



**SPREP**

Secretariat of the Pacific Regional  
Environment Programme

## APPLICANT INFORMATION PACKAGE

### **Knowledge Brokerage 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**

## **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 (ACP) 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 – 11th 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 Global Framework for Climate Services 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 EUR 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

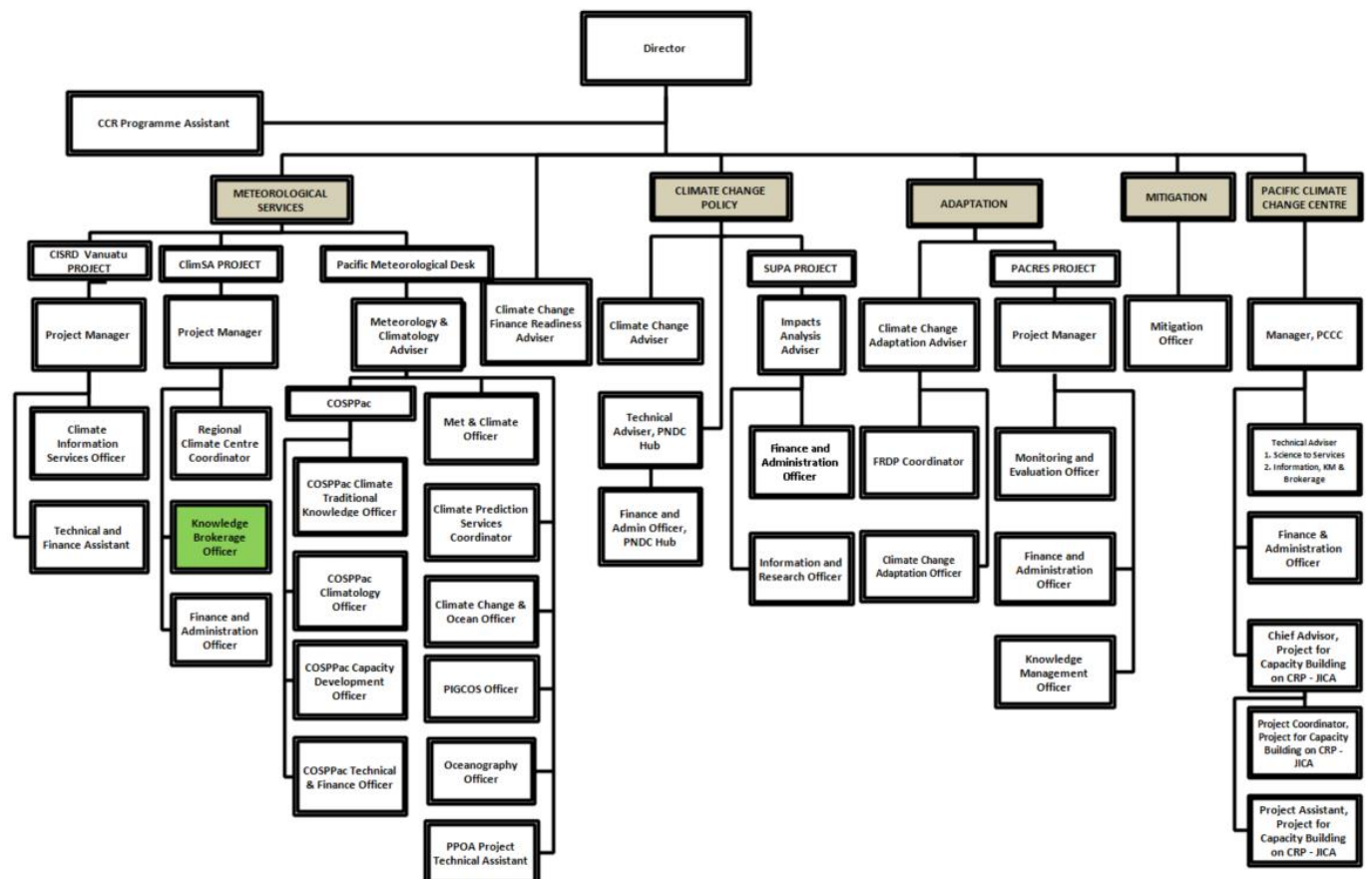
<sup>2</sup> Agriculture Sector in Samoa and Kiribati includes fisheries

A qualified and highly experienced Knowledge Brokerage Officer (KBO) is required to lead the facilitation of the engagement among researchers and end users of climate information services and products, lead the implementation of capacity building activities and develop and produce all communication and knowledge management products in support of the implementation of the project's Communication and Visibility Plan. The KBO is part of the Project Management Unit which includes a Project Manager, RCC Coordinator, Finance and Administration Officer and national technical officers in Kiribati and Samoa. The KBO will work 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>                                   | Knowledge Brokerage 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>                              | Project Manager, ClimSA Project   |
| <b>Responsible For:<br/>(Total number of staff)</b> | NA  |
| <b>Job Purpose:</b>                                 | <b>This job exists to:</b> <ul style="list-style-type: none"> <li>Lead in the implementation of the ClimSA Communication and Visibility Plan; and to support knowledge brokering of climate related products and services.</li> </ul> |
| <b>Date:</b>  | May 2022  |

### Organisation Context



## Key Result Areas

The position of **Knowledge Brokerage Officer** addresses the following Key Result Areas:

1. Technical and policy advice, support and facilitation
2. Communications, visibility and capacity building
3. Monitoring, evaluation and reporting
4. Networking, partnerships and collaboration

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

| Jobholder is accountable for  | Jobholder is successful when   |
|---|--|
| <p><b>1. Technical and policy advice, support and facilitation</b></p> <p>a) Provide technical and policy guidance and advise on areas to strengthen interactions and engagement among researchers and end users of climate information products and services.</p> <p>b) Work together with the WMO, JRC and the beneficiary countries through the technical focal points to provide knowledge brokering and facilitation support as required.</p> <p>c) Lead the coordination of inputs and tailoring of specific climate products to meet the needs of users in collaboration with the RCC Coordinator, RRC consortium members, beneficiary countries, WMO, JRC and other project partners.</p> <p>d) Assist with the development of the project's annual work plan, budget and procurement plan.</p> | <ul style="list-style-type: none"> <li>• Technical and policy guidance on strengthened engagement among researchers and end-users of climate information are presented and considered in strategic policy changes and pathways at regional, national and sectoral levels.</li> <li>• The WMO and JRC are receiving the requisite guidance and support to ensure integrated, efficient and effective delivery of the project.</li> <li>• Tailored climate information services and products are well received and understood by intended users as evident in their application to inform national, sectoral and community early warning and preparedness activities.</li> <li>• Tailored product and services meet the needs of partners and users of climate services at the regional and pilot countries.</li> <li>• Feedback from users of climate information services and products are incorporated into and have contributed to the enhancement of regional and national UIPs as well as other relevant activities of the project.</li> <li>• Contributions to the project's work plan, budget and procurement plan are well aligned to the Special and General Conditions of the Agreement with EU, DoA and Budget, Communication and Visibility Plan as well as the implementing identified partners' work plans and provided in a timely manner.</li> <li>• Reports are submitted and received within the agreed timeframe.</li> </ul> |



|   |   |
|---|---|
| <p><b>2. Communications, visibility and capacity building:</b></p> <ul style="list-style-type: none"> <li>a) Work in collaboration with the Project Management and the RCC Coordinator to finalise and implement the communication and visibility plan.</li> <li>b) Lead development and dissemination of climate information and knowledge management products and materials produced under the Action.</li> <li>c) Work in collaboration with the Project Manager and RCC Coordinator in disseminating information about the milestones, findings, and value-add of the activities under the Action.</li> <li>d) Lead the updating and maintenance of the Pacific RCC Website.</li> <li>e) Lead the development of case studies in the pilot countries of the Action (Samoa &amp; Kiribati) with particular focus on DRR and Agriculture (and Fisheries) sectors to showcase the value-add of tailored climate information and knowledge management products.</li> <li>f) Liaise closely with the project teams in the ACP Secretariat, WMO and JRC as well as the EU and ensure timely and effective communications amongst all project stakeholders.</li> <li>g) Carry out relevant capacity building in areas that are essential to the implementation of climate services at national and sectoral level and successful delivery of activities of the Action in collaboration with members of the PMU, Pacific Met Desk Partnership, EU, OACP, WMO, JRC, and other project partners.</li> <li>h) Coordinate with the Pacific Met Desk, SPREP Communication Unit and SPREP on similar EU and other SPREP projects to ensure complementarity of communication and visibility outputs.</li> <li>i) Provide oversight of all social media, media press releases and product/services log for all Action related communication and visibility work.</li> </ul> | <ul style="list-style-type: none"> <li>• The overall objective of the project's Communication and Visibility Plan is achieved and using broad range of communication pathways to promote active engagement with stakeholders and relevant partners and beneficiaries of the Intra ACP Climate and Pacific ACP region.</li> <li>• Communication and Visibility Plan for the project finalised and endorsed for implementation.</li> <li>• Activities, lessons learnt and best practises are well documented and disseminated at the national, regional and global levels</li> <li>• Pacific RCC website is regularly updated with new climate information and knowledge management products and materials etc. and new products alerts shared widely via SPREP website and social media channels, Pacific Climate Change Portal (PCCP), NMHSs and DRR and Agriculture sectors' websites and social media channels.</li> <li>• Climate information and knowledge management products are tailored and meet the needs of end-users in particular the NMHSs, DRR and Agriculture sectors, and other relevant stakeholders.</li> <li>• Communications and visibility products raised the profile of the project at the community, national, regional and global levels.</li> <li>• Case studies are timely manner and developed in collaboration with NMHSs and pilot sectors (Agriculture and DRR), RCC nodes and other relevant stakeholders and disseminated via the RCC website, PCCP, SPREP website and social media channels, and websites and social media channels of NMHSs and the pilot sectors.</li> <li>• Capacity building and training initiatives enhanced the skillsets and knowledge of NMHSs and sectors in climate services enabling them to make meaningful decisions at policy, strategic and operation levels in NMHSs and sectors.</li> </ul> |
| <p><b>3. Monitoring, evaluation and reporting</b></p> <ul style="list-style-type: none"> <li>a) Lead the development and implementation of strategies for the collection of relevant</li> </ul>   | <ul style="list-style-type: none"> <li>• Strategies for collection of data and information are practical and relevant to the</li> </ul>   |

|  |  |
|--|--|
| <p>data and information against the communication and visibility plan targets.</p> <p>b) Coordinate and facilitate collection of data and information from users of climate information services and products and analysis of findings to inform improvements and identify value-add of climate services and products.</p> <p>c) Assist the Project Manager in monitoring of the overall progress of the project against the logical framework and annual work plans including monitoring of activity delivery, environmental and social risks and remedial actions taken, ensuring cross-cutting social issues (gender, disability, human rights) identified are implemented. Including social and media engagement data and analysis.</p> <p>d) Provide inputs into the Action's progress reports to EU/ACP as per the requirements of the Contribution agreement.</p> <p>e) Provide inputs into the project's contributions to SPREP Performance Implementation Plan (PIP) and Results Framework.</p> | <p>context of the Pacific, enable collection of gender and social inclusion disaggregated data/information that are of high quality.</p> <ul style="list-style-type: none"> <li>• Data and information collected from various sources including user-surveys and field work reports are collected in a strategic and timely manner to ensure high quality of findings that will lead to improvements to climate information products and services and support effective reporting and evaluation.</li> <li>• Narrative progress reports articulate the value-add of the project and its outputs informed by findings from analysis of data and information collated from surveys and other strategies deployed for data and information collection.</li> <li>• Provision of relevant and timely inputs into progress reports, PIP and PIMS.</li> </ul> |
| <p><b>4. Networking, partnerships and collaboration</b></p> <p>a) Lead engagement and work with media across the Pacific in building their capacity in climate services and promote outcomes of the Action in collaboration with SPREP's Communications and Outreach Unit and other members of the Project Unit.</p> <p>b) Lead engagement with stakeholders at the national, sectoral and community levels and with technical implementing partners at regional and global levels in implementing the activities of the Action relevant to interaction among researchers and end-users of climate information services and products.</p> <p>c) Work closely with the Pacific Meteorological Desk Partnership team and its partners to ensure that the Actions support the overall Pacific Island Met Strategy</p> <p>d) Provide support to the Pacific Meteorological Council held bi-annually and its expert Panels</p>  | <ul style="list-style-type: none"> <li>• Robust network of partners at national, community, sectoral, regional and global levels who are well informed and willing to support and collaborate to achieve the objectives of the Action and its activities.</li> <li>• High quality and reliable support provided to the PMC and the expert Panels</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 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:**

- Provision of timely and accurate briefings and advice to SPREP Senior Leadership Team, Member Countries, EU Delegation, the project's Steering Committee, as well as beneficiary countries about the Action and its progress.
- Ensuring project activities are implemented within the approved timeframe.
- Leading and managing a technically complex work area and providing timely guidance to the PMU, RCC Consortium members, technical staff and experts recruited under the Action to deliver the activities.
- Managing joint delivery and implementation of activities of the project at the regional, national and community levels.
- Coordination and collaboration with the WMO, JRC, EUMETSAT as well as EU and OACP, other relevant regional agencies and stakeholders
- Managing the project funds from EU, replenishment and ensuring compliance with the terms of the General and Special Conditions of the Contribution Agreement with EU in relation to the use of the fund and pre-financing requirements.
- Managing multiple duty travels of project team
- Managing all the required reporting and facilitation of meetings, workshops and consultations required under the Action.

### **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><li>• Expert Consultancy Service providers</li><li>• Regional / International organisations</li></ul> | <ul style="list-style-type: none"><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>• 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 and Administration Department</li> <li>• Human Resource Department</li> <li>• Communications and Outreach Unit</li> <li>• All staff</li> </ul> | <ul style="list-style-type: none"> <li>• Leadership and management</li> <li>• Supervision and delegation</li> <li>• Advice and support</li> <li>• Collaboration and coordination</li> </ul> |
|--|---|

### Level of Delegation

#### The position holder:

- Oversight of visibility budget and implementation of its activities;
- Can carry out negotiations for the project on behalf of SPREP relating to visibility and outreach
- Can seek funding opportunities for work programme activities

### Person Specification

*This section is designed to capture the expertise required for the role at the 100% fully effective level (this does not necessarily reflect what the current jobholder has). This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.*

### Qualifications

#### Essential

1. Minimum qualifications of a Bachelor degree in Knowledge Management, Geography, Environmental Science, Climate Change or other relevant technical field

### Knowledge / Experience

#### Essential

2. At least 5 years' experience in knowledge management and brokerage, preferably in the areas of climate change and climate services, with at least 3 of those years at the strategic and advisory level, preferably within the Pacific Islands region

|   |
|---|
| 3. Extensive knowledge and experience of: <ul style="list-style-type: none"> <li>a) climate change and development issues in the Pacific island context, understanding of regional policy and strategic frameworks as well as appreciation of key emerging issues and challenges</li> <li>b) knowledge management and brokerage including establishing networks, strong understanding of relational databases, information systems with relating tools and software packages</li> </ul> |
| 4. Demonstrates technical project design and management experience, development of influential funding proposals including research as well as monitoring and assessment of professional work and/or projects   |
| 5. Demonstrates initiative and ability to think outside the box in dealing with multiple tasks and demanding deadlines as well as excellent understanding and appreciation of environmental ethics, values and priorities within the workplace, ability to be creative, innovative, persistent and resourceful  |
| 6. Demonstrates experience in strategic collaboration and networking with donors and partners, developing and maintaining effective relationships with a diverse group of people and as part of a team within a multi-disciplinary and multi-cultural environment   |
| 7. Excellent written and verbal communication skills, including high level of presentation and interpersonal skills, writing including synthesising and translating scientific and technical information as well as extensive experience in capacity building facilitation and coordination involving a diverse audience and partner organisations.   |

## 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>• Report writing</li> <li>• Problem solving</li> <li>• Facilitation skills</li> <li>• Fluency in English</li> <li>• Excellent communications</li> <li>• Ability to set priorities and organise workplans</li> <li>• Team building</li> <li>• Work with minimal supervision</li> <li>• Flexible approach</li> <li>• Willingness to assist with other programmes</li> <li>• Interpersonal skills and cultural sensitivity</li> <li>• Communications and public relations</li> <li>• Climate change issues, key agreements and conventions</li> </ul> |
|--------------|---|

|                   |   |
|-------------------|---|
| Advanced level    | <ul style="list-style-type: none"> <li>• Environmental issues in the Pacific islands region</li> <li>• Emerging environmental issues and challenges</li> </ul>  |
| Working Knowledge | <ul style="list-style-type: none"> <li>• Commitment to continuous improvement</li> </ul>  |
| Awareness         | <ul style="list-style-type: none"> <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>• Pacific Islands Meteorological Strategy</li> <li>• Pacific Roadmap for Strengthened Climate Services</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.

**Duration:** Appointment is for a term of 3 years with a possible extension in line with the project time frame and subject to performance, continuity of related project activities and availability of funds. There is no expectation of renewal at the end of contract as this is a project specific position

**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 (USD48,080) per annum. Upon confirmation of probation, salary will be adjusted to SDR34,016 which is equivalent to SAT129,817 (USD54,090) 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 (USD6,768). 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 his or her home to take up the appointment. Appointment is subject to a satisfactory medical examination, including full vaccination against COVID-19 and a clean police record 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 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 (USD1,749).

**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 dependents after completing 18 months of service for 3-year contracts providing no travel is undertaken within the final 12 months of the contract.

**Housing Assistance:** Internationally recruited staff shall receive housing assistance of 75% of the typical rent payable in Samoa for expatriate executive furnished housing. The current rate is SAT2,850 (USD1,188) 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 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.

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

**CLOSING DATE:** Friday, 24<sup>th</sup> June 2022: Late applications will not be considered.

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