



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

APPLICANT INFORMATION PACKAGE  
**STRATEGIC PARTNERSHIPS AND DONOR RELATIONS**  
**ADVISER (SPDRA)**

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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 Marshall Islands, Vanuatu and the Solomon Islands.

SPREP has around 160 staff and has an annual budget of approximately USD41 million in 2024.

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
- 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 Values***

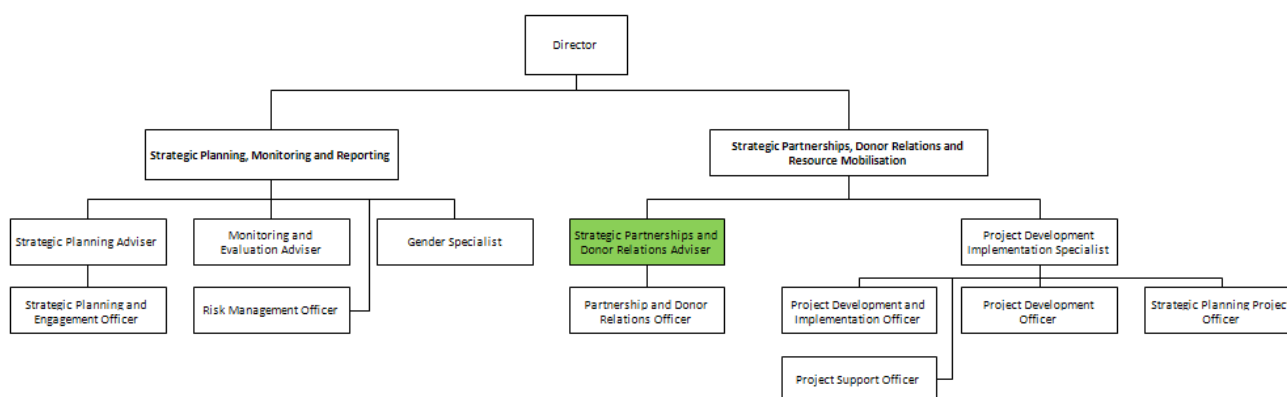
SPREP approaches the environmental challenges faced by the Pacific guided by four simple Values:

- We value the **Environment**
- We value our **People**
- We value high quality and targeted **Service Delivery**
- We value **Integrity**

## B. JOB DESCRIPTION

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| <b>Job Title:</b>                                   | Strategic Partnerships and Donor Relations Adviser (SPDRA)   |
| <b>Department:</b>                                  | Strategic Planning, Partnerships, and Resource Mobilisation  |
| <b>Team:</b>  | Strategic Partnerships, Donor Relations, and Resource Mobilisation   |
| <b>Responsible To:</b>                              | Director, Strategic Planning, Partnerships, and Resource Mobilisation  |
| <b>Responsible For:<br/>(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>• Lead the coordination and implementation of the SPREP Partnership Engagement and Resource Mobilisation Strategy (PERMS);</li> <li>• Provide advice on strategic direction for strengthening SPREP partnerships and donor relations; and</li> <li>• Lead institutional strengthening and capacity on partnership and donor engagement across SPREP.</li> </ul> |
| <b>Date:</b>  | April 2024   |

### Organisation Context



## Key Result Areas

The position of **Strategic Partnerships and Donor Relations Adviser** addresses the following Key Result Areas:

1. Partnership Engagement and Resource Mobilisation Strategy (PERMS) implementation
2. Donor and partnership intelligence and knowledge management
3. Partnership and donor compliance management oversight
4. Institutional Strengthening and Capacity Development
5. Communication, Visibility, and Strategic Engagement

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

| The Jobholder is accountable for:   | Jobholder is successful when:   |
|---|---|
| <p><b>1. Partnership Engagement and Resource Mobilisation Strategy (PERMS) implementation</b></p> <p>a) Undertake regular analysis and assessment of existing and new potential partners to identify opportunities for strengthening partnerships including innovative financing, funding opportunities that are aligned to SPREP’s Strategic Plan and PERMS.</p> <p>b) Lead the coordination of the SPREP PERMS and its implementation to ensure closer alignment and integration with the SPREP Strategic Plan and related corporate strategies.</p> <p>c) Engage in targeted networking to establish connections, leading to the development, mobilisation, prioritisation, and management of partnerships with the purpose of mobilising resources.</p> <p>d) Lead the organisation and delivery of the SPREP Partnership Dialogue and related events.</p> <p>e) Develop specific targeted strategies to increase partnerships and mobilise new and additional resources in line with the SPREP Partnerships Engagement and Resource Mobilisation Strategy.</p> <p>f) Lead the institutional strengthening of SPREP to support the implementation of PERMS.</p> | <ul style="list-style-type: none"> <li>• New partnerships and donors established.</li> <li>• Strategies for mobilising new and additional funding developed and successfully implemented.</li> <li>• The SPREP Partnership Dialogue is well established with clear outcomes achieved and integrated into the SPREP Governing Council discussion.</li> <li>• SPREP donor and partnership capacity strengthened.</li> <li>• Increased confidence of donors in SPREP.</li> </ul> |

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| <p>g) Provide technical advice to the Partnership Resourcing and Resource Mobilisation Group (PRRMG).</p>   |   |
| <p><b>2. Donor and partnership intelligence and knowledge management</b></p> <p>a) Ensure updated donor intelligence as well as proactive outreach for insights on donors and partners.</p> <p>b) Coordinate in-depth analysis of donor-specific Official Development Assistance trends, political and economic developments, aid policies, practices, and budget allocations in specific donor countries.</p> <p>c) Oversee prospective contributions and ongoing donor engagement by SPREP.</p> <p>d) Identify and assess new funding and partnership opportunities for SPREP including from the private sector and philanthropic organisations.</p> <p>e) Provide quality assurance for donor funding proposals to ensure ‘fit for purpose’ and alignment to strategic priorities articulated in the SPREP Strategic Plan and Country and Territory Strategic Partnership Framework (CTSPF).</p> <p>f) Provide advice on donor priorities and interests to inform strategic planning and programming of SPREP.</p> | <ul style="list-style-type: none"> <li>• Up to date and comprehensive information on donors and partners available</li> <li>• Greater alignment and integration of strategic priorities with funding opportunities</li> <li>• Programmatic and whole of organisation approach to partnership and donor effectively delivered</li> </ul>   |
| <p><b>3. Partnership and donor compliance management oversight</b></p> <p>a) Lead the overall management of SPREP’s role as an Accredited Entity of Green Climate Fund (GCF) and Adaptation Fund (AF) and coordinate the process for reaccreditation and donor funding reporting to ensure proper documentation is done and meet the funding mechanisms core requirements.</p> <p>b) Lead SPREP’s engagement and support to Pacific Island countries on Global Environment Facility (GEF) including engagement with the GEF Secretariat.</p> <p>c) Lead the coordination of SPREP’s engagement with its existing donors.</p>  | <ul style="list-style-type: none"> <li>• SPREP’s role as an Accredited Entity of GCF and AF is well established and operational.</li> <li>• A well-coordinated whole of SPREP approach to donor engagement.</li> <li>• SPREP continues to be a ‘partner of choice’.</li> <li>• SPREP governance and due diligence systems and processes meet international standards.</li> <li>• Timely reporting to donors.</li> </ul> |

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| <p>d) Lead the formalisation of partnership relationships as opportunities arise and work closely with the Legal Unit and Finance and Administrative Department in the management, initiation, preparation and operationalisation of agreements (such as Memorandum of Understanding, Financing Agreement, Project Document, etc.) to formalise contributions.</p> <p>e) Contribute to the preparation of donor specific reports in line with donor requirements and SPREP reporting process.</p> <p>f) Lead the preparation of key reports and information on SPREP partnerships including papers for the SPREP Meeting and input to the SPREP Annual Report.</p>   |  |
| <p><b>4. Institutional Strengthening and Capacity Development</b></p> <p>a) Develop a suite of tools to strengthen institutional capacity to better coordinate and effectively manage donor and partnership engagement.</p> <p>b) Develop and deliver donor compliance training for relevant SPREP staff and raise awareness on donor policies and guidelines to ensure compliance.</p> <p>c) Coordinate the implementation of the SPREP PERMS ensuring synergies across SPREP’s programmes and projects including knowledge sharing.</p> <p>d) Identify capacity gaps and training needs of staff on partnerships, resource mobilisation, and organise knowledge management and capacity development activities to address these.</p> <p>e) Lead and coordinate organisational capacity assessments and due diligence within SPREP.</p> | <ul style="list-style-type: none"> <li>• Training tools and products developed.</li> <li>• Partnership and donor awareness and compliance improved.</li> <li>• Due diligence processes and compliance enhanced.</li> <li>• SPREP takes an integrated approach to partnerships and donor engagement.</li> </ul> |
| <p><b>5. Communication, visibility, and strategic engagement</b></p> <p>a) Lead the design and implementation of effective advocacy strategies and methods for engaging with prospective donors and partners.</p>  | <ul style="list-style-type: none"> <li>• Increased visibility of outcomes and results achieved through donor contribution and investments to SPREP.</li> </ul>   |



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| <ul style="list-style-type: none"> <li>b) Work closely with SPREP Programmes and Departments to develop knowledge products on outcomes and results achieved through SPREP partnerships and donor funded initiatives.</li> <li>c) Lead the development of donor outreach materials, including but not limited to brochures, pitch decks, concept notes, expressions of interest, and others that are in line with donor/partner criteria and audience needs, with the support of the SPREP Communications Unit.</li> <li>d) Participate actively in partnerships and donor coordination mechanisms, dialogues, and networks.</li> <li>e) Raise the visibility and profile of SPREP at high level events including donor and partnership fora.</li> </ul> | <ul style="list-style-type: none"> <li>• Communication and outreach products and materials produced.</li> <li>• New and additional donor funding and investments for SPREP.</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 as part of SPREP’s Performance Development System.

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

**Work Complexity**

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| <p><b>Most challenging duties typically undertaken:</b></p> <ul style="list-style-type: none"> <li>• Ensuring that SPREP’s role as the lead Pacific environment agency is strengthened.</li> <li>• Providing leadership and ensuring SPREP is strategically positioned and recognised as a partner of choice</li> <li>• Donor, partnership, and resource mobilisation coordination</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 and focal points</li> <li>• Donors and partners</li> </ul> | <ul style="list-style-type: none"> <li>• Discuss partnership arrangements and implementation.</li> <li>• Discuss opportunities for donor contributions to SPREP</li> </ul> |

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| <p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• Executive and Senior Leadership Team</li> <li>• SPREP Programmes and Departments</li> <li>• All staff</li> </ul> | <ul style="list-style-type: none"> <li>• Discuss partnership and donor funding opportunities.</li> <li>• Gather information on priorities for funding.</li> <li>• Information sharing</li> </ul> |
|--|--|

### Level of Delegation

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| <p><b>The position holder:</b></p> <ul style="list-style-type: none"> <li>• manages an operational and project budget</li> <li>• can authorise costs in own budget in line with the SPREP Financial delegation</li> <li>• can carry out negotiations on behalf of SPREP</li> <li>• can seek funding opportunities for work programme activities</li> </ul> |
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### 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

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| <p><b>Essential</b></p> <ol style="list-style-type: none"> <li>1. Master Degree in international relations, international development, Public Administration, Business Administration, political or social sciences, or related field OR Bachelor degree in lieu, with applied relevant work experience in excess of the minimum required work experience.</li> </ol> |
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### Knowledge and Experience

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| <p><b>Essential</b></p> <ol style="list-style-type: none"> <li>2. At least 10 years extensive experience in development cooperation of which at least seven years of experience in partnership management, resource mobilisation, and/or donor relations.</li> </ol>   |
| <ol style="list-style-type: none"> <li>3. Excellent knowledge and experience of: <ul style="list-style-type: none"> <li>a) Resource mobilisation and partnerships strategy development and implementation, including partnerships and/or public relations at the international level</li> <li>b) Donor landscape relevant to SPREP's mandate and strategic priorities.</li> <li>c) Environmental issues and challenges facing the Pacific islands region.</li> </ul> </li> </ol> |
| <ol style="list-style-type: none"> <li>4. Expert analytical and research skills as well as strong and competent report writing skills with high level of computer literacy and experience in using virtual platforms with an appreciation of organisational policies, systems, processes.</li> </ol>   |

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| 5. Excellent knowledge of the Pacific Islands region, ability to work and collaborate within a multi-disciplinary and multi-cultural team environment as well as sound experience in establishing and maintaining effective relationships with a diverse group of people including different levels of government, NGOs, and other stakeholders. |
| 6. Excellent written and oral communication skills with high level of awareness and knowledge of appropriate protocols for engagement with external partners including members.  |
| 7. Shows initiative to think outside the box particularly in problem-solving, setting priorities and meeting work-plan deadlines as well as meeting challenges and demands of a regional programme.  |

## Key Skills/Attributes/Job Specific Competencies

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

|                |   |
|----------------|---|
| Expert level   | <p><i>Strategic Thinking</i></p> <ul style="list-style-type: none"> <li>• Ability to develop effective strategies and prioritised plans in line with SPREP’s objectives, based on the systemic analysis of challenges, potential risks and opportunities; linking the vision to reality on the ground, and creating tangible solutions.</li> <li>• Ability to leverage learning from a variety of sources to anticipate and respond to future trends; to demonstrate foresight in order to model what future developments and possible ways forward look like for SPREP.</li> </ul>   |
| Advanced level | <p><i>Partnerships Management</i></p> <ul style="list-style-type: none"> <li>• Ability to build and maintain partnerships with wide networks of stakeholders, Governments, civil society and private sector partners, experts, and others in line with SPREP strategy and policies.</li> </ul> <p><i>Negotiation and Influence</i></p> <ul style="list-style-type: none"> <li>• Ability to reach an understanding, persuade others, resolve points of difference, gain advantage in the outcome of dialogue, negotiates mutually acceptable solutions through compromise and creates win-win situations.</li> </ul> <p><i>Strategic engagement</i></p> <ul style="list-style-type: none"> <li>• Ability to capture and sustain attention, interest and agreement of high-level, influential policy and decision makers and secure their buy-in of high-level vision and objectives.</li> </ul> <p><i>Resource Mobilisation</i></p> <ul style="list-style-type: none"> <li>• Ability to identify funding sources, match funding needs (programmes/projects/initiatives) with funding opportunities and establish a plan to meet funding requirements.</li> </ul> |

|                   |  |
|-------------------|--|
|                   | <p><i>Emerging partnerships</i></p> <ul style="list-style-type: none"> <li>• Ability to engage with emerging partners, develop and manage a strategy and develop approaches to developing and managing these new strategic partnerships.</li> </ul>  |
| Working Knowledge | <p><i>Environmental issues and challenges</i></p> <ul style="list-style-type: none"> <li>• A good understanding of the key environmental issues and trends in the Pacific islands region.</li> </ul> <p><i>Financial reporting</i></p> <ul style="list-style-type: none"> <li>• Well versed with donor core financial reporting.</li> </ul> <p><i>Technology and software</i></p> <ul style="list-style-type: none"> <li>• Proficient in MS Word, relevant programming software and database applications.</li> </ul> <p><i>Gender equality and social inclusion</i></p> <ul style="list-style-type: none"> <li>• A good understanding of gender equality and social inclusion and their application in partnership engagement.</li> </ul> |
| Awareness         | <ul style="list-style-type: none"> <li>• SPREP Strategic Plan and Regional Environment Strategies and Plans</li> <li>• SPREP Governance and Operations</li> <li>• SPREP Partnership Engagement and Resource Mobilisation Strategy.</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 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:** The position will be based in Apia, Samoa.

**Duration:** Appointment is for an initial term of 3 years with possible renewal for a further term, up to a maximum of 6 years subject to confirmation of SPREP programmes and activities, availability of funds and performance during the initial term.

**Salary:** Salary is denominated in International Monetary Fund Special Drawing Rights (SDRs). Remuneration for this post falls within Band 12 of SPREP's salary scale. Starting salary will be SDR41,822 per annum. This is currently equivalent to SAT159,604 (USD63,842) per annum. Upon confirmation of probation, salary will be adjusted to SDR47,409 which is currently equivalent to SAT179,554 (USD71,822) 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 SDR5,233 will be paid to the successful candidate. The current equivalent in Samoan Tala is SAT19,970 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 used for expressing of Samoan Tala to US Dollars in this document is approximately USD1.00 = SAT2.50

**Term:** For staff recruited from outside Samoa, the term begins from the day the appointee leaves their 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 will be based on the Secretariat's Performance Development System.

### **FOR STAFF RECRUITED FROM OUTSIDE SAMOA, THE FOLLOWING APPLIES:**

**Relocation Expenses:** SPREP will meet certain appointment and termination expenses for staff recruited from outside Samoa, including transport and accommodation en route for the appointee and accompanying dependant(s) between point of recruitment and Apia, and return, by the shortest and most economical route. This includes:

- economy class airfares;
- reasonable cost of packing, insuring, shipping and transporting furniture, household and personal effects on a 20ft container; and,

- up to 20 kilos of excess baggage each for the appointee and family.

**Establishment Grant:** A lump sum of SDR1,100 is payable upon taking up appointment and arrival in Apia. This is currently equivalent to SAT4,198 (USD1,679).

**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 (USD6,240) per annum per dependent child, with an overall maximum of SAT46,800 (USD18,720) per annum per family of 3 or more eligible children.

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

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

**Housing Assistance:** Internationally recruited staff shall receive housing assistance of 75% of the typical rent payable in Samoa for expatriate executive furnished housing. The current rate is SAT2,850 (USD1,140) 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 (USD960) 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 dependants are entitled to have all reasonable medical, dental and optical expenses met, under the terms and conditions of the existing SPREP Medical Insurance.

**Superannuation:** All employees are required to contribute to the Samoa National Provident Fund. An expatriate internationally recruited staff member has the option to participate in the local Superannuation Fund or nominate another recognised Fund in their recognised home for their superannuation. SPREP will pay the minimum legal requirement of basic salary to the Samoa National Provident Fund or another 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:**

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

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

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

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

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

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

## D. ADMINISTRATIVE INFORMATION

**ESSENTIAL:** Applications should include:

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

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

### **Submitting applications:**

- a) **BY EMAIL: (MOST PREFERRED OPTION)** Subject matter to be clearly marked “**Application for Strategic Partnerships and Donor Relations Adviser (SPDRA)**” 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 Strategic Partnerships and Donor Relations Adviser (SPDRA)**”

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 Roger Warren on telephones (685) 21929 ext 325 or Email:  
[rogerw@sprep.org](mailto:rogerw@sprep.org)

**Closing date: Friday, 3<sup>rd</sup> May 2024:** Late applications will not be considered.

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