

APPLICANT INFORMATION PACKAGE
**Technical, Finance and Administration Officer – Climate and
Oceans Support Programme in the Pacific Phase 3
(TFAO-COSPPac3)**

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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**

B. Climate and Oceans Support Programme in the Pacific Phase 3 (COSPPac3):

The Climate and Oceans Support Program in the Pacific Phase 3 (COSPPac3) is a component of Australia's contribution to minimising the impacts of climate variability and change in the Pacific and to meeting the Australian Government's climate change aid objectives. COSPPac has entered into a third phase of four years and builds on Australia's long-term support for core climate information services across the Pacific, ensuring the continued development of valued products and services for optimum impact for Pacific Island governments and communities. Phase 3: 2023-2027, is funded in partnership with the Australian and New Zealand Governments.

COSPPac3 is implemented by the Australian Bureau of Meteorology (the Bureau), in partnership with Geoscience Australia (GA), the New Zealand National Institute of Water and Atmospheric Research Limited (NIWA), the Pacific Community (SPC), and the Secretariat of the Pacific Regional Environment Programme (SPREP).

This next phase recognises the importance of quality climate and ocean science to underpin the region's resilience and is in line with both Government's Pacific policies. Key infrastructure will be maintained and improved to provide the data needed for climate, ocean and sea level products and services that are relied upon in the regions and are the foundation of the Pacific NMHSs Climate and Oceans Services.

Phase 3 will enhance communication resources and knowledge-brokering skills within the National Meteorological Services. This action directly addresses the capability and capacity gaps highlighted by the Pacific NMHSs during the COSPPac3 design consultation.

COSPPac3 will also expand upon the integration of traditional knowledge on climate and geohazards, building on the TK project established in earlier COSPPac phases and initiated upon the request of Pacific nations. It will support cross-cultural engagement between Pacific Indigenous People and First Nations Australians and increase community participation and engagement with climate resilience activities, using Traditional Knowledge gathering and sharing to inform climate action.

There will be an increased commitment to Gender Equality, Disability, and Social Inclusion (GEDSI). Phase 2 demonstrated the effectiveness of engaging disability and women's groups in tailoring early action messages with NMHSs. Building on this, Phase 3 aims to ensure that women, girls, individuals with disabilities, and other at-risk populations are prepared and take action to climate and ocean hazards.

The COSPPac3 project aims to:

The aim of the program is: *Pacific Island stakeholders are using climate and ocean information to enable all Pacific peoples to remain resilient to the impacts of climate change and disasters so that they are able to lead safe, secure and prosperous lives.*

With the end of program outcome that: *Pacific Island National Meteorological and Hydrological Services (NMHSs) are delivering useful and usable climate and ocean information services in partnership with priority stakeholders, including affected communities and marginalised groups.*

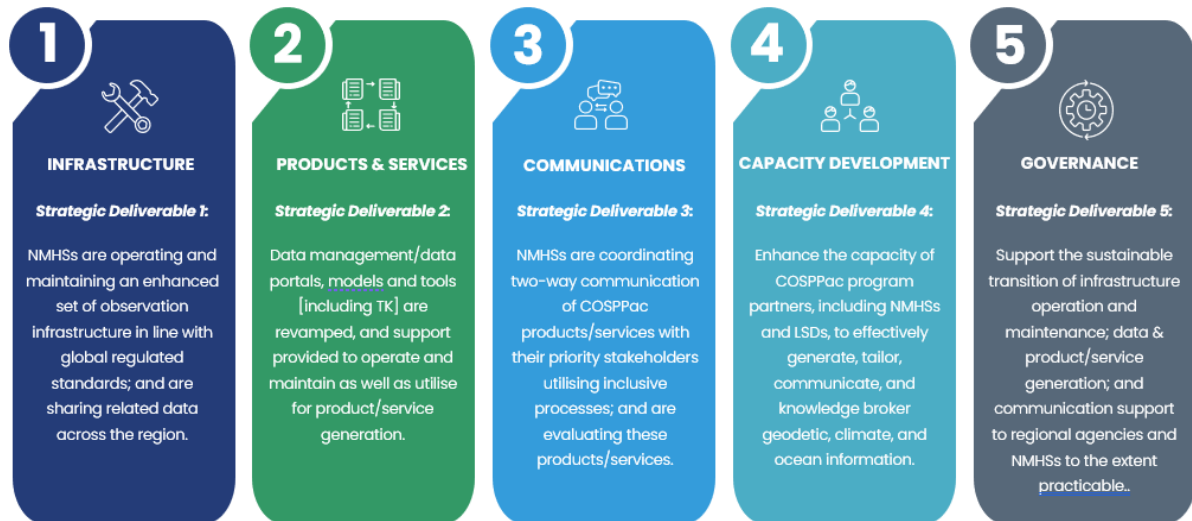
COSPPac3 will focus on delivering support to achieve the following outcomes:

- National meteorological and hydrological services (NMHSs) are operating and maintaining an enhanced set of observation and data management infrastructure (including for traditional knowledge) in line with global standards and are increasingly sharing related data.
- NHMSs are actively generating and refining climate and ocean information products/services utilising consolidated portals and COSPPac supported (and other best available) models and tools; and
- NHMSs are coordinating two-way communication of COSPPac products/services with priority stakeholders (including communities and marginalised groups) utilising inclusive processes, and are evaluating these products/services.

COSPPac3 will focus on five key deliverables:

- Infrastructure: Observations infrastructure and data support
- Products and services: Data management, and climate and ocean products and services
- Communications: Communications with and between key stakeholders and diverse communities
- Capacity Development: Capacity development & training support
- Governance: Governance, transition and support services

All five deliverables will have a strong gender equity and disability inclusion (GEDSI) focus and a transition agenda.



The Program is focused on the needs of NMHSs in 15 Pacific Island Countries and Territories (Cook Islands, Fiji, Federated States of Micronesia, Kiribati, Nauru, Niue, PNG, Palau, Republic of the Marshall Islands, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, and Vanuatu), with Land and Survey Departments (LSDs) also important user stakeholders.

COSPPac3 will be implemented and governed through a partnership between Australia, New Zealand and Pacific partners with a strong transition agenda to reflect the increase in the Bureau and NIWAs technical and brokering involvement. This is a deliberate measure to support greater local capacity with additional investment proposed with National technical agencies.

COSPPac contributes to regional priorities and aligns with the Pacific Islands Meteorological Strategy (PIMS) and the Pacific Roadmap for Strengthened Climate Services (PRSCS).

COSPPac3 Observations infrastructure and data support includes:

- Tidal information and sea level data
- Tide Calendars
- Sea Level Station - Real Time Data Display (RTDD)
- Pacific Ocean Portal

It supports the development of products and services that meet user needs and inform better decision making. In developing climate and oceans products and services, our aim is to enhance the capacity of Pacific Island agencies and communities to manage and mitigate the impacts of climate variability and coastal hazards. We work with our Pacific stakeholders to build tools that forecast and report on climate, tides, and the ocean. We also work together to determine how best to communicate this information to communities, businesses and governments.

There will also be opportunities to see how COSPPac3 products and services fit with both Australian Governments emerging Pacific climate change strategy and to ensure they are well coordinated with other programs such as Weather Ready Pacific.

The Pacific Meteorological Desk Partnership (PMDP) is a regional coordinated response to meeting weather and climate services development in the Pacific Islands region. Endorsed at the 21st Secretariat of the Pacific Regional Environment Program (SPREP) Meeting, Madang, Papua New Guinea (PNG) in 2011 to renew a Pacific Island regional mechanism urgently needed to develop capacity and advance the sustainability of weather and climate services in Pacific Islands, the establishment of the PMDP serves as the regional weather and climate services coordination mechanism managed by the SPREP and WMO to deliver a regionally coordinated effort to service SPREP Members needs in the area of weather and climate services. This includes the coordination of the Pacific Meteorological Council (PMC), Pacific Ministerial Meeting on Meteorology (PMMM) and other support.

The position is also expected to provide support to the PMDP where necessary.

Key Result Areas

The position **Technical, Finance and Administration Officer – COSPPac3** addresses the following Key Result Areas:

1. Budget development and management
2. Technical support
3. Procurement, financial reporting, financial documentation and audit facilitation
4. Logistical and administrative support
5. Project information management system

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

Jobholder is accountable for	Jobholder is successful when
<p>1. Budget development and management</p> <ol style="list-style-type: none"> a) Develop project annual budget in consultation with PMU, BOM and relevant SPREP Departments. b) Monitor budget in consultation with the COSPPac3 Team and relevant SPREP Departments to ensure spending is in line with the approved budget and complies with the relevant Conditions of the project Agreement. c) Ensure annual COSPPac3 budgets are prepared using the BOM detailed budget template. d) Prepare relevant documentation to support requests for financial disbursements. e) Prepare quarterly budget forecasts based on approved annual budget and ensure alignment with procurement plan. f) Maintain a filing system for all invoices, receipts and related documents. 	<ul style="list-style-type: none"> • Budget issues identified, reported and addressed in a timely manner. • Consolidated annual budget for the project is prepared and submitted for endorsement by Meteorology and Climate Advisor (MCA) and final approval by the CCR Director. • Expenditures incurred are within the approved budget. • Annual COSPPac3 budgets are submitted in a timely manner and follow the BOM template for the annual detailed budget. • A record of the status of project funds being monitored rigorously (spreadsheet or in another electronic format) is developed and tracked. • Quarterly budget forecasts are submitted and approved by MCA or CCR Director in a timely manner and forecast is in line with the procurement plan.
<p>2. Technical support</p> <ol style="list-style-type: none"> a) Support the COSPPac3 team Climate and Traditional Knowledge capacity building in the countries b) Support the Pacific Island Climate Outlook Forum (PICOF) as well as the National Early Action Rainfall (EAR) Watch trainings with NMHSs c) Provide technical assistance and support in implementing project and related activities d) Undertake research and analytical work as required for the project 	<ul style="list-style-type: none"> • Contribute to the Climate and TK workshops and trainings, to ensure they are delivered in a timely manner • Contribute to the PICOF and EAR Watch trainings • Research work is completed and provides constructive contribution to activities of the project • Reports prepared for project related events and activities are available in a timely manner • Reports and information on any of the project activities are made available on time

<p>e) Assist in note taking for project workshops, seminars and training including official meetings with partners and stakeholders</p>	
<p>3. Procurement, financial reporting, financial documentation and audit facilitation</p> <p>a) Ensure procurement of required goods and services comply with SPREP’s procurement policy.</p> <p>b) Work in collaboration with staff of PMU to prepare all relevant documentation to enable procurement and supply of goods and services required to enable delivery of project activities in consultation with relevant departments of SPREP.</p> <p>c) Monitor the contracts and agreements for the supply of goods and engagement of consultants to deliver specific aspects of the project in consultation including contracts managed by SPREP PMU.</p> <p>d) Prepare quarterly and annual financial component of the narrative report to SPREP management, the Project Steering Committee, BOM.</p> <p>e) Prepare annual and quarterly financial reports on project activities.</p> <p>f) Keep good records and files of all financial documents including supporting documents for all transactions related to the project to assist with any audit queries.</p>	<ul style="list-style-type: none"> • Procurement activities meet set deadlines and relevant procurement dossiers and reports are ready in a timely manner to support advertisement of tenders or soliciting of quotes, evaluation, decisions and contracting. • Deliverables under contracts are of high quality and standard and are timely as per contract requirements. • Non-conformity with conditions of contracts and agreements are prevented at all times with issues swiftly managed and addressed. • Contract extensions are routed and approved in a timely manner. • Quarterly and annual consolidated financial reports are available on time and endorsed by relevant authorities prior to submission to SPREP management, the Project Steering Committee, BOM. • Quarterly and annual financial reports on SPREP costs for the implementation of SPREP activities are available on time and endorsed by relevant authorities in SPREP. • Financial records and supporting documents (both paper and electronic) for costs incurred by SPREP under the project are readily available, up-to-date and complete.
<p>4. Logistical and administrative support</p> <p>a) Organise and arrange all travel requirements of the project in line with SPREP’s Travel and Procurement Policies;</p> <p>b) Arrange and organise logistics for all project meetings, visits, workshops and events to ensure all are completed and ready on time;</p> <p>a) Provide administrative and secretariat support to the project and all meetings including the COSPPac3 Steering Committee, Pacific Meteorological Council, Ministerial and other projects under the PMDP;</p>	<ul style="list-style-type: none"> • All project activities and logistics (including travel arrangements) under the COSPPac3 and the PMDP activities are organised in an efficient and cost-effective manner • Workshops and project activities are well received by stakeholders and government officials, and stakeholders exhibit improved understanding of COSPPac3 and other PMDP projects. • Steering Committee meeting minutes and reports are prepared on time and shared with members of the Steering Committee, Director, CCR and staff • Effective project filing systems and record keeping for COSPPac3 and PacMetDesk projects are up to

<ul style="list-style-type: none"> b) Set-up, maintain and update project e-filing and record keeping for COSPPac3 and the PacMetDesk projects on a regular basis; c) Prepare meeting notes and reports for COSPPac3 and PMDP project meetings. d) Assist with organising COSPPac3 Steering Committee meetings. e) Assist with the planning and implementation of COSPPac3, PMDP/PMC and weather Ready Pacific events as required. f) Compile the SPREP COSPPac3 activity reports for the Steering Committee 	<p>date and accessible to the project team and CCR staff</p> <ul style="list-style-type: none"> • COSPPac3 and PMDP Project logistics and administrative activities comply with SPREP policies and processes • SPREP COSPPac3 reports are compiled and approved.
<p>5. Project information management system</p> <ul style="list-style-type: none"> a) Compile project data and relevant information required for updating the PIMS, inform the preparation of narrative progress reports, support monitoring and evaluation of project, and other substantive reports as required by BOM and SPREP. b) Ensure information is correct and accurate before uploading on the PIMS and assist with the monitoring and tracking of project progress and delivery of project outputs c) Review project information on PIMS and report on gaps and issues that need to be addressed and ensure project information are updated regularly. d) Ensure follow up on project information gaps so that data on PIMS is relevant and up-to-date 	<ul style="list-style-type: none"> • COSPPac3 and PMDP Project information on PIMS is accurate and up-to-date • Project data and information are compiled including reports and other documents produced by the project are readily available for updating the PMIS and to inform preparation of progress reports, M&E reports, and other relevant reports required by SPREP, BOM.

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 the Meteorology and Climate Advisor as part of the Performance Development System.

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

Work Complexity

Most challenging duties typically undertaken:

- Development of realistic annual budgets that are within overall allocated budget and monitoring of spending in collaboration with the project units.
- Ensuring costs charged to the project are eligible costs.
- Coordinating and meeting deadlines for financial reporting and audits.
- Ensuring that procurement is undertaken in line with the relevant policies and financial records and supporting documents are provided.
- Working in collaboration with collaborating parties to monitor compliance with these organisations' internal controls and any remedial actions by auditors and evaluators of the project to address financial management and procurement issues.

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"> • BOM, SPC, NIWA, Geo-Science Australia including their project teams; • Steering Committee • PMC Members and Ministers • Beneficiary countries • Expert Consultancy Service providers • Regional / International organisations 	<ul style="list-style-type: none"> • Access to financial and procurement records and information • Advice and assistance • Consultations and collaboration • Negotiations, communications and reporting
<p>Internal</p> <ul style="list-style-type: none"> • Senior Leadership Team • Climate Change Resilience Programme • Pacific Meteorological Desk Partnership • Other SPREP Programmes • Project Coordination Unit • Finance and Administration Department • Human Resources Department • All staff 	<ul style="list-style-type: none"> • Access to data and information • Advice and support • Collaboration and coordination

Level of Delegation

The position holder:

- Has oversight of the project budget and finances;
- Can seek funding opportunities in particular cost-sharing and complementarity with other projects that could fund project activities of similar nature subject to authorisation;
- Can present financial reports to authorised audiences such as the project Steering Committee, BOM, and SPREP project units.

Person Specification

This section is designed to capture the expertise required for the role at the 100% fully effective level (this does not necessarily reflect what the current jobholder has). This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Qualifications

Essential
1. Minimum qualification of 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 fund management, preferably in the Pacific region
3. Excellent experience in the following: <ul style="list-style-type: none"> a) Financial management and accounting b) Financial analysis, advisory and reporting c) Programme and project fund management including monitoring and evaluation, proposal and report writing d) Microsoft Office, spreadsheet applications and computerised accounting systems e) Performance Based Output Budgeting systems
4. Excellent experience in management and operations of procurement processes including tender work and assessment as well as appreciation of policies, systems, processes and databases.
5. Excellent written and verbal communication skills including high level of presentation and interpersonal skills, collaboration with donors and partners with sound experience in capacity building and maintaining effective relationships with a diverse group of people within a multi-disciplinary and multi-cultural team environment
6. Demonstrated knowledge of current and emerging issues and challenges in administration and financial reporting and demands of a regional project in the Pacific island's region as well as good understanding and appreciation of environmental ethics, values and priorities.
7. Show's 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 project.

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
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	<ul style="list-style-type: none"> • Project financial reporting • Work programme planning, procurement management and budgeting • 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 • Knowledge of SPREP financial procedures • Corporate policies • Ability to work well with section colleagues and staff at all levels • Good oral and written communication skills • Environmental issues in the Pacific islands region
Awareness	<ul style="list-style-type: none"> • BOM Requirements • UNFCCC, Paris Agreement and Climate Change funding mechanisms and processes • Sustainable Development Goals, SAMOA Pathway • Framework for Resilient Development in the Pacific • SPREP Strategic Plan • SPREP Performance Implementation Plan • SPREP Work Programmes

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 Plan:

- 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

Duty Station: Apia, Samoa.

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

Salary: Salary is denominated in International Monetary Fund Special Drawing Rights (SDRs). Remuneration for this post falls within Band 9 of SPREP's salary scale. Starting salary will be SDR26,802. This is currently equivalent to SAT102,286 (USD42,619) per annum. Upon confirmation of probation, salary will be adjusted to SDR30,153 which is equivalent to SAT115,072 (USD47,947) 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 SDR3,967 will be paid to the successful candidate. This is currently equivalent to SAT15,139 (USD6,308). 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 US\$1.00 = 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 enroute for the appointee and accompanying dependant(s) between point of recruitment and Apia, and return, by the shortest and most economical route. This includes:

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

Establishment Grant: A lump sum of SDR1,100 is payable upon taking up appointment and arrival in Apia. This is currently equivalent to SAT\$4,198 (USD\$1,749).

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

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

Repatriation allowance: The appointee is entitled to a repatriation allowance equivalent to two week's salary, upon successful completion of contract, provided the contract is not extended or renewed. For 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 dependants after completing 18 months of service for 3-year contracts providing no travel is undertaken within the final 12 months of the contract.

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

Security Assistance: Security-related expenses maybe reimbursed against actual receipts up to SAT2,400 (USD1,000) per annum as stipulated under SPREP's Security Assistance policy.

Annual Leave: 25 working days a year (up to a maximum accumulation of 50 days).

Sick Leave: 30 working days a year (up to a maximum accumulation of 90 days).

Other Leave: Provisions also exist for maternity, compassionate, paternity, examination and special leave (without pay).

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

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

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

Superannuation: All employees are required to contribute to the Samoa National Provident Fund. An expatriate internationally recruited staff member has the option to 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.

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 Technical, Finance and Administration Officer – COSPPac3**” 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 Technical, Finance and Administration Officer –COSPPac3**”

More Information on SPREP and its work in the region can be found on the SPREP website
www.sprep.org

For further enquiries, contact Mr. Roger Warren on telephones (685) 21929 ext 325 or Email:
rogerw@sprep.org

CLOSING DATE: Friday, 26th January 2024: Late applications will not be considered.

SPREP is an Equal Opportunity Employer