



**SPREP**

Secretariat of the Pacific Regional  
Environment Programme

APPLICANT INFORMATION PACKAGE  
**THREATENED AND MIGRATORY SPECIES ADVISER (TAMSA)**

**International Recruitment**

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## A. BACKGROUND INFORMATION ON SPREP

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

The head office is based in Apia, Samoa with other SPREP offices in Fiji, the Republic of the Marshall Islands, 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***

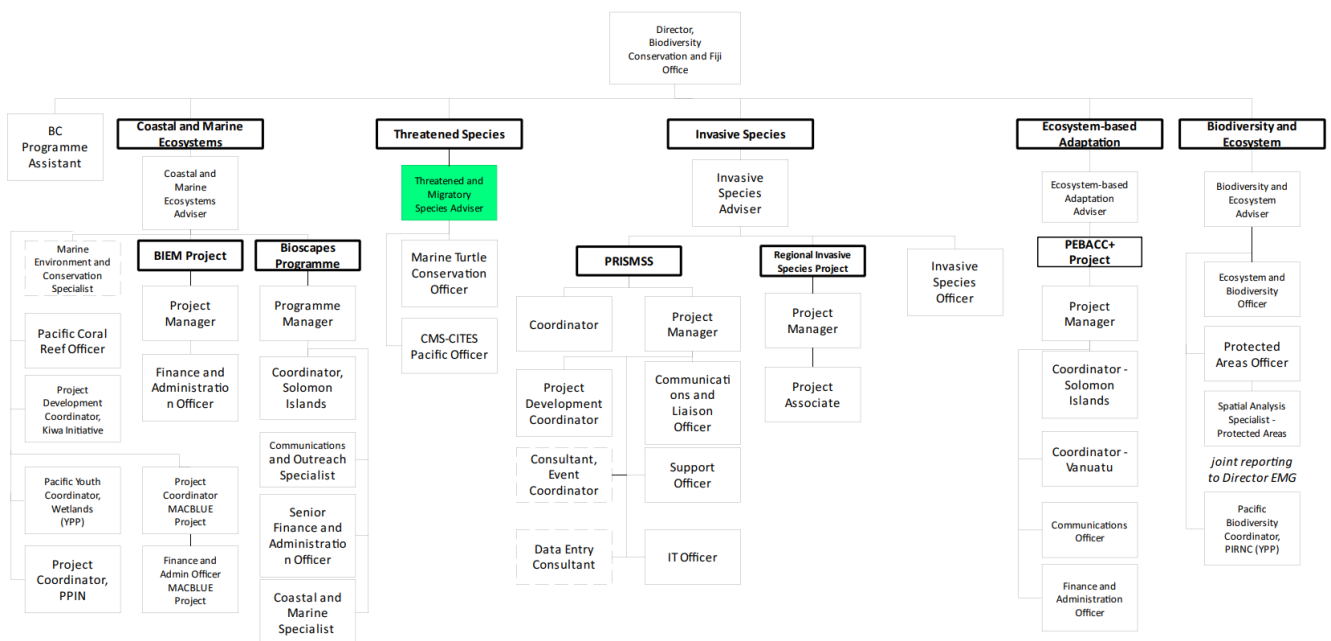
SPREP approaches the environmental challenges faced by the Pacific guided by four simple **Values**. These values guide all aspects of our work:

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

## B. JOB DESCRIPTION

<b>Job Title:</b>	Threatened and Migratory Species Adviser (TAMSA)
<b>Programme:</b>	Biodiversity and Conservation
<b>Team:</b>	Threatened Species
<b>Responsible To:</b>	Director, Biodiversity Conservation and Fiji Office
<b>Responsible For: (Total number of staff)</b>	3 staff
<b>Job Purpose:</b>	<p><b>This job exists to:</b></p> <ul style="list-style-type: none"> <li>• Lead the Threatened and Migratory Species (TMS) Team</li> <li>• Provide strategic, policy, and technical advice to SPREP Members to support their priorities on threatened and migratory species</li> <li>• Provide oversight management of large long-term TMS projects implemented by SPREP.</li> </ul>
<b>Date:</b>	October 2025

### Organisation Context



## Key Result Areas

The position of **Threatened and Migratory Species Adviser (TAMSA)** addresses the following Key Result Areas:

1. Leadership and management
2. Strategic, policy and technical advice and assistance
3. Networking, partnerships and collaboration
4. Resource mobilisation, and project management, oversight and support
5. Monitoring, evaluation and reporting
6. Communications and capacity building

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

Jobholder is accountable for	Jobholder is successful when
<b>1. Leadership &amp; Management</b> <ol style="list-style-type: none"> <li>a) Provide leadership and management of the Threatened and Migratory Species team and work closely with the thematic teams within the Biodiversity Conservation Programme to foster greater synergies, collaboration, and integration.</li> <li>b) Lead the creation and facilitation of an enabling environment that nurtures a positive, healthy and safe work environment and promotes team building, innovation, professional development, and continuous learning for the Threatened and Migratory Species Team.</li> <li>c) Provide leadership and contribute to the development and review of an overarching Biodiversity Conservation Programme of Work</li> <li>d) Develop a Work Programme for the Threatened and Migratory Species Team and manage its implementation through the Annual Work Plan and Budget (AWP&amp;B) and PIP processes including strategic guidance and forward looking planning.</li> <li>e) Manage and implement the Team's contributions to the SPREP Performance Implementation Plan and Results Framework (PIP).</li> <li>f) Develop and manage the implementation of the Team's Annual Work Plan and Budget (AWP&amp;B) to support the Programme's Annual Work Plan and the PIP including the planning and</li> </ol>	<ul style="list-style-type: none"> <li>• The Threatened and Migratory Species 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 divisions</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 and divisional 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>

<p>management of the team's human and financial resources.</p> <p>g) Lead and work with the staff of the Threatened and Migratory Species team in the development, monitoring and assessment of Performance Development Plans as well as the necessary learning and development to support their work</p> <p>h) Provide management oversight and quality control of the work of the team including compliance with key internal policies</p>	
<p><b>2. Strategic, policy and technical, advice and assistance</b></p> <p>a) Provide strategic, policy and technical advice and assistance on all Threatened and Migratory Species and related matters that support SPREP's leading role in ecosystem and biodiversity protection in the region.</p> <p>b) Lead and direct the review and update of the Regional Marine Species Programme 2022-2026 and support PICT to do the same.</p> <p>c) Provide strategic, policy and technical advice and assistance relating to Threatened and Migratory Species in regional strategies including the Pacific Islands Framework for Nature Conservation and Protected Areas 2021-2025.</p> <p>d) Provide strategic, policy and technical advice and assistance on all Threatened and Migratory Species to relevant international agreements, particularly the Convention on International Trade in Endangered Species of Wild Fauna and flora (CITES) and the Convention on Migratory Species of Wild Animals (CMS) and relevant daughter agreements and MOU's with support from the CMS-CITES Pacific Officer.</p> <p>e) Provide strategic, policy and technical advice and assistance on all Threatened and Migratory Species to Regional Fisheries Management Organisations (RFMOs) especially the Western Central Pacific Fisheries Commission.</p> <p>f) Provide strategic, technical and policy advice on key emerging Threatened and</p>	<ul style="list-style-type: none"> <li>• Well researched, relevant and timely technical and policy advice on all Threatened and Migratory Species matters is provided</li> <li>• Technical and policy advice supports SPREP's role in ecosystem and biodiversity protection in the region</li> <li>• SPREP programmes and projects across the Secretariat value and take into consideration Threatened and Migratory Species inputs</li> <li>• Strategic Threatened and Migratory Species technical input is coordinated and included in consideration of key institutional decisions as well as in advice to key regional and international negotiations and processes</li> </ul>

<p>Migratory Species related issues and their potential implications for those species and on the work of the Secretariat on ecosystem and biodiversity protection</p> <p>g) Coordinate and provide relevant advice to SPREP Members and key stakeholders on Threatened and Migratory Species and related issues including possible solutions to address these</p> <p>h) Coordinate and facilitate the SPREP Threatened and Migratory Species team inputs on organisational strategic and technical matters to inform key institutional decisions</p>	
<p><b>3. Networking, partnerships and collaboration</b></p> <p>a) Coordinate partnership and collaboration with relevant partner organisations including development partners and donors to support the Regional Marine Species Programme 2022-2026 and the Pacific Islands Framework for Nature Conservation and Protected Areas 2021-2025 and SPREP's Strategic Plan objectives and goals. In particular the Secretariats and committees of CITES and CMS.</p> <p>b) Lead in supporting Pacific Island Members and Territories (PICTs) in their work under key relevant global and regional instruments relating to Threatened and Migratory Species. Lead in supporting Pacific Island Members in relevant regional and international negotiations, particularly in relation to Threatened and Migratory Species</p> <p>c) Engage in targeted networking and dialogues with potential partners leading to the creation of new partnerships contributing to the delivery and achievement of SPREP and Members' priorities on threatened and migratory species</p> <p>d) Promote the implementation of SPREPs Responsible Marine Wildlife Viewing Guidelines A guide to industry best practice for viewing marine wildlife in the Pacific.</p>	<ul style="list-style-type: none"> <li>• Support and advice is provided to Pacific Island Members on relevant global conventions including improved process, quality and timeliness of work</li> <li>• Improved PICTs awareness of negotiations outcomes and their implications</li> <li>• Strengthened regional and national awareness and implementation of Threatened and Migratory Species strategies</li> <li>• Improved and strengthened regional partners networking, coordination and collaboration in support of PICTs Threatened and Migratory Species priorities</li> <li>• Stronger links are established with tourism operators throughout the region, and best practice operations are promoted</li> </ul>



<p><b>4. Resource mobilisation and project management/support and oversight;</b></p> <ul style="list-style-type: none"> <li>a) Identify and actively pursue secured funding and partnership opportunities</li> <li>b) Design, develop and coordinate funding concepts and proposal developments that support SPREP and Members on their Threatened and Migratory Species priorities</li> <li>c) Provide project development and management support of projects implemented by the Threatened and Migratory Species team</li> <li>d) Provide management oversight of projects developed and implemented by the Threatened and Migratory Species Team and explore opportunities for joint projects across the Biodiversity Conservation Programme and other SPREP Technical Programmes</li> <li>e) Participate in the PRMG/TWG and report to the Director including PRMG on project progress</li> <li>f) Develop a Resource Mobilisation strategy to support the implementation of the SPREP Threatened and Migratory Species Work Programme that support the implementation of key regional priorities on threatened and migratory species</li> </ul>	<ul style="list-style-type: none"> <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>• Project development and management support is provided to related SPREP projects, where necessary</li> <li>• A Resource Mobilisation Strategy for Biodiversity and Ecosystem is endorsed and implemented</li> </ul>
<p><b>5. Monitoring, evaluation and reporting</b></p> <ul style="list-style-type: none"> <li>a) Contribute and provide technical advice to SPREP Senior Leadership Team (SLT) on the development, implementation and monitoring and evaluation of the Secretariat's strategic plans and work programmes and budget</li> <li>b) Prepare technical and performance reports to SLT and Donors, where necessary</li> <li>c) Provide reports to donors, partners and SPREP Members on key Threatened and Migratory Species priorities, challenges and opportunities including lessons learned and good practices</li> <li>d) Undertake periodic programme and project level monitoring using internal project management tools and systems (PMIS and PMRG) as well as convening project management review meetings as</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant and timely advice, policy submissions and reports on threatened and migratory species are provided to SPREP SMT and to members, where necessary</li> <li>• Effective and timely reporting to donors, partners and participating countries</li> <li>• Effective project management monitoring systems in place including compliance with SPREP and donor requirements</li> </ul>

necessary Undertake periodic programme and project level monitoring using internal project management tools and systems (PMIS and PMRG) as well as convening project management review meetings as necessary	
<b>6. Communications and capacity building</b> <ol style="list-style-type: none"> <li>Coordinate communication and information sharing of outcomes and results from Threatened and Migratory Species programmes and related initiatives.</li> <li>Provide guidance and advice on key capacity building and training needs including opportunities in Threatened and Migratory Species and related thematic areas</li> <li>Work with key partners to develop capacity building initiatives and opportunities for SPREP Members</li> </ol>	<ul style="list-style-type: none"> <li>Reports with data and information are disseminated through relevant networks and audiences for awareness and promotion of SPREP's Threatened and Migratory Species programmes and projects in the region</li> <li>Timely reports provided to SIT, partners and donors where necessary</li> <li>Relevant capacity building and training initiatives provided to strengthen SPREP and Members' positions and capabilities</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 as part of the Performance Development System.

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

### **Work Complexity**

<b>Most challenging duties typically undertaken:</b> <ul style="list-style-type: none"> <li>Provision of timely and accurate briefings and advice to Senior Management Team and Members</li> <li>Leading and managing a technically complex work area and providing timely guidance to the Threatened Species Team and the Island and Ocean Ecosystems Division</li> <li>Ensuring that activities are effectively delivered by SPREP and its partners and reported to donors and communicated through relevant regional and international fora.</li> <li>Ensuring commitment and consistency in establishing and maintaining national programmes and activities for marine species.</li> <li>Ensuring that marine species activities promoted for PICTs are supported in-country.</li> <li>Coordination and collaboration with other regional agencies and stakeholders</li> <li>Securing funding and resources for implementing activities of regional species programmes</li> <li>Promoting SPREP's mission in fora outside the conservation mainstream where appropriate</li> </ul>
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## Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
<b>External</b> <ul style="list-style-type: none"> <li>• SPREP Members</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>• Fundraising</li> <li>• Communications and reporting</li> </ul>
<b>Internal</b> <ul style="list-style-type: none"> <li>• Executive</li> <li>• Senior Management Team</li> <li>• All staff</li> <li>• Blue Team</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership and management</li> <li>• Collaboration, development and planning</li> <li>• Supervision and delegation</li> <li>• Advice and support</li> </ul>

## Level of Delegation

<b>The position holder:</b>
<ul style="list-style-type: none"> <li>• manages an operational budget</li> <li>• can authorise costs in own budget</li> <li>• can carry out negotiations on behalf of SPREP</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 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

<b>Essential</b>
<ol style="list-style-type: none"> <li>1. Minimum qualifications of a Master degree in Species Conservation and Management, Ecology, Environmental Science, Marine Biology or other relevant technical field OR a Bachelor degree in lieu, with applied relevant work experience in excess of the minimum required relevant work experience.</li> </ol>

### Knowledge / Experience

<b>Essential</b>	
2.	At least 10 years of experience in threatened and migratory species work and other relevant areas, preferably in the Pacific islands region, with at least 7 of those years at the senior leadership and advisory level
3.	Extensive knowledge of global and regional environmental issues, in particular: <ul style="list-style-type: none"> <li>a) The Action Strategy for Nature Conservation in the Pacific Islands, Marine Species Action Plan, the Pacific-European Union Marine Programme and familiarity with other relevant multi-lateral environment agreements</li> <li>b) Accepted and emerging environment issues specifically in threatened and migratory species relevant to Pacific island countries and territories, including interactions with fisheries and other emerging threats to threatened and migratory species.</li> <li>c) GEF and other multilateral and bilateral funding opportunities for threatened and migratory species in the Pacific region.</li> </ul>
4.	Extensive leadership and management experience including high level advisory and analytical skills as well as leading and nurturing teams of diverse technical backgrounds and expertise in multicultural and multi-disciplinary environments
5.	Excellent project management and leadership experience including the development of funding proposals, 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
6.	Excellent relationship management and fundraising 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 with proven fundraising experience
7.	Excellent experience at strategic and high level communication, negotiation and reporting across diverse audiences, as well as extensive experience in capacity building, particularly in the Pacific setting

Excellent

## 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>• Leadership and Management</li> <li>• Analytical and Advisory</li> <li>• Project development, management, monitoring and evaluation including financial management</li> <li>• Work programme planning, budgeting and implementation</li> <li>• Proposal and report writing</li> <li>• Personnel management and professional development</li> <li>• Fundraising and partnership coordination</li> </ul>
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	<ul style="list-style-type: none"> <li>• Synergies and linkages with other priority areas including key multilateral environmental agreements (MEAs)</li> <li>• Threatened and migratory species issues and key agreements and conventions, including where relevant fisheries, international trade and marine pollution 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> <li>• Relevant international agreements related to threatened and migratory species, trade in endangered species, climate change, and ocean governance with respect to marine species</li> </ul>
Working Knowledge	<ul style="list-style-type: none"> <li>• General management principles including gender awareness, child protection, inclusiveness and environment social safeguards</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• SPREP Strategic Plan</li> <li>• SPREP Performance Implementation Plan and Results Framework</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:** Suva, Fiji

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

**Salary:** Salary is denominated in International Monetary Fund Special Drawing Rights (SDRs). Remuneration for this post falls within Band 12 of SPREP's salary scale. Starting salary will be SDR41,822. This is equivalent to Samoan Tala is SAT\$159,604 per annum. Upon confirmation of probation, salary will be adjusted to SDR47,049 which is equivalent to SAT\$179,554 per annum. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required.

**Cost of living differential allowance (COLDA):** A Cost-of-Living Differential Allowance of SDR5,233 will be paid to the successful candidate. The current equivalent in Samoan Tala is SAT\$19,970. 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 and performance rewards 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 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.

**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 per annum per dependent child, with an overall maximum of Samoan Tala \$46,800 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 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 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 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 SPREP Medical Insurance.

**Superannuation:** All employees are required to contribute to the Samoa National Provident Fund. An expatriate internationally recruited staff member has the option to participate in the local Superannuation Fund or nominate another recognised Fund in their recognised home for their superannuation. SPREP will pay the minimum legal requirement of basic salary to the Samoa National Provident Fund or another approved nominated Fund. For Samoa, this is currently 10%.

**Gratuity Payment:** 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 Threatened and Migratory Species Adviser**” 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 Threatened and Migratory Species Adviser**”

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 275 or Email:  
[oliviah@sprep.org](mailto:oliviah@sprep.org)

**Closing date: Friday, 14 November 2025:** Late applications will not be considered.

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