



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

## APPLICANT INFORMATION PACKAGE

# **Climate Change Loss and Damage Officer (CCLDO)**

## **International recruitment**

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## A. Background Information on SPREP

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

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

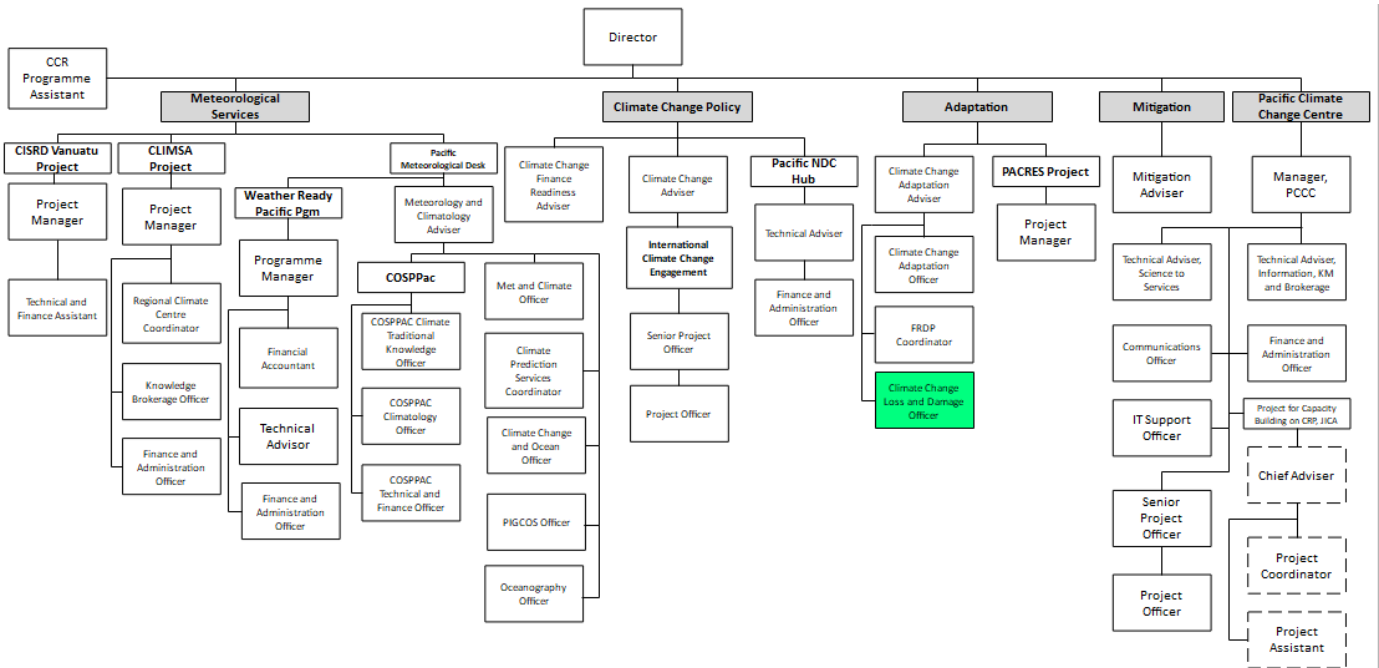
SPREP approaches the environmental challenges faced by the Pacific guided by four simple Values:

- 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>	Climate Change Loss and Damage Officer
<b>Programme:</b>	Climate Change Resilience Programme
<b>Team:</b>	2 years
<b>Responsible To:</b>	Climate Change Adaptation Adviser
<b>Responsible For: (Total number of staff)</b>	N/A
<b>Job Purpose:</b>	<p><b>This job exists to:</b></p> <ul style="list-style-type: none"> <li>Support the Climate Change Resilience (CCR) Programme in providing technical and policy advisory support to members in strengthening loss and damage evidence base, policies and actions in the region and internationally to address issues relating to climate change-induced loss and damage.</li> </ul>
<b>Date:</b>	July 2024

## Organisation Context



## Key Result Areas

The position of **Climate Change Loss and Damage Officer** addresses the following Key Result Areas:

1. Technical, policy and research
2. Project coordination and implementation support
3. Communication, information management and capacity building support
4. Monitoring, evaluation and reporting support

***The requirements, expectations and performance standards for the above duties are broadly identified below.***

The Jobholder is accountable for:	Jobholder is successful when:
<p><b>1. Technical, policy and research</b></p> <p>a) Assist in providing relevant information to support technical and policy advise to Pacific island countries and territories (PICTs) for the planning and implementation of national climate change-induced loss and damage initiatives including integration of loss and damage in relevant national, and sectoral strategies, programmes and policies as well as regional loss and damage initiatives.</p> <p>b) Undertake research and data analysis and consolidate findings to support strengthening of climate change-induced loss and damage evidence base at national and local level.</p> <p>c) Support CCR Programme in coordinating SPREP support on loss and damage in the United Nations Framework Convention on Climate Change (UNFCCC) process and inputs into the implementation of 2050 Strategy, the Framework for Resilient Development in the Pacific (FRDP), the planning and facilitation of the Pacific Regional Dialogue on Loss and damage, and the Pacific Climate Change Roundtable (PCCR) and other relevant international and regional frameworks.</p> <p>d) Assist in the development and implementation of loss and damage methodology to assess and quantify loss and damage in particular non-economic loss and damage (NELD).</p> <p>e) Work with SPREP technical programmes to ensure an integrated and consistent approach to development and implementation of loss and damage initiatives in the PICTs</p>	<ul style="list-style-type: none"> <li>• Timely provision of sound and practical technical and policy advise climate change-induced loss and damage issues including in the negotiation process to member island countries and territories where relevant.</li> <li>• PICTs are supported to influence relevant international, regional and national climate change policy processes.</li> <li>• 2050 Strategy and FRDP monitoring, and evaluation processes are linked and applied where relevant to climate change-induced loss and damage outcomes set out in SPREP's Strategic Plan so that they can be monitored and evaluated for their impacts over time.</li> <li>• Pacific Regional Dialogue on Loss and Damage and PCCR stakeholders are effectively supported to engage in these processes.</li> <li>• Timely provision of inputs to ensure SPREP effectively engages during international, regional and national discussions on loss and damage.</li> <li>• Timely and relevant inputs into the development and implementation of loss and damage methodology to assess and quantify loss and damage particularly NELD.</li> </ul>
<p><b>2. Project coordination and implementation support</b></p> <p>a) Support the implementation of regional and national loss and damage activities under the</p>	<ul style="list-style-type: none"> <li>• Implementation plan for all regional and national activities is realistic.</li> </ul>

<p>Loss and Damage Capacity and Capability Building project (LDCC).</p> <p>b) Support the development of procurement plan and implementation plan of LDCC project in collaboration with CCR Programme, and other relevant programmes of SPREP.</p> <p>c) Support procurement of goods and services required for the implementation of the LDCC Project.</p> <p>d) Support the monitoring of expenditures and contracts under the LDCC project.</p>	<ul style="list-style-type: none"> <li>• Implementation of activities are on time, issues that may affect implementation are identified early and mitigation measures are implemented to reduce delays.</li> <li>• Procurement of goods and services are well planned to avoid delays.</li> <li>• Deliverables and milestone under the contracts are effectively monitored and are submitted by consultants on time.</li> </ul>
<p><b>3. Communication, information management and capacity building support</b></p> <p>a) Compile relevant information and data to develop communication products on loss and damage in collaboration with SPREP's Communication Unit.</p> <p>b) Develop case studies on loss and damage for publication.</p> <p>c) Support the planning and delivery of relevant capacity building activities under the LDCC project.</p> <p>d) Update SPREP's project information management system.</p>	<ul style="list-style-type: none"> <li>• Information on loss and damage in the Pacific is well documented and accessible to multiple user groups through regional and national climate change portals.</li> <li>• Materials and or products are developed to an expected standard set out by CCR and Communication Unit of SPREP and published.</li> <li>• Trainings, workshops, and other capacity building programmes successfully and effectively delivered in a manner that will ensure lasting impact.</li> <li>• LDCC project on SPREP Information Management System (SIMS) are regularly updated.</li> </ul>
<p><b>4. Monitoring, evaluation, and reporting support</b></p> <p>a) Support monitoring and reporting on national and regional loss and damage activities of the LDCC project through established monitoring, evaluation and reporting processes, tools and platforms including through SPREP Strategic Plan.</p> <p>b) Support the development of LDCC project progress reports and briefing papers to the countries, donor, project steering committee and SPREP Senior Leadership Team for information and decision making.</p> <p>c) Assist with the preparation of CCR's contribution to SPREP's annual report and Performance Implementation Plan.</p>	<ul style="list-style-type: none"> <li>• Loss and damage activities and overall impact of the LDCC project at regional, and national levels are captured and reported on in a timely manner.</li> <li>• Progress reports are developed and made available before set deadlines.</li> <li>• Contributions to SPREP's annual report, reports to donors and countries and Senior Leadership Team are timely, relevant and meet expected quality and standard.</li> <li>• Relevant briefing notes, presentations, reports are of expected quality, and are prepared and submitted in a timely manner.</li> </ul>

**Note**

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

This section may be reflected in the successful applicant's Performance Development Plan.

## Work Complexity

### Most challenging duties typically undertaken:

- Coordination and on-time delivery of project activities in PICTs
- Managing expectations by national focal points and stakeholders
- Managing proposed changes to activities after approval of the project.

## 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>• Member countries/focal points</li><li>• Donor and stakeholders</li><li>• National, regional, international communities and organisations</li></ul>	<ul style="list-style-type: none"><li>• Assistance/communications/liaison</li><li>• Reporting/participation</li></ul>
<b>Internal</b> <ul style="list-style-type: none"><li>• Senior Leadership Team</li><li>• Programme staff</li><li>• Governance and Operations</li></ul>	<ul style="list-style-type: none"><li>• Briefings/reporting/communications/participation</li><li>• Guidance on internal operational processes e.g. procurement, project budget preparations, payments, etc.</li></ul>

## Level of Delegation

### The position holder:

- Monitor project budget and coordinate and support implementation of activities in collaboration with the Climate Change Adaptation Adviser
- Can seek opportunities for collaboration with guidance from Climate Change Adaptation Adviser for own work area

## 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 Bachelor's degree in climate change, environmental engineering/science/management, or related discipline.



## Knowledge and Experience

<b>Essential</b>
2. At least 5 years relevant experience in loss and damage research and data analysis, development of a loss and damage methodology, case study development, coordination of national and regional engagement on loss and damage, and other related activities including through projects in the Pacific region or in small islands developing states.
3. Demonstrated knowledge and experience of: <ol style="list-style-type: none"> <li>Climate change and environmental issues and challenges in the Pacific island region.</li> <li>Climate change international agreements e.g. UNFCCC, Paris Agreement and relevant regional frameworks e.g. FRDP, 2050 Strategy.</li> <li>National and community structures and protocols in the Pacific islands region.</li> </ol>
4. Expert knowledge of climate change loss and damage particularly non-economic loss and damage and the challenges in addressing loss and damage in Pacific SIDS.
5. Excellent knowledge of the Pacific islands region, ability to work and collaborate within a multi-disciplinary and multi-cultural team environment as well as sound experience in establishing and maintaining effective relationships with a diverse group of people including different levels of government, NGOs, and other stakeholders.
6. Excellent writing, and oral communications skills in English as well as skills and experience in working with technical and diverse groups to ensure effective communication with different stakeholders at different levels of government, NGOs, community and private sector stakeholders, donors and partners.
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.

## 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>Climate change-induced loss and damage issues in Pacific SIDS and relevant key agreements and conventions</li> <li>Research, analytical and writing skills</li> <li>Communications and interpersonal skills</li> <li>Strategic planning skills</li> <li>Organisational and time management</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>Negotiations at international level</li> <li>Relationship management</li> <li>Consultant management</li> </ul>
Working Knowledge	<ul style="list-style-type: none"> <li>Environmental issues in the Pacific islands region</li> <li>Financial reporting</li> <li>Conservation and biodiversity</li> <li>Gender equity</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>SPREP Strategic Plan</li> <li>SPREP Work Programmes</li> <li>SPREP Performance Implementation Plan</li> <li>Organisational values</li> </ul>

## Key Behaviours

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

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

### **Change to job description**

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

## C. REMUNERATION PACKAGE – TERMS & CONDITIONS

**Duty Station:** The position will be based in Apia, Samoa.

**Duration:** Appointment is up to 30 June 2026 with possible extension subject to continuity of related project 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 10 of SPREP's salary scale. Starting salary will be SDR30,237 per annum. This is currently equivalent to SAT115,393 per annum. Upon confirmation of probation, salary will be adjusted to SDR34,016 which is currently equivalent to SAT129,817 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 SDR4,256 will be paid to the successful candidate. The current equivalent in Samoan Tala is SAT16,244 per annum. Cost-of-living differential allowance reflects the comparative cost of living difference between Suva and Apia. This allowance is reviewed periodically based on data determined by an independent reviewer.

**Adjustments:** Salaries and allowances for internationally recruited staff are paid in Samoan Tala and adjusted every month based on the monthly average in the value of the SDR relative to the Samoan Tala (SAT) at the time the salary payment is processed. SDR movement however is limited to within 5% above or below a reference point set annually. Remuneration is paid monthly in SAT equivalent. The international currency exchange rate at the time of writing is approximately USD1.00 = SAT\$2.50

**Term:** For staff recruited from outside Samoa, the term begins from the day the appointee leaves their home to take up the appointment. The offer for appointment is confirmed only upon receipt of satisfactory medical examination including full vaccination against COVID-19, a clean police report, certified official documents including qualifications. The confirmation of appointment is subject 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.

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

**Relocation Expenses:** SPREP will meet certain appointment and termination expenses for staff recruited from outside Samoa, including transport and accommodation en route for the appointee and accompanying dependant(s) between point of recruitment and Apia, and return, by the shortest and most economical route. This includes:

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

**Establishment Grant:** A lump sum of SDR1,100 is payable upon taking up appointment and arrival in Apia. This is currently equivalent to SAT4,198.

**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 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 (USD6,500) 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 Apia by (i) each dependent child being educated outside Samoa or (ii) the staff member or spouse to visit the child, providing the journey is not made within the final 6 months of the contract.

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

**Housing Assistance:** Internationally recruited staff shall receive housing assistance of 75% of the typical rent payable in Samoa for expatriate executive furnished housing. The current rate is SAT2,850 per month. This assistance shall be reviewed annually and adjusted on relative movement in the local rental market.

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

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

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

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

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

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

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

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

### **Learning and Development**

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

#### **Definitions:**

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

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

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

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

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

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

## D. ADMINISTRATIVE INFORMATION

**ESSENTIAL:** Applications should include:

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

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

**Submitting applications:**

- a) **BY EMAIL:** (***MOST PREFERRED OPTION***) Subject matter to be clearly marked “**Application for Climate Change Loss and Damage Officer**” 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 Climate Change Loss and Damage Officer**”

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

**Closing date: Friday, 23 August 2024:** Late applications will not be considered.

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