



SPREP
Secretariat of the Pacific Regional
Environment Programme

APPLICANT INFORMATION PACKAGE
**Project Coordinator, Intergovernmental Negotiating
Committee towards a Global Treaty Project (PC-INC)**

*(READVERTISEMENT - PREVIOUS APPLICANTS DO NOT NEED TO REAPPLY AS ALL
APPLICATIONS RECEIVED WILL BE CONSIDERED)*

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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 and

- the United States of America;

SPREP Goals and Objectives

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

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

Regional Goals

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

Organisational Goals

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

SPREP's Values

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

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

B. The INC Project

The Pacific contributes as little as 1.3% to global plastic pollution,¹ but is disproportionately affected by its impacts. Countries in the region are experiencing adverse effects to economies, ecosystems, fisheries, coastal tourism, human health, and trade.

The Government of Australia funded Pacific Ocean Litter Project (POLP) was borne from Australia's desire to assist SPREP and Pacific island countries (PICs) with the implementation of agreed actions under the Marine Litter Action Plan, and forms part of the broader Australian Government support for sustainable oceans in the Pacific. This INC project will assist Pacific Island Countries actively participate in negotiating a new legally binding instrument on plastic pollution and ensure a strong regional voice in the discussions and is part of the broader support for sustainable oceans in the Pacific. The Project Coordinator will be the SPREP Coordinator in the INC project working closely with the INC SPREP Team led by the Director WMPC and the Pollution Adviser.

Project – high level objective

The high-level project objective is to:

'Support the Pacific island countries and territories to actively engage to negotiate a new binding global agreement that's in line with the Pacific regional declaration on plastics'

Project – outcomes

The project aims to achieve the following outcomes:

Outcome 1: PICTs are able to actively engage in negotiating a new binding global agreement that's in line with the Pacific regional declaration on plastics.

Outcome 2: PICTs are able to establish regional positions to engage meaningfully in global negotiations.

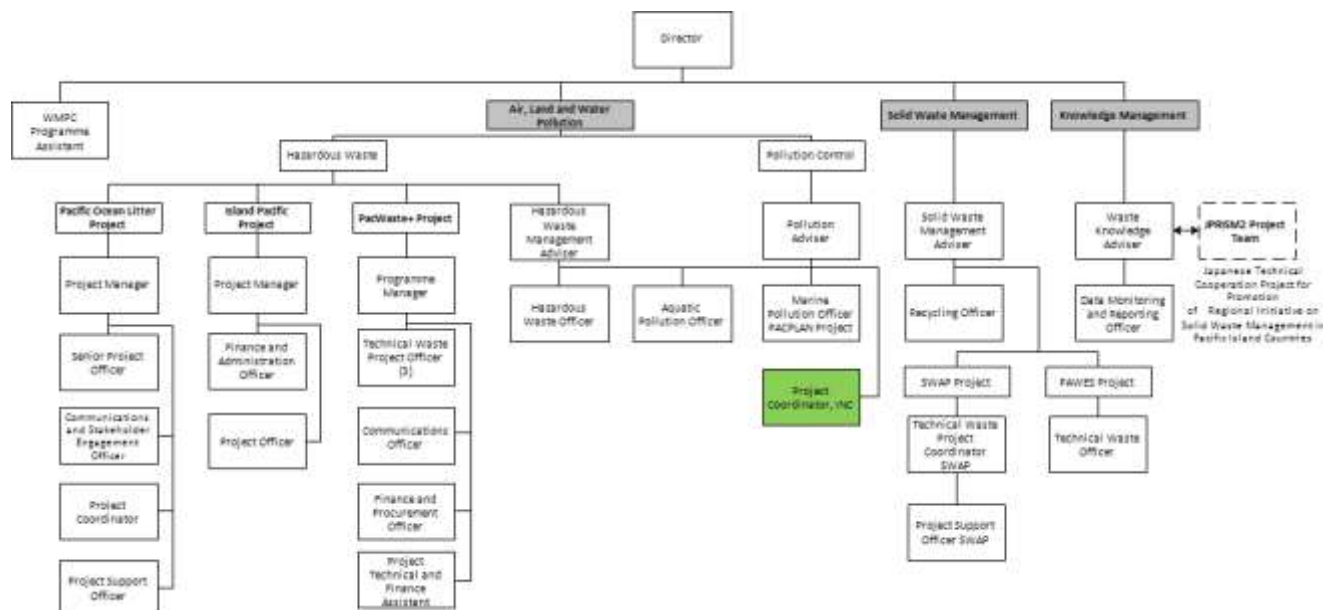
Outcome 3: PICTs are able to establish negotiating positions with other SIDS to engage in global negotiations.

¹ <https://www.newcastle.edu.au/newsroom/featured/the-future-of-plastic-pollution-in-the-pacific>

C. JOB DESCRIPTION

Job Title:	Project Coordinator, INC
Programme:	Waste Management and Pollution Control
Team:	Pollution Control
Responsible To:	Pollution Adviser
Responsible For: (Total number of staff)	Nil
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> Coordinate the implementation of the INC project as well as monitoring, evaluation and reporting upon activities against the Project's Outcomes and Annual Workplans
Date:	July 2024

Organisation Context



Key Result Areas

The position of **Project Coordinator, INC** addresses the following Key Result Areas:

1. Facilitation, networking, partnerships and collaboration.
2. Project Management/Support.
3. INC Project workplan activities for INC-5
4. Technical advice on plastic pollution and INC process.

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

(Duties) The Jobholder is accountable for:	(Performance) Jobholder is successful when:
<p>1. Facilitation, networking, partnerships and collaboration</p> <ol style="list-style-type: none"> a) Liaise and work closely with partners associated with the INC Process including Pacific Small Island Developing States (PSIDS) Chair, members of the SPREP team, technical support team, Council of Regional Organisations of the Pacific (CROP) partners, Alliance of Small Island States (AOSIS) team, PSIDS Members and the INC Secretariat. b) Assist in facilitating Pacific Preparatory Meetings for the INC sessions including INC-5, intersessional between INC-4 and INC-5 and the diplomatic conference. c) Assist in facilitating collaboration between the communication team, SPREP team and partners for the One Pacific Voice. d) Provide overall coordination of PSIDS preparation activities with guidance from SPREP team, PSIDS Chair, CROP Partners, Technical team and AOSIS team. e) Contribute to the implementation and execution of SPREP projects on marine litter and plastic pollution with the relevant task managers, executing agency, and development partners. 	<ul style="list-style-type: none"> • All relevant partners are well informed and engaged in activities in preparation, during and after the INC sessions • Partners have ownership of the process through consultation and invitation to provide input • Communication activities and promotion of the One Pacific Voice are undertaken in a coordinated, efficient and diplomatic/culturally sensitive manner that utilises the input and network of partner organisations • Activities across the region are well coordinated • INC activities are undertaken in a coordinated and efficient manner.
<p>2. Project management/support</p> <ol style="list-style-type: none"> a) Provide support in managing key activities in the preparation, during and after INC sessions. b) Have regular face to face meetings with SPREP Team, PSIDS Chair, Technical support team, CROP Team. 	<ul style="list-style-type: none"> • INC activities are undertaken in a coordinated and efficient manner.

<p>3. INC Project workplan activities for INC-5</p> <p>a) Operationalise the Project’s draft Monitoring, Evaluation, Reporting and Learning (MERL) Plan, which is underpinned by the Project’s Outcomes, in line with SPREP’s, and other parties, Results Monitoring Framework(s).</p> <p>b) Ensure the Project monitoring and evaluation supports the collection and reporting of data and information on lessons learnt, best practice, cross-cutting social issues such as gender equality, disability inclusion, and environmental outcomes, as well as demonstrate progress towards the intermediate, end of project and long-term outcome.</p>	<ul style="list-style-type: none"> • The Project’s Monitoring, Evaluation, Reporting and Learning Plan is ready to apply and endorsed by Director WMPC; • The Plan appropriate and is well-understood by the SPREP team and is effectively applied across project activities; • The Plan enables the Project to effectively monitor the progression and degree of success / performance and progress toward agreed intermediate and end of project outcomes; • The Plan supports the collection of useful data and information - including lessons learnt - to support reporting against the End of Project Outcomes, and possibly progress towards long term impact. • Information generated as a result of the Project’s Monitoring, Evaluation, Reporting and Learning Plan can be included in Project publications, at key events (e.g. Prep Meetings) and on the project website / page (inc.sprep.org).
<p>4. Technical advice on plastic pollution and INC process:</p> <p>a) Develop and deliver relevant, context-specific as well as technical information to PSIDS to guide their participation in the INC process</p> <p>b) Provide timely guidance and advice to the PSIDS as well as technical team to deliver activities</p> <p>c) Contribute to the awareness raising, outreach, and capacity building activities, and facilitate knowledge and information exchange, including dissemination of knowledge products.</p> <p>d) Carry out research, analysis, and present information and data gathered from diverse sources on plastic pollution, available policies and regulations, and existing initiatives, programmes and projects</p>	<ul style="list-style-type: none"> • Provision of timely technical support to PSIDS to enable effective engagement in the INC process. • Technical information is disseminated through relevant networks and audiences for awareness and utilisation.

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 Project Manager/Director 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.

- Facilitation of the INC activities to ensure that all PSIDS Members are fully engaged in the process
- Operationalisation of the Monitoring, Evaluation, Reporting and Learning Plan to ensure that it is aligned, appropriate, sound and practical in collaboration with the Donor, participating countries and key stakeholders
- Ensuring project activities are implemented in such a manner to enable measurable achievement of progress toward outcomes and the identification of evidence to support outcome milestones
- Providing and managing the information to PSIDS as well as ensuring that the technical team is well provisioned to assist the PSIDS
- Provision of timely guidance and advice to the PSIDS as well as technical team to deliver activities
- Development & delivery of relevant, context-specific as well as technical information to PSIDS to guide their participation in the INC process

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
External <ul style="list-style-type: none">• PSIDS Chair• Donors and other regional organisations (e.g. CROP agencies), including their project teams• Technical support team• PSIDS	<ul style="list-style-type: none">• Access to data and information• Coordinate and streamline information• Advice and assistance• Consultations and collaboration• Facilitation of participatory process for data collection, analysis and sense -making, and learning• Negotiations, communications and reporting• Provision of learning and development opportunities
Internal <ul style="list-style-type: none">• INC Project Manager• SPREP INC team	<ul style="list-style-type: none">• Access to data and information• Collaboration and coordination

<ul style="list-style-type: none"> • SPREP Senior Leadership Team • Other SPREP Programmes • SPREP Finance Team • SPREP Comms Team 	<ul style="list-style-type: none"> • Team-based work • Advice and support • Activity coverage and reporting • Facilitation of participatory process for data collection, analysis and sense -making, and learning • Communications and information sharing • Discussions & negotiation • Drafting correspondence
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Level of Delegation

The position holder:
<ul style="list-style-type: none"> • Can seek funding opportunities for project activities subject to authorisation

Person Specification

This section is designed to capture the expertise required for the role at the 100% fully effective level. 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. Bachelor degree in Regional or Global Environment and Sustainable Development, Economics or Business Administration, Social Science or other relevant technical fields

Knowledge / Experience

Essential
2. At least 5 years of extensive monitoring and evaluation experience with some technical capacity on projects related to the environment, waste, human / social impact or governance, preferably within the Pacific islands region (or comparable development environments).
3. Strong strategic advisory and analytical skills, particularly in developing and implementing monitoring and evaluation frameworks.
4. Excellent knowledge of current and emerging 'best practice' plastic pollution concepts, principles and practices, and their application to regional and international organisations, preferably with a focus in the Pacific islands.

5. Excellent knowledge of – and appreciation for - the challenges faced by the Pacific Islands region and demonstrated ability to work and collaborate within a multi-disciplinary and multi-cultural team environment with sound experience in establishing and maintaining effective relationships with a diverse group of people including at different levels of government, NGOs and amongst a diverse groups of stakeholders.
6. Excellent experience in programme and project management including financial management, proposal development, provision of learning and development opportunities and report writing.
7. Excellent writing, editing and oral communications skills in English as well as skills and experience in working with and facilitating technical and diverse groups to ensure effective communication, knowledge sharing and learning.

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"> • Advisory and analytical • Monitoring and evaluation best practices and development • Operationalisation and facilitation of project activities • Reporting, work programme planning, budgeting and implementation • INC Process to develop a Global Plastic Treaty
Advanced level	<ul style="list-style-type: none"> • Communication • Data management • Networking
Working Knowledge	<ul style="list-style-type: none"> • Project finances / reporting • General project management practice • Appreciation of Environmental issues in the Pacific islands region; • Appreciation of emerging development challenges in the Pacific region.
Awareness	<ul style="list-style-type: none"> • SPREP Strategic Plan • Cleaner Pacific 2025 • Pacific Marine Litter Action Plan • Sustainable Development Goals

Key Behaviours

All staff are expected to uphold SPREP’s Organisational Values and Code of Conduct which are Key Behaviours forming part of 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.

D. REMUNERATION PACKAGE – TERMS & CONDITIONS

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

Duration: Appointment is for an initial term of up to 30 June 2025. There could be 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 (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.

Cost of living differential allowance (COLDA): A Cost-of-Living Differential Allowance of SDR4,256 will be paid to the successful candidate. This is currently equivalent to SAT16,244 (USD6,498). 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 used for expressing of Samoan Tala to US Dollars in this document is approximately USD1.00 = SAT2.50

Term: For staff recruited from outside Samoa, the term begins from the day the appointee leaves their home to take up the appointment. Appointment is subject to a satisfactory medical examination including full vaccination against COVID-19, a clean police report, certified official documents including qualifications, as well as a 6-month probationary period.

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

Performance Reviews: Annual performance assessments 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 (USD1,679).

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 (USD6,240) 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 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 (USD1,140) 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 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.

E. ADMINISTRATIVE INFORMATION

ESSENTIAL: Applications should include:

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

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

(READVERTISEMENT - PREVIOUS APPLICANTS DO NOT NEED TO REAPPLY AS ALL APPLICATIONS RECEIVED WILL BE CONSIDERED)

Submitting applications:

- a) **BY EMAIL:** (*MOST PREFERRED OPTION*) Subject matter to be clearly marked “Application for Project Coordinator, INC (PC-INC)” and send to recruitment@sprep.org
OR
- b) **BY POST OR FAX:** Application to be addressed and sent to: The Director General, SPREP, P.O. Box 240, Apia or fax number (685)20231 and clearly marked “Application for Project Coordinator, INC (PC-INC)”

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

For further enquiries, contact Roger Warren on telephone (685) 21929 ext 325 or Email:
rogerw@sprep.org

Closing date: Friday, 19th July 2024: Late applications will not be considered.

SPREP is an Equal Opportunity Employer