



SPREP

Secretariat of the Pacific Regional
Environment Programme



10th Pacific Islands Conference

**NATURE CONSERVATION
AND PROTECTED AREAS**

Nature Conservation Action for a Resilient Pacific

APPLICANT INFORMATION PACKAGE
Multilateral Environmental Agreements (MEAs)
Coordinator – ACPMEAs3 Project (MEACO)

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A. Background Information on SPREP

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

The head office is based in Apia, Samoa with over 100 staff. There are SPREP offices in Fiji, Republic of the Marshalls Islands and Vanuatu as well as SPREP Officers stationed in Solomon Islands.

SPREP has an annual budget of approximately USD37 million in 2020.

The establishment of SPREP in 1993 sends a clear signal to the global community of the deep commitment of Pacific island Governments and Administrations for better management of the environment within the context of sustainable development.

The strategic direction for SPREP is clearly set out in the 2017-2026 SPREP Strategic Plan. The Plan outlines the mandate, vision and programmes for the organisation, and places strong emphasis on effective delivery of services to SPREP Member countries and territories.

Mandate

SPREP's **mandate** is to promote cooperation in the Pacific region and provide assistance to Pacific island countries and territories in order to protect and improve its environment and to ensure sustainable development for present and future generations.

Vision

SPREP is guided by its **vision for the future:**

“A resilient Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures”.

Members

SPREP has 21 Pacific island member countries and territories:

▪ American Samoa	▪ Northern Marianas
▪ Cook Islands	▪ Palau
▪ Federate States of Micronesia,	▪ Papua New Guinea
▪ Fiji	▪ Samoa
▪ French Polynesia	▪ Solomon Islands
▪ Guam	▪ Tokelau
▪ Kiribati	▪ Tonga
▪ Marshall Islands	▪ Tuvalu
▪ Nauru	▪ Vanuatu
▪ New Caledonia	▪ Wallis and Futuna
▪ Niue	

and 5 ‘metropolitan’ member countries with direct interests in the region:

- Australia,
- France,
- New Zealand,
- United Kingdom and

- the United States of America;

SPREP Goals and Objectives

The Secretariat continues to strengthen and realign its institutional capacities, competencies, and systems to best support its Members by delivering more integrated, responsive, and cost-effective services to Members and partners and by better coordinating regional efforts.

SPREP's Pacific and metropolitan members agreed that SPREP's Strategic plan should span 10 years to address critical environmental and related social and governance strategic priorities, which are reflected in the strategy's regional and organisational goals and objectives, as well as in SPREP's core 'Values'.

Regional Goals

- **Regional Goal 1:** Pacific people benefit from strengthened resilience to climate change;
- **Regional Goal 2:** Pacific people benefit from healthy and resilient island and ocean ecosystems;
- **Regional Goal 3:** Pacific people benefit from improved waste management and pollution control;
- **Regional Goal 4:** Pacific people and their environment benefit from commitment to and best practice of environmental governance.

Organisational Goals

- **Organisation Goal 1:** SPREP has information, knowledge, and communications systems that get the right information to the right people at the right time and influence positive organisational, behavioural and environmental change.
- **Organisation Goal 2:** SPREP has multi-disciplinary processes in programme delivery and in supporting Members to develop national and regional policies and strategies.
- **Organisation Goal 3:** SPREP has a reliable and sustainable funding base to achieve environmental outcomes for the benefit of the Pacific islands region and manages its programmes and operations to stay within its agreed budget.
- **Organisation Goal 4:** SPREP is leading and engaged in productive partnerships and collaboration.
- **Organisation Goal 5:** SPREP has access to a pool of people with the attitudes, knowledge, and skills to enable it to deliver on its shared regional vision.

SPREP's Values

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

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

The ACPMEA3 Project

The capacity building programme related to Multilateral Environmental Agreements (MEAs) in the African, Caribbean and Pacific (ACP) countries results from a partnership between the European Commission (EC), the Secretariat of the ACP group of states, the United Nations Environment Programme (UNEP) and the Food and Agriculture Organisation (FAO) of the United Nations (UN). The aim of this programme is to empower key stakeholders to address environmental challenges and to reap the benefits of improved environmental management at the national and regional levels.

Through capacity building activities during the first two phases of the programme, regional intergovernmental organisations, governments and stakeholders have been equipped with the appropriate knowledge and tools to: participate in international negotiations (i.e. Conventions of Parties); mainstream MEAs commitments into national policies; develop environmental legislations and management tools that serve the implementation of MEAs commitments; and ensure monitoring and reporting of the implementation of MEAs and on the impact of these efforts on the environment in their respective territories.

Throughout the first two phases of the programme, environmental management issues were mainstreamed into institutions and national development plans of a large number of ACP countries. The Programme has enhanced the capacity of the agricultural sector to effectively implement the relevant Conventions on biodiversity and chemical and waste management. The need to continue this effort has been strongly expressed by evaluators as well as by all the partners involved in the programme.

The purpose of this third phase of the ACP MEAs programme is to enhance the mainstreaming and implementation of MEAs related to biodiversity and chemicals and waste, with a focus on the mainstreaming of biodiversity in agriculture, the management of chemicals and waste (including hazardous pesticides), the reinforcement of compliance and enforcement measures and the strengthening of the implementation of regional seas conventions in ACP countries.

The aim will be to ensure that environmental treaties, priorities, decisions, tools and best practices are shared, promoted and effectively transformed into effective actions on the ground. This will be done specifically by confirming the main needs and priorities of the countries and supporting and strengthening the main institutions involved, and enhancing the relevant technical capacities of relevant stakeholders. This programme will assist countries that are Parties to MEAs to support decision-making, develop appropriate policies and legislations, as well as monitoring tools, where needed. The programme will also aim to mobilise non-Party countries to join existing treaties and begin the implementation process.

The third phase of the ACP MEAs programme will deepen the work that has been done by regional institutions and accompany them further in providing the adequate tools and knowledge to countries. It will also address ocean governance by supporting the implementation of Regional Seas conventions, which are MEAs. Ocean governance requires cross-border cooperation, notably for biodiversity and waste and chemicals management: the Regional Seas conventions are an example of sub-regional agreements aimed at bringing countries together in tackling issues of common interest.

SPREP in cooperation with UN Environment Programme will implement the ACPMEAs3 Project in the Pacific ACP States including Timor Leste. The project duration is four years with a total budget of US\$3.26m.

The primary objective of the programme is to promote environmental sustainability in ACP countries by strengthening environmental governance and the implementation of Multilateral Environmental Agreements (MEAs). Specific objectives of the project for SPREP are:

Objective 1: Improved enforcement of- and compliance with- Multilateral Environmental Agreements related to biodiversity (CBD, CITES, CMS) and chemicals and waste (Basel, Rotterdam, Stockholm and Minamata)

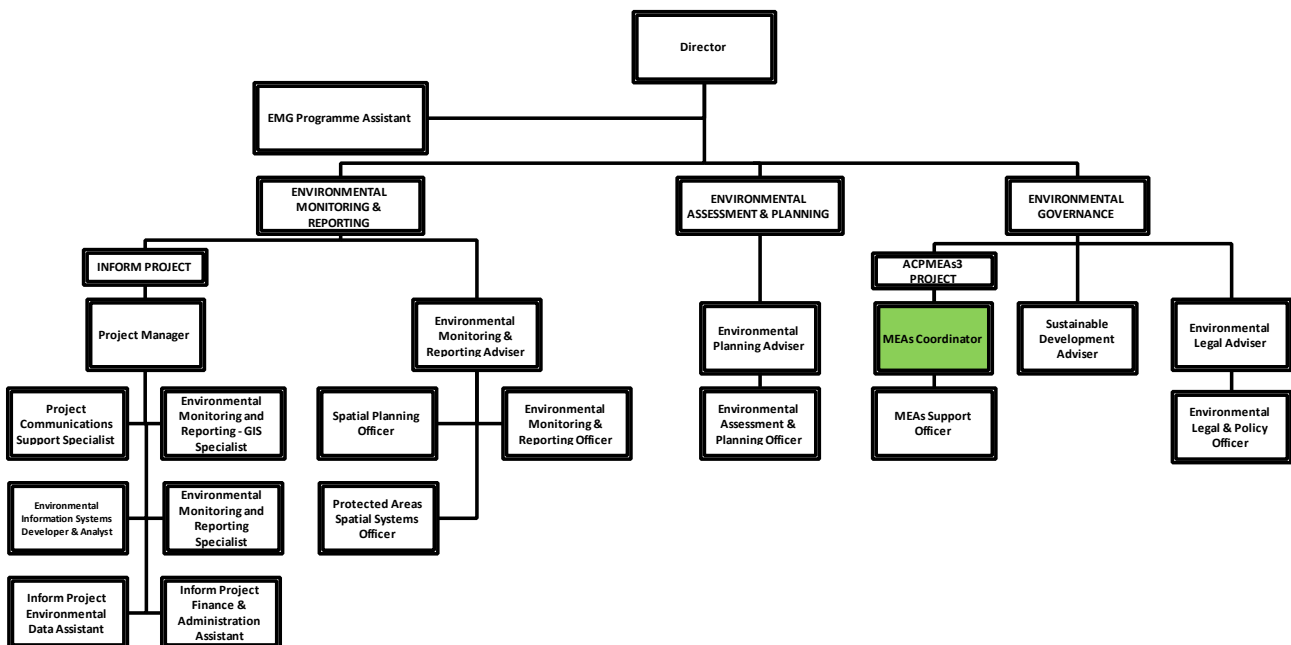
Objective 2: Improved ACP countries capacities for the management of coasts and oceans in line with the related regional seas conventions (Noumea Convention).

The Project will be managed and coordinated by the SPREP Environmental Monitoring and Governance Programme.

B. JOB DESCRIPTION

Job Title:	Multilateral Environmental Agreements (MEAs) Coordinator (ACPMEAs3 Project)
Programme:	Environmental Monitoring and Governance
Team:	Environmental Governance
Responsible To:	Director, Environmental Monitoring and Governance
Responsible For: (Total number of staff)	1
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> • Ensure project results are achieved in line with the project logframe and approved workplan and budget • Coordinate and manage project implementation in close collaboration with SPREP technical programmes, Pacific ACP states, and key partners • Provide strategic policy and technical advice to assist with the implementation of project activities
Date:	October 2020

Organisation Context



Key Result Areas

The position of **Multilateral Environmental Agreements (MEAs) Coordinator – ACPMEAs3 Project** addresses the following Key Result Areas:

1. Project management, implementation, monitoring and reporting
2. Technical and policy advice and capacity building
3. Communication, advocacy and knowledge sharing
4. Networking, partnerships, coordination and collaboration

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

(Duties) The Jobholder is accountable for:	(Performance) Jobholder is successful when:
<p>1. Project management, implementation, monitoring and reporting</p> <ol style="list-style-type: none"> a) Provide leadership and management of the project and the project team b) Facilitate, coordinate and manage the two components of the ACPMEAs3 project in collaboration with key technical staff in IOE, WMPC and EMG c) Establish and coordinate a robust internal project implementation and reporting arrangement to ensure activities within and between the two project components are well coordinated, planned, and delivered in an integrated and synergistic manner d) Provide guidance and assistance to the project team and implementers to ensure project activities are delivered in a timely manner and in accordance with the approved project logframe, workplan and budget e) Develop and implement an Annual Work Plan and Budget (AWP&B) for the project f) Coordinate project activities in collaboration with the project team to ensure complementarity and linkages within and between the two components of the project g) Prepare narrative technical progress reports with input from the project team and implementers and ensure that reports are produced and delivered in the required format, timeframe, and quality. h) Manage and report on the status and use of project funds in accordance with the signed UNEP-SPREP Project Cooperation Agreement and SPREP financial and 	<ul style="list-style-type: none"> • The Project activities in the approved Annual Work Plan and Budget (AWP&B) are implemented within the agreed timeframes and are contributing to the overall achievement of the SPREP strategic priorities • Project is successfully implemented within the approved timeframe • Reports are submitted and received within the agreed timeframes. • Fully accountable to corporate responsibilities including budget management, financial reporting, and other general management requirements applicable to the position • 100% compliance with finance policy, rules, regulations, and laws • Financial reports are produced and submitted to donors in a timely manner. • Clean audit is obtained on an annual basis demonstrating compliance with relevant legislation and regulations • Performance Development Plans are developed and implemented • Relevant and timely reports are provided to the Director EMG, SPREP SMT, UNEP, key partners and PICs, as required. • Project progress including issues and challenges are shared with the internal ACPMEAs project coordination committee • Consultant contracts are developed with appropriate risk management and reporting systems, are managed to time and budget and that they deliver the required outcomes

<p>project management policies and requirements</p> <ul style="list-style-type: none"> i) Lead the preparation of project financial reports in close consultation with the SPREP Project Accountant and ensure donor requirements are met j) Ensure a clean project audit is obtained on an annual basis by implementing good financial management practices and ensure all identified project risks are properly managed and mitigated k) Develop, monitor, and report on individual Performance Development Plans for project staff under direct supervision l) Prepare technical and project performance/progress reports for the Senior Management Team, UNEP, and Countries, as required m) Coordinate and facilitate project review and planning meetings of the internal ACPMEAs3 project coordination committee n) Facilitate and maintain close contact with national focal points on all national level project activities and ensure national ownership, leadership, commitment, and engagement are established to support project implementation 	<ul style="list-style-type: none"> • Improved awareness by Pacific Island Countries and territories of project results and outcomes
<p>2. Technical and policy advice and capacity building</p> <ul style="list-style-type: none"> a) Provide technical and policy advice on strategies and measures to support the implementation of MEAs in the Pacific island countries b) Provide well researched, relevant, and timely technical assessment and policy inputs on environmental issues tailored to suit the needs of Pacific Island Countries in line with objectives of the project c) Contribute to the review of technical reports produced through the activities of the project and ensure these reports are published and disseminated to relevant stakeholders and partners d) Develop and produce policy briefs to support MEAs and linking these to national environmental priorities identified in the SoE report and NEMS and 	<ul style="list-style-type: none"> • Well researched, relevant, and timely technical and policy inputs on MEAs are provided and disseminated to national focal points, key stakeholders, and partners • Technical reports are developed and submitted to UNEP and SPREP on time • Improved technical capacity of targeted project beneficiaries especially on MEAs implementation and engagement at COP meetings

<p>other environment thematic focused strategies and plans</p> <p>e) Provide direct support to participating countries to implement actions of the ACPMEAs3 Project</p> <p>f) Provide oversight and monitor the work of consultants engaged to deliver key technical actions</p> <p>g) Provide technical and policy advisory assistance to implement the functions and role of the Secretariat of the Noumea Convention</p> <p>h) Coordinate and assist with the implementation of the Noumea Convention which includes convention related meetings and reporting requirements</p> <p>i) Coordinate and contribute to regional and national level capacity building activities related to the project which includes MEAs convention trainings and workshops</p>	
<p>3. Communication, advocacy and knowledge sharing</p> <p>a) Create and maintain communication networks with participating countries, UNEP, other ACPMEAs3 regions including the Regional Seas Programme and Noumea Convention parties</p> <p>b) Develop and implement the ACPMEAs3 project communication plan in collaboration with UNEP, PICs and relevant SPREP Programmes</p> <p>c) Identify, compile and regularly update a network of in-country stakeholders relevant to activities of the project including regional partners supporting environmental governance work in-country.</p> <p>d) Liaise closely with project counterparts (especially at the national level) to facilitate the gathering of datasets which describe the status of MEAs implementation in country</p> <p>e) Facilitate active engagement of participating countries in providing information on progress in reporting to MEAs.</p>	<ul style="list-style-type: none"> • The project communication strategy is successfully implemented. • The participating countries are sharing experiences and learning from each other via a regional information exchange platform • Information and training materials including relevant documents and reports are prepared, collated, and shared with relevant stakeholders. • Project profile and visibility is raised through media releases and communication materials • Donor, partners and stakeholders have a good understanding and appreciation of project outcomes and results

<ul style="list-style-type: none"> f) Coordinate and facilitate the dissemination of technical reports, publications and information materials and products to PICs, partners, UNEP and relevant stakeholders g) Coordinate the drafting and preparation of media releases and communication materials to raise profile of the project and its achievements h) Assist in the development of project communication and information sharing, on project activities i) Work together with project countries to documents project outcomes, results, best practices and lessons learnt j) Facilitate and coordinate national and regional level knowledge sharing activities of the project through virtual platforms and where practical face to face exchange to support sharing of ideas, experiences and lessons learnt that are derived from results of the project k) Organise outreach and advocacy activities and events to showcase and share outcomes and results of the project 	
<p>4. Networking, partnerships, coordination and collaboration</p> <ul style="list-style-type: none"> a) Facilitate liaison, partnership and networking with current and potential partners and donors as well as project countries. b) Work together with Pacific Island Countries to facilitate the adoption of best practice in environmental governance and MEAs reporting in line with project activities. c) Liaise and coordinate closely with other relevant regional projects executed by SPREP particularly those that are funded by the EU to ensure complementarity of project activities where projects share common objectives d) Seek opportunities for leveraging new partnerships and financial resources that would enhance, and/or scale up project activities e) Develop new project ideas to expand and scale up project outcomes through other sources of funding 	<ul style="list-style-type: none"> • Effective and positive partnerships with stakeholders, potential partners and donors are established and maintained • Additional partnerships and resources are established to support project implementation • Internal coordination with other SPREP projects has resulted in cost sharing and joint implementation of project activities

Note

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the Jobholder and Project Manager/Director as part of SPREP's Performance Development System.

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

Work Complexity

Most challenging duties typically undertaken:

- Provision of timely and accurate briefings and advice to the Director EMG for use in briefing the SPREP Senior Management Team, UNEP, SPREP Meeting and Participating Countries
- Ensuring project activities are implemented within the approved timeframe
- Managing a technically complex work portfolio and providing timely guidance to the project team
- Collaboration with other regional agencies and stakeholders
- Working across multiple agencies in ensuring delivery of result areas of the projects delivering project activities in remote outer islands. Donor liaison and coordination
- Document & report editing / proofing / quality control
- Meeting project timelines and milestones.

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
External <ul style="list-style-type: none">• Member countries• Donors / Partners• Professional / Scientific organisations• Regional / International organisations	<ul style="list-style-type: none">• Advice and assistance• Consultations and collaboration• Negotiations• Communications and reporting
Internal <ul style="list-style-type: none">• Executive• Senior Management Team• Environmental Monitoring and Governance Programme• Islands and Oceans Ecosystem Programme• Waste Management & Pollution Control Programme• Finance Department• Communications Department• Registry• All staff	<ul style="list-style-type: none">• Team-based work• Advice and support• Activity coverage and reporting• Communications and information sharing

Level of Delegation

The position holder:

- Manages an operational budget
- Can authorise costs in their own approved project budget
- 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 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 Environmental Management, Environmental Law, Environmental Governance, Political Science or a related discipline.

Knowledge / Experience

Essential

2. At least 5 years of progressively responsible experience in areas related to strategic policy and planning, partnerships, and stakeholder coordination with technical expertise on environmental management with at least 3 years of this experience in a role requiring a similar degree of versatility and responsibility, preferably in the Pacific region.
3. Excellent knowledge of current and emerging project-related environmental issues and challenges facing the Pacific region with excellent understanding and appreciation of environmental ethics, values and priorities as well as comprehensive knowledge and experience in environmental management and governance.
4. Excellent knowledge and experience in developing and coordinating capacity building and training programmes and stakeholder engagement processes including understanding of key donor partners and funding institutions.
5. A good knowledge of the Pacific Islands region and demonstrated ability to work and collaborate within a multi-disciplinary and multi-cultural team environment with excellent experience in establishing and maintaining effective relationships with a diverse group of people including at different levels of government, NGOs and diverse groups of stakeholders.
6. Excellent advisory and analytical skills in relation to communications and the media, including high level organisational, coordination, analytical, problem-solving, facilitation and time management capacity.

7. Excellent writing and verbal communications and reporting skills in English as well as skills and experience in working with technical and diverse groups to ensure effective communication and that appropriate tailored to audience materials, are developed.

Desirable

8. Experience in MEAs governance and negotiations at regional and international levels.

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"> • Analytical and Environmental knowledge • Work programme planning, budgeting, and implementation • Communications, representation, and interpersonal skills • Strategic planning skills • Project management • Writing / drafting articles and reports for publication
Advanced level	<ul style="list-style-type: none"> • Relationship management • Contract management • Project coordination, development, monitoring and reporting • Advisory and analytical skills • Negotiation skills
Working Knowledge	<ul style="list-style-type: none"> • Project finances / reporting • Appreciation of Environmental issues in the Pacific island region • Appreciation of emerging development challenges in the Pacific region • Gender equity • Environmental and social safeguards • Multilateral Environmental Agreements
Awareness	<ul style="list-style-type: none"> • SPREP Strategic Plan • Noumea Convention

Key Behaviours

All staff are expected to uphold SPREP's Organisational Values and Code of Conduct which are Key Behaviours forming part of Performance Development:

- Environmental Leadership
- Service Delivery
- Valuing our People
- Integrity

All managers and supervisors are expected to uphold SPREP's established Leadership and Management Behaviours forming part of the Performance Development Plan.

Change to job description

From time to time it may be necessary to consider changes in the Job Description in response to the changing nature of our work environment– including technological requirements or statutory changes. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.

D. REMUNERATION PACKAGE – TERMS & CONDITIONS

“Due to the current COVID-19 situation affecting the region, and the priority the Secretariat places on its staff safety, health and well-being, please note that there may be delays in taking up the appointment. There will be an opportunity to discuss this matter thoroughly with the successful candidates and any appointment and on-boarding would only proceed when regional conditions permit the deployment of new staff”.

Duty Station: Apia, Samoa.

Duration: Appointment is for a period of four years in line with the project time frame with no expectation of continuity beyond the life of the project.

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 SDR29,499 per annum. This is currently equivalent to Samoan Tala \$112,576 (USD\$43,299) per annum. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required. Progress in the salary scale will be based on annual performance reviews.

Cost of living differential allowance (COLDA): A Cost-of-Living Differential Allowance of SDR4,194 will be paid to the successful candidate. The current equivalent in Samoan Tala is SAT\$16,006 (USD\$6,156) 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 = SAT\$2.60

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, 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 dependent(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 SAT\$4,198 (USD\$1,615).

Temporary Accommodation and Assistance: On arrival in Apia, the appointee and (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 Samoan Tala \$15,600 (USD\$6,000) per annum per dependent child, with an overall maximum of Samoan Tala \$46,800 (USD\$18,000) 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 SAT\$2,850 (USD\$1,096) 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 SAT\$2,400 (USD\$923) 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 dependents are entitled to have all reasonable medical, dental and optical expenses met, under the terms and conditions of the SPREP in-house Medical Treatment Scheme.

Superannuation: All employees are required to contribute to the Samoa National Provident Fund. An expatriate internationally recruited staff member has the option to nominate another recognised Fund for their superannuation. SPREP will pay the minimum legal requirement of basic salary to the Samoa National Provident Fund or another approved nominated Fund.

Learning and Development

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

Definitions:

'Dependent' 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.

E. ADMINISTRATIVE INFORMATION

ESSENTIAL: Applications should include:

1. Completed Application Form – can be downloaded from the Employment Section of our website (*you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the criteria – DO NOT refer us to your CV. Failure to do this will mean your application will not be considered*);
2. A detailed Curriculum Vitae.

Applications that do not complete the correct SPREP Application Form and submit all the requirements stated above will not be considered.

Submitting applications:

- a) **BY EMAIL: (MOST PREFERRED OPTION)** Subject matter to be clearly marked "Application for Multilateral Environmental Agreements Coordinator – ACPMEAs3 Project" and send to 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 Multilateral Environmental Agreements Coordinator – ACPMEAs3 Project"

More Information on SPREP and its work in the region can be found on the SPREP website www.sprep.org

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

Closing date: Friday, 13th November 2020: Late applications will not be considered.

SPREP is an Equal Opportunity Employer