4. Systems Support</p> <ul style="list-style-type: none"> a) Compile project data and relevant information required for updating the PIMS and database/systems maintained by the project such as Monday.Com. b) Ensure information is correct and accurate in the systems including Financial System, Monday.Com and PIMS. c) Maintain and structure the ClimSA Share drive so that back-up documents are centrally filed. d) Maintain database of each financial transaction with all its supporting documents linked to ClimSA Share drive. 	<ul style="list-style-type: none"> • Project up to date information is available on all SPREP systems • All documents are filed as a backup and matched against their financial transaction for audit purposes.

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:

- Understanding donor financial and narrative reporting requirements and ensure that these requirements are adhered to
- Ensuring SPREP policies on procurement, travel and other related policies are followed
- Being aware of potential project risks and issues and managing these in an effective and efficient manner

- Provision of timely and accurate advisory support and assistance to stakeholders
- Communicating materials in a format that is easily understood by stakeholders at different levels

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
External <ul style="list-style-type: none"> • SPREP Members • Donors / Partners • Professional / Scientific organisations • Regional / International organisations 	<ul style="list-style-type: none"> • Providing and receiving information, advice and assistance • Capacity building • Answer queries • Respond to correspondences • Facilitation and coordination • Reporting and collaboration • Facilitation of travel arrangements
Internal <ul style="list-style-type: none"> • Executive • Senior Leadership Team • Director CSI • ClimSA Manager and Team • All SPREP Staff • Communications and Outreach Adviser • Finance Department 	<ul style="list-style-type: none"> • Reporting • Receiving and providing financial input • Assistance and Support • Facilitation • Meetings and discussions • Coordination and collaboration • Facilitation of travel arrangements

Level of Delegation

The position holder:

- Does not manage an operational budget

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. A Bachelor degree in Management, Administration, Finance, Accounting or relevant discipline OR relevant discipline (a certified qualification and membership from a recognised professional accounting institute would be an advantage)

Knowledge / Experience

Essential

2. At least 3 years of relevant practical experience supporting technical and operational aspects of project implementation, preferably within the context of regional or development programmes with proven experience in the following;
 - Coordinating logistics for events including travel arrangements, venue booking, catering, and on-site support is essential.
 - Familiarity with procurement processes, donor compliance requirements, and administrative procedures.
 - Project and contract management
3. Demonstrated research, analytical and reporting skills including strong organisational, office management and problem-solving skills and the ability to work with integrity and exercise good sense of judgement, diplomacy and tact within a multi-disciplinary and multi-cultural team environment.
4. Knowledge of project environment work, financial and administration systems and processes, financial management information systems and databases and appreciation of organisational policies, systems, processes and databases.
5. Demonstrated ability to multi-task and meet deadlines with minimal supervision, has strong self-motivation and initiative to think outside the box.
6. Demonstrated knowledge of accepted and emerging issues and challenges in operations of a regional project in the Pacific island's region as well as good understanding and appreciation of environmental ethics, values and priorities.
7. Excellent communication and diplomacy skills with high command of spoken and written English including demonstrated experience with media, publications, communications and networking with diverse stakeholders ranging from local community members to high-level government officials.

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">• English language (spoken and written)• Professionalism• Organisational, public relations and problem-solving skills• Interpersonal and communication skills• Research skills• Analytical and conceptual skills• Time management skills
Advanced level	<ul style="list-style-type: none">• Understanding of financial and organisational policies and procedures• Diplomacy and tact with ability to apply discretion when handling sensitive and financial information• Computer skills particularly MS Outlook, MS Excel, MS Word, and MS PowerPoint
Working Knowledge	<ul style="list-style-type: none">• Accounting practices• Financial and procurement system software• Project management tools and approaches• Waste management issues in the Pacific• Communications and networking
Awareness	<ul style="list-style-type: none">• SPREP Strategic Plan• SPREP Performance Implementation Plan• SPREP Work Programmes

Key Behaviors

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: Apia, Samoa.

Duration: Appointment is up to November 2027. There is no expectation of renewal at the end of contract as this is a project specific position.

Salary: Remuneration is at Band 8 of SPREP's salary scale for locally recruited staff. Starting salary will be SAT\$46,509 per annum. This will be adjusted to SAT\$52,322 upon confirmation of probation. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required.

Term: Appointment is subject to a satisfactory medical examination including full vaccination against COVID-19, a clean police report, certified official documents including qualifications, 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.

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

Education Allowance: Education expenses may be reimbursed against actual receipts for dependent children, to cover up to 75% of the actual costs. Currently the annual allowance is up to a maximum of Samoan Tala \$1,000.

Annual Leave: 15 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 exist for maternity, compassionate, paternity, examination and special leave (without pay).

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

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

Medical Benefits: All employees and their dependents are entitled to have all reasonable medical, dental and optical expenses met, under the terms and conditions of the existing SPREP Medical Insurance.

Superannuation: All staff are required to contribute to a Superannuation Fund. SPREP will pay the Samoa minimum legal requirement of basic salary to the Samoa National Provident Fund.

Overtime: Locally recruited staff at Band 8 and below may claim overtime or time off in lieu of overtime for the hours they are required to work in excess of their normal working hours. A meal allowance and transport assistance are also available subject to terms and conditions set out by the Staff Regulations.

Gratuity Payment: The appointee is entitled to a gratuity payment equivalent to two week's salary, upon successful completion of 2 consecutive 3-year contracts, 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.

Transport: Transport from and to central Apia before and after work is provided.

Definitions:

'Dependent' means the spouse and financially dependent child 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.

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 Support Officer (ClimSA)**” 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 Support Officer (ClimSA)**”

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:
oliviah@sprep.org

CLOSING DATE: Friday, 28 November 2025: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
