



# SPREP

Secretariat of the Pacific Regional  
Environment Programme

APPLICANT INFORMATION PACKAGE  
**INFORMATION TECHNOLOGY NETWORK & SYSTEMS**  
**ENGINEER (ITNSE)**

## 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***

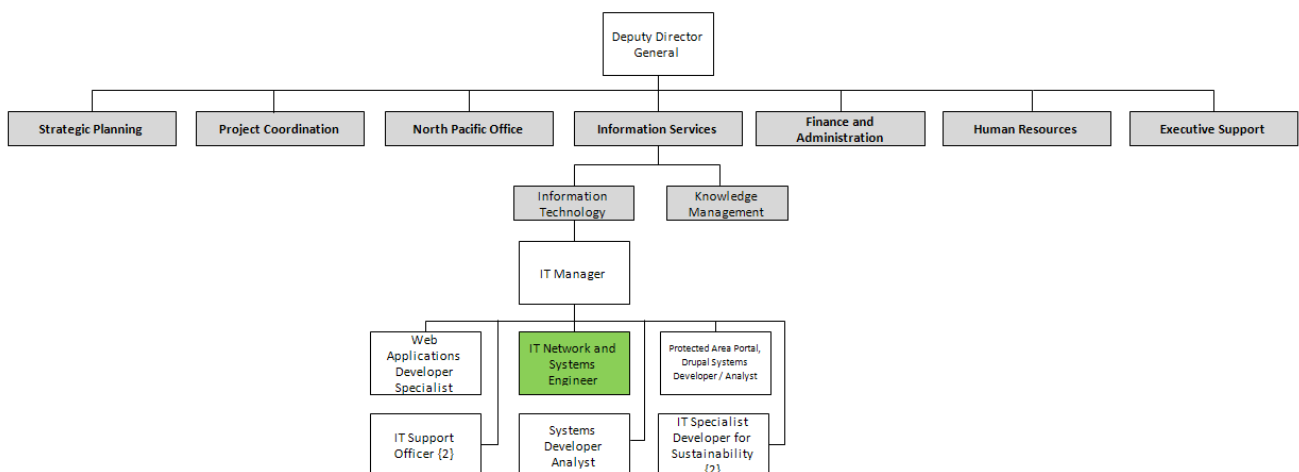
SPREP approaches the environmental challenges faced by the Pacific guided by four simple **Values**. These values guide all aspects of our work:

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

## B. JOB DESCRIPTION

<b>Job Title:</b>	Information Technology Network & Systems Engineer (ITNSE)
<b>Department:</b>	Governance and Operations
<b>Team:</b>	Information Technology (IT)
<b>Responsible To:</b>	Information Technology Manager (ITM)
<b>Responsible For: (Total number of staff)</b>	N/A
<b>Job Purpose:</b>	<p><b>This job exists to:</b></p> <ul style="list-style-type: none"> <li>▪ Build, administer and manage the SPREP local and wide area network (LAN/WAN);</li> <li>▪ Provide high level technical support for Information and Communications Technology (ICT) systems portfolio</li> <li>▪ Build, deploy and maintain hardware systems in support of SPREP portfolio of Regional ICT tools and applications</li> <li>▪ Develop and administer appropriate security solutions to safeguard SPREP ICT infrastructure</li> </ul>
<b>Date:</b>	September 2022

### Organisation Context



## Key Result Areas

The position of **IT Network & Systems Engineer (ITNSE)** addresses the following Key Result Areas:

1. Development and administration of the Local and Wide Area Network
2. Support and administration of IT and communication systems
3. Capacity Building and training
4. ICT Infrastructure security

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

Jobholder is accountable for	Jobholder is successful when
<b>1. Development and administration of the Local and Wide Area Network</b> <ol style="list-style-type: none"> <li>a) Develop and administer the SPREP local and wide area network (LAN/WAN) infrastructure</li> <li>b) Review and deploy appropriate solutions to maintain the security, integrity and efficiency of the SPREP corporate network, WAN and data communication systems</li> <li>c) Review and maintain virtual data center solutions for relevance and effectiveness</li> <li>d) Assess ICT risks, develop document and test systems implemented to minimise ICT risks</li> <li>e) Review and maintain the IT Disaster Recovery Plan and Emergency Response documents</li> </ol>	<ul style="list-style-type: none"> <li>• LAN/WAN infrastructure is well supported, maintained and reliable and uses proven technology</li> <li>• SPREP LAN/WAN is secured and performing at optimal levels</li> <li>• data integrity and security on the LAN/WAN is maintained</li> <li>• A fully developed Disaster Recovery Plan is available and is regularly tested</li> <li>• Data centers in the Training and Education Center (TEC) and Pacific Climate Change Center (PCCC) are fully functional, maintained and administered</li> </ul>
<b>2. Support and administration of IT and communication systems</b> <ol style="list-style-type: none"> <li>a) Administer and provide high level support and maintenance for front-end and back-end servers</li> <li>b) Administer and provide support for hardware systems, fault diagnostic and resolution and routine maintenance of PABX and communication systems</li> <li>c) Administer and maintain routine System Backups</li> <li>d) Provide high-level technical support to the secretariat helpdesk and regional helpdesks approved by IT Manager</li> <li>e) Provide technical advice, support and assistance on all ICT matters</li> <li>f) Provide technical reviews and evaluation of corporate network, server technologies and applications and make recommendations on viable solutions to benefit SPREP</li> </ol>	<ul style="list-style-type: none"> <li>• Organisation servers are well supported, maintained and backed up</li> <li>• Existing and new organisational Communication systems are well supported, maintained and using appropriate technologies</li> <li>• Video and voice tele-conferencing communications as well as Telephone communications PABX system are effectively operating and regularly checked and updated</li> <li>• Efficient advice, support and assistance is provided on all ICT matters</li> <li>• Organisational backups are routinely done and SPREP is able to successfully recover from any major disaster</li> </ul>

<p>g) Ensure the best available IT service providers are used by SPREP and that a consistently high level of service is maintained throughout any contracts that may be managed through SPREP.</p> <p>h) Ensure “state of the art” IT is applied at SPREP</p>	<ul style="list-style-type: none"> <li>• Actively participate with constructive input on ICT matters in Working Groups, forums and Helpdesks</li> <li>• Recommendations are regularly provided to IT Manager on upgrades to network and server infrastructure and applications</li> <li>• IT Service providers contracted by SPREP provide the highest level of service and support to SPREP</li> </ul>
<p><b>3. Capacity Building and training</b></p> <p>a) Prepare and deliver Information Technology training courses in computer networks, Microsoft and other Desktop Applications</p> <p>b) Prepare and deliver Information Technology training to member country participants based on approved projects in IT portfolio and fund availability</p> <p>c) Provide high quality End user support services to SPREP Staff and authorised network users</p>	<ul style="list-style-type: none"> <li>• Trainings are prepared and delivered for SPREP staff or participants from member countries as approved</li> <li>• End user support is provided for SPREP staff or authorised network users and stakeholders</li> </ul>
<p><b>4. ICT Infrastructure security</b></p> <p>a) Create and administer user profiles, deploy appropriate user authentication methods and device registration</p> <p>b) Deploy appropriate security solutions and controls to safeguard ICT infrastructure and data on premise and Cloud based services from security threats</p> <p>c) Monitor network and systems performance, provide network and hardware fault diagnostic and analyse logs for threats and risks</p>	<ul style="list-style-type: none"> <li>• Effective maintenance of User account security and are managed effectively</li> <li>• appropriate security framework adopted and solutions in place to safeguard SPREP ICT infrastructure and data</li> <li>• Cost recovery services for project work are in place in agreement with Finance Team</li> <li>• Staff internet and phone services are effectively monitored and reported on</li> <li>• SPREP network and systems performance meet performance and uptime targets</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 Supervisor 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:**

- Maintaining and supporting a secured network infrastructure to support all forms of data communication, considering a wide range of technologies involved and the need to be reasonably competent in all these technologies.
- Ensuring high level of security for the ICT Infrastructure, monitor current trends and emergence of cyber-criminal activities

**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>• Member countries</li><li>• National, regional and international organisations</li><li>• IT Service Providers</li></ul>	<ul style="list-style-type: none"><li>• Assistance / support / training programmes</li><li>• Communications / negotiations / business transactions / sharing systems</li><li>• Communications / Support</li></ul>
<b>Internal</b> <ul style="list-style-type: none"><li>• Executive</li><li>• Senior Leadership Team</li><li>• All Staff</li></ul>	<ul style="list-style-type: none"><li>• Service / Reporting / communications</li><li>• Advice / support / assistance</li><li>• Enquiries / staff issues</li></ul>

**Level of Delegation****The position holder:**

- Can sign off on the IT budget in line with financial delegation for Advisers in the absence of the IT Manager
- 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 Information Technology, Computer Science or relevant field ( <i>Relevant IT professional certifications from Microsoft, Linux and CISCO would be an advantage</i> )

## Knowledge / Experience

Essential
2. At least 7 years extensive work experience in network design, implementation and support, server systems, design and administration with at least 5 of those at the senior advisory level, preferably within the Pacific islands region.
3. Excellent practical experience in VMware Virtualisation, Microsoft Office Cloud and Server Technology, VOIP technologies, Enterprise Linux, SAN Technologies, TCP/IP Networking, Enterprise Security solutions, scripting in powershell or other scripting languages, Backup and Disaster Recovery and other IT systems.
4. Strong strategic advisory, reporting and analytical skills with a demonstrated ability to motivate teams and establish and implement workplan objectives.
5. Excellent knowledge of accepted and emerging information technology issues and challenges in the Pacific islands with excellent understanding and appreciation of environmental ethics, values and priorities.
6. Excellent experience in capacity building including designing and conducting training programmes on IT systems within a multi-disciplinary and multi-cultural team environment.
7. Excellent written and verbal communication skills including high level of presentation and inter-personal skills and maintaining effective relationships with a diverse group of people.

## 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>• Enterprise Network Technologies (Cisco, Huawei, Ubiquiti)</li> <li>• Enterprise Server Hardware (HP)</li> <li>• Enterprise Operating Systems (Microsoft Server and CentOS Linux)</li> <li>• Enterprise Security Solutions (Cloud, On premise)</li> <li>• Virtualised Computing (Cloud, On premises, Desktop)</li> </ul>
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	<ul style="list-style-type: none"> <li>• Managing Microsoft Office 365</li> <li>• Microsoft Technologies (Exchange, Active Directory)</li> <li>• WatchGuard Firewall</li> <li>• Voice over IP (VOIP) PABX Systems</li> <li>• Reporting Skills</li> <li>• Excellent communications (written and verbal)</li> <li>• Fluency in English</li> <li>• Ability to set priorities</li> <li>• Team Building</li> <li>• Commitment to continuous improvement</li> <li>• Interpersonal skills and cultural sensitivity</li> <li>• Work well across programmes</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• Scripting Technologies (PowerShell, PHP)</li> <li>• Storage Area Networks (Fiber Channel and iSCSI)</li> <li>• Flexible approach</li> <li>• ICT Security frameworks and solutions</li> </ul>
Working Knowledge	<ul style="list-style-type: none"> <li>• HTML, JavaScript</li> <li>• Content Management Systems (Drupal)</li> <li>• Environmental issues in the Pacific islands region</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• SPREP Strategic Plan</li> <li>• SPREP Work Programmes</li> </ul>

## 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

**Duty Station:** Apia, Samoa.

**Duration:** Appointment is for a term of 3 years initially with possible renewal for another 3-year term subject to performance during the initial term, continuity of related programme activities and availability of funds.

**Salary:** Salary is denominated in International Monetary Fund Special Drawing Rights (SDRs). Remuneration for this post falls within Band 11 of SPREP's salary scale. Starting salary will be SDR36,326 per annum. This is currently equivalent to SAT138,632 (USD57,764) per annum. Upon confirmation of probation, salary will be adjusted to SDR40,867 which is equivalent to SAT155,961 (USD64,984) 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 SDR4,770 will be paid to the successful candidate. This is currently equivalent to SAT18,203 (USD7,584) per annum. 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 = SAT2.40

**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 completed COVID-19 vaccinations 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 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 dependants after completing 18 months of service for 3-year contracts providing no travel is undertaken within the final 12 months of the contract.

**Housing Assistance:** Internationally recruited staff shall receive housing assistance of 75% of the typical rent payable in Samoa for expatriate executive furnished housing. The current rate is SAT2,850 (USD1,188) 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 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 employees are required to contribute to a recognised Superannuation Fund. An expatriate internationally recruited staff member has the option to participate in the local Superannuation Fund or nominate another recognised Fund 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. 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.

## 4. 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 Information Technology Network & Systems Engineer**” 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 Information Technology Network & Systems Engineer**”

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 the Human Resources Team on telephone (685) 21929 ext 325 / 230 or  
Email: [humanresources@sprep.org](mailto:humanresources@sprep.org)

**Closing date: Friday, 4 November 2022**: Late applications will not be considered.

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