



*Secretariat of the Pacific Regional Environment Programme
(SPREP)*

APPLICANT INFORMATION PACKAGE

Senior Project Officer – Pacific Ocean Litter Project (POLP)

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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 100 staff. There are SPREP offices in Fiji, Republic of the Marshall Islands and Vanuatu as well as SPREP Officers stationed in Solomon Islands.

SPREP has an annual budget of approximately USD33 million in 2020.

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,
- Cook Islands,
- Federated States of Micronesia,
- Fiji,
- French Polynesia,
- Guam,
- Kiribati,
- Marshall Islands,
- Nauru,
- New Caledonia,
- Niue,
- Northern Marianas,
- Palau,
- Papua New Guinea,
- Samoa,
- Solomon Islands,
- Tokelau,
- Tonga,
- Tuvalu,
- Vanuatu, and
- Wallis and Futuna;

and 5 'metropolitan' member countries:

- Australia,
- France,
- New Zealand,
- United Kingdom and
- the United States of America;

with direct interests in the region.

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. The 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* and is administered on behalf of the Australian Government by the Department of Agriculture, Water and the Environment (DAWE) 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:

‘Decreased marine litter within the coastal environments of Pacific island countries by reducing the availability of select categories of problematic single-use plastics from household and tourism sources (i.e. plastic bags, polystyrene, straws, PET bottles and other products)’

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. Legislated or voluntary single-use plastic bans, levies and other instruments are adopted/ resourced / implemented.
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, is successfully driving implementation of the Marine Litter Action Plan.

Project – Geographic focus

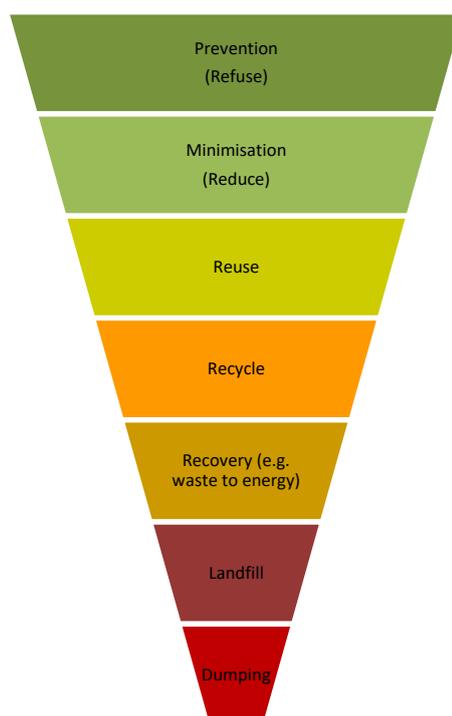
Project funding will provide support, advice and assistance for the Pacific island countries of Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Nauru, Niue, Palau, Papua New Guinea, Republic of the Marshall Islands, Samoa, Solomon Islands, Tonga, Tuvalu and Vanuatu. These countries will 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:

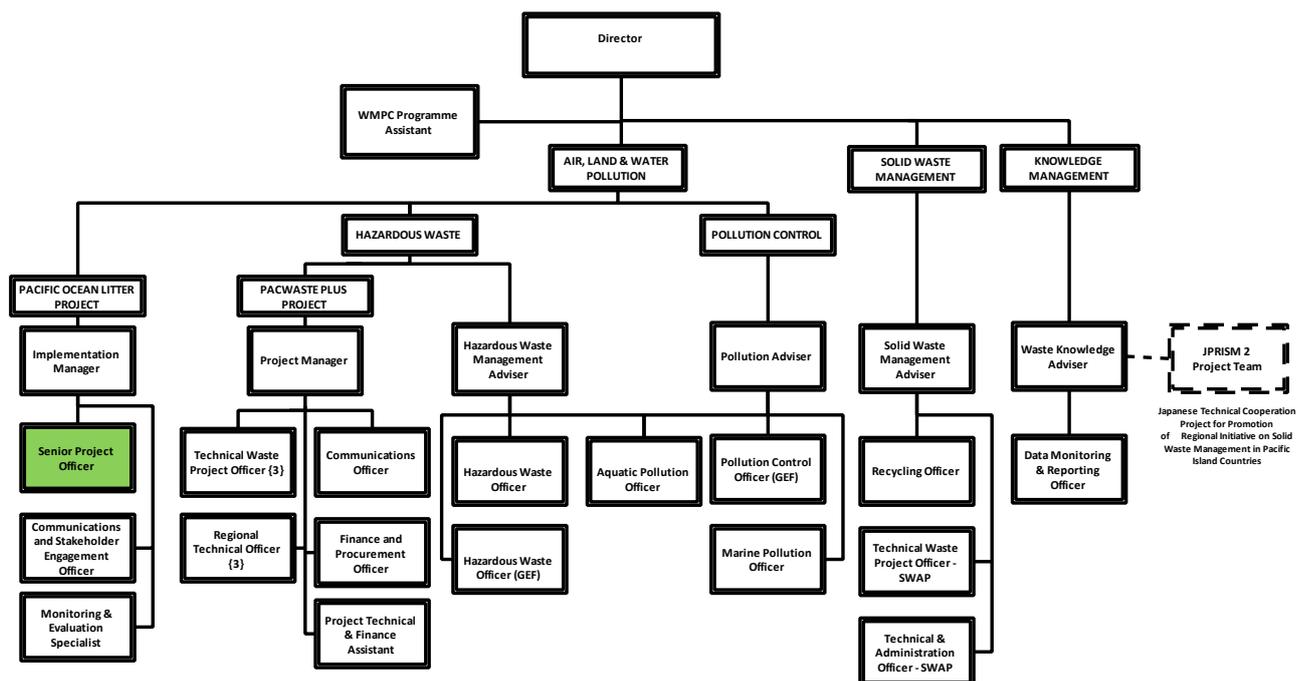
- A Senior Project Officer (this recruitment);
- A Communications and Stakeholder Engagement Officer; and
- A Monitoring and Evaluation specialist.

The Australian Government have also supported the 3 - 4 year deployment of an officer from the Department of Agriculture, Water and the Environment as the seconded 'Implementation Manager' to lead the Project and manage the Marine Litter team.

C. JOB DESCRIPTION

Job Title:	Senior Project Officer – Pacific Ocean Litter Project
Programme:	Waste Management and Pollution Control
Team:	Pacific Ocean Litter Project (POLP)
Responsible To:	Implementation Manager, POLP
Responsible For: (Total number of staff)	Nil – <i>although the role will potentially provide oversight for a shared project administrative support resource as the project matures.</i>
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> • Provide financial and procurement services and support as part of the Pacific Ocean Litter Project team; • Assist with the management and implementation of project activities.
Date:	April 2020

Organisation Context



Key Result Areas

The position of **Senior Project Officer** addresses the following Key Result Areas:

1. Project & activity management;
2. Management of project finances;
3. Production of annual project financial reports and verification;
4. Management of project procurement (including maintaining the procurement schedule, issuing approaches to market and managing contracts);

The requirements, expectations and performance standards for the above duties are broadly identified below.

The Jobholder is accountable for:	Jobholder is successful when:
<p>1. Project & activity management:</p> <ol style="list-style-type: none"> a) Assist the Implementation Manager in monitoring the progress of key activities against annual workplans and the project Schedule; b) Identify opportunities for efficiency in the delivery of related or successive activities; c) Ensure contracted Service Providers are provided with appropriate Project guidance and support; d) In cooperation with the Implementation Manager and possibly a project administrative resource, monitor project resources and ensure the Project team are adequately prepared for key meetings / missions; e) Assist the Implementation Manager with preparations for Project Management Committee and Working Group meetings; f) Provide support for annual donor or donor-sponsored reviews; g) Assist the Implementation Manager with the compilation of monthly, quarterly and annual reports. 	<ul style="list-style-type: none"> • Key Project activity progress is effectively tracked and reported to the Implementation Manager; • Emerging risks or challenges to activity delivery are identified early and highlighted to the project team for action; • The procurement and management of related contracts / consultancies are scheduled to minimise the administrative burden on the Project team, SPREP resources and counterpart government agencies; • Consultants & service providers are issued with appropriate contact information, project and background documentation prior to commencement of the services; • Mission letters, planning / briefing materials, venue bookings, key contacts and related logistic arrangements are prepared or confirmed prior to regional travel by the project team; • Project budget data, consultant assessments / recommendations and related project information is collated, reviewed and made available to the Implementation Manager for compilation of regular reporting.
<p>2. Management of project finances:</p> <ol style="list-style-type: none"> a) Develop and manage appropriate financial accounting records for the Project; b) Verify and approve project purchase orders (within financial delegation), ensure they are correctly classified/coded and supported by appropriate source 	<ul style="list-style-type: none"> • Up to date and relevant financial records developed and managed; • Payments are valid, correctly classified and supported by appropriate source documentation; • Funds are available to ensure project / activity delivery;

<p>documents and follow-up payment of outstanding invoices;</p> <p>c) Provide regular advice to the Implementation Manager and other senior Programme staff on the financial status of the Project and confirm funding availability for project/programme activities;</p> <p>d) Carry out Project expenditure reconciliations and assist with annual donor funding acquittals;</p> <p>e) Work closely and cooperatively with the SPREP Finance team on all project activities;</p> <p>f) Maintain and manage the project asset register;</p> <p>g) Provide financial management advice and support to the Project team;</p> <p>h) Follow up payment of outstanding invoices, acquittals of travel per diem, incidentals and accountable advances, in cooperation with project administrative resources.</p>	<ul style="list-style-type: none"> • Financial advice and guidance is provided to the Implementation Manager and staff in a timely manner; • Project Manager and staff receive routine feedback on financial data quality to build their capacity to report on financial use and deficiencies; • Monthly and annual reconciliations are prepared and reconciled; • SPREP Project Financial Management requirements and management of the Project Budget is conducted in accordance with the Funding Agreement; • Project expenditure is actively monitored and managed; • Divergence from forecast expenditure against annual workplans are monitored and reported; • All payments and monies due are correctly coded and collected promptly. • All travel arrangements meet the SPREP Travel policy requirements; • Accountable advances are acquitted within required time frame and correctly classified and supported by appropriate documentation.
<p>3. Production of annual project financial reports and verification:</p> <p>a) Prepare monthly, quarterly, six monthly and annual Project financial reports in a timely manner, to be reviewed by the SPREP Finance team with sign off by Director Finance & Administration;</p> <p>b) Provide supporting documents for the Project, consistent with Australia's and SPREP's procedural and reporting requirements.</p> <p>c) Respond in a timely manner to donor queries with regard to financial reports and requirements</p> <p>d) Provide guidance or advice to the Implementation Manager and / or project team queries regarding the project budget</p> <p>e) Prepare 'ad hoc' management and financial information and reports when required;</p>	<ul style="list-style-type: none"> • Project financial reports are accurate and provided on time ensuring Project, SPREP and donor financial requirements are effectively met; • Project financial reports have all required supporting documentation available; • Implementation Manager and project staff have access to accurate, timely relevant financial information that enables efficient and effective operation of the project; • Project disbursements and expenditure are in line with approved work plans and budgets; • Timely, relevant and reliable financial information is always available and provided for informed decision making.

<p>f) Compile monthly performance output reports against budgets and analyse and interpret data in order to provide management information for decision making;</p> <p>g) Compile monthly income and expenditure project reports against approved budgets;</p> <p>h) Follow up on audit reports and assist in coordinating responses on any issues that may be raised.</p>	
<p>4. Management of project procurement: (including maintaining the procurement schedule, issuing approaches to market and managing contracts)</p> <p>a) Undertake transparent, efficient, sustainable, and where possible 'best practice' procurement of goods and services in accordance with SPREP's procurement guidelines, procedures and policy.</p> <p>b) Initiate the process for all requests for tender in consultation with the SPREP Procurement Officer</p> <p>c) Provide information to the Implementation Manager and SPREP Procurement Officer on previous, current and upcoming procurement activities drawing upon the procurement schedule;</p> <p>d) Prepare 'Requests for Quote' and 'Requests for Tender' ensuring that the requirements and any specifications are clear, reflect the needs of the Project and do not unfairly exclude any potential suppliers, in cooperation with the Implementation Manager,</p> <p>e) Work with the Implementation Manager, M&E Specialist and other SPREP programmes to develop supplier performance indicators (where appropriate) for service delivery contracts;</p> <p>f) Provide advice in consultation with the SPREP Procurement Officer to the project team on the best method to obtain goods and services in a timely manner at the best possible price;</p> <p>g) Ensure that procurement processes are conducted in line with the SPREP Procurement Policy, that all necessary</p>	<ul style="list-style-type: none"> • Procurement activities comply with applicable Secretariat policies and procedures, international 'best practice' and meet donor expectations for quality, transparency & efficiency; • Clear advice is provided to project staff on the Procurement process and templates; • Clear, workable contracts are established with suppliers that support the effective delivery of project activities and services; • Joint procurement initiatives with other relevant projects or organisations are effectively managed and communicated; • Successful contract negotiations with preferred suppliers result in competitive pricing and service delivery solutions; • Positive external audit results are achieved on project procurement processes and records management; • All approach to market materials and Tender Evaluation Committee reports are provided to the SPREP Procurement Officer in a timely manner; • Clear advice is provided to Tender Evaluation Committee's around the Project, the relationship between the procurement and the project, procurement budget and scheduled timeframes; • Issues with procurement systems, processes or instances of and non-compliance are addressed and resolved. • Project procurements are completed in a timely manner in support of project objectives;

<p>approach to market requirements are fulfilled and the Tender Evaluation Committee understands and fulfils their roles;</p> <p>h) Participate in Tender Evaluation Committees;</p> <p>i) Prepare Tender Evaluation materials and reports to assist the SPREP Procurement Officer to secure delegate approval and to draft the final contract;</p> <p>j) Develop and manage appropriate records for all procurements and consultancies for the project.</p>	<ul style="list-style-type: none"> The Implementation Manager is provided with regular updates on progress with key procurement activities, any issues or concerns are raised early and potential solutions are identified.
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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 Project Manager/Director as part of SPREP’s Performance Development System.

This section may be reflected in the successful applicant’s Performance Development Plan.

Work Complexity

<p>Most challenging duties typically undertaken:</p> <ul style="list-style-type: none"> Ensuring efficient project financial management practice is maintained and / or implemented; Ensuring project procurement processes are efficiently managed and that project / programme staff understand and comply with SPREP policy; Managing all aspects of the project for which the position is responsible to meet the required standards of SPREP and the donor; Drafting approach to market (procurement) documents in cooperation with the Implementation Manager; Providing up to date, accurate and clear financial and procurement reporting.
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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 Regional / International organisations Suppliers / vendors 	<ul style="list-style-type: none"> Providing & receiving information; Providing clear, accurate, advice and assistance; Financial reporting; Drafting responses to complaints; Contract negotiations; Supplier performance monitoring;

	<ul style="list-style-type: none"> • Communications and reporting
Internal <ul style="list-style-type: none"> • POLP Team • Waste Management & Pollution Control Programme • Finance and Administration Department • All staff 	<ul style="list-style-type: none"> • Team-based work; • Advice and support; • Financial reporting; • Providing financial expertise and input; • Resolving minor conflicts/clarifying needs; • Responding to correspondence.

Level of Delegation

The position holder:

- Has oversight of the project budgets and finances in line with Financial Delegation

Person Specification

This section is designed to capture the expertise required for the role at the 100% fully effective level. 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 Accounting / Finance or relevant discipline (a certified qualification and membership from a recognised professional accounting institute would be an advantage).

Knowledge / Experience

Essential

2. At least 5 years relevant experience in project accounting or in a similar accounting role with demonstrated experience in project funds management, preferably in the Pacific region.
3. Excellent experience in the following:
 - a. financial management and accounting;
 - b. financial analysis, advice and reporting;
 - c. programme or project funds management - including monitoring and evaluation, proposal review and report writing;
 - d. Microsoft Office, spreadsheet applications and computerised accounting systems;

4. Excellent experience in the administration of procurement processes including approaches to market, evaluation and contract negotiation, as well as an appreciation of procurement policy (i.e. 'value for money') and contract / supplier performance management.
5. Applicants should demonstrate the following: <ol style="list-style-type: none"> a. excellent written and verbal communication skills; b. a commitment to professional self-presentation; c. excellent interpersonal skills (e.g. collaboration with donors and partners); d. experience in capacity building; and e. maintaining effective relationships with a diverse group of people within a multidisciplinary and multi-cultural team environment.
6. Good knowledge of issues and challenges in project administration and financial reporting as well as an appreciation of environmental ethics, values and priorities.
7. The capacity to show initiative to think 'outside the box' particularly in financial problem-solving, setting priorities and meeting work-plan deadlines - as well as in meeting the challenges and demands of a regional project.
Desirable
8. Knowledge and/or experience in waste management or development activity in Pacific Island States

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"> • Financial and accounting knowledge • Project financial reporting • Work programme planning, and budgeting • Management of budget and reporting data using computerised accounting systems
Advanced level	<ul style="list-style-type: none"> • Analytical skills • Understanding of financial policies and regulations • Communications, representation and interpersonal skills • Advisory and analytical skills
Working Knowledge	<ul style="list-style-type: none"> • Accounting practices • Financial systems software • The capacity to develop an understanding of SPREP financial procedures • Corporate policies • Ability to work professionally with section colleagues and staff at all levels • Good oral and written communication skills • Appreciation of Environmental issues in the Pacific islands region

	<ul style="list-style-type: none"> • Appreciation of emerging financial / donor issues and challenges in the Pacific region
Awareness	<ul style="list-style-type: none"> • SPREP Strategic Plan • Cleaner Pacific 2025 • An awareness of Australia’s aid program focus in the Pacific: (https://dfat.gov.au/geo/pacific/engagement/Pages/strengthening-our-pacific-partnerships.aspx)

Key Behaviours

All staff are expected to uphold SPREP’s Organisational Values and Code of Conduct which are Key Behaviours forming part of 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.

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 an initial term of 3 years with possible renewal of up to a further 2 – 3 years, 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 10 of SPREP’s salary scale. Starting salary will be SDR29,499 per annum. This is currently equivalent to Samoan Tala \$112,576 (USD\$43,299) 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 SDR4,194 will be paid to the successful candidate. The current equivalent in Samoan Tala is SAT\$16,006 (USD\$6,156) 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\$2.60

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 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 SAT\$4,198 (USD\$1,615).

Temporary Accommodation and Assistance: On arrival in Apia, the appointee and (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 (USD\$6,000) per annum per dependent child, with an overall maximum of Samoan Tala \$46,800 (USD\$18,000) 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 SAT\$2,850 (USD\$1,096) 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 SAT\$2,400 (USD\$923) 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 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 SPREP in-house Medical Treatment Scheme.

Superannuation: SPREP will pay the Samoa minimum legal requirement of basic salary to the Samoa National Provident Fund. An expatriate internationally recruited staff member has the option to nominate another recognised Fund for their superannuation.

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.

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 Senior Project Officer – 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 Senior Project Officer – 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 Marion T. Chan Chui on telephone (685) 21929 ext 328 or Email:
marionc@sprep.org

Closing date: Friday, 1st May 2020: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
