



# SPREP

Secretariat of the Pacific Regional  
Environment Programme

APPLICANT INFORMATION PACKAGE  
**ISLANDS Pacific Child Project - Finance and Administration**  
**Officer (FAO)**

*(For Samoan nationals and Permanent Residents only)*

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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 and Vanuatu.

SPREP has around 150 staff and has an annual budget of approximately USD35 million in 2022.

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**

# The ISLANDS Pacific Child Project Description

Globally Small Island Developing States (SIDS) are progressing on import-dependent development pathways. The quantities and variety of products that are being imported (ranging from mercury containing thermometers to plastic packaging, from second hand electronic products to motor vehicles, from agricultural chemicals to industrial chemicals) is rapidly increasing. This is leading to the generation of a large variety of different types of hazardous and toxic wastes which SIDS do not have the installed capacity or required treatment facilities to address. There is an urgent need for SIDS to move to integrated waste management. Extensive studies conclude the costs of inaction in SIDS are significant in term of the economic costs of impacts to health, environment, tourism, and fisheries. Pacific SIDS lack infrastructure to manage the wide variety of wastes generated by imported products. The disposal of non-biodegradable materials and industrial and agricultural chemicals pose an increasing challenge for Pacific SIDS.

The Global Environment Facility (GEF) has recognised these challenges faced by SIDS and is supporting the *Implementing Sustainable Low and Non-Chemical Development in Small Island Developing States (ISLANDS) Programme*. *ISLANDS is a US\$ 450 million, 5 year global initiative to manage the growing impacts of chemicals and waste in 30 SIDS including 14 SPREP's members namely: Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Nauru, Niue, Palau, Papua New Guinea, Republic of Marshall Islands, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu.*

*ISLANDS will have a Child Project for each of the SIDS from the Caribbean, Indian Ocean and Pacific. The Pacific Child Project will be executed in the Pacific by SPREP from 2021 to 2026 on a US \$20 million budget. The overall objective of the Pacific Child Project is to assist countries move into a safe chemical development pathway. Components of the Project include:*

## **1. Preventing the Future Build-Up of Chemicals Entering SIDS.**

Component 1 will include both regional and national activities to assist countries in putting in place robust legislative frameworks, by aiding in areas where legislative gaps have been identified, and in the institution of economic instruments, to sustainably finance waste management. It will also provide assistance in the articulation of national strategies to reduce hazardous imports, as well as model legislation to the control of mercury containing products. The outcome of this component is that Pacific SIDS have in place effective mechanisms to control the import of chemicals, and products that lead to the generation of hazardous waste

## **2. Safe Management and Disposal of existing chemicals, products and materials.**

Limited adequate storage, disposal and treatment capacity for hazardous waste streams represent key barriers to the sound management of chemicals and wastes. Under Component 2 the project will undertake both regional and national interventions. Regionally, the project will also establish a long-term partnership with private sector partners to export and dispose of end of life vehicles in an environmentally sound manner. Nationally the project will collect, repackage, ship and dispose of 12 tonnes of DDT and 532 metric tons of PCBs and mercury waste from the Pacific region. The outcome of Component 2 is that harmful chemicals and materials present and/or generated in SIDS are disposed of in an environmentally sound manner. Under this component support will also be provided to Pacific countries in reducing emissions through improved waste management practices

### **3. Safe management of products entering SIDS/closing material and product loops for product**

Under Component 3 regional and national activities will be undertaken to overcome current barriers to product loops. The project will establish a regional system to provide ongoing regional support to countries on healthcare waste management. The project will also fund regional training opportunities in e-waste dismantling. Co-financing project partner PWP is convening e-waste dismantling for key Samoa stakeholders. The project will fund Cook Islands and Solomon Islands representatives to attend this training, which is highly relevant to both countries' national activities, focusing on e-waste. It will also establish national systems to close product loops on key waste streams. These include ewaste, bulky wastes, plastics, and used engine oil. ISLANDS support for national activities hinges on PIC preparedness to take a long-term approach to management of these difficult wastes (through regulatory approaches addressed in Component 1), and the identification of private sector partners.

The outcome of Component 3 is the prevention of build-up of harmful materials and chemicals through establishment of effective circular and life-cycle management systems in partnership with the private sector.

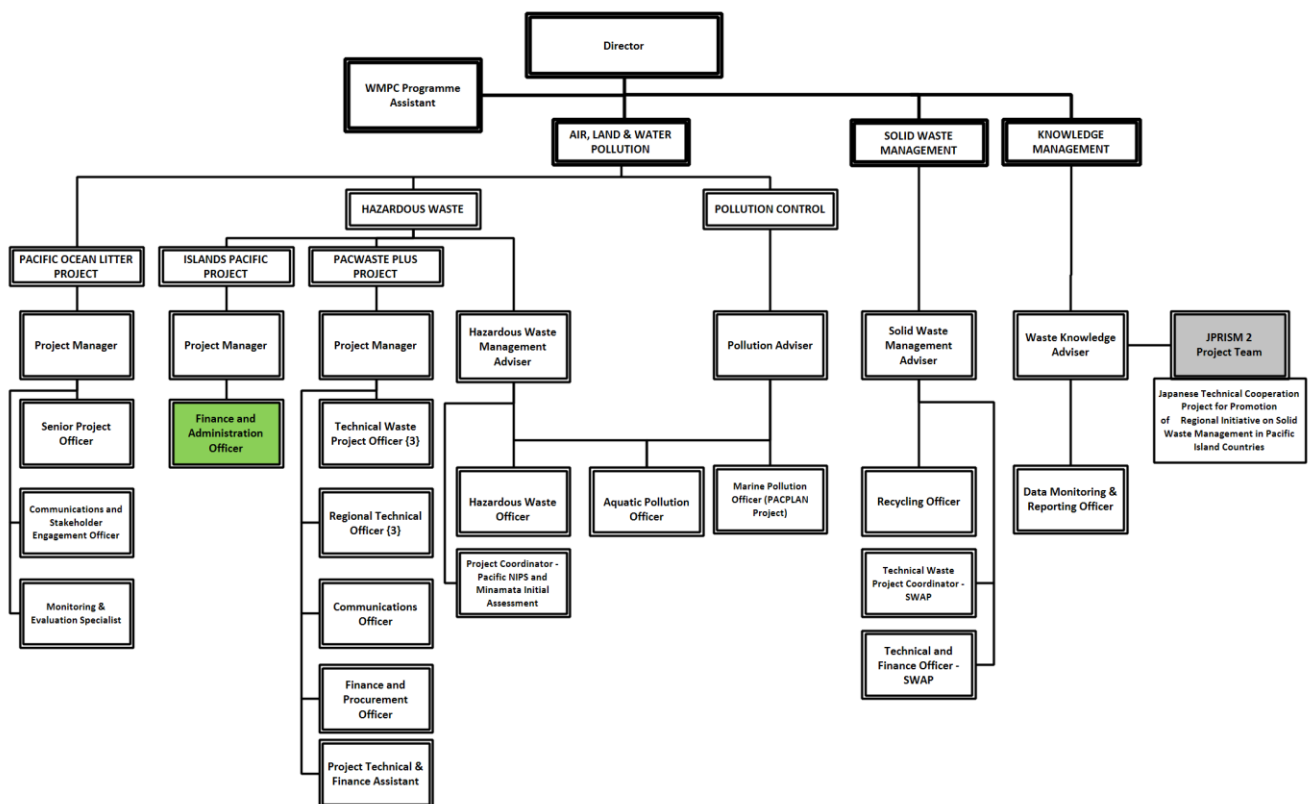
### **4. Knowledge Management and Communications**

Under this Component of the Pacific project activities will be undertaken to generate knowledge from project activities, and to disseminate knowledge from these activities, as well as from the wider Programme. Specifically, Component 4 the project will communicate national systems on sustainable financing, to assist in improving the uptake, and ultimate success of these initiatives. It will also include activities related to changing behaviors related to waste management, through extensive community education, and specific activities targeted at youth. The project will also support activities related to a regional campaign to work towards a Mercury Free Pacific. All these activities will involve the generation of specific knowledge assets to be shared with the Communication, Coordination and Knowledge Management Project and disseminated to other SIDS regions, through other regional child projects. The outcome of Component 4 is that knowledge generated is disseminated to and applied by SIDS

## B. JOB DESCRIPTION

<b>Job Title:</b>	<b>ISLANDS Pacific Child Project - Finance and Administration Officer</b>
<b>Programme:</b>	Waste Management & Pollution Control (WMPC)
<b>Team:</b>	Hazardous Waste Management
<b>Responsible To:</b>	Project Manager - ISLANDS Pacific Project
<b>Responsible For: (Total number of staff)</b>	Nil
<b>Job Purpose:</b>	<b>This job exists to:</b> <ul style="list-style-type: none"> <li>Lead the financial and administration functions of the project</li> </ul>
<b>Date:</b>	March 2022

### Organisation Context



## Key Result Areas

The position of **ISLANDS Pacific Project - Finance and Administration Officer** addresses the following Key Result Areas:

1. Budget support and management
2. Financial reporting and audit facilitation
3. Compliance to Project Cooperation Agreement (PCA) with UNEP
4. Logistical, administrative and secretariat support
5. Project information management system

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

<b>The Jobholder is accountable for:</b>	<b>Jobholder is successful when:</b>
<b>1. Budget support and management</b> <ol style="list-style-type: none"> <li>a) Assist the project manager to develop the project's annual budget based on annual work plan</li> <li>b) Develop the annual consolidated project budget in SPREPs financial management system and monitor spending</li> <li>c) Provide regular advice to the Project Manager and project staff on financial status of the project and confirm funding availability</li> <li>d) Monitor the status of project funds and ensure timely request for cash advances using forms Appended as Appendix 9B of the PCA</li> <li>e) Ensure that total expenditures incurred by the project do not exceed the GEF approved budget as set out in clause 11 and 12 of the PCA</li> </ol>	<ul style="list-style-type: none"> <li>• Annual budget is endorsed by UNEP and approved by the Project Steering Committee</li> <li>• Annual budget is successfully logged into SPREP's financial system.</li> <li>• Expenditures incurred are within budget</li> <li>• Replenishment funds are readily available for project expenditure</li> </ul>
<b>2. Financial reporting and audit facilitation</b> <ol style="list-style-type: none"> <li>a) Prepare quarterly financial reports as required by the PCA and in close collaboration with SPREP Finance</li> <li>b) Ensure expenses are authorised and processed in accordance with the SPREP finance system</li> </ol>	<ul style="list-style-type: none"> <li>• Quarterly consolidated financial reports are available on time and endorsed by SPREP Finance and Project Manager prior to submission to UNEP.</li> <li>• Audited financial and management declarations are carried out and ready for</li> </ul>



<ul style="list-style-type: none"> <li>c) Comply with reporting requirements as referenced in clauses 34 and 37 of the PCA.</li> <li>d) Provide expenditure forecasts as required by the PCA</li> <li>e) Keep good records and files of all financial documents including supporting documents for all transactions related to the project</li> <li>f) Ensure all required financial records and supporting documents are submitted by Service Providers as part of their progress and financial reporting</li> <li>g) Ensure co-financing reports are submitted by project countries and partners as required by the PCA</li> <li>h) Facilitate audits and ensure that audited financial reports are readily available before the submission deadlines</li> <li>i) Oversee project asset management and records</li> </ul>	<p>submission with project overall narrative progress reports.</p> <ul style="list-style-type: none"> <li>• Financial records and supporting documents (both paper and electronic) for costs incurred by SPREP and those by Service Providers including assets acquired under the project are accurately posted, readily available, up-to-date, and complete.</li> <li>• Co-financing reports are submitted to UNEP as set out in the PCA</li> <li>• Project asset management reports are prepared and presented as and when required</li> </ul>
<p><b>3. Compliance with Project Cooperation (PCA) Agreement with UNEP</b></p> <ul style="list-style-type: none"> <li>a) Ensure in-depth understanding by Project Manager and Service Providers of the PCA requirements with regards to cash advances, cost overruns, project management costs, maintenance of records, unspent balances, financial reporting, and audits</li> <li>b) Monitor compliance with the PCA requirements with regards to cash advances, cost overruns, project management costs, maintenance of records, unspent balances, financial reporting, and audits</li> </ul>	<ul style="list-style-type: none"> <li>• The project is fully compliant with all financial clauses of the PCA</li> </ul>
<p><b>4. Logistical administrative and secretariat support</b></p> <ul style="list-style-type: none"> <li>a) Organise and arrange all travel requirements of the project in line with SPREP Travel and Procurement Policies.</li> <li>b) Arrange and organise logistics for all project meetings, visits, workshops and</li> </ul>	<ul style="list-style-type: none"> <li>• All project activities and logistics (including travel arrangements) are organised in an efficient and cost-effective manner.</li> <li>• Workshops and other activities are well received by stakeholders and government officials, and stakeholders exhibit improved understanding of the Projects.</li> </ul>

<p>events to ensure all are completed and ready on time.</p> <p>c) Provide administrative and secretariat support to the project and all meetings.</p> <p>d) Set-up, maintain and update project e-filing and record keeping on a regular basis.</p> <p>e) Prepare meeting notes and reports for project specific and related meetings.</p> <p>f) Assist with the planning and implementation of project events as required.</p>	<ul style="list-style-type: none"> <li>• Meeting minutes and reports are prepared on time and shared with the Project Manager and Director as required.</li> <li>• Effective filing systems and record keeping are up-to-date and accessible to the Programme team.</li> <li>• Project logistics and administrative activities comply with SPREP policies and processes.</li> </ul>
<p><b>5. Project Information Management System (PIMS)</b></p> <p>a) Compile project data and relevant information required for updating SPREP PIMS for preparation of narrative progress reports, project implementation reports and other substantive reports as required by SPREP and UNEP.</p> <p>b) Ensure information is correct and accurate before uploading on PIMS and assist with monitoring and tracking of project progress and delivery of outputs.</p> <p>c) Review information on PIMS and report on gaps and issues that need to be addressed</p>	<ul style="list-style-type: none"> <li>• Programme information on PIMS is accurate and up to date.</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 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:**

- Development of realistic annual budgets that are within overall allocated budget and monitoring of spending in collaboration with the Project Manager and Service Providers.
- Ensuring costs charged to the project are eligible costs under the PCA

## 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>• UNEP</li> <li>• Beneficiary country</li> <li>• Partner organisations</li> <li>• Service Providers</li> <li>• Regional/international organisations</li> </ul>	<ul style="list-style-type: none"> <li>• Access to financial and procurement records and information</li> <li>• Advice and assistance</li> <li>• Consultations and collaboration</li> <li>• Negotiations, communications, and reporting</li> </ul>
<b>Internal</b> <ul style="list-style-type: none"> <li>• WMPC Director and Project Manager</li> <li>• Finance and Administration Department</li> <li>• Other SPREP Programmes</li> <li>• Human Resources Department</li> <li>• All staff</li> </ul>	<ul style="list-style-type: none"> <li>• Access to data and information</li> <li>• Advice and support</li> <li>• Collaboration and coordination</li> </ul>

## Level of Delegation

<b>The position holder:</b>
<ul style="list-style-type: none"> <li>• Has no delegation</li> </ul>

## 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

<b>Essential</b>
<ol style="list-style-type: none"> <li>1. A Bachelor degree in Accounting/Finance, Business Administration or relevant discipline (a certified qualification and membership from a recognised professional accounting institute would be an advantage)</li> </ol>

## Knowledge / Experience

<p><b>Essential</b></p> <p>2. At least three years relevant experience in project accounting/project finance and project administration support or in a similar role, preferably in the Pacific region</p>
<p>3. Excellent experience in the following:</p> <ul style="list-style-type: none"> <li>a) financial management and accounting</li> <li>b) financial analysis, advisory and reporting</li> <li>c) programme and project fund management including monitoring and evaluation, proposal and report writing</li> <li>d) Microsoft Office, spreadsheet applications and computerised accounting systems</li> <li>e) Performance Based Output Budgeting systems</li> </ul>
<p>4. Excellent written and verbal communication skills including high level of writing, presentation and interpersonal skills, collaboration with donors and partners with sound experience in maintaining effective relationships with a diverse group of people within a multi-disciplinary and multi-cultural team environment</p>
<p>5. Excellent experience in providing administrative and logistical support to programmes/projects including management of events and meetings.</p>
<p>6. Excellent knowledge of current and emerging issues and challenges in administration and financial reporting and demands of a regional project in the Pacific islands region as well as good understanding and appreciation of environmental ethics, values and priorities.</p>
<p>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 project</p>

## 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>• Financial and accounting knowledge</li> <li>• Project financial reporting</li> <li>• Work programme planning, and budgeting</li> <li>• Computerised accounting systems</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• Analytical skills</li> <li>• Understanding of financial policies and regulations</li> <li>• Communications, representation and interpersonal skills</li> </ul>

	<ul style="list-style-type: none"> <li>• Organisational skills</li> </ul>
Working Knowledge	<ul style="list-style-type: none"> <li>• Accounting practices</li> <li>• Financial systems software</li> <li>• Project information management systems</li> <li>• Knowledge of SPREP financial procedures</li> <li>• Corporate policies</li> <li>• Ability to work well with section colleagues and staff at all levels</li> <li>• Good oral and written communication skills</li> <li>• Environmental issues in the Pacific island's region</li> <li>• Emerging financial / donor issues and challenges</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• SPREP Strategic Plan 2017 – 2026</li> <li>• Cleaner Pacific 2025</li> <li>• SPREP Work Programmes</li> <li>• UNEP Strategic Work Programme</li> <li>• GEF funding mechanism</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 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

*“Due to the current COVID-19 situation affecting the region, and the priority the Secretariat places on its staff safety, health and well-being, please note that there may be delays in taking up the appointment. There will be an opportunity to discuss this matter thoroughly with the successful candidates and any appointment and on-boarding would only proceed when regional conditions permit the deployment of new staff. Under the SPREP COVID-19 Emergency Preparedness and Response Contingency Plan (CV-19EPRCP), all SPREP staff must be fully vaccinated, and vaccination cards must be presented prior to confirmation of appointment”.*

**Duty Station:** Apia, Samoa.

**Duration:** Appointment is for a term of 5 years. There is no expectation of renewal at the end of contract as this is a project specific position.

**Salary:** Remuneration is at Band 8 of SPREP's salary scale for locally recruited staff. Starting salary will be SAT\$46,509 per annum. This will be adjusted to SAT\$52,322 upon confirmation of probation. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required. Further progress in the salary scale will be based on annual performance reviews.

**Term:** Appointment is subject to a satisfactory medical examination and clean police report, as well as a 6 months 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 and performance rewards will be based on the Secretariat's Performance Development System.

**Education Allowance:** Education expenses may be reimbursed against actual receipts for dependent children, to cover up to 75% of the actual costs. Currently the annual allowance is up to a maximum of SAT \$1,000.

**Annual Leave:** 15 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 staff are required to contribute to a Superannuation Fund. SPREP will pay the Samoa minimum legal requirement of basic salary to the Samoa National Provident Fund.

**Overtime:** Locally recruited staff at Band 8 and below 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.

**Gratuity Payment:** The appointee is entitled to a gratuity payment equivalent to two week's salary, upon successful completion of 2 consecutive 3-year contracts, provided the contract is not extended or renewed. For project positions, upon successful completion of the project.

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

**Transport:** Transport from and to central Apia before and after work is provided.

**Definitions:**

'Dependant' means the financially dependent spouse or dependent child 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.

**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.***

**Submitting applications:**

- a) **BY EMAIL:** (***MOST PREFERRED OPTION***) Subject matter to be clearly marked “ISLANDS PACIFIC CHILD PROJECT, Finance & Administration” 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 “ISLANDS PACIFIC CHILD PROJECT, Finance & Administration 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 telephone (685) 21929 ext 325 or Email: [rogerw@sprep.org](mailto:rogerw@sprep.org)

**Closing date:** **Friday, 22<sup>nd</sup> April 2022**: Late applications will not be considered.

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