



APPLICANT INFORMATION PACKAGE  
**OUTREACH SUPPORT OFFICER (OSO)**

**(for Samoan nationals and permanent residents only)**

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## A. Background Information on SPREP

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

The head office is based in Apia, Samoa with over 130 staff. There are SPREP offices in Fiji, the Republic of the Marshalls Islands and Vanuatu.

SPREP has an annual budget of approximately USD30 million in 2021.

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>	Outreach Support Officer (OSO)
<b>Programme:</b>	Executive and Regional Offices (ERO)
<b>Team:</b>	Communications & Outreach
<b>Responsible To:</b>	Communications & Outreach Adviser
<b>Responsible For: (Total number of staff)</b>	N/A
<b>Job Purpose:</b>	<p>This job exists to:</p> <ul style="list-style-type: none"> <li>Provide support to the Communications and Outreach Team in implementing SPREP's outreach activities to raise environment awareness and to raise the profile of environment issues, SPREP, its partners and relevant actions</li> </ul>
<b>Date:</b>	December 2021

### Organisation Context



### Key Result Areas

The Position of **Outreach Support Officer** (OSO) addresses the following Key Result Areas:

1. Outreach awareness and education activities
2. Content development for SPREP outreach
3. Monitoring and tracking of outreach and awareness activities
4. SPREP outreach and other communications-related functions

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

Jobholder is accountable for	Jobholder is successful when
<b>1. Outreach awareness and education</b> <ol style="list-style-type: none"> <li>a) Support SPREP outreach and education awareness campaigns to raise environmental awareness and strengthen environmental responsibility</li> <li>b) Implement education awareness and outreach activities at SPREP</li> </ol>	<ul style="list-style-type: none"> <li>• A working relationship has been established with the Programme Staff to plan national and regional formal and non-formal education and outreach awareness campaigns.</li> <li>• National and regional formal and non-formal education and outreach awareness campaigns are supported and implemented</li> <li>• School and community group visits to SPREP are coordinated on a regular basis</li> <li>• SPREP staff visits to schools throughout the region are facilitated and carried out.</li> <li>• Networks are established and maintained with regular correspondence with education or awareness officers from Pacific Island Members.</li> <li>• Online outreach and learning systems are applied, such as webinars, ManaClasses and online quizzes.</li> </ul>
<b>2. Content development for SPREP outreach</b> <ol style="list-style-type: none"> <li>a) Assist in providing and preparing content for SPREP outreach activities</li> <li>b) Develop content for special activities to be coordinated in commemoration with special international days that are in line with strengthening environment awareness and responsibility</li> <li>c) Ensure media profiling of SPREP Outreach activities is implemented.</li> </ol>	<ul style="list-style-type: none"> <li>• Media articles have been developed on SPREP outreach activities</li> <li>• Work has been undertaken with relevant SPREP staff to research, consult and write or support the writing of content for SPREP Outreach activities.</li> <li>• All partners have been consulted in the development of content required for national and regional, formal and non-formal outreach activities</li> </ul>

d) Implementing outreach activities under the SPREP Communication Pathways	<ul style="list-style-type: none"> <li>• Input from focus groups has been considered as part of content development</li> <li>• Key activities under the pathways are actioned</li> </ul>
<b>3. Monitoring and tracking of SPREP outreach and awareness activities</b> <ul style="list-style-type: none"> <li>a) Ensure all content developed is tracked and monitored</li> <li>b) Monitor and evaluate, where relevant, all SPREP formal and non-formal outreach activities.</li> <li>c) Develop lessons learnt case studies from SPREP outreach and awareness activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring sheets for all content developed against Communications and Outreach work plan</li> <li>• Outreach activity monitoring sheets inclusive of evaluation outputs where relevant have been developed</li> <li>• Content for electronic Lessons Learnt case studies based on SPREP outreach and awareness activities are developed</li> <li>• The Environment Friends Lyris list is consistently updated.</li> </ul>
<b>4. SPREP outreach and other communications-related functions</b> <ul style="list-style-type: none"> <li>a) Support the Communications and Outreach Unit to develop and implement planned activities to help raise the profile of SPREP, it's partners and environment issues and relevant actions</li> <li>b) Provide support where required to ensure all functions of the SPREP Communications and Outreach Unit are met</li> </ul>	<ul style="list-style-type: none"> <li>• Plans have been developed and implemented in partnership with SPREP staff and the Communications and Outreach team to raise the profile of SPREP</li> <li>• Activities have been completed to share understanding and information about the partners of SPREP, the environment issues and relevant actions undertaken</li> <li>• Monitoring of the Plans and activities for profile raising is undertaken and, where possible evaluation is also implemented.</li> <li>• Support is provided to all other areas of the Communications and Outreach team as required</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 Director/Supervisor as part of the Performance Development System.

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

### **Work Complexity**

### **Most challenging duties typically undertaken:**

- SPREP Outreach activities are planned and implemented with support from the Communications and Outreach team and relevant SPREP staff
- Development of relevant and effective outreach content
- Profile raising of SPREP, Partners, environment issues and relevant actions

## 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>• Outreach partners, service providers and stakeholders</li> <li>• Schools and community groups in Samoa and those visiting Samoa</li> <li>• Member countries</li> </ul>	<ul style="list-style-type: none"> <li>• Communications and outreach</li> <li>• Discussions</li> <li>• Information sharing</li> <li>• SPREP profile awareness</li> </ul>
<b>Internal</b> <ul style="list-style-type: none"> <li>• Programme staff</li> <li>• Information Services</li> </ul>	<ul style="list-style-type: none"> <li>• Outreach campaign</li> <li>• Collaboration</li> <li>• Discussions</li> </ul>

## Level of Delegation

*The position holder:*

- 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. A Bachelor degree in Communications or relevant discipline



## Knowledge / Experience

### Essential

2. At least 2 years experience in awareness and outreach campaigns as well as communications services (Bachelor degree holders with no prior experience are welcomed to apply)
3. Excellent communications skills with high command of spoken and written English including presentation and inter-personal skills, media, publications, communications and networking with internal and external stakeholders
4. Demonstrated knowledge and appreciation of the communication and outreach functions and its role in an organisation as well as general knowledge of accepted and emerging outreach issues and challenges in the Pacific region
5. Excellent understanding and appreciation of team work and performance culture with a positive approach to continuous learning and development and to diverse opportunities and challenges within a multi-disciplinary and multi-cultural team environment
6. Has excellent research and computing skills including Microsoft Office
7. Demonstrated ability to work with integrity, maintain confidentiality and use discretion when handling sensitive information and shows initiative and ability to be creative and to think outside the box

## 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>• Working with many different partners to develop content for resources and profiling</li><li>• Working with youth, community groups and or schools to implement awareness and education activities</li><li>• Planning and coordination of outreach activities</li><li>• Ability to research and high level of fluency in English and excellent writing skills</li><li>• Excellent communications</li><li>• Ability to set priorities and manage time</li><li>• Problem solving</li><li>• Work across programmes/team</li></ul>
Advanced level	<ul style="list-style-type: none"><li>• Organisational skills</li><li>• Innovative profile raising activities (planning and implementation)</li></ul>

	<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>• Photograph skills, administrative organisational skills</li> <li>• Microsoft excel and outlook</li> <li>• Gender issues, child protection, inclusiveness and environment social safeguards</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• SPREP Strategic Plan</li> <li>• SPREP Performance Implementation Plan and Results Framework</li> <li>• SPREP Work Programmes</li> <li>• SPREP style guide</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:

- 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”.*

**Duty Station:** Apia, Samoa.

**Duration:** Appointment is for a term of three years and may be renewable for a further term(s) based on the needs of SPREP at the time, its funding situation and proven merit and work performance.

**Salary:** Remuneration is at Band 7 of SPREP's salary scale for locally recruited staff. Starting salary will be SAT\$36,299 per annum. This will be adjusted to SAT40,837 upon confirmation of probation. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required. Further progress in the salary scale will be based on annual performance reviews.

**Term:** Appointment is subject to a satisfactory medical examination and clean police report, as well as a 6 months probationary period.

An appointment is terminated by (i) completion of term of contract (ii) one month's notice by either party (iii) without notice by either party paying one month salary in lieu of notice or (iv) dismissed with or without notice as a disciplinary measure.

**Performance Reviews:** Annual performance assessments and performance rewards will be based on the Secretariat's Performance Development System.

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

**Annual Leave:** 15 working days a year (up to a maximum accumulation of 50 days).

**Sick Leave:** 30 working days a year (up to a maximum accumulation of 90 days).

**Other Leave:** Provisions 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 existing SPREP Medical

Insurance.

**Superannuation:** SPREP will pay the Samoa minimum legal requirement of basic salary to the Samoa National Provident Fund.

**Overtime:** Locally recruited staff at Band 8 and below may claim overtime or time off in lieu of overtime for the hours they are required to work in excess of their normal working hours. A meal allowance and transport assistance are also available subject to terms and conditions set out by the Staff Regulations.

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

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

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

**Definitions:**

'Dependent' means the financially dependent spouse or dependent child of an employee.

'Dependent child' means an employee's unmarried, financially dependent, natural or legally adopted child who is:

- under the age of 16 years; or
- under the age of 19 years if undertaking full-time study at a secondary school; or
- under the age of 25 years if enrolled and undertaking full-time study at a university or other tertiary institution; or
- mentally or physically incapacitated.

**Equal Opportunities:** SPREP is an Equal Opportunity Employer. Men and women are equally eligible for all posts in SPREP.

**General:** Appointment will be under the terms and conditions of SPREP's Staff Regulations, a copy of which will be made available to the successful applicant.

## 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 Outreach Support Officer” 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 Outreach Support Officer”

More Information on SPREP and its work in the region can be found on the SPREP website  
[www.sprep.org](http://www.sprep.org)

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

**Closing date: Friday, 28<sup>th</sup> January 2022**: Late applications will not be considered.

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