



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

APPLICANT INFORMATION PACKAGE  
**TECHNICAL OFFICER - NATIONALLY DETERMINED**  
**CONTRIBUTION HUB (TO-NDCH)**

## **CONTENTS**

A. BACKGROUND INFORMATION ON SPREP

B. JOB DESCRIPTION

C. REMUNERATION PACKAGE – TERMS & CONDITIONS

D. ADMINISTRATIVE INFORMATION

## A. Background Information on SPREP

The *Secretariat of the Pacific Regional 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, Solomon Islands and Vanuatu.

SPREP has around 160 staff and has an annual budget of approximately USD49 million in 2025.

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**

## **PROJECT BACKGROUND**

During the first Climate Action Pacific Partnership (CAPP) Conference in 2017, leaders of Pacific Island Governments and stakeholders from across the region called for a mechanism to support Pacific Island Countries (PICs) Nationally Determined Contributions (NDCs). The idea received further endorsement at the 2017 Pre-COP in Denarau, Fiji. The same year, COP23 President and Hon. Prime Minister of Fiji, Frank Bainimarama officially launched the Regional Pacific NDC Hub (NDC Hub) during the twenty-third session of the Conference of the Parties (COP23) in Bonn, Germany.

The actions and ambitions provided in each country's Nationally Determined Contribution (NDC) provide a strong measure of whether the world will achieve the long-term goals of the Paris Agreement. These goals are: to hold the increase in global average temperature to well below 2°C, to pursue efforts to limit the increase to 1.5°C and, to increase the ability to adapt to the adverse impacts of climate change and foster climate resilience and low greenhouse gas emissions development.

All fourteen Pacific Small Island Developing States (PSIDS) had submitted their first NDCs in response to the call prior to the Paris COP21 in 2015. Most of the initial NDC submissions from the Pacific focussed on the energy sector, specifically the reduction of greenhouse gas emissions from the electricity sector by increasing the uptake of renewable energy for power generation. The second round of NDC submissions around 2020 saw the expansion of sectoral coverage to include other sectors such as transport, marine, tourism, agriculture and others.

An assessment of actions in the NDCs submitted so far indicate that current actions are still not ambitious enough to keep global temperature increase to well below 2°C. There is a need to enhance current NDCs and accelerate the scale and pace of climate action globally in order to meet the objectives of the Paris Agreement. The next wave of submissions termed NDC 3.0, due in September 2025, will hopefully ratchet enough ambition to avoid a 1.5°C overshoot.

Support for reviewing and implementing NDCs had long been identified as a priority for the Pacific large ocean states. The Regional Pacific NDC Hub aims to address identified needs and priorities of PICs to enhance and successfully implement their NDCs.

The Regional Pacific NDC Hub serves to:

1. Provide advisory and technical support to PICs to enhance and implement their NDCs and integrate these climate actions into their development plans.
2. Support PICs with the required systematic review of the implementation of their NDCs and the acceleration of climate actions to contribute towards global efforts to reduce greenhouse gas emissions and to increasingly strengthen national and local resilience, as outlined in the Paris Agreement.
3. Strengthen the monitoring and evaluation of NDCs in the region and align this to the regional reporting on the progress of the 2050 Strategy for the Blue Pacific, NDC Hub 2030 Strategy, FRDP Goal 2 and the SPREP Strategic Plan. Additionally is the mandatory regular reports to Pacific Island Leaders, SDGs and other national and regional reporting mechanisms.

The NDC Hub has since completed three (3) phases of NDC implementation in the Region, with the fourth phase currently in progress. SPREP as one of the regional partners will support a number of activities to assist the region meet these objectives.

## **PROJECT ACTIVITIES & TARGETS**

### *Output 1. NDCs reviewed and enhanced*

- 1.1 Establish support processes to review and enhance NDCs, in particular to ensure coverage of all relevant sectors and to include adaptation where requested.

### *Output 2. Roadmaps and investment plans developed to support NDC implementation*

- 2.1 Support the development of NDC roadmaps/implementation plans/action plans to outline how targets set out in the NDC can be achieved in practice
  - 2.1.1 Stocktake of policies and plans/gap analysis.
- 2.2 Support the development of investment plans for NDC implementation including private sector and civil society
  - 2.2.1 Investment planning in EE/DSM

### *Output 3. Finance leveraged to support NDC implementation through improved regional coordination*

- 3.1 Develop project pipelines for NDC implementation jointly with the NDC Hub implementing partners – SPC, GGGI and GIZ.

### *Output 4. Guidance and technical assistance provided to streamline and integrate NDCs into national and regional plans and processes*

- 4.1: Support the integration of NDC aspects into policies and strategies, legislation, regulations and standards where this is relevant for the implementation of NDCs and in particular where these could prompt significant investment of the private sector.
- 4.2 Synergize with ongoing processes in order to integrate NDC.
- 4.3: Support the establishment of national and sector statistics and reporting processes (MRV) towards achieving NDCs.

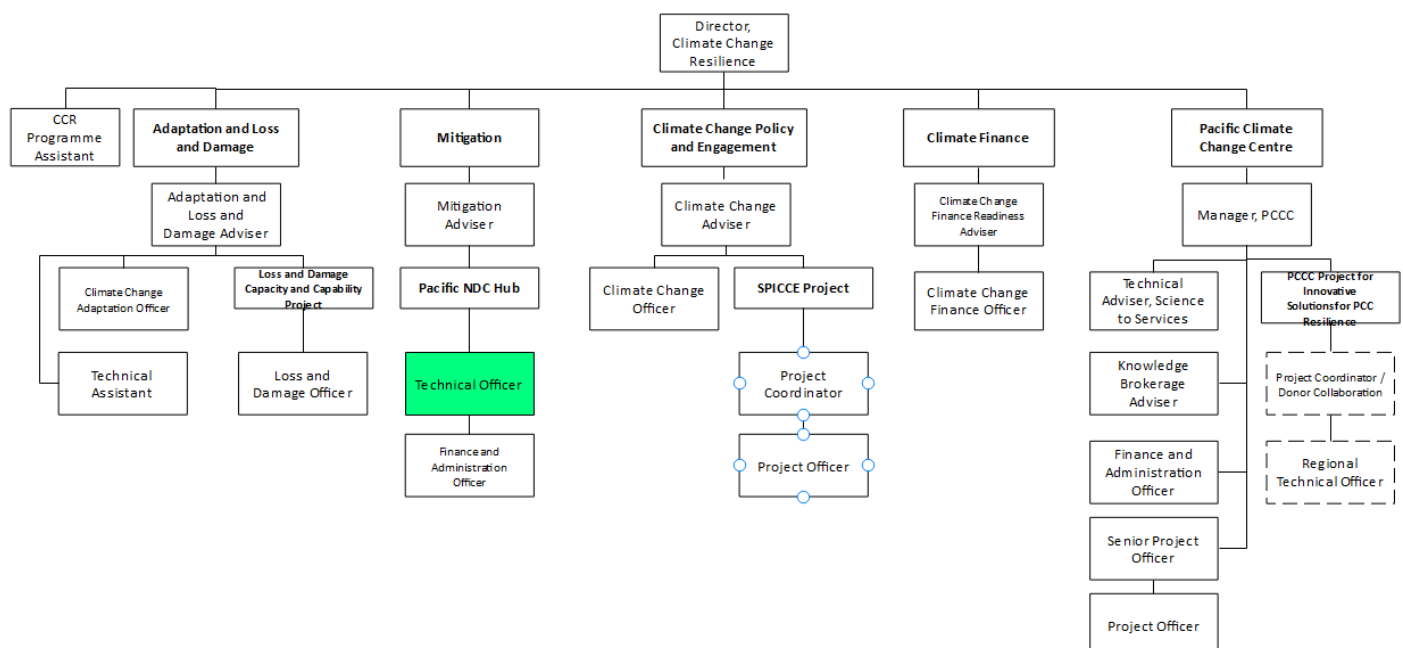
### *Output 5. NDC related information and knowledge, learning and partnership mechanisms enhanced to support NDC enhancement and implementation*

- 5.1 Facilitate and assist with the implementation of country NDC requests allocated to the SPREP team by the NDC Hub.
- 5.2 Facilitate and assist with the provision of training aligned with training needs / priorities identified by member countries.
- 5.3 Facilitate learning about NDCs through newly established or existing exchange network
  - Knowledge products created through Hub shared through Pacific Climate Change Portal.
- 5.4 Collect, make accessible and interlink NDC related information resources that are relevant to the Pacific on the Pacific Climate Change Portal, NDC knowledge portal, etc., including those developed by the NDC partnership.

## B. JOB DESCRIPTION

<b>Job Title:</b>	Technical Officer - NDC Hub (TO-NDCH)
<b>Programme:</b>	Climate Change Resilience
<b>Team:</b>	Mitigation
<b>Responsible To:</b>	Mitigation Adviser
<b>Responsible For: (Total number of staff)</b>	1
<b>Job Purpose:</b>	<p><b>This job exists to:</b></p> <ul style="list-style-type: none"> <li>Assist with SPREP work in relation to the NDC Hub and the implementation of NDC country requests from around the region.</li> <li>Assist further with the development of the fifth phase of implementation, including financing agreements, workplans, regional training and workshops.</li> <li>Lead in the monitoring and reporting requirements for the NDC implementation work.</li> </ul>
<b>Date:</b>	September 2025

### Organisation Context



## Key Result Areas

The position of **Technical Officer - NDC Hub** addresses the following Key Result Areas:

1. Leadership and management
2. NDCs reviewed and enhanced
3. Roadmaps and investment plans developed
4. Funding and Project concepts development
5. Guidance and technical assistance
6. NDC related information and knowledge, learning and partnership mechanisms

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

Jobholder is accountable for	Jobholder is successful when
<b>1. Leadership and Management</b> <ol style="list-style-type: none"> <li>a) Lead the NDC Hub team in the development of annual workplans and budget and in the delivery of key outputs to meet strategic priority targets</li> <li>b) Develop and monitor NDC Hub staff development plans and provide guidance and coaching to the team</li> <li>c) Ensure the NDC Hub team contributes effectively to joint programme planning and all key institutional requirements</li> </ol>	<ul style="list-style-type: none"> <li>• The SPREP NDC Hub team is a high performing team that delivers on its Annual Work Plan and Budget (AWP&amp;B) objectives and meets strategic priority targets</li> <li>• The team's work is well integrated and understood across all SPREP programmes and departments</li> <li>• Outputs and outcomes for the PIP are achieved</li> <li>• Staff Performance Development Plans are developed and assessed on time</li> <li>• Staff issues including learning and development needs are addressed in a timely and effective manner</li> <li>• Joint programme planning, delivery and monitoring and evaluation is carried out in close consultation with the Director</li> <li>• Fully accountable to corporate responsibilities including budget management, financial reporting, staffing issues and other general management requirements</li> </ul>
<b>2. NDCs reviewed and enhanced</b> <ol style="list-style-type: none"> <li>a) Establish support processes to review and enhance NDCs, in particular to ensure coverage of all relevant sectors and to include adaptation where requested</li> <li>b) Ensure outreach to other SPREP teams effectively harnesses additional expertise for NDC reviews</li> </ol>	<ul style="list-style-type: none"> <li>• A detailed set of information on country requests for NDC enhancement has been compiled, and the officer is familiar with the contents.</li> <li>• Procedures for responding to country requests approved</li> <li>• Consultations with the countries yield good inputs and feedback on the development of projects for implementing NDCs</li> <li>• An effective methodology has been developed and tested so that adaptation,</li> </ul>



	<p>along with other thematic areas, can be covered by NDC.</p> <ul style="list-style-type: none"> <li>• Effective cooperation with the Strategic Planning, Partnerships and Resource Mobilisation (SPPRM) established to support projects as well as with other SPREP teams.</li> </ul>
<p><b>3. Roadmaps and investment plans developed</b></p> <ul style="list-style-type: none"> <li>a) Support the development of NDC roadmaps/implementation plans/actions plans to outline how targets set out in the NDC can be achieved in practice</li> <li>b) Carry out stocktake of policies and plans/gap analysis and develop plans to address them.</li> <li>c) Support the development of investment plans for NDC implementation including private sector and civil society</li> <li>d) Plan investment and relevant communications products in Energy Efficiency / Demand Side Management (EE/DSM)</li> <li>e) Provide relevant reports to all stakeholders to support awareness and promotion of CCR programmes and projects in the region especially on mitigation and NDCs</li> <li>f) Provide relevant capacity building and training programmes to support members and SPREP positions and capabilities</li> </ul>	<ul style="list-style-type: none"> <li>• A detailed inventory of projects required to implement NDCs has been compiled and verified, with technical assistance and support provided to countries to develop projects</li> <li>• A desktop assessment of policies and plans as well as country reports provides analysis on whether projects have progressed or not</li> <li>• Indicators developed and applied to measure impacts in a consistent way and incorporated into SPREPs core indicators.</li> <li>• Capacity is developed in-country to allow private sector to contribute to NDC implementation through training and awareness programs</li> <li>• Communications products around energy efficiency and demand side management result in greater investments</li> <li>• Reports with data and information are disseminated through relevant networks and audiences for awareness and promotion of SPREP's climate change programme and projects in the region in particular on mitigation and NDCs.</li> <li>• Timely reports provided to SMT, partners and donors where necessary</li> <li>• Relevant capacity building and training initiatives provided to strengthen SPREP and Members' positions and capabilities.</li> </ul>
<p><b>4. Funding and project concepts development</b></p> <ul style="list-style-type: none"> <li>a) Carry out a review of the RTSM and propose relevant re-vamping and re-branding to promote an online presence through the PCCP and other websites</li> <li>b) Provide technical advice and assistance to members on developing project concepts</li> <li>c) Develop project pipelines for NDC implementation, jointly with SPC</li> </ul>	<ul style="list-style-type: none"> <li>• An effective review of previous Regional Technical Support Mechanism carried out and a re-vamped and re-branded mechanism is established with a prominent online presence through the PCCP and related websites</li> <li>• Ensure outreach to further enhance and populate the rebranded RTSM roster of experts</li> <li>• Rebranded mechanism provides basis for SPREP-wide procurement reorganisation</li> </ul>

	<ul style="list-style-type: none"> <li>• Technical assistance deployed at country request to develop concepts and projects for pipeline</li> <li>• New funding concepts developed and submitted</li> <li>• Existing and new funding opportunities are secured for the programme and team activities</li> <li>• New partnerships with resources secured for implementation</li> <li>• Cooperation effective with PCU programmes to support mitigation projects in-country.</li> </ul>
<b>5. Guidance and technical assistance</b> <ul style="list-style-type: none"> <li>a) Support the integration of NDC aspects into policies and strategies, legislation, regulations and standards where this is relevant for the implementation of NDCs and in particular where these could prompt significant investment of the private sector</li> <li>b) Integrate NDC into legislation and standards: Provide an enabling environment and incentives for private sector in the energy sector legislation and develop a regulation for energy efficiency</li> <li>c) Synergise with ongoing processes in order to integrate NDC</li> <li>d) Support the establishment of national and sector statistics and reporting processes (MRV) towards achieving NDCs</li> </ul>	<ul style="list-style-type: none"> <li>• Capacity is developed in-country and tracked</li> <li>• Training programmes on mitigation and NDC for PCCC developed or supported, on project development, long term planning and mainstreaming</li> <li>• Mainstreaming guidelines applied in at least 4 countries</li> <li>• NDCs integrated into legislation in at least 3 countries</li> <li>• Monitoring reporting and verification system established and linked online through PCCP</li> </ul>
<b>6. NDC related information and knowledge, learning and partnership mechanisms</b> <ul style="list-style-type: none"> <li>a) Facilitate learning about NDCs through newly established or existing exchange network</li> <li>b) Knowledge products created through Hub shared through Pacific Climate Change Portal</li> <li>c) Collect, make accessible and interlink NDC related information resources that are relevant to the Pacific on the Pacific Climate Change Portal, NDC knowledge portal, etc., including those developed by the NDC partnership</li> <li>d) Assist with the management of mitigation projects managed by SPREP.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and communications products about the NDC hub, its activities and support provided are disseminated widely</li> <li>• PCCP Mitigation pages accessible and functional</li> <li>• Rebranded RTSM pages accessible and functional</li> <li>• Constructive participation in regional and national meetings Assistance and support provided to the Climate Change Resilience Programme especially the mitigation projects</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 Plans.

### **Work Complexity**

#### **Most challenging duties typically undertaken:**

- Compiling and assessing information on NDC needs in the region
- Developing the procedures for assisting countries
- Conducting in-country workshops

### **Functional Relationships & Related Skills**

<b>Key internal and/or external contacts</b>	<b>Nature of the contact most typical</b>
<b>External</b> <ul style="list-style-type: none"><li>• Project Manager at SPC</li><li>• Other team members at SPC, GGGI and GIZ</li></ul>	<ul style="list-style-type: none"><li>• Progress reports, updates</li><li>• Emails and phone calls</li></ul>
<b>Internal</b> <ul style="list-style-type: none"><li>• Mitigation Adviser</li><li>• Director Climate Change Resilience</li><li>• CCR Programme</li><li>• Project Managers for other mitigation projects</li><li>• SPREP IT</li><li>• Project managers for SPREP data management activities</li><li>• SPREP Staff</li></ul>	<ul style="list-style-type: none"><li>• Progress reports, updates</li><li>• Meetings, emails and phone calls</li></ul>

### **Level of Delegation**

#### **The position holder:**

- manages an operational budget and has oversight of the budget
- seeks authorisation of costs in budget from Mitigation Adviser
- can seek funding opportunities for 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 Bachelor's degree in a technical field related to climate change, mitigation, renewable energy, energy planning, data analysis, Monitoring & Evaluation or relevant technical field.

### Knowledge / Experience

Essential
2. At least 5 years of experience in mitigation needs assessment and methodologies and translation of technical outputs for non-technical users, preferably in the Pacific islands region.
3. Experience in development, collation, processing and assessment of mitigation datasets, and project development as well as related emerging issues and challenges within the Pacific Island Countries with excellent understanding and appreciation of environmental ethics, values and priorities.
4. Technical experience in Pacific climate change mitigation priorities and policies, institutional mandates and country priorities as well as extensive experience of similar work in the Pacific or in other Small Island regions.
5. Excellent project management experience including the development of funding proposals, design and delivery of integrated work programme activities, monitoring and evaluation of performance as well as resource management.
6. Excellent experience in communication, negotiation and reporting across diverse audiences, as well as extensive experience in capacity building, particularly in the Pacific setting.
7. Excellent relationship management and coordination skills and experience that demonstrate a high level of professional and constructive engagement with a diverse range of stakeholders as well as an excellent understanding of key donor partners and funding institutions within a multi-disciplinary and multi-country team.

### 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>Ability to analyse optimal NDC enhancements for a country and deploy technical assistance to achieve this</li></ul>
--------------	---

Advanced level	<ul style="list-style-type: none"> <li>• Design and develop NDC pipeline</li> <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>• Climate change priorities and policies in the region</li> <li>• General management principles</li> <li>• Environmental and social safeguards</li> <li>• Gender mainstreaming</li> <li>• Results based management</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• UNFCCC processes and guidance</li> <li>• SPREP Strategic Plan</li> <li>• SPREP Work Programmes</li> </ul>

## Key Behaviours

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

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

All managers and supervisors are expected to uphold SPREP's established Leadership and Management Behaviours forming part of the Performance Development Plan.

## 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:** Apia, Samoa.

**Duration:** Appointment is up to August 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 10 of SPREP's salary scale. Starting salary will be SDR30,237 per annum. Currently, the equivalent is SAT115,393 per annum. Upon confirmation of probation, salary will be adjusted to SDR34,016 which is equivalent to SAT129,817 per annum. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required.

**Cost of living differential allowance (COLDA):** A Cost-of-Living Differential Allowance of SDR4,256 will be paid to the successful candidate. This is currently equivalent to SAT16,244. 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.

**Term:** For staff recruited from outside Samoa, the term begins from the day the appointee leaves their home to take up the appointment. The offer for appointment is confirmed only upon receipt of satisfactory medical examination including full vaccination against COVID-19, a clean police report and certified official documents including qualifications. The confirmation of appointment is subject to 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.

**Retirement Age:** SPREP's retirement age is set at 65 years.

### **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
- 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.

**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 per annum per dependent child, with an overall maximum of SAT46,800 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 every 18 months of service 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 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 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 a recognised Superannuation Fund. An expatriate internationally recruited staff member has the option to participate in the local Superannuation Fund or nominate another recognised Fund 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%.

**Repatriation/Gratuity Allowance:** Nationals of Samoa are entitled to a gratuity payment equivalent to two week's salary, upon successful completion of the contract, provided the contract is not extended or renewed. For project positions, upon successful completion of the project.

**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 Officer - NDC Hub (TO-NDCH)**” 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 Technical Officer - NDC Hub (TO-NDCH)**”

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. Olivia Hogarth on telephone (685) 21929 ext 285 or Email:  
[oliviah@sprep.org](mailto:oliviah@sprep.org)

**Closing date: Friday 3<sup>rd</sup> October 2025:** Late applications will not be considered.

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