



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

APPLICANT INFORMATION PACKAGE  
**Director, Biodiversity Conservation and Fiji Office (DBCF)**

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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 160 staff and has an annual budget of approximately USD41 million in 2024.

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
- 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 Values***

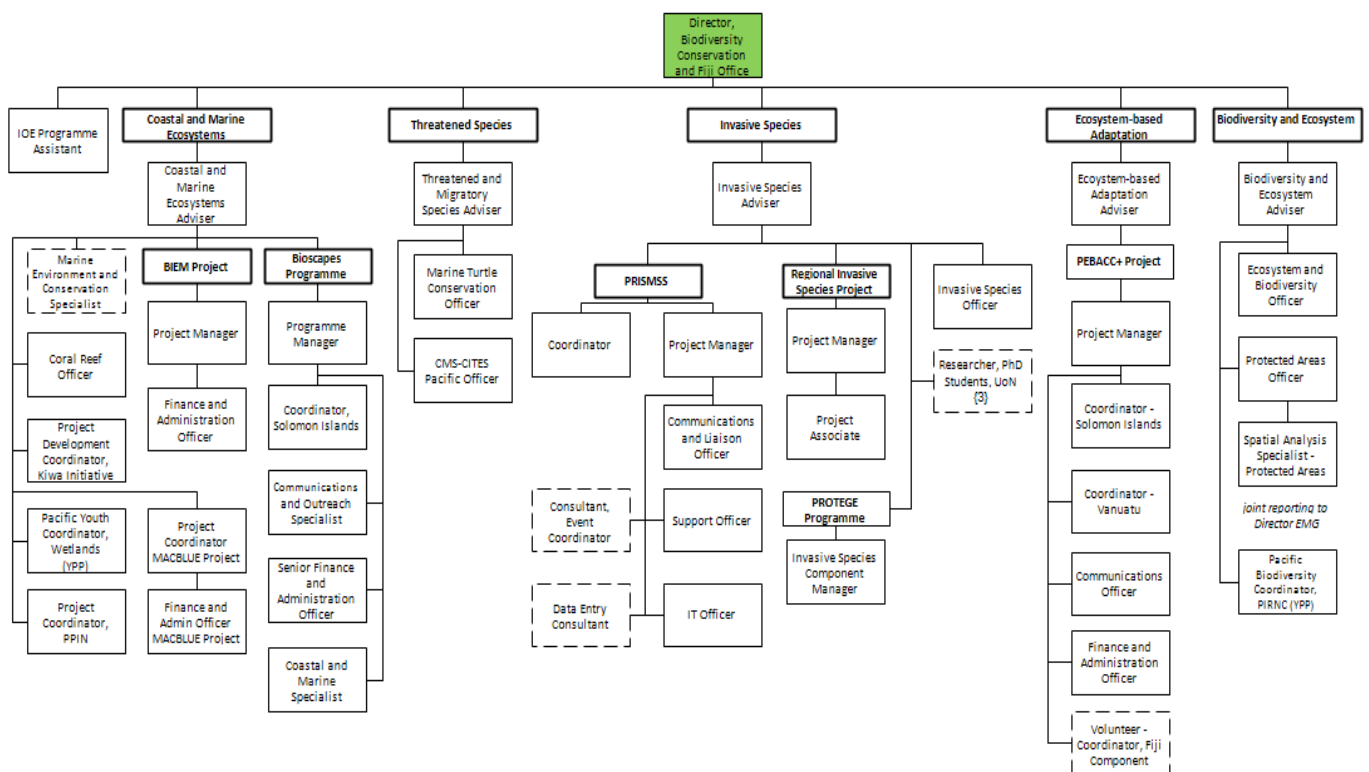
SPREP approaches the environmental challenges faced by the Pacific guided by four simple Values:

- 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>	Director, Biodiversity Conservation and Fiji Office (DBCF)
<b>Programme:</b>	Biodiversity Conservation (BC)
<b>Team:</b>	Biodiversity Conservation
<b>Responsible To:</b>	Director General (DG)
<b>Responsible For: (Total number of staff)</b>	46
<b>Job Purpose:</b>	<p><b>This job exists to:</b></p> <ul style="list-style-type: none"> <li>• Provide strategic leadership, direction, and oversight of SPREP’s Biodiversity Conservation Programme.</li> <li>• Manage the SPREP Fiji Office and lead SPREP’s strategic partnership engagement and relationship with Fiji based missions, donors, development partners and key stakeholders.</li> <li>• Provide strategic advice and leadership to SPREP Members and SPREP Senior Leadership Team on global and regional biodiversity issues and opportunities.</li> </ul>
<b>Date:</b>	December 2024

### Organisation Context



## Key Result Areas

The position of **Director, Biodiversity Conservation and Fiji Office (DBCFO)** addresses the following **Strategic Key Result Areas**:

- 1) Leadership and management
- 2) Planning, Performance management and High-level reporting
- 3) Multilateral Engagement and Coordination
- 4) Technical and policy advice
- 5) Partnership Engagement and Resource Mobilisation
- 6) Communications and Advocacy

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

Jobholder is accountable for	Jobholder is successful when
<p><b>1) Strategic leadership and management</b></p> <p><b>a) Strategic Leadership</b></p> <ol style="list-style-type: none"> <li>i. Work strategically and collaboratively with the Senior Leadership Team in ensuring a holistic and integrated approach in the planning and delivery of SPREP’s strategic vision and priorities.</li> <li>ii. Provide strategic vision and direction in ensuring the alignment and the integration of SPREP’s strategic priorities with regional and international strategic commitment.</li> <li>iii. Contribute to, and actively engage in SLT level discussion including SLT led internal governance and coordination committees.</li> <li>iv. Lead strategic preparations and discussions on key biodiversity conservation issues with SPREP Members at the SPREP Governing Council Meetings.</li> <li>v. Lead and provide strategic guidance to the Pacific Islands Nature and Protected Area Conference and ensure high-level outcomes are delivered.</li> <li>vi. 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</li> </ol>	<p>Strategic leadership</p> <ul style="list-style-type: none"> <li>• Well informed and sound SLT decisions.</li> <li>• Fully accountable to corporate responsibilities including active engagement and leadership in SLT led governance committees.</li> <li>• Biodiversity conservation priorities endorsed and supported by SPREP Members</li> <li>• An enabling environment for continuous professional development and for nurturing positive and healthy staff in place</li> <li>• Role model for leadership in SPREP</li> </ul> <p>Strategic Management</p> <ul style="list-style-type: none"> <li>• An effective, efficient, and high performing BC Programme working collaboratively within, and across SPREP Programmes and Departments.</li> <li>• Clear strategic direction is established for the BC Programme in line with the SPREP Strategic Plan and PIP.</li> <li>• Strategies and plans are developed and implemented with adequate resources secured to support the delivery of agreed targets and priorities.</li> </ul>

- continuous learning for the BC Programme.
- vii. Provide high-level advice to the SPREP Meeting and associated meetings

**b) Strategic Management**

- i. Lead and provide direction to the BC Programme and its team based in Apia, Suva and any other outposted sites, ensuring that SPREP's biodiversity conservation goals and objectives, including all related biodiversity conservation concepts and principles, are integrated into other SPREP programmes.
- ii. Develop and implement a Business Plan for the SPREP Fiji Office including a resourcing plan to support the operations of the office.
- iii. Manage the operations of the Fiji office including SPREP staff located in the Fiji Office.
- iv. Liaise with the Fiji Government on the SPREP-Fiji Host Agreement including its implementation and reviews.
- v. Provide quality assurance of the BC Programme operations and service delivery.
- vi. Lead the planning, management, and implementation of the BC Programme's approved biennial work programme and budget, and the staff Performance Development Plans (PDPs).
- vii. Work collaboratively with other SPREP Programmes and Departments to ensure coherence, alignment, and complementarity across SPREP's key areas of work.
- viii. Promote and ensure a whole of SPREP approach is adopted and implemented in all the activities and external engagement of the BC Programme.

<p><b>c) Core SPREP governance policies</b></p> <ol style="list-style-type: none"> <li>i. Lead the enforcement of SPREP policies and ensure compliance with donor requirements.</li> <li>ii. Lead the coordination and integration of gender and social inclusion within the BC Programme activities.</li> <li>iii. Lead and provide oversight of risk management within BC Programme and report potential enterprise level risks to the Risk Committee.</li> <li>iv. Lead, manage, and monitor compliance with SPREP’s core governance policies including the SPREP Financial Regulations and SPREP Staff Regulations.</li> </ol>	
<p><b>2) Strategic Planning, Performance management, and High-level Reporting</b></p> <p><b>a) Strategic Planning</b></p> <ol style="list-style-type: none"> <li>i. Provide high level strategic leadership, guidance, and direction to ensure relevant national, regional, and global commitment, priorities, and emerging needs are integrated and reflected in the planning and implementation of SPREP’s strategic regional and organisational goals.</li> <li>ii. Lead the strategic formulation of the BC Programme Strategy and Business Plan with clear strategic direction and priorities aligned to the SPREP Strategic Plan and the Performance Implementation Plan (PIP) and delivered through the biennial Work Programme and Budget.</li> <li>iii. Lead strategic discussions on the Country and Territory Strategic Partnership Framework formulation and subsequent implementation.</li> <li>iv. Lead the strengthening of the capacity of the BC Programme and explore strategic opportunities and innovative approaches to ensure the capacity of the BC Programme is sustained.</li> </ol>	<ul style="list-style-type: none"> <li>• Forward looking and horizon visioning approaches adopted and applied</li> <li>• Key national, regional, and global commitments and priorities reflected in SPREP’s Regional and Organisational Goals where appropriate.</li> <li>• An BC Programme Strategy and Business Plan are developed.</li> <li>• A results and outcome-based planning and reporting culture is promoted across SPREP’s work.</li> <li>• Positive engagement of Members in the Country and Territory Strategic Partnership Framework (CTSPF) formulation process and its subsequent implementation.</li> <li>• Gender and social inclusion are integrated into BC’s planning, programming, and operations.</li> <li>• Risk management is integrated into BC Programme’s planning, programming, and operations.</li> <li>• Higher level of compliance with SPREP policies.</li> <li>• Effective programme management and delivery.</li> <li>• The SPREP Annual Report promotes SPREP achievements and results.</li> </ul>



<p><b>b) Performance management and High-level Reporting</b></p> <ol style="list-style-type: none"> <li>i. Oversee and direct the design, development, and effective implementation of the BC Programme's priorities and ensures a strong focus on impact and outcome-based reporting.</li> <li>ii. Ensure SPREP's Monitoring, Evaluation, Reporting and Learning framework is effectively implemented and integrated into the BC Programme's work programme and operations.</li> <li>iii. Provide direction and oversight of the PIP planning and reporting for BC Programme and ensure high quality reporting.</li> <li>iv. Ensure timely submission of high-quality reports to donors and partners.</li> <li>v. Provide high-level reporting to SPREP Members and partners</li> <li>vi. Lead and provide quality assurance of the BC Programme's contribution and input to the SPREP Annual Report including high level reports and ensure a strong focus on outcomes and impacts.</li> </ol>	
<p><b>3. Strategic Multilateral Engagement and Coordination</b></p> <ol style="list-style-type: none"> <li>a) Lead multilateral strategic high-level discussion and dialogue with Fiji based missions, donors, development partners and key stakeholders.</li> <li>b) Represent SPREP in Fiji by maintaining and strengthening relations with the Government of Fiji, Fiji based donors and partners, CROP and UN Agencies.</li> <li>c) Lead SPREP's preparation and engagement at the UN biodiversity cluster of conventions such as the Convention on Biological Diversity, UN Convention on Migratory Species, UN Convention on International Trade on Endangered Species and related international negotiation processes.</li> <li>d) Lead SPREP's engagement in relevant international forums on biodiversity</li> </ol>	<ul style="list-style-type: none"> <li>• High visibility of SPREP in Fiji among donors and partners</li> <li>• Relationship with Fiji government and donors and partners in Fiji are maintained and strengthened</li> <li>• SPREP taking a lead role in relevant CROP Working Groups.</li> <li>• Effective SPREP engagement at UN biodiversity conventions.</li> <li>• Greater synergies and linkages developed with the biodiversity MEAs</li> </ul>

<p>conservation and protected areas including those by the UNEP, IUCN, and other relevant global processes relevant to SPREP.</p> <p>e) Liaise and work closely with other MEAs to ensure greater synergies and linkages with the biodiversity MEAs.</p> <p>f) Lead and represent SPREP in relevant Council of Regional Organisations in the Pacific (CROP) Working Groups, including relevant regional processes and forums.</p>	
<p><b>4. Strategic technical and policy advice</b></p> <p>a) Ensure strategic technical and policy advice and support on biodiversity conservation issues are provided to SPREP Members</p> <p>b) Ensure strategic technical and policy advice on biodiversity conservation issues is provided to Executive, SLT and other SPREP programmes and projects</p> <p>c) Lead the coordination and provision of SPREP technical and policy advice on biodiversity conservation issues on the development and review of relevant policies, legislations and governance frameworks in the Pacific islands region</p>	<ul style="list-style-type: none"> <li>• Gender and social inclusion are included in all SPREP biodiversity conservation policies</li> <li>• High level environmental advice on biodiversity conservation is well received by Members, Executive, SLT and other stakeholders.</li> </ul>
<p><b>5. Strategic Partnership Engagement and Resource Mobilisation</b></p> <p><b>a) Partnership engagement</b></p> <p>i. Lead the planning and delivery of targeted engagement and dialogue with Members and partners to support the implementation of strategic biodiversity conservation priorities including the Framework for Nature Conservation and Protected Areas and the Global Biodiversity Framework.</p> <p>ii. Develop, secure, and manage long term relations with key donors, partners and stakeholders relevant to the BC Programme and SPREP.</p> <p>iii. Provide leadership guidance and oversight of SPREP's role as Secretariat of PIRT and represent SPREP in the PIRT.</p>	<ul style="list-style-type: none"> <li>• A Partnership and Resource Mobilisation Plan is developed and implemented.</li> <li>• New partnerships and resources secured from new and diverse funding sources.</li> <li>• SPREP Members and Partners value SPREP's advice and support.</li> <li>• Effective contribution to the delivery of an organisation wide integrated approach to the mobilisation of resources for SPREP coordinated through the SPREP Partnership Resourcing Reference Group</li> <li>• Increased engagement of SPREP from a biodiversity conservation perspective in areas relating to the triple planetary crisis of biodiversity loss, climate change, and pollution</li> </ul>

<p>iv. Lead and guide substantive discussions externally with SPREP Members and partners on key priorities on biodiversity conservation to inform the formulation of new strategic regional initiatives to address these.</p> <p>v. Promote and foster SPREP's engagement in cross cutting areas such as those relating to the triple planetary crisis of biodiversity loss, climate change, and pollution.</p> <p><b>b) Resource mobilisation and fundraising</b></p> <p>i. Lead the formulation and delivery of a Partnership and Resource Mobilisation Plan for the BC Programme aligned to the SPREP Strategic Plan and the SPREP Partnership, Engagement, and Resource Mobilisation Strategy (PERMS).</p> <p>ii. Contribute to the planning and delivery of an organisation wide integrated approach to the mobilisation of resources for SPREP coordinated through the SPREP Partnership Resourcing Reference Group.</p> <p>iii. Lead and provide strategic direction, coordination, and management of BC Programme's project portfolio and ensure integration across programmes and departments.</p> <p>iv. Lead the development of innovative, transformative, and resilient flagship programmes and projects for the BC Programme and SPREP.</p> <p>v. Provide strategic advice and contribute to the Project Review and Monitoring Group (PRMG) strategic discussions and ensure high quality project concepts and proposals are aligned with SPREP's strategic priorities, CTSPF priorities, and comply with donor requirements.</p>	<ul style="list-style-type: none"> <li>• Maintained SPREP leadership on the Framework for Nature Conservation and Protected Areas in the Pacific islands region</li> <li>• Increased awareness of the Global Biodiversity Framework in the region.</li> <li>• Leadership is provided to the development of innovative, transformative, and resilient flagship programmes and projects for the BC Programme and SPREP.</li> <li>• Effective and efficient strategic advice and contributions are provided to the Project Review and Monitoring Group (PRMG) that are aligned with SPREP's strategic priorities, CTSPF priorities, and comply with donor requirements.</li> <li>• BC Programme's project portfolio continues to increase and expand with a diversified sources of funding secured.</li> <li>• PIRT Membership expanded with new members joined.</li> <li>• Relationship with Members, donors and partners are maintained and strengthened</li> </ul>
<p><b>5. Strategic Communications and Advocacy</b></p> <p>a) Provide guidance and direction on effective communication approaches and</p>	<ul style="list-style-type: none"> <li>• Acknowledgement and appreciation of the work of SPREP and BC Programme</li> </ul>

<p>strategic opportunities to raise the visibility and promote results achieved and delivered through the SPREP BC Programme.</p> <p>b) Lead and provide strategic guidance and oversight of the BC Programme’s communication and advocacy activities linked to SPREP’s Strategic Plan, PIP, and Resource mobilisation.</p> <p>c) Lead the promotion and visibility of biodiversity conservation impacts and success stories with SPREP Members, Partners including at key regional and global events</p> <p>d) Provide effective strategic communication and advocacy of SPREP’s strategic priorities, comparative advantages, values, and impacts.</p>	<ul style="list-style-type: none"> <li>• An integrated strategic and coordinated SPREP approach to communication and visibility are established and implemented.</li> <li>• SPREP is recognised as the lead on biodiversity and conservation</li> <li>• Increased visibility of the impacts of SPREP’s assistance and interventions</li> </ul>
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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 General as part of the Performance Development System.

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

**Work Complexity**

<p><b>Most challenging duties typically undertaken:</b></p> <ul style="list-style-type: none"> <li>• Ensuring that SPREP’s role as lead Pacific environment agency is strengthened</li> <li>• Providing leadership and ensuring SPREP is strategically positioned and recognised as a partner of choice</li> <li>• Leading and managing diverse multi-disciplinary and multi-culture staff</li> <li>• Donor, partnership, and resource mobilisation opportunities</li> <li>• Strategic planning and programming integration</li> <li>• Integrated strategic and coordinated communication and visibility</li> <li>• Balancing programme management duties with wider corporate responsibilities</li> <li>• Changing geo-political landscape</li> </ul>
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**Functional Relationships & Related Skills**

<p><b>Key internal and/or external contacts</b></p>	<p><b>Nature of the contact most typical</b></p>
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<p><b>External</b></p> <ul style="list-style-type: none"> <li>• SPREP Member countries</li> <li>• Donors / Development Partners</li> <li>• Regional / International organisations</li> <li>• Convention Secretariats</li> <li>• CROP</li> <li>• PIRT</li> </ul>	<ul style="list-style-type: none"> <li>• Advice and assistance</li> <li>• Consultations</li> <li>• Technical discussions and support</li> <li>• Collaborative discussions and financial and technical support</li> <li>• Fundraising and project negotiation</li> </ul>
<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• Executive Leadership</li> <li>• Senior Leadership Team</li> <li>• Technical Programmes and Departments</li> <li>• Coordination mechanisms</li> <li>• SLT led governance committees</li> <li>• All staff</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership and management</li> <li>• Supervision and delegation</li> <li>• Advice and support</li> </ul>

### Level of Delegation

#### The position holder:

- manages an operational budget and has oversight of the Programme budget
- can authorise costs in own budget
- can carry out negotiations on behalf of SPREP
- can seek funding opportunities for work programme activities

### Person Specification

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

### Qualifications

#### Essential

1. Minimum qualifications of a Master degree in Environment Management or related field OR a Bachelor degree in lieu, with applied relevant work experience in excess of the minimum required relevant work experience

## Knowledge / Experience

<p><b>Essential</b></p> <p>2. At least 15 years strategic high level experience in environmental management/ development work relating to biodiversity conservation, preferably in the Pacific region, with at least 10 of those years in senior strategic leadership and management roles</p>
<p>3. Extensive strategic 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</p>
<p>4. Extensive knowledge of the Pacific Islands region with excellent understanding of environmental issues, specifically biodiversity conservation in the Pacific and challenges facing Pacific Island Countries and Territories.</p>
<p>5. Excellent programme and project leadership and management 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 interlinkages across multilateral environmental agreements</p>
<p>6. Excellent experience at strategic and high level communication, negotiation and reporting across diverse audiences, particularly in the Pacific setting</p>
<p>7. 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.</p>

## Key Skills / Attributes / Job Specific Competencies

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

<p><b>Expert level</b></p>	<ul style="list-style-type: none"> <li>• Strategic Leadership and Management</li> <li>• Staff leadership and management</li> <li>• Relationship Management and strategic high level engagement</li> <li>• Fundraising and donor coordination</li> <li>• Strategic planning, programming, and policy governance</li> <li>• Project Management, Performance assessment, monitoring, evaluation, and learning</li> <li>• Work programme planning, budgeting and implementation</li> <li>• Resource mobilisation</li> <li>• Inspirational leadership and management principles</li> </ul>
<p><b>Advanced level</b></p>	<ul style="list-style-type: none"> <li>• Sustainable development priorities</li> <li>• Environmental issues and priorities</li> </ul>

	<ul style="list-style-type: none"> <li>• Island and ocean ecosystems issues in the Pacific islands region</li> <li>• Emerging environmental issues and challenges</li> <li>• Funding mechanisms and donor priorities</li> <li>• Gender Mainstreaming</li> </ul>
<b>Working Knowledge</b>	<ul style="list-style-type: none"> <li>• Strategic planning approaches, methodologies, and tools</li> <li>• Institutional strengthening, capacity development, policy processes</li> <li>• General Financial principles</li> <li>• General Human Resources Management principles</li> <li>• General management principles</li> </ul>
<b>Awareness</b>	<ul style="list-style-type: none"> <li>• SPREP Strategic Plan</li> <li>• SPREP Performance Implementation Plan</li> <li>• SPREP Work Programmes</li> <li>• SPREP People Strategy</li> <li>• UN Biodiversity cluster conventions</li> <li>• 2050 Strategy for a Blue Pacific Continent</li> <li>• Sustainable Development Goals</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 an initial term of 3 years with possible renewal for a further term, up to a maximum of 6 years subject to confirmation of SPREP programmes and activities, 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 16 of SPREP's salary scale. Starting salary will be SDR77,158 per annum. This is currently equivalent to Samoan Tala 294,460 per annum. Upon confirmation of probation, salary will be adjusted to SDR86,803 which is equivalent to SAT331,267 per annum. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required.

**Location Allowance:** A Location Allowance of SDR8,212 will be paid to the successful candidate. The current equivalent in Samoan Tala is SAT31,338 per annum. 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 Fiji, the term begins from the day the appointee leaves their home to take up the appointment. The offer for appointment is confirmed only upon receipt of satisfactory medical examination including full vaccination against COVID-19, a clean police report and certified official documents including qualifications. The confirmation of appointment is subject to a 6-month probationary period.

An appointment is terminated by (i) completion of term of contract (ii) one month's notice by either party (iii) without notice by either party paying one-month salary in lieu of notice or (iv) dismissed with or without notice as a disciplinary measure.

**Performance Reviews:** Annual performance assessments will be based on the Secretariat's Performance Development System.

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

### **FOR STAFF RECRUITED FROM OUTSIDE SAMOA, THE FOLLOWING APPLIES:**

**Relocation Expenses:** SPREP will meet certain appointment and termination expenses for staff recruited from outside Fiji, including transport and accommodation en route for the appointee and accompanying dependant(s) between point of recruitment and Suva, 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 SDR2,500 is payable upon taking up appointment and arrival in Suva. This is currently equivalent to SAT9,541.

**Temporary Accommodation and Assistance:** On arrival in Suva, 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 Suva. This will include help in finding suitable rental accommodation.

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

**Repatriation allowance:** The appointee is entitled to a repatriation allowance equivalent to two week's salary, upon successful completion of contract, provided the contract is not extended or renewed. For project positions, upon successful completion of the project.

**FOR ALL INTERNATIONALLY RECRUITED STAFF, THE FOLLOWING APPLIES:**

**Education Allowance:** Education expenses maybe reimbursed against actual receipts for dependent children, to cover up to 75% of the actual costs, as stipulated under SPREP's Education Allowance policy. Currently the allowance is up to a maximum of SAT15,600 per annum per dependent child, with an overall maximum of SAT46,800 per annum per family of 3 or more eligible children.

**School Holiday Travel:** One return economy class flight each year between the place of education (taken to be recognised home) and Suva by (i) each dependent child being educated outside Fiji 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 Suva 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 Fiji for expatriate executive furnished housing. The current rate is SAT3,343 per month. This assistance shall be reviewed annually and adjusted on relative movement in the local rental market.

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

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

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

**Other Leave:** Provisions 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 Suva on official business.

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

**Medical Benefits:** All employees and their dependants are entitled to have all reasonable medical, dental and optical expenses met, under the terms and conditions of the existing SPREP Medical Insurance.

**Superannuation:** All employees are required to contribute to the Fiji 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 Fiji Provident Fund or another approved nominated Fund. For Fiji, this is currently 10%.

**Gratuity Payment:** Nationals of Fiji 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 Fiji, and who resides in Fiji 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 “Application for Director, Biodiversity Conservation and Fiji Office (DBCF)” 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 Director, Biodiversity Conservation and Fiji Office (DBCF)”

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

**Closing date: Friday, 31 January 2025:** Late applications will not be considered.

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