

APPLICANT INFORMATION PACKAGE
Project Officer, PACIFIC CLIMATE CHANGE CENTRE

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A. Background Information on SPREP

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

The head office is based in Apia, Samoa with other SPREP offices in Fiji, the Republic of the Marshalls Islands, Vanuatu and the Solomon Islands.

SPREP has around 150 staff and has an annual budget of approximately USD36 million in 2023.

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

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

Mandate

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

Vision

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

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

Members

SPREP has 21 Pacific island member countries and territories:

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

and 5 ‘metropolitan’ member countries with direct interests in the region:

- Australia,
- France,
- New Zealand,

- United Kingdom and
- the United States of America;

SPREP Goals and Objectives

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

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

Regional Goals

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

Organisational Goals

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

SPREP's Values

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

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

ABOUT THE PACIFIC CLIMATE CHANGE CENTRE

The Pacific Climate Change Centre (PCCC) is a commitment of the 7th Pacific Islands Leaders Meeting (PALM7) in 2015. At this meeting, the Pacific leaders agreed to the concept of the PCCC and Japan agreed to fund the construction of the PCCC. The PCCC was officially opened in 2019.

The PCCC is a globally respected Pacific Centre of Excellence providing practical information, support, and training to address the adaptation and mitigation priorities of Pacific communities. It is underpinned by strong partnerships with Pacific Governments, applied research institutions, donors, civil society, and the private sector. These collaborations have led to innovative products which are increasing resilience in the Pacific.

The PCCC is Pacific-led and has strong buy-in from the region. The Centre is highly valued by Pacific Island countries and territories as it provides practical support and training to address their adaptation and mitigation priorities. The PCCC is a trusted source of user-friendly, scientifically robust information on climate and meteorological science, climate change impacts and responses. This information directly supports more effective decision-making in Pacific communities.

The four key core functions of the PCCC are:

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

The four functions are interconnected and mutually reinforcing. They have been identified such that the region can benefit from improved applied research, enhanced capacities and better communication and management of knowledge – leading to innovative products and services which will increase resilience and reduce vulnerability.

ABOUT THE DFAT INVESTMENT PROJECT ON 'STRENGTHENING THE SERVICES OF THE PACIFIC CLIMATE CHANGE CENTRE

The project aims to strengthen the role of the PCCC by providing funding to further operationalise the PCCC's functions and leverage the support provided by existing partners. It complements the existing PCCC partnerships with New Zealand and Japan.

The proposal supports the delivery of the PCCC's Strategy and Business Plan, which has been endorsed by the PCCC Advisory Board in 2020, and the multi-year workplans which underpin the Strategy and Business Plan. The project focuses on flexible funding, to allow the PCCC to deliver on

activities outlined in the multi-year workplan. The proposal also includes funding for two staff positions, to support strengthening PCCC engagement.

The overarching objective of the project is to support the realisation of the vision of the PCCC, which has been endorsed by SPREP Members to enhance the capacity of Pacific Island Countries and Territories (PICT) to build resilience to climate change and achieve low carbon development pathways. The outcomes of the project align with the four key functions of the PCCC, and the outputs are drawn from the PCCC Strategy and Business Plan.

This project is consistent with Regional Goal 1 in SPREP's Strategic Plan 2017-26: Pacific people benefit from strengthened resilience to climate change. SPREP's Strategic Plan has been endorsed by all Members, and it underpins the Australia-SPREP Partnership Arrangement 2021-31.

Project Implementation Team

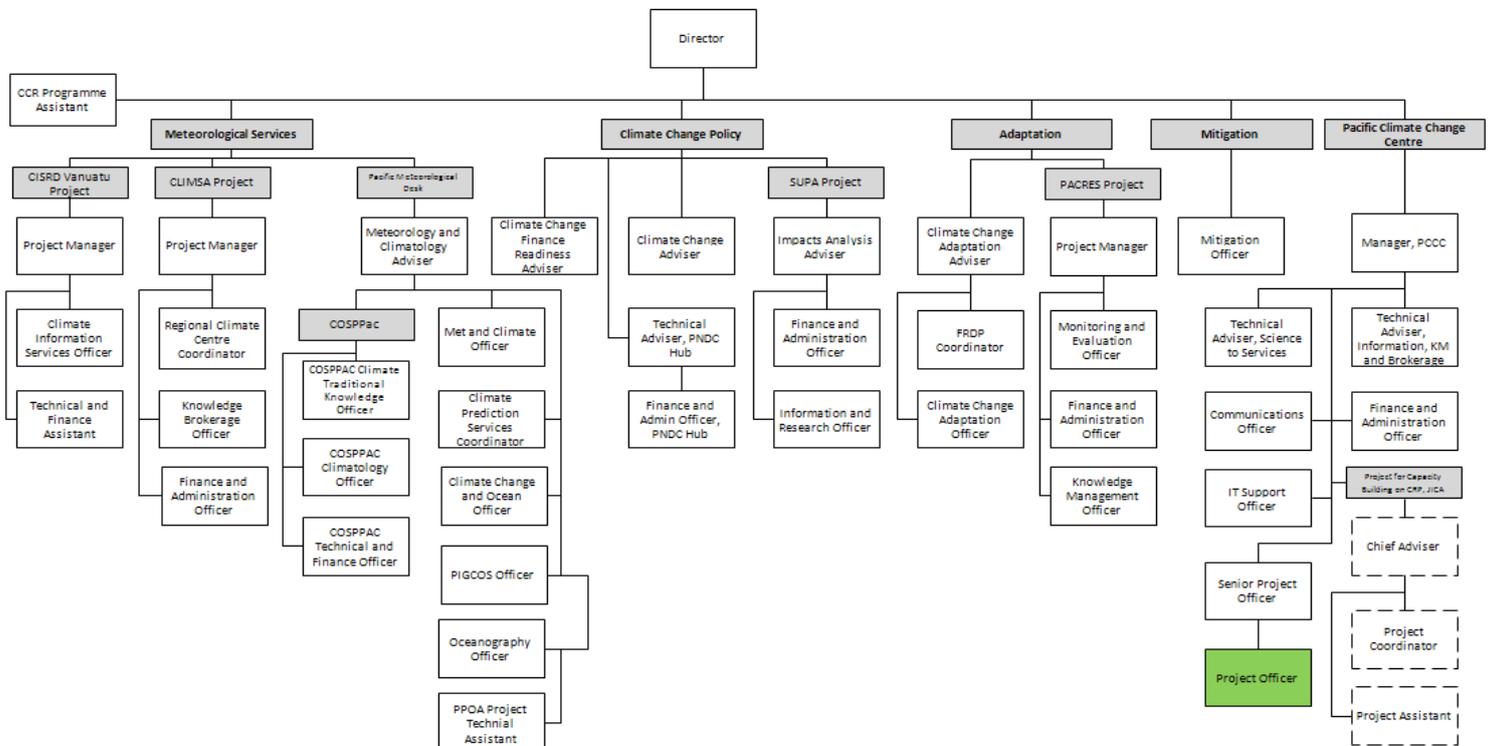
The Australian Government's investment to 'Strengthening the key services of the PCCC' requires the PCCC to establish a project team to support the implementation of the project. The team will include:

- Senior Project Officer; and
- Project Officer (this recruitment).

B. JOB DESCRIPTION

Job Title:	Project Officer
Programme:	Climate Change Resilience
Team:	Pacific Climate Change Centre
Responsible To:	Manager, Pacific Climate Change Centre
Responsible For: (Total number of staff)	0
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> Provide management of the finances, procurement and administration and support and contribute to the implementation and delivery of activities under the Project on ‘Strengthening the Services of the Pacific Climate Change Centre’
Date:	May 2023

Organisation Context



Key Result Areas

The position of Project Officer PCCC addresses the following Key Result Areas:

1. Project Finances
2. Project Procurement
3. Financial reporting, financial documentation, and audit facilitation
4. Compliance with the General Conditions of the DFAT agreement
5. Logistical, administrative, and technical support
6. Project information management system (PIMS)

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

Jobholder is accountable for	Jobholder is successful when
<p>1. Project Finances</p> <ol style="list-style-type: none"> a) Develop appropriate financial accounting records for the Project. b) Support the Senior Project Officer to verify project purchase orders (within financial delegation), ensure they are correctly classified/coded and supported by appropriate source documents and follow-up payment of outstanding invoices. c) Develop annual consolidated budget and monitor overall spending in consultation with the Senior Project Officer, PCCC Manager, SPREP Departments (Finance, HR, Communication). d) Develop, maintain and monitor the Programme budget in consultation with the Senior Project Officer, PCCC Manager and relevant SPREP Departments (Finance, HR, Communication). e) Ensure the project spending does not exceed allocated budgets. f) Ensure Expert Consultancy Service providers budgets from the Project are prepared using the SPREP detailed budget template. g) Monitor the status of the project funds and ensure replenishment is timely and meets the General Conditions under the DFAT Agreement Maintain and manage the project asset register; h) Provide financial management advice to the Senior Project Officer i) Follow up payment of outstanding invoices, acquittals of travel per diem, incidentals and accountable advances, in 	<ul style="list-style-type: none"> • Up to date and relevant financial records developed and properly managed; • Project expenditure is actively monitored; • Payments are valid, correctly classified and supported by appropriate source documentation; • Funds are available to ensure project / activity delivery; • Budget issues identified, reported and addressed. • Consolidated annual budget for the Project is prepared and submitted to the PCCC Manager and the project Steering committee for endorsement. • Monthly and annual reconciliations are prepared and reconciled; • Annual budget is prepared and endorsed • Expenditures incurred are within budgets. • Budgets from Service Providers are submitted in a timely manner and follow the SPREP DFAT template for the annual detailed budget. • A record of the status of project funds (spreadsheet or in another electronic format) is developed and tracked. • Timely reminders are sent to Service Providers to alert them about forthcoming activities and issues that require their attention • Replenishment of the project funds are submitted and available for disbursement to Service Providers. • All payments and monies due are correctly coded and collected promptly. • All travel arrangements meet the SPREP Travel policy requirements. • Accountable advances are acquitted within the required time frame and correctly classified and supported by appropriate documentation.

<p>cooperation with project administrative resources.</p>	
<p>2. Project Procurement</p> <p>a) Undertake transparent, efficient, sustainable, and where possible ‘best practice’ procurement of goods and services in accordance with SPREP’s procurement guidelines, procedures, and policy.</p> <p>b) Develop, monitor and update the overall procurement plan for the project in line with the General Conditions and the DFAT Agreement and in consultation with the Senior Officer, PCCC Manager and relevant SPREP Departments (Finance and Administration).</p> <p>c) Undertake transparent, efficient, sustainable, and where possible ‘best practice’ procurement of goods and services in accordance with SPREP’s procurement guidelines, procedures, and policy.</p> <p>d) Ensure that procurement of required goods and services comply with the General Conditions of the DFAT Agreement, SPREP Financial Procedures Manual and SPREP procurement policies.</p> <p>e) Prepare all relevant documentation to enable procurement and supply of goods and services required to enable delivery of SPREP activities in consultation with the Finance and Administration Department</p> <p>f) Monitor the contracts and agreements for the supply of goods and engagement of consultants to deliver specific aspects of the project in consultation with the project manager and SPREP Finance Department.</p> <p>g) Participate in Tender Evaluation Committees;</p> <p>h) Prepare Tender Evaluation materials and reports to assist the SPREP Procurement Officer to secure delegate approval and to draft the final contract.</p> <p>i) Develop and manage appropriate records for all procurements and consultancies for the project.</p>	<ul style="list-style-type: none"> • Procurement Plan for the overall project is accepted and approved by the Manager PCCC and the Project Steering Committee • Procurement activities meet set deadlines and relevant procurement dossiers, and reports are ready in a timely manner to support advertisement of tenders or soliciting of quotes, evaluation, decisions and re-contracting. • Successful contract negotiations with preferred suppliers result in competitive pricing and service delivery solutions; • Positive external audit results are achieved on project procurement processes and records management; • All approach to market materials and Tender Evaluation Committee reports are provided to the SPREP Procurement Officer in a timely manner; • Clear advice is provided to Tender Evaluation Committee’s around the Project, the relationship between the procurement and the project, procurement budget and scheduled timeframes; • Issues with procurement systems, processes or instances of and non-compliance are addressed and resolved. • Project procurements are completed in a timely manner in support of project objectives; • Non-conformity with conditions and agreements are always prevented, with issues swiftly managed and addressed.

<p>j) Maintain the procurement schedule including issuing approaches to market and managing contracts</p>	
<p>3. Financial reporting, financial documentation and audit facilitation</p> <p>a) Prepare consolidated six-monthly and annual financial reports as required by the DFAT Agreement and financial component of the annual and six-monthly narrative report.</p> <p>b) Facilitate audits and ensure that audited financial reports are readily available before the submission deadlines.</p> <p>c) Facilitate preparation of the annual management declaration to be submitted together with the progress reports.</p> <p>d) Keep goods records and files of all financial documents including supporting documents for all transactions related to the project.</p> <p>e) Oversee project asset management and records.</p> <p>f) Ensure all required financial records and supporting documents are submitted by Service Providers as part of their progress and financial reporting.</p>	<ul style="list-style-type: none"> • Six-monthly and annual consolidated financial reports are available on time and endorsed by relevant authorities prior to submission to DFAT. • Audited financial and management declarations are carried out and ready for submission with project overall narrative progress reports. • Financial records and supporting documents (both paper and electronic) for costs incurred by PCCC & SPREP and those by Service Providers including assets acquired under the Programme are accurately posted, readily available, up-to-date and complete.
<p>4. Compliance with the general and specific conditions of the DFAT agreement</p> <p>a) Ensure in-depth understanding Service Providers of the DFAT project and the General Conditions of the DFAT Agreement relevant to the financial management, narrative progress reports, audits and management declaration and in particular direct and indirect costs criteria.</p> <p>b) Monitor compliance with the General Conditions of the DFAT Agreement relevant to the financial management, narrative progress reports, audits and management declaration and in particular direct and indirect costs criteria.</p>	<ul style="list-style-type: none"> • PCCC & SPREP Programme staff and activity leads for Service Providers have in-depth understanding of the General Conditions of the DFAT Agreement relevant to the financial management, narrative progress reports, audits and management declaration and in particular direct and indirect costs criteria. • Non-compliance is prevented and potential cases that could lead to non-compliance are detected earlier and addressed.
<p>5. Logistical, administrative, and technical support</p>	

<ul style="list-style-type: none"> a) Schedule project tasks, risk and progress management, liaising with stakeholders, as well as monitoring finances and controlling budgets. b) Ensure internal and external stakeholder management c) Quality assurance, for example through collating data, auditing or compliance checks d) Organise and arrange all travel requirements of the Programme in line with SPREP Travel and Procurement Policies. e) Arrange and organise logistics for all project meetings, visits, workshops and events to ensure all are completed and ready on time. f) Provide administrative and secretariat support to the project and all meetings. g) Set-up, maintain and update project e-filing and record keeping on a regular basis. h) Prepare meeting notes and reports for Programme specific and related meetings. i) Assist with the planning and implementation of Programme events as required. 	<ul style="list-style-type: none"> • All project activities and logistics (including travel arrangements) are organised in an efficient and cost-effective manner. • Workshops and other activities are well received by stakeholders and government officials, and stakeholders exhibit improved understanding of the Programme. • Meeting minutes and reports are prepared on time and shared with the Senior Project Officer , PCCC Manager and Director as required. • Effective filing systems and record keeping are up-to-date and accessible to the Programme team. • Programme logistics and administrative activities comply with SPREP policies and processes.
<p>6. Project information Management System (PIMS)</p> <ul style="list-style-type: none"> a) Compile project data and relevant information required for updating PIMS and for preparation of narrative progress reports, Programme implementation reports and other substantive reports as required by DFAT and SPREP. b) Ensure information is correct and accurate before uploading on PIMS and assist with monitoring and tracking of Programme progress and delivery of outputs. c) Review information on PIMS and report on gaps and issues that need to be addressed. 	<ul style="list-style-type: none"> • Programme information on PIMS is accurate and up to date.

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 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:

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

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
External <ul style="list-style-type: none">• DFAT• Project Steering Committee• PCCC Advisory Board• PCCC partners• Donors/ Partners• Member countries and Territories• Regional / international organisations• Expert Consultancy Service providers• Consultants/ project partners• Suppliers and vendors	<ul style="list-style-type: none">• Access to financial and procurement records and information• Advice and assistance• onConsultations and collaboration• Negotiations, communications and reporting
Internal <ul style="list-style-type: none">• PCCC Manager• PCCC Team• Communications & Outreach Team	<ul style="list-style-type: none">• Access to data and information• Advice and support• Collaboration and coordination

<ul style="list-style-type: none"> • Climate Resilience Programme • Finance and Administration Department • Human Resources Department • All staff 	
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Level of Delegation

<p>The position holder:</p>
<ul style="list-style-type: none"> • Has oversight on the on procurement, budget and finances in-line with DFAT Agreement and General Conditions. • Can seek funding opportunities in particular cost-sharing and complementarity with other projects that could fund project activities of similar nature subject to authorisation. • Can present financial reports to authorised audiences such as the DFAT but subject to approval by the PCCC Manager, CCR Director and Director-Finance and Administration.

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

<p>Essential</p>
<ol style="list-style-type: none"> 1. Minimum qualification of a Bachelor degree in Accounting or Finance or other relevant discipline (a certified qualification and membership from a recognised professional accounting or financial institute would be an advantage)

Knowledge / Experience

<p>Essential</p> <ol style="list-style-type: none"> 2. At least 5 years of work experience in project management and implementation particularly in the areas of project financing and budget management and administration, preferably in the Pacific Islands region.
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<p>3. Extensive experience in the following:</p> <ul style="list-style-type: none"> a) Administration and Finance b) Procurement, budget analysis, advisory and reporting c) Programme and project fund management including monitoring and evaluation, proposal and report writing d) Advisory, operational and analytical skills e) Microsoft Office, spreadsheet applications and accounting systems f) Performance Based Output Budgeting systems g) Implementation of project or programme activities on climate change mitigation, adaptation, or climate science preferably in the Pacific Islands region would be an advantage
<p>4. Excellent experience in management and operations of procurement processes including tender work and assessment as well as appreciation of institutional policies, systems, processes and databases.</p>
<p>5. Excellent written and verbal communication skills including high level of presentation and interpersonal skills, collaboration with donors and partners with sound experience in capacity building and maintaining effective relationships with a diverse group of people within a multi-disciplinary and multi-cultural team environment.</p>
<p>6. Excellent knowledge of current and emerging issues and challenges in administration and financial reporting and demands of a regional project in the Pacific islands region as well as good understanding and appreciation of environmental ethics, values and priorities.</p>
<p>7. Shows initiative to think outside the box particularly in problem-solving, setting priorities and meeting work-plan deadlines as well as meeting challenges and demands of a regional programme.</p>

Key Skills / Attributes / Job Specific Competencies

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

Expert level	<ul style="list-style-type: none"> • Financial and accounting knowledge • Project financial reporting • Project coordination, monitoring, analysis and reporting • Work programme planning, and budgeting • Computerised accounting systems
Advanced level	<ul style="list-style-type: none"> • Understanding of financial policies and regulations • Communications, representation and interpersonal skills • Advisory and analytical skills
Working Knowledge	<ul style="list-style-type: none"> • Accounting practices • Financial systems software • Knowledge of SPREP financial procedures • Knowledge of SPREP Corporate policies • Ability to work well with section colleagues and staff at all levels

	<ul style="list-style-type: none"> • Good oral and written communication skills • Environmental issues in the Pacific islands region
Awareness	<ul style="list-style-type: none"> • PCCC Strategy and Business Plan • PCCC Monitoring, Evaluation, Reflection and Learning • SPREP Strategic Plan • SPREP Work Programmes • SPREP Performance Implementation Plan

Key Behaviours

All staff are expected to uphold SPREP’s Organizational Values and Code of Conduct which are Key Behaviors forming part of the Performance Development Plan:

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

Change to job description

From time to time it may be necessary to consider changes in the Job Description in response to the changing nature of our work environment– including technological requirements or statutory changes. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.

C. REMUNERATION PACKAGE – TERMS & CONDITIONS

Duty Station: Apia, Samoa.

Duration: Appointment is for an initial term of 3 years with possible renewal of up to a further 2 – 3 years, in line with the project time frame, subject to performance during the initial term, continuity of related project activities and availability of funds.

Salary: Salary is denominated in International Monetary Fund Special Drawing Rights (SDRs). Remuneration for this post falls within Band 9 of SPREP's salary scale. Starting salary will be SDR26,802 per annum. This is currently, the equivalent to Samoan Tala 102,286 (USD42,619) per annum. Upon confirmation of probation, salary will be adjusted to SDR30,153 which is equivalent to Samoan Tala 115,072 (USD47,947) per annum. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required.

Cost of living differential allowance (COLDA): A Cost-of-Living Differential Allowance of SDR3,967 will be paid to the successful candidate. The current equivalent in Samoan Tala is SAT15,139 (USD6,308) 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 = SAT2.40

Term: For staff recruited from outside Samoa, the term begins from the day the appointee leaves his or her home to take up the appointment. Appointment is subject to a satisfactory medical examination, 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 SAT4,198 (USD1,749).

Temporary Accommodation and Assistance: On arrival in Apia, the appointee and dependant(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 SAT15,600 (USD6,000) per annum per dependent child, with an overall maximum of SAT46,800 (USD18,000) 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 SAT2,850 (USD1,188) per month. This assistance shall be reviewed annually and adjusted on relative movement in the local rental market.

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

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

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

Other Leave: Provisions 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 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 in their home for their superannuation. SPREP will pay the minimum legal requirement of basic salary to the approved nominated Fund. For Samoa, this is currently 10%.

Learning and Development

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

Definitions:

'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.

4. 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 “Project Officer, PCCC (POPCCC)” and send to recruitment@sprep.org OR
- b) **BY POST OR FAX:** Application to be addressed and sent to: The Director General, SPREP, P.O. Box 240, Apia or fax number (685)20231 and clearly marked “Project Officer, PCCC (POPCCC)”

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

For further enquiries, contact the Human Resources Team on telephone (685) 21929 ext 325 / 391 / 285 / 328 or Email: humanresources@sprep.org

CLOSING DATE: Friday, 2 June 2023: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
