

## APPLICANT INFORMATION PACKAGE

# **FINANCE AND ADMINISTRATION OFFICER - WEATHER READY PACIFIC PROGRAMME (FAO-WRPP)**

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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, 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**

## B. Weather Ready Pacific Programme

The Weather Ready Pacific (WRP) Programme is a Pacific-led initiative established to coordinate and support Members, development partners and donors in uplifting the capability of the Pacific National Meteorological and Hydrological Services (NMHSs) and on the wider implementation of people-centred end-to-end Multi-Hazard Early Warning Systems in the Pacific Island Countries and Territories. The WRP was proposed by the Pacific Meteorological Council as a 10-year, and over USD 167M initiative, which was endorsed by Pacific Leaders in 2021.

Pacific island countries are vulnerable to a wide range of weather, climate, hydrological, ocean and other related environmental extreme and high impact events, including tropical cyclones and typhoons, strong winds, high waves and seas, earthquakes, volcanic eruptions, drought, coastal inundation (including storm surges, waves, swell and tsunami) and flash floods. As the global climate changes and extreme events become more intense or frequent, the need for enhancing climate change adaptation and resilience through the role and integration of meteorological and hydrological services across all social, environment and economic areas is becoming more important.

The services provided by NMHSs are essential to the safety and well-being of Pacific people and communities, protection of property and contribute to sustainable development. They support key economies and livelihoods across a wide range of sectors; agriculture, tourism, water resource management, aviation, shipping, energy, infrastructure and transportation. During the past decade, there has been significant investment in weather, climate, hydrological and ocean related capacity and infrastructure in the Pacific region, which has resulted in improvement in the capacity and capabilities of NMHSs as outlined in the Pacific Islands Meteorological Strategy (2017-2026).

However, critical gaps remain: governance arrangements, mandate, strategic plans and institutional support are lacking in some countries; the observation network is patchy and the ability to invest in and maintain modern observational infrastructure is limited; similarly, computational infrastructure and capacity is not up to global standards; forecasting systems in use are highly variable in approach and quality; there are insufficient qualified meteorological and technical staff to develop and deliver accurate, localised and impact-based forecasts and warnings. This creates challenges for NMHSs in providing the information needed by government, communities and industries (e.g. agriculture, fisheries, aviation, tourism) to better prepare for extreme events and manage the subsequent impacts on livelihoods and economies.

The WRP is designed to address these critical gaps and enable Pacific island countries and territories to better anticipate and respond to high impact and extreme weather, hydrological, climate, oceanic and other related environmental events and their associated risks. In particular, empowering Pacific NMHSs to engage credibly with the National Disaster Management Offices (NDMO's), communities, customers, partners and stakeholders contributes to more informed local and regional decision making, potentially saving lives and livelihoods. This enhanced capacity will contribute to a stronger platform for the region to manage the impacts of climate change and equipping countries with valuable information to inform adaptation and resilience strategies.

The implementation of the WRP Programme will range from high level strategies through to working groups and expert panels such as the Pacific Islands Meteorological Strategy 2017-2026 (PIMS), the Framework for Resilient Development in the Pacific (FRDP) and Pacific Resilience Partnership (PRP), the Pacific Roadmap for Climate Services, the World Meteorological Organization (WMO) Global Framework for Climate Services, WMO Global Climate Observing System (GCOS) Implementation Plan in the Pacific, Early Warnings for All (EW4ALL) and the Systematic Observations Finance Facility (SOFF), the Pacific Meteorology Council Expert Panels. SPREP will work with a number of Council of Regional Organizations in the Pacific (CROP) agencies, NDMO's, nationally and regionally based Non-Governmental Organization (NGO) and civil society partners to facilitate effective in-country and sub-regional delivery of activities. Implementation and coordination will be undertaken within the SPREP Climate Change Resilience Programme.

The WRP Programme will be implemented in all the **Pacific Island Countries** (Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Republic of the Marshall Islands, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu) and **Territories** (American Samoa, Commonwealth of the Northern Mariana's, French Polynesia, Guam, New Caledonia, Tokelau, Wallis and Futuna).

SPREP (Secretariat of the Pacific Regional Environment Programme), acting as the principal organisation for the WRP in the Pacific via the PMDP (Pacific Meteorological Desk Partnership), is mandated to form a WRP Management Unit (PMU). This PMU's core responsibilities include:

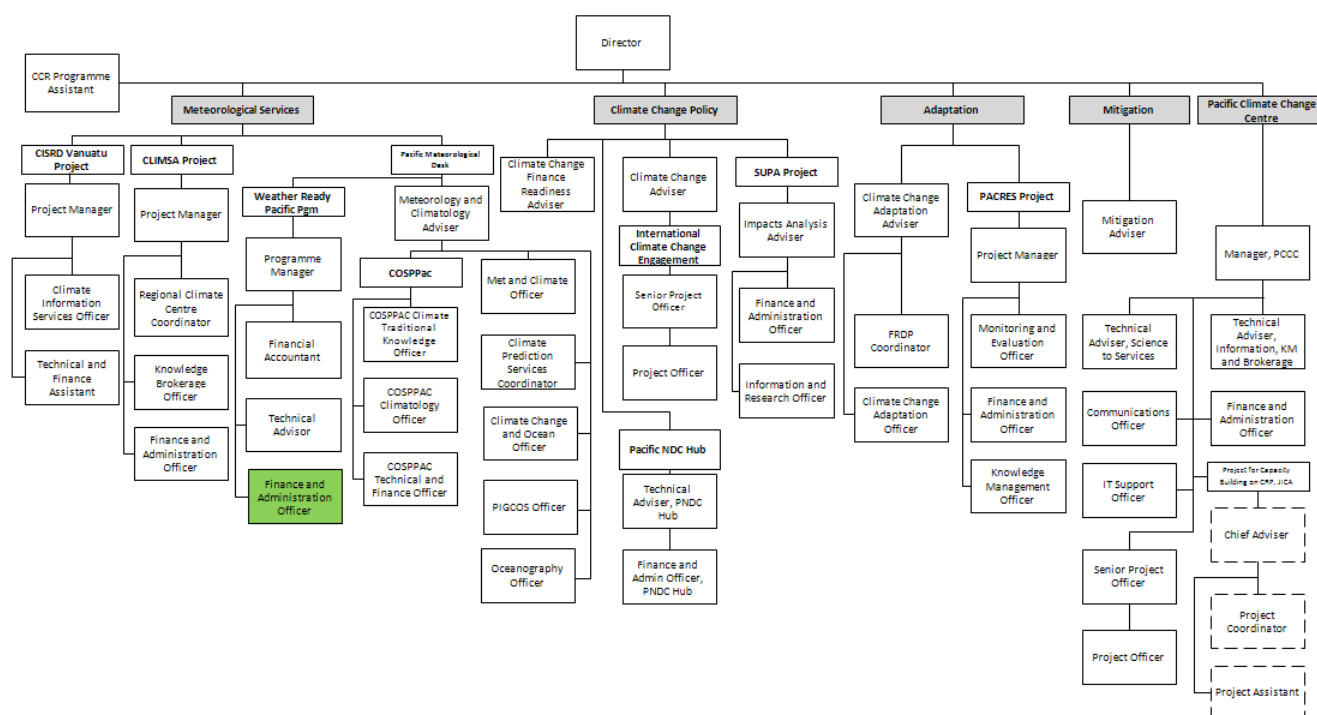
1. **Programme Management and Implementation:** Ensuring the strategic alignment and effective rollout of the programme's initiatives. This includes supervising various tasks, coordinating with stakeholders, monitoring progress, and making necessary adjustments to achieve the objectives.
2. **Financial Management:** Overseeing the budgetary allocations, ensuring judicious utilisation of funds, tracking expenses, and managing financial reports and audits. It also involves guaranteeing transparency and accountability in all financial dealings.
3. **Procurement:** Handling the process of acquiring necessary goods, services, or works at the best possible price. This encompasses drafting specifications, soliciting bids, evaluating offers, and finalising contracts while adhering to a fair, transparent, and efficient procedure.
4. **Administration:** Managing the daily operations, which include ensuring smooth communication among team members, maintaining records, and overseeing the logistical needs of the programme.
5. **Coordination:** Coordinate efforts in the early warning systems in the region with other projects and programmes as well as development partners through the Pacific Partnership Coordination Platform, the PMC, EW4ALL, SOFF, the Liaison Platform and other mechanisms or initiatives

The establishment of the PMU aims to streamline operations, maintain accountability, and ensure that the programme meets its targets efficiently and effectively.

## C. JOB DESCRIPTION

<b>Job Title:</b>	Finance and Administration Officer – Weather Ready Pacific Programme (FAO,WRPP)
<b>Programme:</b>	Climate Change Resilience
<b>Team:</b>	Pacific Meteorological Desk Partnership
<b>Responsible To:</b>	Manager -Weather Ready Pacific Programme
<b>Responsible For: (Total number of staff)</b>	Nil
<b>Job Purpose:</b>	<b>This job exists to:</b> <ul style="list-style-type: none"> <li>Support the WRPP, Finance and lead the administration functions of the project</li> <li>Provide support to the Pacific Met Desk</li> </ul>
<b>Date:</b>	December 2023

### Organisation Context



## Key Result Areas

The position of **Finance and Administration Officer – Weather Ready Pacific Programme** addresses the following Key Result Areas:

1. Project documentation and management
2. Administrative and secretariat support
3. Travel and logistics support
4. Overall support service
5. Project management information system

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

Jobholder is accountable for	Jobholder is successful when
<b>1. Project documentation and management</b> <ol style="list-style-type: none"> <li>a) Maintain a centralised and organised filing system for all electronic and hard copy project documents and correspondence, ensuring easy accessibility for WRP team members and PacMetDesk.</li> <li>b) Manage incoming and outgoing project mail correspondence, prioritizing and routing as needed.</li> <li>c) Ensure adequate storage space for project files and documents, and promptly make them available to WRP team members and PacMetDesk upon request.</li> <li>d) Duplicate all key project documentation, including communications and financial and procurement documents, and file them systematically.</li> <li>e) Assist team members with copying, dispatching, and filing key documents.</li> <li>f) Provide regular updates to the Manager WRP on the status of project documentation and filing systems.</li> <li>g) Collaborate with SPREP Registry and Records Management to ensure all key project documents are filed centrally in accordance with policies.</li> <li>h) Lead the archiving of project files as required.</li> </ol>	<ul style="list-style-type: none"> <li>• Well-functioning file system created and maintained regularly.</li> <li>• All project documents are properly filed and in sequential order.</li> <li>• All file management issues are addressed in a timely manner.</li> <li>• All project correspondence is well managed and actioned in a timely manner.</li> <li>• All project documents are well prepared for archiving with the SPREP Information Services Unit.</li> </ul>



<p><b>2. Administrative and secretariat support</b></p> <ul style="list-style-type: none"> <li>a) Manage office supply inventory Proactively and ensure that supplies are always well-stocked.</li> <li>b) Organise and arrange all travel requirements of the project in line with SPREP's Travel and Procurement Policies</li> <li>c) Arrange and organise logistics for all project meetings, visits, workshops, and events to ensure all are completed and ready on time.</li> <li>d) Provide administrative and secretariat support to the project and all meetings.</li> <li>e) Set up, maintain, and update project e-filing and record-keeping on a regular basis.</li> <li>f) Prepare meeting notes and reports for project-specific and related meetings.</li> <li>g) Assist with organising WRP Steering Committee meetings and other related meetings such as the Pacific Meteorological Council, the Pacific Ministerial Meeting on Meteorology, the Pacific Partnership Coordination Mechanism, and the Liaison Platform</li> <li>h) Assist with the planning and implementation of WRPP events.</li> <li>i) Maintain and update the WRPP Asset register.</li> </ul>	<ul style="list-style-type: none"> <li>• All project activities and logistics (including travel arrangements) are organised in an efficient and cost-effective manner.</li> <li>• Workshops and project activities are well received by stakeholders and government officials, and stakeholders exhibit improved understanding of WRP.</li> <li>• Meeting minutes and reports are prepared on time and shared with members of the Steering Committee, Director CCR, and staff.</li> <li>• Effective project filing systems and record keeping are up-to-date and accessible to the project teams and CCR staff.</li> <li>a) Project logistics and administrative activities comply with SPREP policies and processes</li> </ul>
<p><b>3. Travel and logistics support</b></p> <p><b><i>Travel arrangements</i></b></p> <ul style="list-style-type: none"> <li>a) Arrange flights for staff, consultants and/or event participants well in advance; with options for travel provided with budget implications.</li> <li>b) Ensure that all events/travel follow SPREP procedures.</li> <li>c) Ensure per diems/DSAs are calculated correctly and provided to the processing unit in SPREP in time.</li> <li>d) Ensure timely disbursement of per diems and support to workshop participants as per policy in an accountable and transparent manner, always keeping security in mind.</li> <li>e) Complete travel acquittals with staff, consultants, and workshop participants</li> </ul>	<p><b><i>Travel arrangements</i></b></p> <ul style="list-style-type: none"> <li>• Flights are booked and secured in a timely manner and provided to staff/participants in good time – evidenced by few complaints received.</li> <li>• No flights are booked without a completed and approved SPREP Travel Proposal Form.</li> <li>• Per Diem / DSA calculations are consistently correct and deposited into bank accounts or provided in cash.</li> <li>• Flight quotes provide cost-effective options and take into consideration staff work programmes – evidenced by good staff/consultant/participant feedback.</li> </ul>

<p>(as appropriate), including collecting flight tickets/stubs as proof of travel.</p> <p>f) Develop relationships with key travel agents to ensure good service delivery.</p> <p><b>Event coordination</b></p> <p>a) Work collaboratively with the WRPP team to plan workshops/training/events.</p> <p>b) Work with the WRPP team to develop precise and appropriately worded communications for events (e.g., Government Protocol letters and Administrative Notes).</p> <p>c) Seek quotes for suitable venues, paying attention to disability-inclusiveness.</p> <p>d) Liaise with project staff regarding workshop materials and supplies to be shipped/purchased for workshops/training/meetings.</p> <p>e) Ensure event management and support to staff at event location where appropriate.</p> <p>f) Support the collation and distribution of meeting documentation.</p> <p>g) Provide minutes/note-taking support to staff as required.</p>	<ul style="list-style-type: none"> <li>Reliable information is provided to staff, including changes in flights/services being communicated well in advance (where possible).</li> <li>Good relationship with travel agents/service providers is evidenced by positive feedback.</li> </ul> <p><b>Event coordination</b></p> <ul style="list-style-type: none"> <li>All workshops/training/events are planned in accordance with SPREP policies and processes.</li> <li>Quotes for all activities such as workshops/training /events are suitable and received in a timely manner.</li> <li>Workshops/training/events run smoothly as all logistics are completed in a timely and successful manner.</li> <li>Materials compiled and collated on time and received at the workshop venue prior to the event.</li> <li>Workshop participants are informed of events/ administrative arrangements in a timely and accurate manner – evidenced by few participant complaints.</li> <li>Events are managed well, with set-up and all logistics handled prior to start evidenced by smooth events with no logistical complaints from staff or participants.</li> </ul>
<p><b>4. Overall Support Service</b></p> <p>a) Support the Financial Accountant on all Finances and procurement-related activities and ensure all Purchase Orders are raised in a timely manner.</p> <p>b) Provide effective administrative support for payment facilitation, liaison with SPREP finance and notification to service providers.</p> <p>c) Support the Manager WRPP with planning, monitoring, and managing project timelines, resources, and deliverables to keep the project on track.</p> <p>d) Provide administrative support to the PacMet Desk as and when required.</p>	<ul style="list-style-type: none"> <li>Support services are well performed and evidenced by satisfactory completion of allocated tasks</li> </ul>
<p><b>5. Project Management Information System</b></p> <p>a) Compile project data and relevant</p>	<ul style="list-style-type: none"> <li>Project information on PMIS is accurate and up</li> </ul>

<p>information required for updating the PMIS and for the preparation of narrative progress reports, project implementation reports and other substantive reports as required</p> <p>b) Ensure information is correct and accurate before uploading on the PMIS and assist with the monitoring and tracking of project progress and delivery of project outputs</p> <p>c) Review project information on PMIS and report on gaps and issues that need to be addressed</p> <p>d) Ensure follow up on project information gaps so that data on PMIS is relevant and up-to-date</p>	to date
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### **Note**

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

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

### **Work Complexity**

<b>Most challenging duties typically undertaken:</b>
<ul style="list-style-type: none"> <li>• Working in collaboration with the WRPP Team to comply with organisations' internal controls.</li> <li>• Ensuring that procurement undertaken is in line with the relevant policies and financial records and supporting documents are provided.</li> <li>• Ensuring costs charged to the WRPP are eligible costs as per the Agreements and WRPP Implementation Plan.</li> <li>• Coordinating and meeting deadlines for financial reporting and audits and supporting the WRPP team in implementing remedial actions identified by auditors and evaluators to address financial management and procurement issues.</li> <li>• Ability to deliver under pressure.</li> </ul>

## 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>• Partners – DFAT, MFAT and Partnership</li> <li>• DFAT, MFAT and other donors</li> <li>• Steering Committee</li> <li>• Beneficiary countries</li> <li>• Meteorological Directors and officers</li> <li>• Expert Consultancy Service providers</li> <li>• Regional / International organisations</li> </ul>	<ul style="list-style-type: none"> <li>• Access to financial and procurement records and information</li> <li>• Advice and assistance</li> <li>• Consultations and collaboration</li> <li>• Negotiations, communications and reporting</li> </ul>
<b>Internal</b> <ul style="list-style-type: none"> <li>• WRPP Project Team</li> <li>• Pacific Meteorological Desk Team</li> <li>• Senior Leadership Team</li> <li>• Climate Change Resilience Programme</li> <li>• Other SPREP Programmes</li> <li>• Project Coordination Unit</li> <li>• Finance and Administration Department</li> <li>• Human Resources Department</li> <li>• All staff</li> </ul>	<ul style="list-style-type: none"> <li>• Access to data and information</li> <li>• Advice and support</li> <li>• Collaboration and coordination</li> </ul>

## Level of Delegation

**The position holder:**

*No level of delegation*

## Person Specification

*This section is designed to capture the expertise required for the role at the 100% fully effective level (this does not necessarily reflect what the current jobholder has). This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.*

## Qualifications

**Essential**

1. Minimum qualification of a Bachelor degree in Management, Administration, Finance, Accounting or a relevant discipline.

## Knowledge / Experience

### Essential

2. At least 5 years relevant experience in an Finance, Administration, Operations, Accounting role with at least 3 year dedicated to a funded Project Environment in the Pacific.
3. Excellent experience in the following:
  - a) Event/conference management experience
  - b) Project administration, travel processes and workflows, and logistic work including a comprehensive grasp of the unique difficulties associated with travel in the Pacific,
  - c) Procurement threshold and adherence to processes and policies.
  - d) Maintaining documents through a systematic filing structure
  - e) Microsoft Office, spreadsheet applications and computerised accounting systems
  - f) Performance Based Output Budgeting systems
4. Excellent experience in procurement processes including threshold base procedures such as Request for Quotations, Tenders etc.
5. Excellent knowledge of current and emerging issues and challenges in administration and financial reporting and demands of a regional project in the Pacific island's region as well as good understanding and appreciation of environmental ethics, values and priorities.
6. Excellent written and verbal communication skills including good 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.
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 project

## 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>• Administrative and Logistics knowledge with a good understanding of financial/procurement.</li> <li>• Project financial reporting</li> <li>• Work programme planning, and budgeting</li> <li>• Computerised accounting systems</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• Analytical skills</li> <li>• Understanding of financial policies and regulations</li> <li>• Communications, representation and interpersonal skills</li> <li>• Advisory and analytical skills</li> </ul>
Working Knowledge	<ul style="list-style-type: none"> <li>• Administration organisation</li> <li>• Financial systems software</li> <li>• Knowledge of SPREP financial procedures</li> </ul>

	<ul style="list-style-type: none"> <li>• Corporate policies</li> <li>• Ability to work well with section colleagues and staff at all levels.</li> <li>• Good oral and written communication skills</li> <li>• Environmental issues in the Pacific Islands region</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• UNFCCC, Paris Agreement and Climate Change funding mechanisms and processes</li> <li>• Early Warnings for All (EW4ALL)</li> <li>• Systematic Observations Finance Facility (SOFF)</li> <li>• Sustainable Development Goals, SAMOA Pathway</li> <li>• Framework for Resilient Development in the Pacific</li> <li>• SPREP Strategic Plan</li> <li>• SPREP Performance Implementation Plan</li> <li>• SPREP Work Programmes</li> </ul>

## Key Behaviours

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

## D. REMUNERATION PACKAGE – TERMS & CONDITIONS

**Duty Station:** Apia, Samoa.

**Duration:** Appointment is for an initial term of 3 years. Any contract extension beyond this period will be subject to the project time frame and decisions, funding availability and performance during this initial term.

**Salary:** Remuneration is at Band 8 of SPREP's salary scale for locally recruited staff. Starting salary will be SAT46,509 per annum. This will be adjusted to SAT52,322 upon successful confirmation of probation. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required.

**Term:** Appointment is subject to a satisfactory medical examination and clean police report, as well as a 6 months 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.

**Education Allowance:** Education expenses may be reimbursed against actual receipts for dependent children, to cover up to 75% of the actual costs. Currently the annual allowance is up to a maximum of SAT1,000.

**Annual Leave:** 15 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 staff are required to contribute to a Superannuation Fund. SPREP will pay the Samoa minimum legal requirement of basic salary to the Samoa National Provident Fund.

**Overtime:** Locally recruited staff at Band 8 and below may claim overtime or time off in lieu of overtime for the hours they are required to work in excess of their normal working hours. A meal allowance and transport assistance are also available subject to terms and conditions set out by the Staff Regulations.

**Gratuity Payment:** The appointee is entitled to a gratuity payment equivalent to two week's salary, upon successful completion of 2 consecutive 3-year contracts, provided the contract is not extended or renewed.

### **Learning and Development**

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

**Transport:** Transport from and to central Apia before and after work is provided.

### **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.

**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 “**Finance and Administration Officer - Weather Ready Pacific Programme**” 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 “**Finance and Administration Officer – Weather Ready Pacific Programme**”

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 Mr. Roger Warren on telephone (685) 21929 ext 325 or Email:  
[rogerw@sprep.org](mailto:rogerw@sprep.org)

**CLOSING DATE: Friday, 16<sup>th</sup> February 2024**: Late applications will not be considered.

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