



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

APPLICANT INFORMATION PACKAGE  
**Young Professionals Programme:**  
**Pacific Youth Wetlands Coordinator**

**For Pacific Island country or territory nationals**

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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:

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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 Pacific and Metropolitan Members agreed that the SPREP 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**. 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**

### **SPREP's Young Professionals Programme**

SPREP's Young Professionals Programme offers short-term opportunities to young professionals and recent graduates from the Pacific Island member countries and territories. The programme's main objectives are:

- To provide professional exposure to young Pacific Islanders;
- To strengthen capacity building in young professionals in the island member countries and territories;
- To promote SPREP's work and especially regional environmental issues and priorities.

#### **For this opportunity, other benefits include:**

- Practical experience working as part of a team in coordination of a regional event
- Experience working at an intergovernmental organisation
- Opportunities to liaise and network with key conservation organisations and government departments from around the Pacific.
- Opportunity to travel to the external overseas countries and territories (EOCTs) to facilitate the implementation of the project.

### **B. The Ramsar Convention on Wetlands**

The Convention on Wetlands is an intergovernmental treaty that provides the framework for national action and international cooperation for the conservation and wise use of wetlands and their resources. The treaty embodies the commitments of its member countries to maintain the ecological character of their Wetlands of International Importance and to plan for the "wise use", or sustainable use, of all the wetlands in their territories. The Convention's mission is "the conservation and wise use of all wetlands through local and national actions and international cooperation, as a contribution towards achieving sustainable development throughout the world".

The Convention uses a broad definition of the types of wetlands covered in its mission, including lakes and rivers, swamps and marshes, wet grasslands and peatlands, oases, estuaries, deltas and tidal flats, near-shore marine areas, mangroves and coral reefs, and human-made sites such as fish ponds, rice paddies, reservoirs, and salt pans.

The Convention's Contracting Parties, or Member States, have committed themselves to implementing the "three pillars" of the Convention: to designate suitable wetlands for the List of Wetlands of International Importance and ensure their effective management; to work towards the wise use of all their wetlands through national land-use planning, appropriate policies and legislation, management actions, and public education; and to cooperate internationally concerning trans-boundary wetlands, shared wetland systems, shared species, and development projects that may affect wetlands.

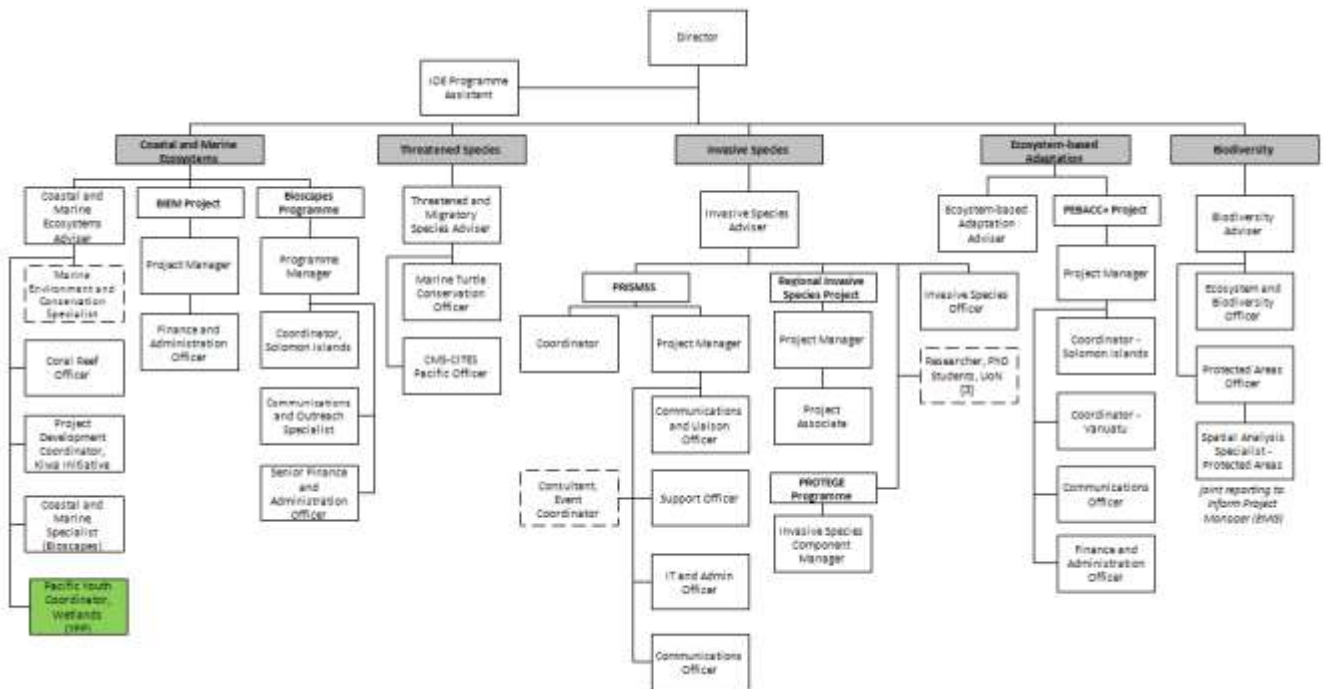
At the Fourteenth Conference of the Parties (COP14) to the Convention on Wetlands (the Convention), Australia with Costa Rica submitted a resolution to encourage and strengthen youth engagement on wetlands. This resolution was adopted as [Resolution XIV.12 Strengthening Ramsar connections through youth](#) which 'instructs the Secretariat to call for voluntary contributions including professional secondments to support the employment of a youth advisor to facilitate youth engagement and projects and to help coordinate this programme of work.'

The Government of Australia has made a voluntary contribution to support and recruit a Pacific Youth Coordinator based at SPREP Headquarters in Samoa. The Pacific Youth Coordinator will establish and/or support a youth network that mobilises youth engaged in wetlands in the Pacific Islands region, strengthen the capacity building and promote awareness and understanding on issues of wetlands in the Pacific to the global stage.

## B. JOB DESCRIPTION

<b>Job Title:</b>	Young Professionals Programme: Pacific Youth Coordinator, Wetlands (PYCW)
<b>Programme:</b>	Island and Ocean Ecosystems
<b>Team:</b>	Coastal and Marine
<b>Responsible To:</b>	Coastal and Marine 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>Establish and/or support a youth network that mobilises youth engaged in wetlands in the Pacific Islands region;</li> <li>Provide professional experience, exposure and opportunities to develop skills and knowledge for a young Pacific Island graduate;</li> <li>Strengthen capacity building in young professionals in the Pacific Islands region Parties to the Convention;</li> <li>Promote awareness and understanding of the Ramsar Convention and activities</li> </ul>
<b>Date:</b>	May 2024

## Organisation Context



## Key Result Areas

The position of **Pacific Youth Coordinator, Wetlands (PYCW)** addresses the following Key Result Areas:

1. Networking, partnerships and collaboration
2. Meetings and Reporting
3. Communications, awareness and capacity building

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

Jobholder is accountable for	Jobholder is successful when
<p><b>1. Networking, partnerships and collaboration</b></p> <ol style="list-style-type: none"> <li>a) Work closely with the Pacific Ramsar Contracting Parties to establish and/or support a youth network that mobilises youth engaged in wetlands in the Pacific Islands region.</li> <li>b) Work closely with the Pacific Islands Nature Conference Coordinator (PINCC) to identify opportunities to develop the skills and knowledge of Pacific youth engaged in wetland activities, including workshops and meetings.</li> <li>c) Work closely with the Convention of Wetlands Youth Working Group (YWG), Convention Secretariat and Australian National Youth Focal Point to support the implementation of the <u>Youth Workplan</u>.</li> <li>d) Assist in facilitating collaboration to promote the Convention and strengthen the general awareness of the Convention and activities implemented at the regional level.</li> <li>e) Coordinate development of regional initiatives at the request of the Oceania regional representative.</li> </ol>	<ul style="list-style-type: none"> <li>• Strong communication networks have been established in the Pacific and are implementing activities of the Convention.</li> <li>• Strong collaboration with the PINCC to strengthen youth engagement, skills and knowledge in various forums eg, Convention Youth Working Group meetings, Oceania regional meetings.</li> <li>• Strong collaboration with the YWG to implement activities from the Youth Workplan in the region and feed information back.</li> <li>• Communication activities and promotion of the Convention are undertaken that utilises the input and network of partner organisations' communications teams including SPREP's communication team.</li> <li>• Effectively coordinate the development of regional initiatives, as requested by the Oceania regional representative.</li> </ul>
<p><b>2. Meetings and Reporting</b></p> <ol style="list-style-type: none"> <li>a) Assist as requested in supporting the Oceania regional representative for the Convention's Standing Committee for 2023 – 2025 with Convention activities such as reporting requirements, by liaising between the representative and the Convention Secretariat.</li> <li>b) Provide support and assistance as requested by the Pacific Parties to the Convention with the youth-related sections of the national reporting to be submitted at COP15 (October 2024).</li> <li>c) Participate in meetings of the Convention, particularly the Youth Working Group, as required</li> </ol>	<ul style="list-style-type: none"> <li>• Support is provided to the Oceania regional representative for the Standing Committee by providing an improved communication channel with the Secretariat to ensure Convention activities are achieved.</li> <li>• Assistance is provided to the Pacific Parties with development of the youth-related sections of the national reports to be submitted at COP15.</li> <li>• Relevant meetings attended with updates provided to the Oceania regional representative to the Standing Committee.</li> </ul>



<p>and provide updates on the outcomes from relevant meetings to the Oceania regional representative.</p> <p>d) Host meetings, as required, with youth engaged in wetlands in the Pacific Islands region to facilitate implementation of the Youth Workplan, and report back to the Ramsar Youth Working Group.</p>	<ul style="list-style-type: none"> <li>• Several meetings are hosted with youth engaged in wetlands in the Pacific Islands region, and the information is reported back to the Ramsar Youth Working Group of successful implementation of the Youth Workplan.</li> </ul>
<p><b>3. Communications, awareness and capacity building</b></p> <p>a) Work in close collaboration with the SPREP Communications and Outreach team to develop awareness materials that promotes the Convention and engagement of youth on wetland activities.</p> <p>b) Build strong communication networks between the Pacific youth and other youth networks eg. the Youth Working Group, Youth Engaged in Wetlands, Global Biodiversity Youth Network, Australia and others.</p> <p>c) Build the capacity, skills, and knowledge of Pacific youth engaged in wetlands through participation, facilitation and promotion of activities such as trainings, workshops, research and project opportunities etc</p>	<ul style="list-style-type: none"> <li>• All communication activities and/or products are completed and disseminated through various platforms, noting this includes (but is not limited to) social media, events, media, publication development, online materials, promotional materials, fundraising and outreach.</li> <li>• Capacity, skills, and knowledge of the Pacific youth engaged in wetlands is enhanced through activities such as trainings, workshops, research and project opportunities etc</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 Immediate Supervisor/Director as part of the Performance Development System.

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

## **Work Complexity**

### **Most challenging duties typically undertaken:**

- Identifying Pacific youth networks that focuses on wetland activities across the Pacific Parties and fostering and maintaining good communications.
- Ensuring that adequate funding is secured to participate and attend meetings/trainings/workshops.
- Provide support to the Parties and/or Oceania regional representative to the Standing Committee on required obligations under the Convention.

## **Functional Relationships & Related Skills**

<b>Key internal and/or external contacts</b>	<b>Nature of the contact most typical</b>
<b>External</b> <ul style="list-style-type: none"><li>• SPREP member countries and Contracting Parties of the Convention on Wetlands – National Focal Points</li><li>• Regional partners such as members of Pacific Islands Round Table (PIRT) and associated working groups</li><li>• The Convention on Wetlands Secretariat</li><li>• The Ramsar Youth Working Group</li><li>• The Australian National Youth Focal Point</li></ul>	<ul style="list-style-type: none"><li>• Meetings and discussions</li><li>• Coordination and collaboration</li><li>• Communication</li></ul>
<b>Internal</b> <ul style="list-style-type: none"><li>• SPREP Communications and Outreach Team</li><li>• SPREP Director for Islands and Oceans Ecosystems</li><li>• SPREP Technical Programmes</li></ul>	<ul style="list-style-type: none"><li>• Planning, reporting and administration requirements</li><li>• Training, meetings, workshops</li><li>• Communication</li><li>• Collaboration</li></ul>

## Level of Delegation

### The position holder:

- Has no delegation of authority

## 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.*

## Age & Nationality Requirement

### Essential

- Must be between 18 - 32 years of age
- Must be a national of a Pacific Island country or territory

## Qualifications

### Essential

1. A Bachelor degree in Environmental Studies, Science, Natural Resource Management, Business Management and Administration or relevant field.

## Knowledge / Experience

### Essential

2. At least two years of relevant practical experience in the environment space with demonstrated interest and potential for continuous professional development in the areas of planning, youth engagement, partnership coordination, fundraising, programme/project management, monitoring and reporting in an organisation, with an environmental focus.
3. Excellent communications skills with high command of spoken and written English including demonstrated experience with media, publications, promotion and awareness campaigns, communications and networking with internal and external stakeholders.
4. Demonstrated experience in establishing, engagement and support for youth networks, technical research preferably, analytical, organisational and time management skills, with an environmental focus.

5. Excellent computer skills including use of Microsoft Office and basic website design experience and skills.
6. Demonstrated ability to show initiative, multi-task and meet deadlines with minimal supervision including strong self-motivation and commitment as well as strong commitment to ongoing learning and development.
7. Demonstrated ability to work with integrity, maintain confidentiality and apply discretion.

## Key Skills / Attributes / Job Specific Competencies

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

Expert level	N/A
Advanced level	<ul style="list-style-type: none"> <li>• Project or event management</li> <li>• Partnership coordination</li> <li>• Excellent communications</li> </ul>
Working Knowledge	<ul style="list-style-type: none"> <li>• Environmental issues in the Pacific Islands region, particularly for wetland ecosystems</li> <li>• Emerging environmental issues and challenges</li> <li>• Knowledge of and/or experience with the Convention on Wetlands</li> <li>• Existing experience with Pacific youth networks</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• SPREP Strategic Plan</li> <li>• SPREP Work Programmes</li> <li>• Convention on Wetlands <u>Youth Resolution</u> and <u>Youth Workplan</u></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. YOUNG PROFESSIONALS - TERMS & CONDITIONS

**Duty Station:** Apia, Samoa.

**Duration:** Appointment is for a term of 1 year only (12 months).

**Salary:** The salary is SAT58,136 per annum.

**Housing Assistance:** Rental assistance of SAT1,000 per month will be paid to the successful candidate.

**Term:** The term begins from the day the appointee leaves his or her 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.

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.

### **FOR A YOUNG PROFESSIONAL RECRUITED FROM OUTSIDE OF SAMOA, THE FOLLOWING TERMS APPLY:**

**Privileges:** SPREP Remuneration is tax free for non-citizens or non-residents of Samoa.

#### **Beginning and End of Contract:**

- Return economy class airfares between Apia and the recognised home by the most direct and most economical route;
- Necessary reasonable accommodation during transit;
- Establishment and repatriation allowances;

**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).

**Repatriation allowance:** Equivalent to two weeks salary, upon successful completion of the programme.

- Up to 20kgs of excess baggage each way.

**Temporary Accommodation and Assistance:** On arrival in Apia, the successful candidate is entitled to temporary accommodation at a suitable hotel or other fully furnished accommodation for up to 6 working days. The same applies upon completion of contract. The successful candidate will be assisted to settle into Apia. This will include help in finding suitable rental accommodation. Rental assistance will not be paid during this time.

### **FOR ALL YOUNG PROFESSIONALS, THE FOLLOWING TERMS APPLY:**

**Annual Leave:** 15 working days a year.

**Sick Leave:** 30 working days a year.

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

**Life and Accidental Death and Disability Insurance:** The Young Professional will be covered by SPREP's 24 hour Life and Accidental Death and Disability Insurance Policy.

**Medical Benefits:** The Young Professional is entitled to have all reasonable medical, dental and optical expenses met, under the terms and conditions of existing SPREP Medical Insurance.

**Superannuation:** All Young Professionals are required to contribute to a recognised Superannuation Fund. An expatriate has the option to participate in the Samoa National Provident 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%.

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

**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 YPP: Pacific Youth Coordinator, Wetlands**” 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 YPP: Pacific Youth Coordinator, Wetlands**”

More Information on SPREP and its work in the region can be found on the SPREP website [www.sprep.org](http://www.sprep.org)

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

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

**SPREP is an Equal Opportunity Employer**