



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

APPLICANT INFORMATION PACKAGE  
**ECOSYSTEM & BIODIVERSITY OFFICER (EBO)**

**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 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***

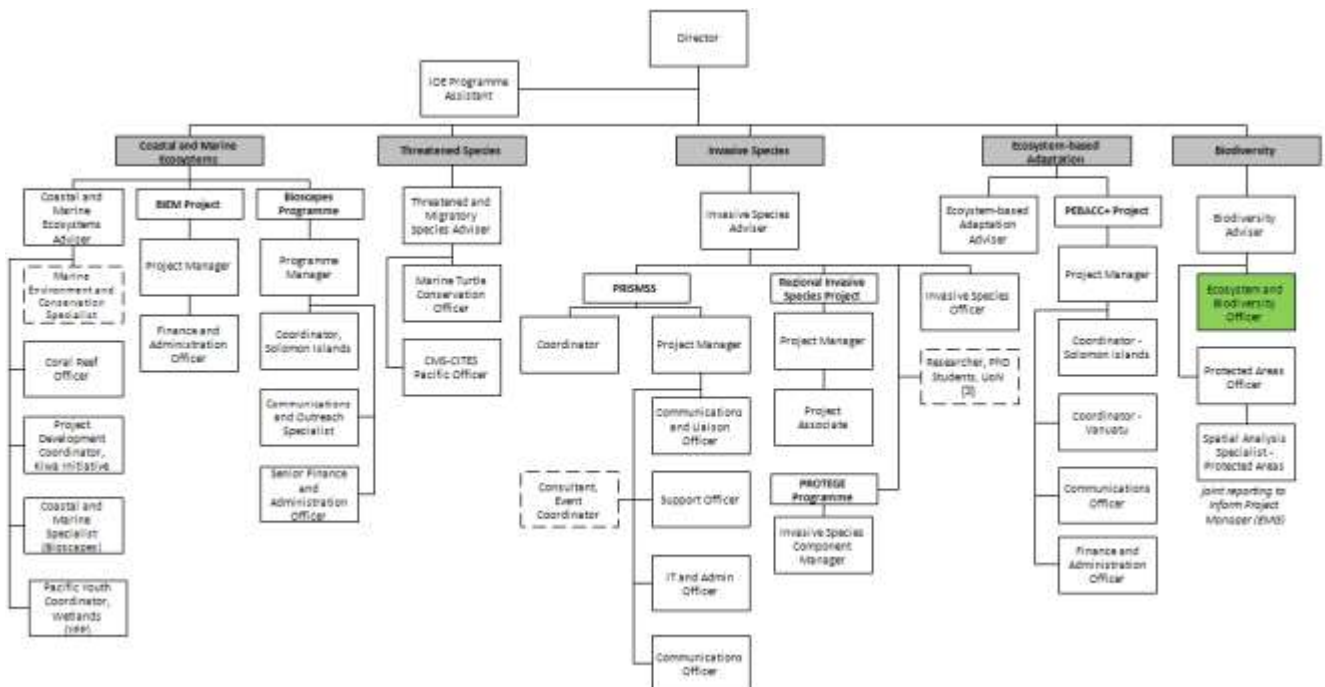
SPREP approaches the environmental challenges faced by the Pacific guided by four simple Values:

- 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>	Ecosystem & Biodiversity Officer (EBO)
<b>Programme:</b>	Island and Ocean Ecosystems
<b>Team:</b>	Biodiversity
<b>Responsible To:</b>	Biodiversity Adviser
<b>Responsible For: (Total number of staff)</b>	N/A
<b>Job Purpose:</b>	<p>This job exists to:</p> <ul style="list-style-type: none"> <li>Provide technical advice and support to Pacific Island members on biodiversity and ecosystem conservation and management</li> </ul>
<b>Date:</b>	May 2024

### Organisation Context



## Key Result Areas

The position of **Ecosystem & Biodiversity Officer (EBO)** addresses the following Key Result Areas:

1. Biodiversity and ecosystem conservation and management support
2. Technical advice and assistance
3. Training, knowledge sharing and capacity building
4. Convention on Biological Diversity (CBD) and other key biodiversity Multilateral Environment Agreements (MEAs)
5. Networking and partnerships
6. Strategic work planning and implementation

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

Jobholder is accountable for	Jobholder is successful when
<p><b>1. Biodiversity and ecosystem conservation and management support</b></p> <p>a) Work closely with the Biodiversity Adviser, other relevant programme officers including the Protected Areas Officer (BIOPAMA) and partners such as the Roundtable for Nature Conservation, to strengthen SPREP's support to Pacific island Members on ecosystem conservation and management including protected areas, resource use issues including land and marine degradation, and species conservation.</p>	<ul style="list-style-type: none"> <li>• Work outputs are designed and successfully achieved in collaboration with key staff, partners and Pacific Island Countries and Territories (PICTs)</li> <li>• SPREP support to Pacific island members on ecosystem conservation and management is effective and strengthened</li> </ul>
<p><b>2. Technical advice and assistance</b></p> <p>a) Provide technical advice and assistance to Pacific island members and other international or regional organisations on ecosystem management strategies, including protected areas design and management, and species management strategies.</p> <p>b) Develop, promote and oversee the implementation of conceptual frameworks, methods and tools for ecosystem conservation, planning and management.</p> <p>c) Contribute to the development and implementation of SPREP's work on climate change and ecosystem-based approaches to adaptation.</p> <p>d) Assist management and PICTs to identify priorities and appropriate funding</p>	<ul style="list-style-type: none"> <li>• Technical advice is accepted by PICTs and/or partners and strategies are implemented.</li> <li>• Conceptual frameworks, methods and tools are developed, promoted and successfully implemented.</li> <li>• Constructive contributions are made to SPREP's climate change agenda, especially with regard to promoting ecosystem based adaptation</li> <li>• Funding is secured for ecosystem conservation, planning and management priorities</li> </ul>

<p>mechanisms for ecosystem conservation, planning and management and prepare funding proposals.</p>	
<p><b>3. Training, knowledge sharing and capacity building</b></p> <p>a) Design and implement training, knowledge sharing and capacity building programmes and activities on biodiversity and ecosystem conservation and management to meet specific PICTs needs.</p>	<ul style="list-style-type: none"> <li>• Capacity building programmes and activities are designed and implemented</li> <li>• Positive responses from participants to the training etc</li> <li>• Positive outcomes and behaviour change as a result of capacity building and training</li> </ul>
<p><b>4. Convention on Biological Diversity (CBD) and other key biodiversity MEAs</b></p> <p>a) Provide technical and advisory support to Pacific island countries on the UN Convention on Biological Diversity (CBD) under the guidance of the Biodiversity Adviser, especially in relation to the CBD Programme of Work (PoW) on Protected Areas and the PoW on Island Biodiversity, and the post-2020 Biodiversity agenda.</p> <p>b) Provide technical and advisory support to Pacific island countries on other key conventions and agreements to ensure synergies and linkages between the CBD and the Ramsar Convention, Convention on Migratory Species (CMS), the World Heritage Convention, and the Convention on International Trade in Endangered Species (CITES).</p>	<ul style="list-style-type: none"> <li>• PICs are supported with technical and specific advice on relevant aspects of UNCBD, and other specified MEAs</li> <li>• Technical advice is accepted by PICTs and synergies and linkages strengthened with partners</li> </ul>
<p><b>5. Networking and partnerships</b></p> <p>a) Identify and develop opportunities for networking and partnership with key partners to work collaboratively on biodiversity and ecosystem conservation and management.</p> <p>b) Engage with, and support, the Protected Areas Working Group under the Pacific Islands Roundtable for Nature Conservation (PIRT).</p> <p>c) Assist in the planning, organising of, delivery and fund raising for the 10th Conference on Nature Conservation in the Pacific Islands region scheduled in liaison</p>	<ul style="list-style-type: none"> <li>• Outputs relating to biodiversity and ecosystem conservation and management issues are successfully achieved in collaboration with relevant partners</li> <li>• Protected Areas Working Group is active,</li> <li>• Relevant reports are provided to PIRT</li> <li>• Actively and effectively engaged in the Nature Conference.</li> <li>• Active engagement of PIRT members and successful preparation and organisation of the 10th Nature Conference</li> </ul>

with the PIRT Chair and Management Group.	
<p><b>6. Strategic work planning and implementation</b></p> <p>a) Prepare annual work plans and budgets in conjunction with the Programme Director and Biodiversity Adviser.</p> <p>b) Prepare and provide input into the Programme Performance Implementation Plan (PIP) Report and other key reporting requirements of SPREP, Action Strategy for Nature Conservation, and other key reporting instruments</p> <p>c) Serve in relevant SPREP committees and working groups, where required.</p>	<ul style="list-style-type: none"> <li>• Annual work plans and budgets are developed, implemented and monitored</li> <li>• PIP input completed</li> <li>• Expert advice provided</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 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>• Developing strategic and technical approaches to resolving critical and often complex Ecosystem Management (EM) issues in PICTs</li> <li>• Developing coherent linkages and solutions between EM issues and climate change</li> <li>• Providing support to PICs for a number of MEAs</li> <li>• Developing, strengthening and maintaining strong and effective partnerships</li> </ul>
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## Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
<p><b>External</b></p> <ul style="list-style-type: none"> <li>• PICTs</li> <li>• NGO partners</li> <li>• CROP agencies</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing liaison and support for in-country focal points and thematic counterparts</li> <li>• Developing joint activities and common approaches</li> <li>• Developing joint activities and common approaches and advisory role on relevant working groups</li> </ul>
<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• Senior Leadership Team</li> <li>• Programme staff</li> </ul>	<ul style="list-style-type: none"> <li>• Reporting and advice</li> <li>• Collaboration on joint activities</li> <li>• Development of organisation-wide strategies on relevant issues</li> </ul>

## Level of Delegation

The position holder:

- Manages an operational budget
- Can authorise costs in own budget up to a certain limit
- Can seek funding opportunities for the work programmes

## 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 of a Bachelor degree in biodiversity-related environmental science, environmental management, resource management or related natural science discipline.

## Knowledge / Experience

<b>Essential</b>
2. At least 5 years relevant work experience in conservation planning and management, natural resource management or related area, preferably in the Pacific region.
3. Excellent strategic advisory, coordination and analytical, skills with demonstrated ability to use initiative and to think outside the box in dealing with multiple tasks, demanding deadlines and with little supervision as well as strong understanding and appreciation of environmental ethics, values and priorities within the workplace.
4. Extensive knowledge and understanding of accepted and emerging environmental issues and challenges, particularly conservation issues in PICTs and conservation related conventions, agreements and policies relevant to the Pacific islands region.
5. Extensive experience in programme and project management and monitoring and evaluation including financial management, proposal and report writing.
6. Excellent written and verbal communication skills including high level of presentation and inter-personal skills, capacity building and facilitation skills, with sound experience in establishing and maintaining effective relationships with a diverse group of people.
7. Excellent experience in leading, managing and working within a multi-disciplinary and multi-cultural team environment with a demonstrated ability to motivate teams and establish and implement workplan objectives.

## 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>● Proposal &amp; Report Writing</li> <li>● Problem Solving</li> <li>● Facilitation Skills</li> <li>● Excellent communications</li> <li>● Fluency in English</li> <li>● Ability to set priorities</li> <li>● Team Building</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>● Environmental issues in the Pacific islands region</li> <li>● Emerging environmental issues and challenges</li> <li>● Conservation planning methodologies</li> </ul>
Working Knowledge	<ul style="list-style-type: none"> <li>● General management principles</li> <li>● Accountability and transparency principles</li> </ul>

Awareness	<ul style="list-style-type: none"> <li>• SPREP Strategic Plan</li> <li>• SPREP Work Programmes</li> <li>• Organisational values</li> </ul>
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## 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:** Suva, Fiji.

**Duration:** Appointment is for an initial term of three (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 10 of SPREP's salary scale. Starting salary will be SDR30,237 per annum. This is currently equivalent to SAT115,393 (USD46,157) per annum. Upon confirmation of probation, salary will be adjusted to SDR34,016 which is equivalent to SAT129,817 (USD51,927) 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 SDR4,256 will be paid to the successful candidate. The current equivalent in Samoan Tala is SAT16,244 (USD6,497) 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 (SAT) and adjusted every month based on the monthly average in the value of the SDR relative to the 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 used for expressing of Samoan Tala to US Dollars in this document is approximately USD1.00 = SAT2.50.

**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.

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

**Relocation Expenses:** SPREP will meet certain appointment and termination expenses for staff recruited from outside Fiji, including transport and accommodation enroute 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 (USD3,816).

**Temporary Accommodation and Assistance:** On arrival in Suva, the appointee and accompanying dependent (s) are entitled to temporary accommodation at a suitable hotel or other fully furnished accommodation for up to 6 working days. The appointee will be assisted to settle into 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 (USD6,240) per annum per dependent child, with an overall maximum of SAT46,800 (USD18,720) 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 dependents after completing 18 months of service for 3-year contracts providing no travel is undertaken within the final 12 months of the contract.

**Housing Assistance:** Internationally recruited staff shall receive housing assistance of 75% of the typical rent payable in Fiji for expatriate executive furnished housing. The current rate is SAT3,343 (USD1,337) 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 (USD960) 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 dependents are entitled to have all reasonable medical, dental and optical expenses met, under the terms and conditions of the existing SPREP Medical Insurance.

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

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

**Definitions:**

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

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

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

'Expatriate' means an internationally recruited staff member, who is not a citizen or permanent resident of 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.

## 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 Ecosystem & Biodiversity Officer (EBO)**” 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 Ecosystem & Biodiversity Officer (EBO)**”

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

**Closing date: Friday, 21<sup>st</sup> June 2024:** Late applications will not be considered.

SPREP is an Equal Opportunity Employer
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