



**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 Waste Project Coordinator, Sustainable Waste  
Actions in the Pacific  
(TWPC, SWAP)**

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## A. Background information on SPREP

The *Secretariat of the Pacific Region Environment Programme* (SPREP) is the regional organisation established by the Governments and Administrations of the Pacific charged with protecting and managing the environment and natural resources of the Pacific.

The head office is based in Apia, Samoa with over 100 staff. There are SPREP offices in Fiji, Republic of the Marshall Islands and Vanuatu as well as SPREP Officers stationed in Solomon Islands.

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

The establishment of SPREP in 1993 sends a clear signal to the global community of the deep commitment of Pacific island Governments and Administrations for better management of the environment within the context of sustainable development.

The strategic direction for SPREP is clearly set out in the 2017-2026 SPREP Strategic Plan. The Plan outlines the mandate, vision and programmes for the organisation, and places strong emphasis on effective delivery of services to SPREP Member countries and territories.

### **Mandate**

SPREP's **mandate** is to promote cooperation in the Pacific region and provide assistance to Pacific island countries and territories in order to protect and improve its environment and to ensure sustainable development for present and future generations.

### **Vision**

SPREP is guided by its **vision for the future**:

*"A resilient Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures".*

### **Members**

SPREP has 21 Pacific island member countries and territories:

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

and 5 'metropolitan' member countries:

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

with direct interests in the region.

### ***SPREP Goals and Objectives***

The Secretariat continues to strengthen and realign its institutional capacities, competencies, and systems to best support its Members by delivering more integrated, responsive, and cost-effective services to Members and partners and by better coordinating regional efforts.

SPREP's Pacific and metropolitan members agreed that SPREP's Strategic plan should span 10 years to address critical environmental and related social and governance strategic priorities, which are reflected in the strategy's regional and organisational goals and objectives, as well as in SPREP's core 'Values'.

#### ***Regional Goals***

- **Regional Goal 1:** Pacific people benefit from strengthened resilience to climate change;
- **Regional Goal 2:** Pacific people benefit from healthy and resilient island and ocean ecosystems;
- **Regional Goal 3:** Pacific people benefit from improved waste management and pollution control;
- **Regional Goal 4:** Pacific people and their environment benefit from commitment to and best practice of environmental governance.

#### ***Organisational Goals***

- **Organisation Goal 1:** SPREP has information, knowledge, and communications systems that get the right information to the right people at the right time and influence positive organisational, behavioural and environmental change.
- **Organisation Goal 2:** SPREP has multi-disciplinary processes in programme delivery and in supporting Members to develop national and regional policies and strategies.
- **Organisation Goal 3:** SPREP has a reliable and sustainable funding base to achieve environmental outcomes for the benefit of the Pacific islands region and manages its programmes and operations to stay within its agreed budget.
- **Organisation Goal 4:** SPREP is leading and engaged in productive partnerships and collaboration.
- **Organisation Goal 5:** SPREP has access to a pool of people with the attitudes, knowledge, and skills to enable it to deliver on its shared regional vision.

#### ***SPREP's Values***

SPREP approaches the environmental challenges faced by the Pacific guided by four simple **Values**. These values guide all aspects of our work:

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

## **AFD funded Regional Project: Sustainable Waste Actions (SWAP) in the Pacific**

SPREP has received funding from the **French** Development Agency (**French**: Agence française de développement, **AFD**) to address waste and pollution issues in selected Pacific Island Countries and Territories

Pacific Island Countries and Territories (PICTs) offer some of the richest areas of biodiversity on the planet. Fragile ecosystems of coral reefs, mangroves, lagoons and tropical forests are found throughout the Pacific Region. These areas, and their island communities, are under increasing pressure from development and growing human population, and the social and economic pressures associated with this growth. Increased populations and urbanisation have led to increased product importation, production, and waste generation. Much of the waste generated through these imported products cannot economically be managed due to issues of small and isolated populations; economic volatility; geographical isolation from large economies; limited institutional, financial and human capacity; and inadequacy of infrastructure to capture and process waste materials. Poor waste management poses risks to the economies of PICTs, as most rely heavily on clean environments for agricultural and fishery activities and a vibrant tourism industry, therefore polluted and degraded environments pose a significant threat to PICTs.

*The Pacific - AFD Waste Management Programme*, referred to hereafter as Sustainable Waste Actions in the Pacific (SWAP) will address cost effective and sustainable management of waste and pollution. The SWAP project builds on the work undertaken by the previous AFD funded Solid Waste Management Initiative in the Pacific, will contribute to the regional delivery of the Pacific Regional Waste and Pollution Management Strategy 2016 – 2025 (Cleaner Pacific 2025) and enhances and strengthens parallel initiatives under existing regional waste projects such as SWAP, J-PRISM2 and pipeline projects including the Pacific Ocean Litter Project (POLP) and the GEF7 ISLANDS Project.

The overall objective of SWAP is to “to improve sanitation, environmental, social and economic conditions in Pacific Island Countries and Territories through proper waste management”. The project will address the objective by achieving the project goals geared at developing good practices on waste management in the Pacific Region by helping communities and local authorities develop capacity and institutional mechanisms for targeted waste streams (used oil, disaster wastes, marine debris), and promote sustainable financing mechanisms. It also seeks to provide opportunities to disseminate outcomes across the region through a Community of Practice. The sustainable waste actions will be linked to the conservation of biodiversity, climate change mitigation and adaptation, gender inclusiveness and the health and wellbeing of Pacific island communities.

The project duration is 4 years with a €3 million budget stretched across the region in the following countries: Fiji, Samoa, Solomon Islands, Tonga, and Vanuatu and two French Territories namely: French Polynesia and Wallis and Futuna.

The SWAP project will improve management of the following priority waste streams and mechanisms:

- Used oil
- Disaster waste
- Marine litter
- Sustainable financing

The project will have three technical components:

- Training to build capacity of communities and local authorities to manage used oil, disaster wastes and used oil, and to institute sustainable financing mechanisms;
- Implementation of pilot projects including development of management plans for used oil management and provision of support for infrastructure and logistics to manage the targeted waste streams, and
- Community of Practice which will strengthen engagement with stakeholders and allow dissemination of project outcomes to the wider region.

SWAP project will be successful when all seven (7) Pacific Island Countries have demonstrated a shift from poor to good waste management practices for the targeted waste streams, with flow-on benefits for climate change mitigation and adaptation, biodiversity conservation and the health, prosperity and wellbeing of Pacific communities.

### **The role of the Technical Waste Project Coordinator**

SPREP is seeking to engage a Technical Waste Project Coordinator to work on the SWAP Project. We are seeking individuals with specific skills in the following:

- Waste Management or Environmental Management
- Project coordination
- Stakeholder engagement

We seek to build the SWAP Project team to ensure that the specified objectives and goals of the project can be effectively and efficiently delivered within the agreed budget and timeline. The successful applicant will work closely with the Technical Advisers in the Waste Management and Pollution Control Programme of SPREP and other regional and sub-regional Project staff of SWAP, J-PRISM and other relevant Project Offices.

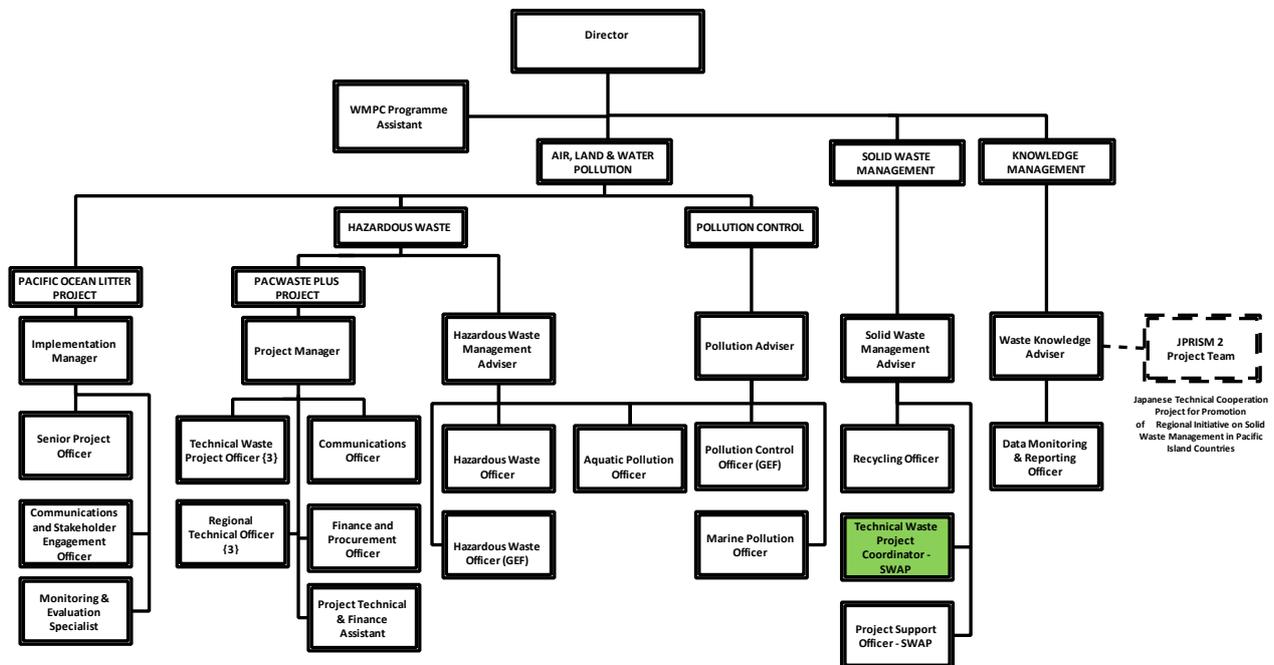
**We are seeking applicants who can speak both English and French fluently.**

Applicants are encouraged to provide specific examples of how their expertise has been developed and utilised in real-world examples.

## C. JOB DESCRIPTION

<b>Job Title:</b>	Technical Waste Project Coordinator, SWAP (TWPC, SWAP)
<b>Programme:</b>	Waste Management and Pollution Control
<b>Team:</b>	SWAP Project
<b>Responsible To:</b>	Solid Waste Management Adviser
<b>Responsible For: (Total number of staff)</b>	Nil
<b>Job Purpose:</b>	<p><b>This job exists to:</b></p> <ul style="list-style-type: none"> <li>• Provide technical advice and coordination to the SWAP Project Management Unit and participating Countries</li> <li>• Implement agreed SWAP activities</li> </ul>
<b>Date:</b>	April 2020

### Organisation Context



## Key Result Areas

The position of **Technical Waste Project Coordinator, SWAP** addresses the following Key Result Areas:

1. Project management support and facilitation
2. Technical and policy support
3. Capacity building and communication
4. Monitoring, evaluation and reporting
5. Networking, partnerships and collaboration

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

Jobholder is accountable for	Jobholder is successful when
<p><b>1. Project management support and facilitation</b></p> <ol style="list-style-type: none"> <li>a) Assist the WMPC Technical Advisers to develop and implement an Annual and quarterly Work Plan and Budget (AWP&amp;B) to support the Project's annual work plan</li> <li>b) Provide coordination of project activities in line with the approved work plan at the regional and national level;</li> <li>c) Prepare narrative technical progress reports and ensure that reports are produced and delivered in the required format, timeframe and quality.</li> <li>d) Assist the Project Management Unit to manage project funds in accordance with SPREP procurement requirements, including preparation of terms of reference and review of consultancy reports.</li> <li>e) Contribute to the preparation of project financial reports according to donor requirements;</li> <li>f) Assist the Project Management Unit to ensure a clean project audit is obtained on an annual basis</li> <li>g) Participate in the development and implementation of individual Performance Development Plans as well as the necessary learning and development to support work plans.</li> </ol>	<ul style="list-style-type: none"> <li>• The Project activities in the approved Annual Work Plan and Budget (AWP&amp;B) are implemented within the agreed timeframes and are contributing to the overall achievement of the SPREP strategic priorities;</li> <li>• Project is successfully implemented within the approved timeframe;</li> <li>• Reports are submitted and received within the agreed timeframes.</li> <li>• Fully accountable to corporate responsibilities including budget management, financial reporting, and other general management requirements applicable to the position;</li> <li>• 100% compliance with finance policy, rules, regulations and laws</li> <li>• Financial reports are produced and submitted to donors in a timely manner.</li> <li>• Clean audit is obtained on an annual basis demonstrating compliance with relevant legislation and regulations;</li> <li>• Performance Development Plans are developed and implemented.</li> </ul>
<p><b>2. Technical and policy support</b></p> <ol style="list-style-type: none"> <li>a) Provide technical and policy support on waste management and pollution control practices, legislation and regulations for the targeted waste streams that are</li> </ol>	<ul style="list-style-type: none"> <li>• Well researched, relevant and timely technical and policy inputs on waste and pollution are provided;</li> </ul>

<p>tailored to suit the needs of Pacific Island Countries and aligned with the Cleaner Pacific 2025;</p> <p>b) Produce relevant technical reports with the support and advice of the project team</p> <p>c) Provide direct support to participating countries to implement actions of the SWAP Project;</p> <p>d) Provide oversight to consultants engaged to deliver key technical actions.</p>	<ul style="list-style-type: none"> <li>• Technical reports are developed and submitted to AFD and SPREP on time;</li> <li>• Direct project support provided to participating countries are requested and included in the project work plan.</li> <li>• Consultant contracts are developed with appropriate risk management and reporting systems, are managed to time and budget and that they deliver the required outcomes.</li> </ul>
<p><b>3. Capacity building and communication</b></p> <p>a) Facilitate relevant capacity building activities in waste and pollution management for Pacific Island Countries and territories essential for the successful implementation of the project.</p> <p>b) Provide technical support for the organisation of meetings and conferences, and workshops.</p> <p>c) Coordinate and implement regional and national workshops related to the Project;</p> <p>d) Assist in the development of project communication and information sharing, on SWAP activities;</p> <p>e) Facilitate information exchange platform through the Community of Practice and promote the work of the SWAP project in the region;;</p> <p>f) Contribute to the preparation of media releases and communication materials to raise profile of the project and its achievements</p> <p>g) Assist and translate documents, financial reports and communications between French and English.</p>	<ul style="list-style-type: none"> <li>• Relevant capacity building and training initiatives are facilitated to strengthen SPREP and Member's positions and capabilities</li> <li>• Regional and national meetings, conferences and workshops are successfully implemented and documented;</li> <li>• Waste and pollution information is captured, analysed and disseminated through relevant networks and audiences for awareness;</li> <li>• Waste and pollution information and data are synthesised and integrated into planning and decision-making processes at the national and regional level;</li> <li>• Appropriate project communications are developed and distributed to participating countries and project partners;</li> <li>• Profile of the project and its results are widely acknowledged and appreciated by key stakeholders, partners and donors.</li> </ul>
<p><b>4. Monitoring, evaluation and reporting</b></p> <p>a) Assist the Project Management Unit to develop and deliver the monitoring and evaluation framework of the SWAP project activities;</p> <p>b) Assist the Project Management Unit to prepare technical and project performance/progress reports for the Senior Management Team, Donors, partners and Countries where necessary.</p>	<ul style="list-style-type: none"> <li>• Monitoring and Evaluation framework for the project is developed and utilised;</li> <li>• Relevant and timely reports are provided to the Project Management Unit for collation and distribution to SPREP SMT, donors, partners and Countries, where necessary.</li> <li>• Feedback on issues and positive outcomes are sent to the Project Management Unit as soon as known.</li> </ul>

<p>c) Provide feedback to the Project Management Unit for issues and positive outcomes to circulate to the project stakeholders.</p>	<ul style="list-style-type: none"> <li>• Improved awareness by Pacific Island Countries and territories of project results and outcomes</li> </ul>
<p><b>5. Networking, partnerships and collaboration</b></p> <p>a) Work together with the seven (7) Pacific Island Countries and territories to facilitate the adoption of best practice in waste management and pollution control based on the programmed activities of the SWAP project.</p> <p>b) Liaise with the other relevant regional projects and ensure complementarity of project activities within the common regional goals;</p> <p>c) Seek opportunities for networking to allow additional resources such as technical expertise and additional complementary funding</p>	<ul style="list-style-type: none"> <li>• Support is provided to Pacific Island Members on ensuring their systems enable them to make informed and effective decisions.</li> <li>• Additional resources to improve implementation of the project activities are generated.</li> <li>• Improved and strengthened regional networking, coordination and collaboration in achievement of the project's objectives</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 the Immediate Supervisor/Director 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:**

- Provision of timely and accurate briefings and advice to the Project Management Unit for use in briefing the SPREP Senior Management Team, Donor and Participating Countries
- Ensuring project activities are implemented within the approved timeframe
- Managing a technically complex work portfolio and providing timely guidance to the project team
- Collaboration with other regional agencies and stakeholders
- Working across multiple agencies in ensuring delivery of result areas of the projects delivering project activities in remote outer islands.

## Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
<p><b>External</b></p> <ul style="list-style-type: none"> <li>• Member countries</li> <li>• Donors / Partners</li> <li>• Professional / Scientific organisations</li> <li>• Regional / International organisations</li> </ul>	<ul style="list-style-type: none"> <li>• Advice and assistance</li> <li>• Consultations and collaboration</li> <li>• Negotiations</li> <li>• Communications and reporting</li> </ul>
<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• Executive</li> <li>• Senior Management Team</li> <li>• SWAP Project Team</li> <li>• Waste Management &amp; Pollution Control Programme</li> <li>• All staff</li> </ul>	<ul style="list-style-type: none"> <li>• Advice and support</li> </ul>

## Level of Delegation

The position holder:
<ul style="list-style-type: none"> <li>• Manages an operational budget</li> <li>• Can authorise costs in their own approved project budget</li> <li>• Can seek funding opportunities for work programme activities</li> </ul>

## Person Specification

*This section is designed to capture the expertise required for the role at the 100% fully effective level. This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.*

### Qualifications

Essential
1. Minimum qualifications of a Bachelor Degree in Environmental Management, Chemistry, Science or other relevant technical field.
2. Fluent in written and oral French and English

## Knowledge / Experience

<b>Essential</b>	
3.	At least 5 years of project coordination experience and technical assistance on projects related to waste management and pollution control, with at least 3 years of this experience in a role requiring a similar degree of versatility and responsibility, preferably in the Pacific region. Experience in French territories would be an advantage.
4.	Excellent knowledge of current and emerging project-related environmental issues and challenges facing the Pacific region with excellent understanding and appreciation of environmental ethics, values and priorities as well as comprehensive knowledge and experience in waste management and pollution control (in fields of hazardous waste management, solid waste management and sustainable finance models).
5.	Excellent knowledge and experience in developing and coordinating capacity building programmes and stakeholder engagement processes including understanding of key donor partners (especially the AFD) and funding institutions.
6.	Excellent project coordination experience including the design and delivery of integrated work programme activities, monitoring and evaluation of performance, resource management as well as a good understanding of synergies and inter-linkages across multilateral environmental agreements
7.	Excellent written and verbal communication and reporting skills including high level of presentation and interpersonal skills, collaboration with donors and partners with sound experience in 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.
<b>Desirable</b>	
8.	Knowledge and/or experience in waste management in Pacific Island countries and territories.

## 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>• Analytical and Environmental knowledge</li> <li>• Work programme planning, budgeting and implementation</li> <li>• Contract management</li> <li>• Technical experience in one or all of:             <ul style="list-style-type: none"> <li>○ Hazardous Waste Management</li> <li>○ Solid Waste Management</li> <li>○ Sustainable financing mechanisms</li> </ul> </li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• Project coordination, development, monitoring and evaluation</li> </ul>

	<ul style="list-style-type: none"> <li>• Environmental issues in the Pacific islands region</li> <li>• Emerging environmental issues and challenges</li> <li>• Behaviour change practices</li> <li>• Data management</li> </ul>
Working Knowledge	<ul style="list-style-type: none"> <li>• General management principles</li> <li>• Circular economy</li> <li>• Gender equity</li> <li>• Environmental and social safeguards</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• SPREP Strategic Plan</li> <li>• Cleaner Pacific 2025</li> <li>• Key multilateral environmental agreements (MEAs) related to waste management and pollution control</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.*

## D. REMUNERATION PACKAGE – TERMS & CONDITIONS

*“Due to the current COVID-19 situation affecting the region, and the priority the Secretariat places on its staff safety, health and well-being, please note that there may be delays in taking up the appointment. There will be an opportunity to discuss this matter thoroughly with the successful candidates and any appointment and on-boarding would only proceed when regional conditions permit the deployment of new staff”.*

**Duty Station:** Apia, Samoa.

**Duration:** Appointment is for a term up to June 2023. 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 SDR26,148 per annum. This is currently equivalent to Samoan Tala \$99,790 (USD\$38,381) per annum. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required. Progress in the salary scale will be based on annual performance reviews.

**Cost of living differential allowance (COLDA):** A Cost-of-Living Differential Allowance of SDR3,912 will be paid to the successful candidate. The current equivalent in Samoan Tala is SAT\$14,928 (USD\$5,742) 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 their home to take up the appointment. Appointment is subject to a satisfactory medical examination and 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 dependent(s) between point of recruitment and Apia, and return, by the shortest and most economical route. This includes:

- economy class airfares;

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

**Establishment Grant:** A lump sum of SDR1,100 is payable upon taking up appointment and arrival in Apia. This is currently equivalent to SAT\$4,198 (USD\$1,615).

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

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

**Repatriation allowance:** The appointee is entitled to a repatriation allowance equivalent to two week's salary, upon successful completion of contract, provided the contract is not extended or renewed. For 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 Samoan Tala \$15,600 (USD\$6,000) per annum per dependent child, with an overall maximum of Samoan Tala \$46,800 (USD\$18,000) per annum per family of 3 or more eligible children.

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

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

**Housing Assistance:** Internationally recruited staff shall receive housing assistance of 75% of the typical rent payable in Samoa for expatriate executive furnished housing. The current rate is SAT\$2,850 (USD\$1,096) per month. This assistance shall be reviewed annually and adjusted on relative movement in the local rental market.

**Security Assistance:** Security-related expenses maybe reimbursed against actual receipts up to SAT\$2,400 (USD\$923) per annum as stipulated under SPREP's Security Assistance policy.

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

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

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

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

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

**Medical Benefits:** All employees and their dependents are entitled to have all reasonable medical, dental and optical expenses met, under the terms and conditions of the SPREP in-house Medical Treatment Scheme.

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

### **Learning and Development**

Learning and development opportunities will be based on the approved SPREP Performance Development System and individual Performance Development Plans.

### **Definitions:**

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

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

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

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

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

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

## E. ADMINISTRATIVE INFORMATION

**ESSENTIAL:** Applications should include:

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

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

**Submitting applications:**

- a) **BY EMAIL:** (***MOST PREFERRED OPTION***) Subject matter to be clearly marked “**Application for Technical Waste Project Coordinator, SWAP**” 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 Waste Project Coordinator, SWAP**”

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

**Closing date: Friday, 15<sup>th</sup> May 2020:** Late applications will not be considered.

SPREP is an Equal Opportunity Employer
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