



# SPREP

Secretariat of the Pacific Regional  
Environment Programme

APPLICANT INFORMATION PACKAGE  
**Finance and Administration Officer - Intra-ACP Climate  
Services and related Applications (ClimSA) Project,**

## **CONTENTS**

A. BACKGROUND INFORMATION ON SPREP

B. JOB DESCRIPTION

C. REMUNERATION PACKAGE – TERMS & CONDITIONS

D. ADMINISTRATIVE INFORMATION

## A. Background Information on SPREP

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

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

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## **About the Climate Services and Related Application (ClimSA) Project in the Pacific:**

The project is implemented within the framework of an existing Financing Agreement between the Organisation of African, Caribbean and Pacific States Secretariat (“OACPS Secretariat”) and the European Union (EU) for the implementation of the **Intra-ACP Climate Services and Related Application (ClimSA) Programme**. The programme has been approved for a total of EUR 85M under the intra ACP Cooperation – 11<sup>th</sup> European Development Fund - Strategy Paper and Indicative Programme 2014-2020 programming actions for the ACP regional organisations/institutions and countries. The Action is to be implemented in the ACP regions<sup>1</sup> and countries aiming at building regional level capacity while at the same time support ACP member countries in improving their capacities to adapt to and mitigate the impacts of climate change.

The overall goal of ClimSA is to support the climate information services value chain with technical and financial assistance, infrastructure and capacity building. This will ultimately result in improved access and use of climate information and enable and encourage the generation and use of climate services and applications for decision-making at all levels in the Pacific region. For the Pacific, this Action is timely and necessary since climate variability and change are already having and will continue to have severe impacts on national economies and key socio-economic sectors in the absence of this type of large scale, resilience intervention. The Pacific region is particularly vulnerable to the adverse impacts of climate change. Its unique environment and social and economic challenges limit the capacity of Pacific ACP countries to reduce their vulnerability and exposure to climate change impacts.

There are Five (5) Key Result Area of the ClimSA Project, complementing all pillars and priorities of the Pacific Roadmap for Climate Services 2017-2026, Priority 2 of the Framework for Resilient Development in the Pacific (FRDP) 2017-2030 and Sendai Framework for Disaster Reduction, and Priority 3 on Improved Climate and Hydrological Services of the Pacific Islands Meteorological Strategy (PIMS) 2017-2026. It will strengthen the tools and capacity to bridge climate services and end-users in climate-sensitive sectors to resource and implement the GFCS on all levels. It is well aligned with United Nations 2030 Agenda for Sustainable Development, implementation of Paris Agreement and directly contributing to address SDG 13 on climate change and secondary to SDG 2 on zero hunger, SDG3 on good health and wellbeing, SDG5 on gender, SDG 6 on clean water, SDG 14 on life below water and SDG 15 on life on land.

All Pacific ACP members will directly benefit from the project with recognition of Samoa and Kiribati as pilot countries for this initiative at the national level. It will particularly focus on the agriculture and disaster risk reduction sectors. Agriculture<sup>2</sup> in this context refer to food security both on land (agriculture) and at sea (fisheries) which Samoa and Kiribati are dependent.

The project will work with expertise globally, regionally and nationally from the OACPS Secretariat, the UN specialised agency World Meteorological Organisation (WMO) and the European Commission's Joint Research Centre (JRC). A total amount of EU 9.0 million is allocated to Secretariat of the Pacific Regional Environment Programme (SPREP) as the lead organisation in the Pacific to deliver the activities over a five-year period.

SPREP as the **Lead Organisation** for this Action in the Pacific is required to establish a Project Management Unit (PMU) to oversee and lead the overall day-to-day project and financial management and administration.

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<sup>1</sup> ACP: Africa, Caribbean and Pacific Group of States

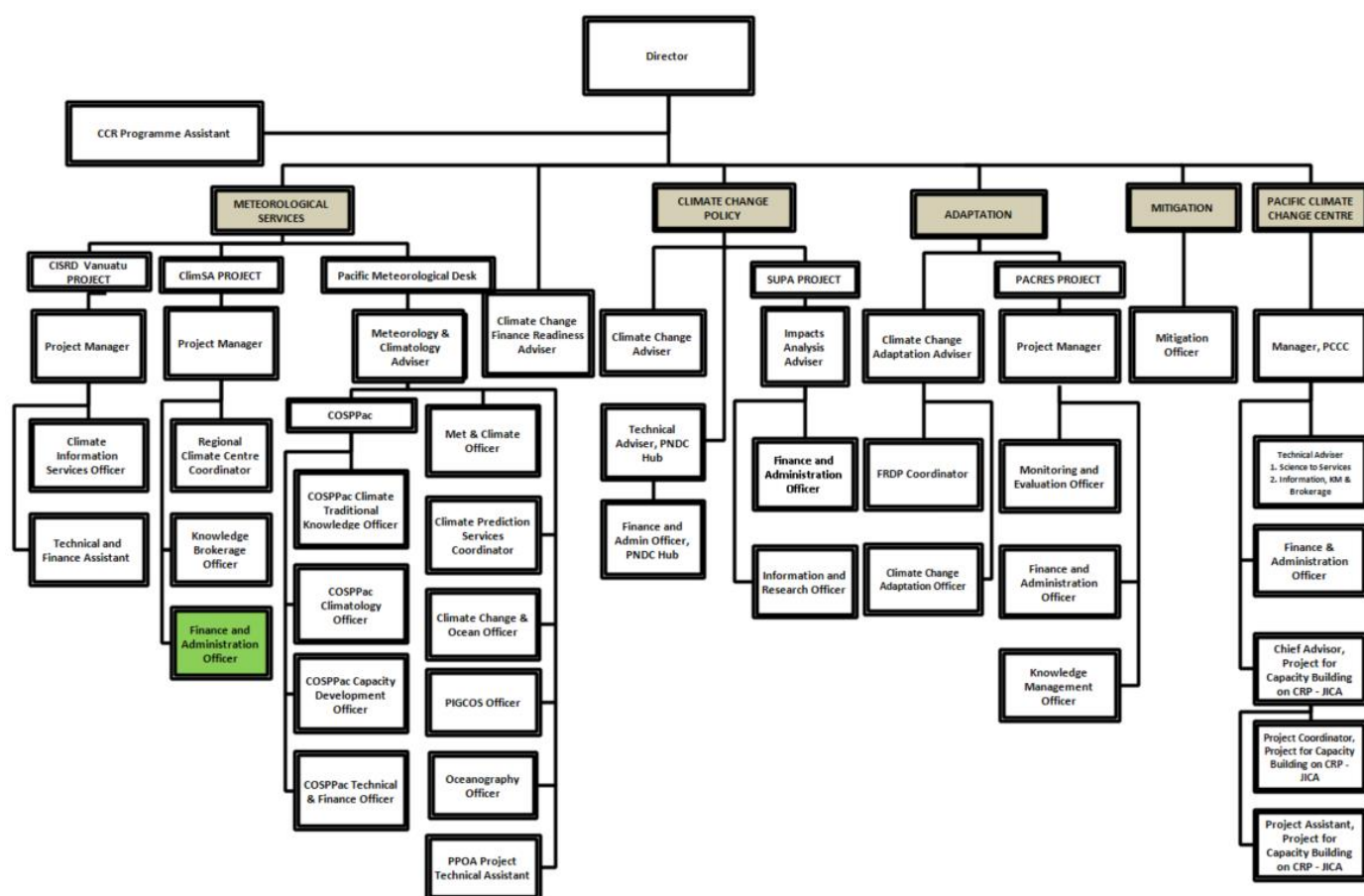
<sup>2</sup> Agriculture Sector in Samoa and Kiribati includes fisheries

A qualified and highly experienced Finance and Administration (F&A) Officer is required to lead the financial and administration functions for this exciting and high-profile project. The F&A Officer will be responsible for the development, updating and monitoring of the procurement plan and ensuring compliance with the procurement policy that governs the project, monitoring of expenditures, cash flow and replenishments, preparation of financial reports and coordination of required audits for the project. These key responsibilities will be undertaken in collaboration with the Project Team, and working closely with other functional units within SPREP, and with the project teams of the World Meteorological Organisation (WMO), EU Joint Research Centre (JRC), EUMETSAT, as well as the European Union (EU) Office in Suva and the ACP Secretariat in Brussels.

## B. JOB DESCRIPTION

<b>Job Title:</b>	Finance and Administration Officer – Intra ACP Climate Services and related Applications (ClimSA) Project
<b>Programme:</b>	Climate Change Resilience
<b>Team:</b>	Pacific Meteorological Desk Partnership
<b>Responsible To:</b>	Intra ACP Climate Services and related Applications (ClimSA) Project
<b>Responsible For: (Total number of staff)</b>	N/A
<b>Job Purpose:</b>	<b>This job exists to:</b>  Lead the financial and administration functions of the project
<b>Date:</b>	May 2022

### Organisation Context



## Key Result Areas

The position **Finance and Administration Officer – ClimSA** addresses the following Key Result Areas:

1. Budget development and management
2. Procurement management
3. Financial reporting, financial documentation and audit facilitation
4. Compliance with the General Conditions of the Agreement
5. Logistical, and administrative support
6. Project information management system

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

Jobholder is accountable for	Jobholder is successful when
<b>1. Budget development and management</b> <ol style="list-style-type: none"> <li>a) Develop project annual budget in consultation with PMU, EU and relevant SPREP Departments.</li> <li>b) Monitor budget in consultation with the PMU and relevant SPREP Departments to ensure spending is in line with the approved budget and complies with the relevant General and Special Conditions of the project Agreement.</li> <li>c) Ensure annual ClimSA budgets are prepared using the EU detailed budget template.</li> <li>d) Prepare relevant documentation to support requests for financial disbursements.</li> <li>e) Prepare quarterly budget forecasts based on approved annual budget and ensure alignment with procurement plan.</li> </ol>	<ul style="list-style-type: none"> <li>• Budget issues identified, reported and addressed in a timely manner.</li> <li>• Consolidated annual budget for the project is prepared and submitted for endorsement by Project Manager and final approval by the CCR Director.</li> <li>• Expenditures incurred are within the approved budget.</li> <li>• Annual ClimSA budgets are submitted in a timely manner and followed the EU template for the annual detailed budget.</li> <li>• A record of the status of project funds being monitored rigorously (spreadsheet or in another electronic format) is developed and tracked.</li> <li>• Quarterly budget forecasts are submitted and approved by Project Manager in a timely manner and forecast is in line with the procurement plan.</li> </ul>
<b>2. Procurement management</b> <ol style="list-style-type: none"> <li>(a) Develop, monitor and update the overall procurement plan for the project in consultation with PMU, and other relevant departments of SPREP.</li> <li>(b) Ensure procurement of required goods and services comply with SPREP's procurement policy.</li> <li>(c) Work in collaboration with staff of PMU to prepare all relevant documentation to</li> </ol>	<ul style="list-style-type: none"> <li>• Procurement Plan for the project is accepted by SPREP and EU.</li> <li>• Procurement Plan is updated annually and / or as required.</li> <li>• Regular procurement alerts/reminders/reports are sent out to PMU staff on outstanding procurement activities and issues that requires their attention.</li> <li>• Procurement activities meet set deadlines and relevant procurement dossiers and reports are ready in a timely manner to support advertisement of</li> </ul>



<p>enable procurement and supply of goods and services required to enable delivery of project activities in consultation with relevant departments of SPREP.</p> <p>(d) Monitor the contracts and agreements for the supply of goods and engagement of consultants to deliver specific aspects of the project in consultation including contracts managed by SPREP PMU.</p>	<p>tenders or soliciting of quotes, evaluation, decisions and contracting.</p> <ul style="list-style-type: none"> <li>• Deliverables under contracts are of high quality and standard and are timely as per contract requirements.</li> <li>• Non-conformity with conditions of contracts and agreements are prevented at all times with issues swiftly managed and addressed.</li> <li>• Contract extensions are routed and approved in a timely manner.</li> </ul>
<p><b>3. Financial reporting, financial documentation and audit facilitation</b></p> <p>a) Prepare quarterly and annual financial component of the narrative report to SPREP management, the Project Steering Committee, the EU Delegation in Suva, Fiji and OACPS Secretariat.</p> <p>b) Prepare annual and quarterly financial reports on project activities.</p> <p>c) Facilitate annual audits and ensure that audited financial reports are readily available before the submission deadlines.</p> <p>d) Facilitate the preparation of the annual management declaration to be submitted together with the progress reports.</p> <p>e) Keep good records and files of all financial documents including supporting documents for all transactions related to the project.</p>	<ul style="list-style-type: none"> <li>• Quarterly and annual consolidated financial reports are available on time and endorsed by relevant authorities prior to submission to SPREP management, the Project Steering Committee, the EU Delegation in Suva, Fiji and OACPS Secretariat.</li> <li>• Quarterly and annual financial reports on SPREP costs for the implementation of SPREP activities are available on time and endorsed by relevant authorities in SPREP.</li> <li>• Audited financial and management declaration are carried out and ready for submission with project overall narrative progress reports.</li> <li>• Financial records and supporting documents (both paper and electronic) for costs incurred by SPREP under the project are readily available, up-to-date and complete.</li> </ul>
<p><b>4. Compliance with the general and special conditions of the Agreement</b></p> <p>a) Ensure in-depth understanding by the ClimSA team on PAGODA and the General Conditions of the Agreement relevant to the financial management, narrative progress reports, audits and management declaration and direct and indirect costs criteria.</p> <p>b) Monitor compliance with the General Conditions of the Agreement relevant to</p>	<ul style="list-style-type: none"> <li>• ClimSA staff and leads have in-depth understanding of the General Conditions of the Agreement.</li> <li>• Non-compliance issues identified, reported and addressed in a timely manner</li> <li>• Potential cases that could lead to ineligible costs are prevented.</li> </ul>

<p>the financial management, progress reports, audits and management declaration, and in particular eligible costs.</p>	
<p><b>5. 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's Travel and Procurement Policies;</li> <li>b) Arrange and organise logistics for all project meetings, visits, workshops and events to ensure all are completed and ready on time;</li> <li>a) Provide administrative and secretariat support to the project and all meetings including the ClimSA Steering Committee;</li> <li>b) Set-up, maintain and update project e-filing and record keeping on a regular basis;</li> <li>c) Prepare meeting notes and reports for project meetings.</li> <li>d) Assist with organising ClimSA Steering Committee meetings.</li> <li>e) Assist with the planning and implementation of ClimSA events as required.</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 project activities are well received by stakeholders and government officials, and stakeholders exhibit improved understanding of ClimSA.</li> <li>• Steering Committee meeting minutes and reports are prepared on time and shared with members of the Steering Committee, Director, CCR and staff</li> <li>• Effective project filing systems and record keeping are up to date and accessible to the project team and CCR staff</li> <li>• Project logistics and administrative activities comply with SPREP policies and processes</li> </ul>
<p><b>6. Project information management system</b></p> <ul style="list-style-type: none"> <li>a) Compile project data and relevant information required for updating the PIMS, inform the preparation of narrative progress reports, support monitoring and evaluation of project, and other substantive reports as required by EU/OACPS and SPREP.</li> <li>b) Ensure information is correct and accurate before uploading on the PIMS and assist with the monitoring and tracking of project progress and delivery of project outputs</li> <li>c) Review project information on PIMS and report on gaps and issues that need to be</li> </ul>	<ul style="list-style-type: none"> <li>• ClimSA Project information on PIMS is accurate and up-to-date</li> <li>• Project data and information are compiled including reports and other documents produced by the project are readily available for updating the PMIS and to inform preparation of progress reports, M&amp;E reports, and other relevant reports required by SPREP, EU/OACPS.</li> </ul>

addressed and ensure project information are updated regularly.	
d) Ensure follow up on project information gaps so that data on PIMS is relevant and up-to-date	

### **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 the Project Manager as part of the Performance Development System.

This section may be copied directly into the Performance Development Plans.

### **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 units.
- Ensuring costs charged to the project are eligible costs.
- Coordinating and meeting deadlines for financial reporting and audits.
- Ensuring that procurement is undertaken in line with the relevant policies and financial records and supporting documents are provided.
- Working in collaboration with collaborating parties to monitor compliance with these organisations' internal controls and any remedial actions by auditors and evaluators of the project to address financial management and procurement issues.

### **Functional Relationships & Related Skills**

<b>Key internal and/or external contacts</b>	<b>Nature of the contact most typical</b>
<b><i>External</i></b> <ul style="list-style-type: none"> <li>• WMO, JRC, ACP Secretariat including their project teams;</li> <li>• EU Delegation in Suva</li> <li>• Steering Committee</li> <li>• RCC Consortium Members</li> <li>• PMC Members</li> <li>• Beneficiary countries</li> <li>• Partners organisations and municipalities in the EU and other ACP regions</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>

<ul style="list-style-type: none"> <li>• Expert Consultancy Service providers</li> <li>• Regional / International organisations</li> </ul>	
<b>Internal</b> <ul style="list-style-type: none"> <li>• Senior Leadership Team</li> <li>• Climate Change Resilience Programme</li> <li>• Pacific Meteorological Desk Partnership</li> <li>• Other SPREP Programmes</li> <li>• Project Coordination Unit</li> <li>• Finance Department</li> <li>• Human Resource 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

#### The position holder:

- Has oversight of the project budget and finances;
- Can seek funding opportunities in particular cost-sharing and complementarity with other projects that could fund project activities of similar nature subject to authorisation;
- Can present financial reports to authorised audiences such as the project Steering Committee, EU, and SPREP project units.

### 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. A Bachelor degree in Accounting / Finance or relevant discipline (a certified qualification and membership from a recognised professional accounting institute would be an advantage)

### Knowledge / Experience

## Essential

2. At least 5 years' relevant experience in project accounting or in a similar accounting role with demonstrated experience in project fund management, preferably in the Pacific region

3. Excellent experience in the following:

- a) financial management and accounting
- b) financial analysis, advisory and reporting
- c) programme and project fund management including monitoring and evaluation, proposal and report writing
- d) Microsoft Office, spreadsheet applications and computerised accounting systems
- e) Performance Based Output Budgeting systems

4. Excellent experience in management and operations of procurement processes including tender work and assessment as well as appreciation of policies, systems, processes and databases.

5. Excellent written and verbal communication skills including high level of presentation and interpersonal skills, collaboration with donors and partners with sound experience in capacity building and maintaining effective relationships with a diverse group of people within a multi-disciplinary and multi-cultural team environment

6. Excellent knowledge of current and emerging issues and challenges in administration and financial reporting and demands of a regional project in the Pacific island's region as well as good understanding and appreciation of environmental ethics, values and priorities.

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.

## 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, procurement management 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><li>• Advisory and analytical skills</li></ul>
Working Knowledge	<ul style="list-style-type: none"><li>• Accounting practices</li><li>• Financial systems software</li><li>• Knowledge of SPREP financial procedures</li><li>• Corporate policies</li></ul>

	<ul style="list-style-type: none"> <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 islands region</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• EU Requirements</li> <li>• EU PRAG</li> <li>• UNFCCC, Paris Agreement and Climate Change funding mechanisms and processes</li> <li>• Sustainable Development Goals, SAMOA Pathway</li> <li>• Framework for Resilient Development in the Pacific</li> <li>• SPREP Strategic Plan</li> <li>• SPREP Performance Implementation Plan</li> <li>• SPREP Work Programmes</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 Plan:

- 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

*“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 upon confirmation of appointment.”*

**Duty** Station: Apia, Samoa.

**Salary:** Salary is denominated in International Monetary Fund Special Drawing Rights (SDRs). Remuneration for this post falls within Band 9 of SPREP’s salary scale. Starting salary will be SDR26,802 per annum. Currently, the equivalent is SAT102,286 per annum. Upon confirmation of probation, salary will be adjusted to SDR30,153 which is equivalent to SAT115,072 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 SDR3,967 will be paid to the successful candidate. The current equivalent in Samoan Tala is SAT15,139 (USD6,308). Cost-of-living differential allowance reflects the comparative cost of living difference between Suva and Apia. This allowance is reviewed periodically based on data determined by an independent reviewer.

**Adjustments:** Salaries and allowances for internationally recruited staff are paid in Samoan Tala and adjusted every month based on the monthly average in the value of the SDR relative to the Samoan Tala (SAT) at the time the salary payment is processed. SDR movement however is limited to within 5% above or below a reference point set annually. Remuneration is paid monthly in SAT equivalent. The international currency exchange rate at the time of writing is approximately USD1.00 = SAT\$2.40.

**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 and a clean police report, 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 and performance rewards 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 enroute 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 (USD1,749).

**Temporary Accommodation and Assistance:** On arrival in Apia, the appointee and 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 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 ALL INTERNATIONALLY RECRUITED STAFF, THE FOLLOWING APPLIES:**

**Education Allowance:** Education expenses maybe reimbursed against actual receipts for dependent children, to cover up to 75% of the actual costs, as stipulated under SPREP's Education Allowance policy. Currently the allowance is up to a maximum of SAT15,600 (USD6,500) per annum per dependent child, with an overall maximum of SAT46,800 (USD19,500) 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 every 18 months of service 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 (USD1,096) 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 (USD1,000) 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 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. All genders 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 Finance and Administration Officer - Intra ACP Climate Services and Related Application (ClimSA) Project**” 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 Finance and Administration Officer - Intra ACP Climate Services and Related Application (ClimSA) Project**”

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 telephones (685) 21929 ext 328 or Email:  
<mailto:rogerw@sprep.org>

**CLOSING DATE:** Friday, 29 July 2022: Late applications will not be considered.

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