



# SPREP

Secretariat of the Pacific Regional  
Environment Programme



10th Pacific Islands Conference

## NATURE CONSERVATION AND PROTECTED AREAS

*Nature Conservation Action for a Resilient Pacific*

## APPLICANT INFORMATION PACKAGE

### **Technical Adviser – Information, Knowledge Management & Brokerage, Pacific Climate Change Centre (TAIKMB,PCCC)**

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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 Marshalls Islands and Vanuatu as well as SPREP Officers stationed in Solomon Islands.

SPREP has an annual budget of approximately USD37 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                 | ▪ 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**

## THE PACIFIC CLIMATE CHANGE CENTRE

The Pacific Climate Change Centre (PCCC) is the regional Centre of Excellence for climate change information, research and innovation and is hosted at SPREP in Samoa. As a flagship regional initiative, the PCCC will deliver capacity development programmes in adaptation, mitigation, climate services and project development. It will promote and foster applied research, drive innovation and build capacity in these areas and improve the flow of practical information between meteorological services, climate practitioners, policy makers, researchers, scientists and those implementing policies, programmes and projects.

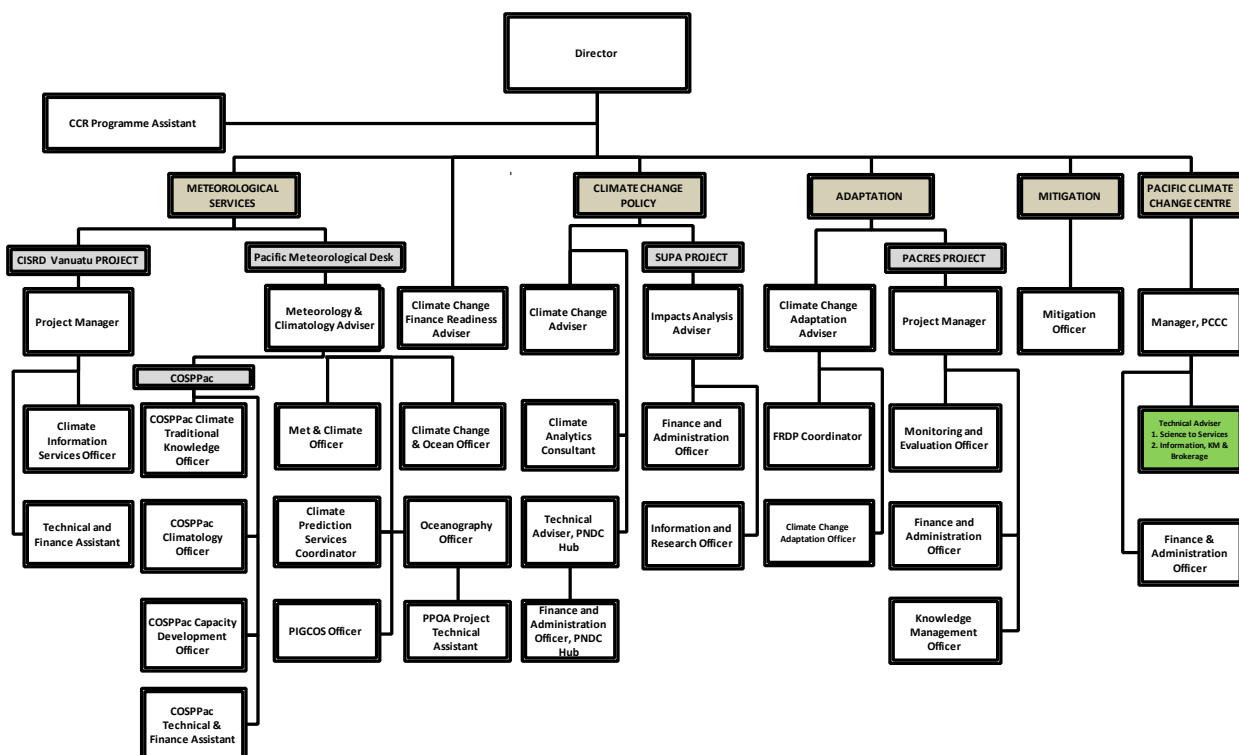
It will be underpinned by strong partnerships with Pacific Governments, applied research institutions, donors, civil society and the private sector. The PCCC delivers four mutually reinforcing functions:

- **Knowledge brokerage:** Building relationships between the producers and users of climate change knowledge so that Pacific Governments and other decision-makers receive timely, robust information in user-friendly formats.
- **Applied research:** The PCCC will host research projects that are designed to address specific research objectives and priorities identified in the region and which lead to practical outcomes for the Pacific.
- **Capacity building through training and learning:** The PCCC will be a one-stop-shop for the improved coordination of climate change training and will help the region to more effectively learn from climate change adaptation and mitigation efforts to date.
- **Innovation:** The PCCC will support the development of innovative products and services which can increase resilience in the Pacific.

## B. JOB DESCRIPTION

|   |   |
|---|---|
| <b>Job Title:</b>                                   | Technical Adviser – Information, Knowledge Management & Brokerage, Pacific Climate Change Centre, (TAIKMB,PCCC)   |
| <b>Programme:</b>                                   | Climate Change Resilience   |
| <b>Team:</b>  | Pacific Climate Change Centre (PCCC)  |
| <b>Responsible To:</b>                              | Manager, PCCC (MPCCC)   |
| <b>Responsible For:<br/>(Total number of staff)</b> | N/A   |
| <b>Job Purpose:</b>                                 | <p>This job exists to:</p> <ul style="list-style-type: none"> <li>Support the Manager, PCCC in the coordination and delivery of the PCCC functions and activities, specifically on the Information, Knowledge Management and Brokerage priorities.</li> </ul> |
| <b>Date:</b>  | November 2020   |

### Organisation Context



## Key Result Areas

The position of **Technical Adviser - Information, Knowledge Management & Brokerage, PCCC** addresses the following Key Result Areas:

1. Regional collaboration and coordination
2. Strategic, policy and technical advice and assistance
3. Networking and partnerships
4. Pacific Climate Change Portal, Climate Change Knowledge Management and Brokerage products
5. Communications and capacity building
6. Reporting and monitoring

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

| Jobholder is accountable for  | Jobholder is successful when   |
|---|--|
| <p>1. <b>Regional collaboration and coordination</b></p> <p>a) Support the MPCCC in coordinating the delivery and implementation of the PCCC's Annual Work Plan, with a focus on the Pacific Climate Change Portal, Climate Change Knowledge Management and Brokerage priorities</p> <p>b) Provide strategic and technical advice and delivery on practical initiatives that support the PCCC's Strategic and Business Plan and Annual Workplan, specifically on the Pacific Climate Change Portal, Climate Change Knowledge Management and Brokerage priorities</p> <p>c) Collaborate and coordinate with PCCC partners and stakeholders on progressing the work of the PCCC and SPREP</p> <p>d) Lead the delivery and progression of the Pacific Climate Portal as well as initiatives on Climate Change Knowledge Management and Brokerage</p> | <ul style="list-style-type: none"> <li>• Annual work plan targets and priorities are delivered on time and to a high standard</li> <li>• Deliverables support the PCCC Strategic and Business Plan and Annual Workplan</li> <li>• Pacific Climate Change Portal, Climate Change Knowledge Management and Brokerage work of the PCCC are well established and understood by all stakeholders</li> <li>• Increased positive collaboration and coordination with partners and stakeholders that support progress of the PCCC and SPREP's work</li> <li>• The work of the PCCC is well understood and well regarded by all partners</li> </ul> |
| <p>2. <b>Strategic, policy and technical advice and assistance</b></p> <p>a) Provide strategic, policy and technical advice and assistance on all Pacific Climate Change Portal, Climate Change Knowledge Management and Brokerage issues and related matters that support PCCC's Strategic and Business Plan</p>   | <ul style="list-style-type: none"> <li>• Well researched, relevant and timely technical and policy advice provided on all PCCC matters</li> <li>• Technical and policy advice supports PCCC's role in the work of SPREP in the region</li> </ul>   |

|  |  |
|--|--|
| <p>b) Provide strategic, technical and policy advice on key emerging Pacific Climate Change Portal, Climate Change Knowledge Management and Brokerage issues and their potential implications on the work of the PCCC.</p> <p>c) Coordinate and provide relevant advice to PCCC partners and key stakeholders on Pacific Climate Change Portal, Climate Change Knowledge Management and Brokerage issues including possible solutions to address these</p> <p>d) Coordinate and facilitate relevant Pacific Climate Change Portal, Climate Change Knowledge Management and Brokerage inputs on PCCC strategic and technical matters to inform key decisions</p>  | <ul style="list-style-type: none"> <li>• PCCC programmes and projects provide value and positive influence on partners and stakeholders work programmes</li> <li>• Strategic technical input is coordinated and included in consideration of key PCCC decisions, negotiations and processes</li> </ul>   |
| <p>3. <b>Networking and partnerships</b></p> <p>a) Explore and develop new partnership opportunities in line with the PCCC's Strategic and Business Plan</p> <p>b) Work closely with CCR Portal team, PCCP Advisory and Technical Committees, SPREP's ICT and IRC Manager in the on-going supervision, development, and support of the Pacific Climate Change Portal (PCCP).</p> <p>c) Liaise on a regular basis with relevant national authorities in PICTs and regional/ international development partners to understand knowledge needs</p> <p>d) Share knowledge and experiences with other similar centres in other regions</p> <p>e) Identify strategic opportunities to enhance information management and knowledge brokerage for climate change in the Pacific</p> | <ul style="list-style-type: none"> <li>• New partnerships have been established and maintained which increase the effectiveness of the PCCC.</li> <li>• New partnerships and funding opportunities have been successfully achieved</li> <li>• IKMB Workplan is aligned to the Climate Knowledge Brokers Community of Practice and network is well established</li> <li>• The PCCC is a member of the global Climate Change Knowledge Brokers Network</li> <li>• Regular dialogue established with PICTs focal points, working closely with CCR to ensure this does not increase burden on countries.</li> <li>• Consultations with other similar centres have been undertaken and ideas exchanged and a regular dialogue established</li> <li>• The PCCC Annual Plan reflects a growing number of effective knowledge networks within and beyond the region</li> </ul> |
| <p>4. <b>Pacific Climate Change Portal (PCC), Climate Change Knowledge Management and Brokerage products</b></p> <p>a) Carry out all technical requirements for the PCCP</p> <p>b) Lead in designing and maintaining databases/information management systems and their standards,</p>   | <ul style="list-style-type: none"> <li>• Timely development and functionality of the portal</li> <li>• All relevant information within SPREP systems are uploaded and or linked</li> </ul>   |



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| <p>ensuring accuracy and integrity of the products and incorporating a future perspective for development and enhancement and ensure the systems provide relevance and sustainability for users with very different experiences, expectations and needs.</p> <p>c) Support the development of the on-line monitoring and reporting database for the FRDP</p> <p>d) Provide advice and support to PICTs on the development and maintenance of their national climate change portals.</p> <p>e) Manage secretariat and regional/international knowledge partnerships.</p> <p>f) Liaise on a regular basis with relevant national authorities in PICTs and regional/ international development partners and donors to identify data and information needs and sources</p> <p>g) Develop knowledge products in accessible and relevant formats which highlight lessons learned from a) research and b) the development of climate services and products</p> <p>h) Design, facilitate and deliver regional events (meetings, workshops etc)</p> | <ul style="list-style-type: none"> <li>• Programme for portal management, data acquisition and uploading, training on how to use the system are developed.</li> <li>• Protocol for data/portal standards, accuracy and integrity is developed and approved</li> <li>• Relevant national climate change portals are linked to the PCCP</li> <li>• Protocol developed for uploading and screening national and regional content onto the PCCP</li> <li>• The PCCP is update to date and valued by users</li> <li>• Flows of information and knowledge are well coordinated between the PCCP and other regional portals and websites</li> <li>• A range of knowledge products have been developed which synthesise and translate climate information and knowledge</li> <li>• Knowledge products are valued by stakeholders and support effective decision-making</li> <li>• Global and regional awareness of the PCCC has increased</li> <li>• The PCCC has published a range of accessible and relevant papers, summaries and reports.</li> <li>• Key relevant events are designed and facilitated that increase awareness of the PCCC work</li> </ul> |
| <p>5. <b>Communications and capacity building</b></p> <p>a) Support the MPCCC in the development and implementation of the PCCC's Communications, Visibility and Capacity Building (CVCB) Plan</p> <p>b) Promote the PCCC work within the region and beyond</p> <p>c) Provide effective communication and reporting of all PCCC initiatives and work, specifically on the PCCP and IKMP initiatives and priorities</p> <p>d) Provide support in implementation of the PCCC's ongoing capacity building programmes for SPREP and the region</p>   | <ul style="list-style-type: none"> <li>• Support is provided to the development and implementation of the CVCB Plan in support of the PCCC's Strategic and Business Plan</li> <li>• Communications and visibility products are developed, promoted, and disseminated</li> <li>• Increased awareness and appreciation of the PCCC and what it does</li> <li>• Relevant capacity building initiatives are provided to strengthen SPREP and member countries positions and capabilities in line with the mission of the PCCC</li> <li>• The PCCC has established itself as the reputable regional Centre of Excellence for climate change information, research and innovation</li> <li>• Support is provided to the Pacific Met Desk</li> </ul>   |

|  |   |
|--|---|
| <ul style="list-style-type: none"> <li>e) Identify new areas and opportunities for capacity building initiatives for Members, particularly related to the mission of the PCCC</li> <li>f) Support the Pacific Met Desk in the delivery of training under the Pacific Regional Climate Centre and related initiatives.</li> </ul>   |   |
| <p><b>6. Reporting and Monitoring</b></p> <ul style="list-style-type: none"> <li>a) Support the MPCCC in preparing regular reports to the PCCC Advisory Board, the SPREP SMT and the Director of CCR</li> <li>b) Ensure relevant reports are prepared ahead of the SPREP Meeting</li> <li>c) Support the MPCCC and SPREP Monitoring and Evaluation Adviser (MEA) in gathering and monitoring data regarding the effectiveness of the PCCC</li> </ul> | <ul style="list-style-type: none"> <li>• Reporting information is timely, relevant and valued by PCCC partners</li> <li>• Monitoring systems and data sources are established which provide a clear picture of PCCC effectiveness and performance</li> <li>• Monitoring data and lessons learned are used for improvement of work and services</li> </ul> |

**Note**

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the Jobholder and Director/Supervisor as part of the Performance Development System.

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

**Work Complexity**

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|---|
| <p><i>Most challenging duties typically undertaken:</i></p>   |
| <ul style="list-style-type: none"> <li>• Establishment of a regional Climate Knowledge Brokers Community of Practice/network</li> <li>• Ability to work with a multi-disciplinary team and with multi-sectors and ensuring that members/countries are driving PCCC priorities</li> <li>• Securing funding and resources.</li> </ul> |

**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>• SPREP CC focal points</li> <li>• CROP and regional agencies</li> <li>• Various PCCC partners (donors or recipient governments)</li> <li>• Consultants</li> </ul> | <ul style="list-style-type: none"> <li>• Verbal discussions</li> <li>• Knowledge products</li> <li>• Report Writing</li> <li>• Written submissions/advice</li> <li>• Coordination and facilitation</li> </ul> |

|   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Learning and research institutions</li> </ul>  | <ul style="list-style-type: none"> <li>• Event planning and delivery</li> </ul>                  |
| <p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• MPCCC and DCCR</li> <li>• Executive and Senior Management Team</li> <li>• Other Programme Staff</li> <li>• All Staff</li> </ul> | <ul style="list-style-type: none"> <li>• Report Writing</li> <li>• Verbal Discussions</li> </ul> |

### Level of Delegation

*The position holder:*

- manages an operational budget under guidance from the MPCCC
- can carry out negotiations on behalf of PCCC
- can seek funding opportunities for PCCC work programme activities

### 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 qualifications of a Master degree in Information/Knowledge Management, Information Science or Resource Management linked to climate change OR a Bachelor degree in lieu, with applied relevant work experience in excess of the minimum required relevant work experience.

### Knowledge / Experience

#### Essential

2. At least 7 years' experience in knowledge management and brokerage, preferably in the areas of climate change and climate services, with at least 5 of those years at the senior strategic and advisory level, preferably within the Pacific Islands region
3. Extensive experience in information and resource management and information work within the Pacific Islands country contexts including establishing networks, strong understanding of

|  |
|--|
| relational databases, information systems with related tools and software packages as well as extensive knowledge of climate change and development issues in the Pacific island context   |
| 4. Extensive experience and understanding of the following:<br>a) managing databases and information systems within an information service;<br>b) training users in using the information systems;<br>c) issues relating to the access and use of information and knowledge in the Pacific.  |
| 5. Demonstrates initiative and ability to think outside the box in dealing with multiple tasks and demanding deadlines as well as excellent understanding and appreciation of environmental ethics, values and priorities within the workplace, ability to be creative, innovative, persistent and resourceful.                                      |
| 6. Excellent experience in strategic collaboration and networking with donors and partners, developing and maintaining effective relationships with a diverse group of people and as part of a team within a multi-disciplinary and multi-cultural environment.  |
| 7. Excellent written and verbal communication skills, including high level of presentation and inter-personal skills, writing including synthesising and translating scientific and technical information as well as extensive experience in capacity building facilitation and coordination involving a diverse audience and partner organisations. |

## Key Skills / Attributes / Job Specific Competencies

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

|                   |  |
|-------------------|--|
| Expert level      | <ul style="list-style-type: none"> <li>• Proposal and report writing</li> <li>• Problem solving</li> <li>• Facilitation skills</li> <li>• Fluency in English</li> <li>• Excellent communications</li> <li>• Ability to set priorities and organise workplans</li> <li>• Team building</li> <li>• Work with minimal supervision</li> <li>• Flexible approach</li> <li>• Willingness to assist with other programmes</li> <li>• Interpersonal skills and cultural sensitivity</li> <li>• Communications and public relations</li> <li>• Climate change issues, key agreements and conventions</li> </ul> |
| Advanced level    | <ul style="list-style-type: none"> <li>• Environmental issues in the Pacific islands region</li> <li>• Emerging environmental issues and challenges</li> </ul>   |
| Working Knowledge | <ul style="list-style-type: none"> <li>• Commitment to continuous improvement</li> </ul>   |
| Awareness         | <ul style="list-style-type: none"> <li>• SPREP Strategic Plan</li> <li>• SPREP Work Programmes</li> <li>• Pacific Roadmap for Strengthened Climate Services</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

*“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 a term of 3 years initially with possible renewal up to a maximum of 6 years subject to performance during the initial term, continuity of related programme activities and availability of funds.

**Salary:** Salary is denominated in International Monetary Fund Special Drawing Rights (SDRs). Remuneration for this post falls within Band 11 of SPREP’s salary scale. Starting salary will be SDR35,440 per annum. This is currently equivalent to Samoan Tala \$135,250 (USD\$52,019) per annum. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required.

**Cost of living differential allowance (COLDA):** A Cost-of-Living Differential Allowance of SDR4,695 will be paid to the successful candidate. The current equivalent in Samoan Tala is SAT\$17,917 (USD\$6,891) 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, clean police report as well as a 6-month probationary period. An appointment is terminated by (i) completion of term of contract (ii) one month’s notice by either party (iii) without notice by either party paying one month salary in lieu of notice or (iv) dismissed with or without notice as a disciplinary measure.

**Performance Reviews:** Annual performance assessments and performance rewards will be based on the Secretariat’s Performance Development System.

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

**Relocation Expenses:** SPREP will meet certain appointment and termination expenses for staff recruited from outside Samoa, including transport and accommodation en-route for the appointee and accompanying 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\$1,615).

**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 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 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 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 Insurance Cover:** All employees and their dependants 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:**

'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 Technical Adviser - Information, Knowledge Management & Brokerage, PCCC (TAIKMB,PCCC)” 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 “Application for Technical Adviser - Information, Knowledge Management & Brokerage, PCCC (TAIKMB,PCCC)”

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 Ms Marion Tuipulotu-Chan Chui on telephone (685) 21929 ext 328 or Email: [marionc@sprep.org](mailto:marionc@sprep.org)

**Closing date: Friday, 4<sup>th</sup> December 2020.** Late applications will not be considered.

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