



Sustainable, transformative and resilient for a **Blue Pacific**

APPLICANT INFORMATION PACKAGE  
**Protected Areas Officer (PAO)**

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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, Vanuatu and the Solomon Islands.

SPREP has around 150 staff and has an annual budget of approximately USD36 million in 2023.

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**

## **Ecosystem and biodiversity protection**

Healthy ecosystems are foundations for sustainable development and adaptation and resilience to climate change. Pacific environments also support globally significant levels of biodiversity that form part of our critical ecosystems and are the cornerstone of Pacific island economies, cultures and livelihoods. Under its vision and mandate, SPREP provides regional leadership and technical guidance and serves as a conduit for Member states in optimising the implementation of several global Multilateral Environment Agreements (MEAs) and regional environmental frameworks. These include the Noumea (or SPREP) Convention, the Framework for a Pacific Oceanscapes, and the Framework for Nature Conservation and Protected Areas (NCAPA) in the Pacific Islands Region.

In the Pacific, protected areas encompass more than just national parks and other areas established by central governments. Protected Areas (PA) can include locally designated and managed areas affording some level of protection to natural resources and the environment. Although such areas may not be recognised by international rankings such as the Protected Areas Categories of the International Union for the Conservation of Nature (IUCN) nor be displayed in international databases such as the World Database on Protected Areas (WDPA), such areas and models of protection are nonetheless a significant part of Pacific island cultures and perspectives.

Although traditional use or sustainable use is included in IUCN categories V and VI, IUCN categories do not represent the final word on protected areas. Pacific island countries and territories are free to establish their own additional categories that meet their needs and priorities for their own use. Protected Areas are one important aspect of biodiversity conservation, an integral part of the Pacific Oceanscapes Vision, the Convention on Biological Diversity (CBD) and its recently adopted Global Biodiversity Framework (GBF), and the *Pacific Islands Framework for Nature Conservation and Protected Areas 2021-2025* (Cadre pour la Conservation de la Nature et les aires protégées dans la Région du Pacifique Insulaire), and its Vemoore Declaration.

## **EU-ACP BIOPAMA Programme - Background**

The Biodiversity and Protected Areas Management (BIOPAMA) programme is an initiative of the Organisation of the African, Caribbean and Pacific (OACPS) Group of States funded by the 11th European Development Fund (EDF). The programme aims to assist the ACP countries in developing a framework for improving technical and institutional approaches to conserve biodiversity, particularly in protected areas, through regional cooperation and capacity building activities.

SPREP is the regional implementing partner for the Pacific region in line with BIOPAMA programme objectives and been working closely with the International Union for Conservation of Nature (IUCN) and the European Commission's Joint Research Centre (EC-JRC) who jointly implement BIOPAMA for the Pacific region.

Since 2014, the BIOPAMA programme has supported SPREP to fulfil its mandate, specifically through assisting SPREP's Regional Programme of Support for Protected Areas (SPREP-PA), which provides backstopping services on protected area planning, management and decision-making to SPREP member countries. The SPREP-PA operates and implements the activities of the Pacific BIOPAMA Regional Observatory (Pacific RO).

### **About the Pacific Islands Protected Area Portal (PIPAP)**

The PIPAP was developed with the aim of providing a reliable and user-friendly 'one-stop' source of relevant information, resources, decision support tools and opportunities to assist Pacific Island protected area practitioners to manage their protected and conserved areas.

The PIPAP is also the interface of the SPREP-PA / Pacific RO which also functions as the BIOPAMA Regional Reference Information System (RRIS). The PIPAP facilitates exchange of data and information among decision makers and managers of protected areas and supports regional priorities for decision support products. One such product is the regional "State of Protected and Conserved Areas in Oceania" report which was developed in support of Pacific island countries.

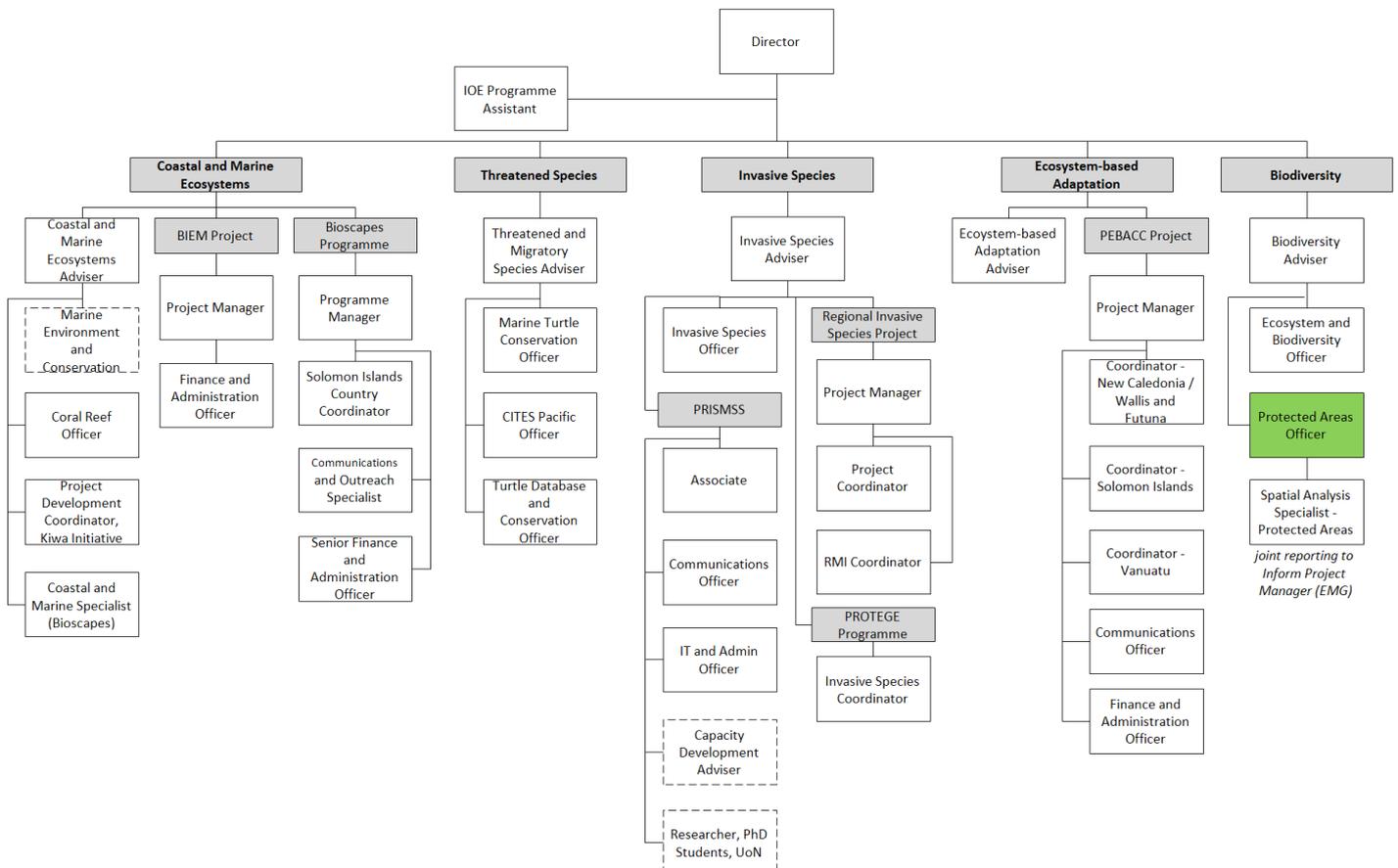
In the Pacific, the BIOPAMA Programme is implemented by IUCN Oceania in partnership with SPREP and the European Commission Joint Research Centre. This partnership has assisted the SPREP Regional Programme of Support for Protected Areas (SPREP-PA) to become a decision-making support hub, including delivering capacity building activities and training in the use of BIOPAMA support tools and services.

The PIPAP is also closely affiliated with the Pacific area-based Conservation Network (PACoN) established under the Pacific Islands Round Table for Nature Conservation (PIRT).

## B. JOB DESCRIPTION

<b>Job Title:</b>	Protected Areas Officer (PAO)
<b>Programme:</b>	Island and Ocean Ecosystems
<b>Team:</b>	Biodiversity
<b>Responsible To:</b>	Biodiversity Adviser
<b>Responsible For: (Total number of staff)</b>	N/A
<b>Job Purpose:</b>	<p><b>This job exists to:</b></p> <ul style="list-style-type: none"> <li>Coordinate the SPREP component of the BIOPAMA phase 2 project over the two-year no-cost extension (up to June 2025) and to support protected area management in areas of capacity building, data management, stakeholder coordination and engagement, information sharing and reporting.</li> </ul>
<b>Date:</b>	August 2023

### Organisation Context



## Key Result Areas

The position of **Protected Areas Officer (PAO)** addresses the following Key Result Areas:

1. Capacity building, training and awareness
2. Policy and technical support
3. Regional support mechanism and coordination
4. Communication, partnership and stakeholder engagement
5. Project management support

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

Jobholder is accountable for	Jobholder is successful when
<p><b>1. Capacity building, training and awareness</b></p> <ol style="list-style-type: none"> <li>a) Assess capacity building needs and identify gaps for effective protected area management - develop relevant responses to address these.</li> <li>b) Collect data and key information on national protected areas in-country and have these validated through approved national processes for uploading on the Pacific Islands Protected Area Portal (PIPAP)</li> <li>c) Coordinate the use of the PIPAP to support protected area policy and decision-making processes.</li> <li>d) Review existing and emerging initiatives and opportunities for effective protected area management and initiate dialogue with relevant partners organisations to collaborate and coordinate efforts in the region.</li> </ol>	<ul style="list-style-type: none"> <li>• Capacity building needs and gaps are identified and relevant capacity building programmes.</li> <li>• Protected area capacity building and training programmes successfully implemented.</li> <li>• SPREP countries benefit from training opportunities facilitated through the PIPAP.</li> <li>• PIPAP is effectively used as a planning and decision-making support tool.</li> <li>• Awareness workshops targeting policy and decision-makers are carried out as well as increasing understanding of the importance of protected areas and their relevance to the achievement of the Global Biodiversity Framework (GBF) and the SDGs.</li> <li>• Stocktaking and assessment of capacities and systems for effective protected area management completed.</li> <li>• Enabling environment created, including building capacity among stakeholders responsible for protected area management in country</li> </ul>
<p><b>2. Policy and technical support</b></p> <ol style="list-style-type: none"> <li>a) Monitor rapidly emerging protected area initiatives by governments, partner organisations and scientific research communities relevant to the Pacific.</li> <li>b) Provide regular information and advice on protected areas and related issues to Focal Points and practitioners in country including key stakeholders within the region.</li> <li>c) Provide technical guidance and advice on</li> </ol>	<ul style="list-style-type: none"> <li>• Future directions of protected areas policy development for the region are identified.</li> <li>• Relevant government agencies and key stakeholders make informed decisions on effective ways to achieve priorities for protected areas.</li> <li>• Relevant and effective technical advice and support is provided on a timely basis.</li> </ul>

<p>the development of policy frameworks for protected areas.</p> <p>d) Update the BIOPAMA Pacific Regional Observatory (RO) vision document, as required.</p>	
<p><b>3. Regional support mechanism and coordination</b></p> <p>a) Develop the Pacific Protected Areas Roster of Experts (PA-ROE) on the PIPAP further and invite national and regional protected area experts and practitioners to join.</p> <p>b) Use the PA-ROE to support the setup of national and regional networks of protected area practitioners to facilitate a community of best practice.</p> <p>c) Facilitate the regular maintenance and upgrade of the PIPAP and its underlying operating software and systems to ensure optimal performance and enhanced user experience.</p> <p>d) Maintain and update the PIPAP on a regular basis with information on new initiatives and relevant tools that support implementation of protected area priorities in the region including opportunities for funding support.</p> <p>e) Use PIPAP to share relevant information and best practices to support regional understanding, e.g. lessons learned and initiatives to support protected area management</p> <p>f) Liaise and work closely with global partners such as the UN Environment Programme’s World Conservation Monitoring Centre (UNEP-WCMC) the CBD Secretariat and with regional partners through the Pacific Islands Round Table for Nature Conservation.</p> <p>g) Act as co-chair of and coordinate the quarterly meetings of the Pacific area-based Conservation Network (PACoN).</p> <p>h) Facilitate use of the PIPAP to provide access to data and information to support effective protected area management across the region.</p> <p>i) Oversee the delivery of technical assistance and services of the BIOPAMA Pacific Regional Observatory (RO) – SPREP’s Regional Programme of Support for Protected Areas (SPREP-PA).</p> <p>j) Coordinate and oversee the implementation of the SPREP-PA Sustainability Plan.</p>	<ul style="list-style-type: none"> <li>● Regional mechanisms are strengthened which provide the means for technical support and expertise on an ongoing basis.</li> <li>● The PIPAP is up-to-date with relevant information, resources and decision support tools</li> <li>● The PIPAP continues to deliver optimal performance and an enhanced user experience.</li> <li>● PIPAP is widely used as a key source of information on Pacific island protected and conserved areas.</li> <li>● National protected area focal points are trained in the basic use of PIPAP and its tools.</li> <li>● Information and experience exchange on protected areas takes place, especially mutual learning between Pacific island countries</li> </ul>

<p><b>4. Communication, partnership and stakeholder engagement</b></p> <p>a) Compile and maintain a contact list of in-country stakeholders relevant to protected areas including regional partners supporting protected area work in-country.</p> <p>c) Liaise closely with national protected area focal points on the organisation of country trainings, including the gathering of datasets and relevant information on protected areas from national and local stakeholders;</p> <p>d) Facilitate active engagement of SPREP Pacific island member countries in reviews of national protected area data and in providing accurate and relevant data and information for this purpose.</p> <p>e) Implement suitable protected area communications, consistent with approved SPREP and BIOPAMA guidelines.</p> <p>f) Compile and disseminate the PIPAP Weekly Newsletter and manage user subscriptions.</p> <p>g) Prepare media releases to raise profile and milestones of the BIOPAMA and the SPREP-PA/Pacific RO as required.</p> <p>h) Coordinate and oversee implementation of SPREP's Protected Areas Data Sharing Agreement with UNEP-WCMC.</p> <p>i) Coordinate and facilitate partnership arrangements with key partners to support protected area work in the region.</p> <p>j) Assist with the establishment of national coordination mechanisms to support protected area work, as required by countries.</p>	<ul style="list-style-type: none"> <li>• Countries share information and gain from the experiences of other members of the Pacific Community</li> <li>• Protected area partnerships established to support protected area implementation in the region.</li> <li>• protected area-related communications are successfully implemented.</li> <li>• Information and training materials including relevant documents and reports are prepared, collated and shared with relevant stakeholders.</li> <li>• Country engagement is successfully implemented.</li> <li>• National coordination mechanisms to support protected area work established and fully operational.</li> <li>• National workshops successfully carried out with the active engagement of key stakeholders.</li> <li>• Country reports are prepared on a timely basis.</li> <li>• Relevant media releases are prepared and contribute to raising the profile of the project</li> </ul>
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<p><b>5. Project management support</b></p> <p>a) Prepare technical progress reports for all activities responsible for, as required</p> <p>b) Provide input to the preparation of annual work plans and budgets.</p> <p>c) Contribute to the preparation of project financial reports and ensure compliance with donor requirements.</p> <p>d) Prepare narrative progress reports on status of project implementation.</p> <p>e) Assist with monitoring and evaluation processes of the BIOPAMA programme.</p> <p>g) Liaise regularly with IUCN ORO on BIOPAMA administrative matters.</p>	<ul style="list-style-type: none"> <li>• Effective technical support is provided to the project to ensure it meets agreed measurable outputs and indicators.</li> <li>• Constructive input and feedback is provided to the project reports</li> <li>• Profile of the BIOPAMA programme and its key results are widely acknowledged and appreciated by key stakeholders, partners and donors.</li> <li>• BIOPAMA programme information reported to the SPREP Project Coordination Unit (PCU) is updated, accurate and effectively used to guide project management planning and</li> </ul>
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<p>h) Coordinate and participate in bi-monthly Pacific BIOPAMA coordination meetings with IUCN ORO and EC-JRC.</p> <p>i) Oversee implementation of the GIS support service contract with the EC-JRC and provide narrative progress reports as required.</p> <p>j) Provide supervision, oversight and guidance of the work and workplan of the Spatial Analysis Specialist – Protected Areas position (SASPA).</p>	<p>implementation.</p> <ul style="list-style-type: none"> <li>• Successful and effective working relationships with IUCN ORO and the European Commission-Joint Research Centre (EC-JRC)</li> <li>• Remaining deliverables of the SASPA position contract are on track for completion in accordance with the duration of the service contract.</li> </ul>
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**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/Supervisor as part of the Performance Development System.

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

**Work Complexity**

<p><b>Most challenging duties typically undertaken:</b></p> <ul style="list-style-type: none"> <li>• Provision of timely and accurate advisory support and assistance to national governments and stakeholders</li> <li>• Coordination and collaboration with international, regional and other key stakeholders</li> <li>• Securing adequate funding and resources for sustaining activities and assistance in the post-BIOPAMA period.</li> <li>• Communicating materials in a format that is easily understood by stakeholders at different levels</li> </ul>
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**Functional Relationships & Related Skills**

Key internal and/or external contacts	Nature of the contact most typical
<p><b>External</b></p> <ul style="list-style-type: none"> <li>• Member countries</li> <li>• Donors / Partners</li> <li>• Professional / Scientific organisations</li> <li>• Regional / International organisations</li> </ul>	<ul style="list-style-type: none"> <li>• Advice and assistance</li> <li>• Coordination, consultations and collaboration</li> <li>• Communications and reporting</li> <li>• Capacity building and training</li> <li>• Information sharing</li> </ul>

<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• Executive</li> <li>• Project Manager and Project Team</li> <li>• IOE Programme</li> <li>• EMG Programme</li> <li>• IT and KM teams</li> <li>• Communications and Outreach Team</li> <li>• Finance and Administration Department</li> <li>• Human Resources Department</li> </ul>	<ul style="list-style-type: none"> <li>• Information sharing</li> <li>• Capacity building and training</li> <li>• Consultation</li> <li>• Advice and support</li> </ul>
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## Level of Delegation

<p><b>The position holder:</b></p>
<ul style="list-style-type: none"> <li>• manages an operational budget</li> <li>• can liaise with partners on behalf of SPREP</li> <li>• can seek funding opportunities for work programme activities</li> </ul>

## 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

<p><b>Essential</b></p>
<ol style="list-style-type: none"> <li>1. Minimum qualifications of a Bachelor degree in Protected Area Management, Environmental Management, Science, Ecology, Geography or a related field.</li> </ol>

### Knowledge / Experience

<p><b>Essential</b></p> <ol style="list-style-type: none"> <li>2. At least 5 years' experience in supporting the formulation and delivery of programmes, use of decision support tools, development of systems and policies to facilitate protected areas management, including rights-based approaches to conservation, preferably in the Pacific region.</li> </ol>
<ol style="list-style-type: none"> <li>3. Excellent knowledge of environmental issues, specifically on biodiversity conservation and protected areas, as well as current and emerging issues and challenges within the Pacific Island region. Broad, comprehensive and prior knowledge of the following is required:             <ol style="list-style-type: none"> <li>a. Convention on Biological Diversity and other related biodiversity conventions</li> <li>b. Strategic Plan for Biodiversity 2011-2020, the Aichi Biodiversity Targets, 30x30 conservation target</li> <li>c. Kunming-Montreal Global Biodiversity Framework (GBF) and relevant targets</li> </ol> </li> </ol>

d. Framework for Nature Conservation and Protected Areas in the Pacific islands 2021-2025;
4. Excellent experience and ability in developing, coordinating and delivering capacity building programmes and stakeholder engagement processes, including provision of technical advisory support.
5. Excellent knowledge and ability in managing online information platforms (Portals, websites).
6. Excellent written and verbal communication skills including high level of presentation and interpersonal skills, collaboration with donors and partners with sound experience in developing and maintaining effective relationships with a diverse group of people and as part of a team within a multi-disciplinary and multi-cultural environment.
7. Good experience in programme and project management and monitoring and evaluation including financial management, proposal and report writing with a high level of organisational, advisory, analytical, problem-solving and facilitation skills.
8. Has initiative and ability to think outside the box in dealing with multiple tasks, demanding deadlines and with little supervision, excellent understanding and appreciation of environmental ethics, values and priorities within the workplace.

## Key Skills / Attributes / Job Specific Competencies

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

Expert level	<ul style="list-style-type: none"> <li>• Coordination, Communications and Advisory</li> <li>• Analytical environmental knowledge</li> <li>• Project development, monitoring and evaluation</li> <li>• Work programme planning, budgeting and implementation</li> <li>• Protected area management issues in the Pacific islands' region</li> <li>• Capacity development</li> <li>• CBD Strategic Plan for Biodiversity 2011-2020 Convention on Biological Diversity</li> <li>• The Kunming-Montreal Global Biodiversity Framework (GBF) and its relevant targets (1 and 3)</li> <li>• Framework for Nature Conservation and Protected Areas in the Pacific islands 2021-2025</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• Environment and biodiversity/nature conservation issues in the Pacific islands' region</li> <li>• Emerging environmental issues and challenges</li> <li>• Capacity development needs of Pacific SIDS</li> </ul>
Working Knowledge	<ul style="list-style-type: none"> <li>• Project management principles and best practice</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• SPREP Strategic Plan</li> <li>• SPREP Work Programmes</li> </ul>

## **Key Behaviours**

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

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

## **Change to the 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 for a term of two years initially, with possible renewal subject to performance, continuity of related project activities and availability of funds.

**Salary:** Salary is denominated in International Monetary Fund Special Drawing Rights (SDRs). Remuneration for this post falls within Band 10 of SPREP's salary scale. Starting salary will be SDR30,237 per annum. This is currently equivalent to SAT115,393 (USD48,080) per annum. Upon confirmation of probation, salary will be adjusted to SDR34,016 which is equivalent to Samoan Tala 129,817 (USD54,090) per annum. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required.

**Cost of living differential allowance (COLDA):** A Cost-of-Living Differential Allowance of SDR4,256 will be paid to the successful candidate. This is currently equivalent to SAT16,244 (USD6,768) 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 including full vaccination against COVID-19 and a clean police report, 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 dependent(s) between point of recruitment and Apia, and return, by the shortest and most economical route. This includes:

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

**Establishment Grant:** A lump sum of SDR1,100 is payable upon taking up appointment and arrival in Apia. This is currently equivalent to SAT4,198 (USD1,749).

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

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

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

**FOR ALL INTERNATIONALLY RECRUITED STAFF, THE FOLLOWING APPLIES:**

**Education Allowance:** Education expenses maybe reimbursed against actual receipts for dependent children, to cover up to 75% of the actual costs, as stipulated under SPREP's Education Allowance policy. Currently the allowance is up to a maximum of SAT15,600 (USD6,500) per annum per dependent child, with an overall maximum of SAT46,800 (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 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 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 employees are required to contribute to a recognised Superannuation Fund. An expatriate internationally recruited staff member has the option to participate in the local Superannuation Fund or nominate another recognised Fund in their home for their superannuation. SPREP will pay the minimum legal requirement of basic salary to the approved nominated Fund. For Samoa, this is currently 10%

### **Learning and Development**

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

### **Definitions:**

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

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

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

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

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

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

## 4. 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 Protected Areas Officer**” and send to [recruitment@sprep.org](mailto:recruitment@sprep.org) OR
- b) **BY POST OR FAX:** Application to be addressed and sent to: The Director General, SPREP, P.O. Box 240, Apia or fax number (685)20231 and clearly marked “**Application for Protected Areas Officer**”

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

For further enquiries, contact Mr. Roger Warren on telephone (685) 21929 ext. 285 or Email:  
[rogerw@sprep.org](mailto:rogerw@sprep.org)

**Closing date: Friday, 8<sup>th</sup> September 2023:** Late applications will not be considered.

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