APPLICANT INFORMATION PACKAGE
Pacific Environment Portal Systems Developer & Analyst
(PEPSDA)

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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 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

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

Organisational Goals

o **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.
o **Organisation Goal 2:** SPREP has multi-disciplinary processes in programme delivery and in supporting Members to develop national and regional policies and strategies.
o **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.
o **Organisation Goal 4:** SPREP is leading and engaged in productive partnerships and collaboration.
o **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**

Brief Overview: *"Enhancing Climate Information and Knowledge Services for resilience in 5 island countries of the Pacific Ocean"* project

Under the Regional Goal 4 of the SPREP Strategic Plan 2017-2026, one of its objectives is for SPREP through the Environmental Monitoring and Governance (EMG) Programme to strengthen environmental data collection, monitoring and analysis and reporting on results, nationally and regionally. Through the Enhancing Climate Information and Knowledge Services programme, it gives the opportunity for the EMG programme and Climate Change and Resilience (CCR) Programme to work in partnership to strengthen the use of climate change and environment data and information that will improve community preparedness, response capabilities and resilience.

The five-year "Enhancing Climate Information and Knowledge Services for resilience in 5 island countries of the Pacific Ocean" programme will facilitate the development of integrated climate and ocean information services and people-centred Multi-Hazard Early Warning Systems (MHEWS) in Cook Islands, Niue, Palau, the Republic of the Marshall Islands (RMI) and Tuvalu. This activity will enhance coordination and knowledge sharing among the five countries to improve data and knowledge management, including enhancing the existing regional Pacific Environment Portal network and regional data centre.
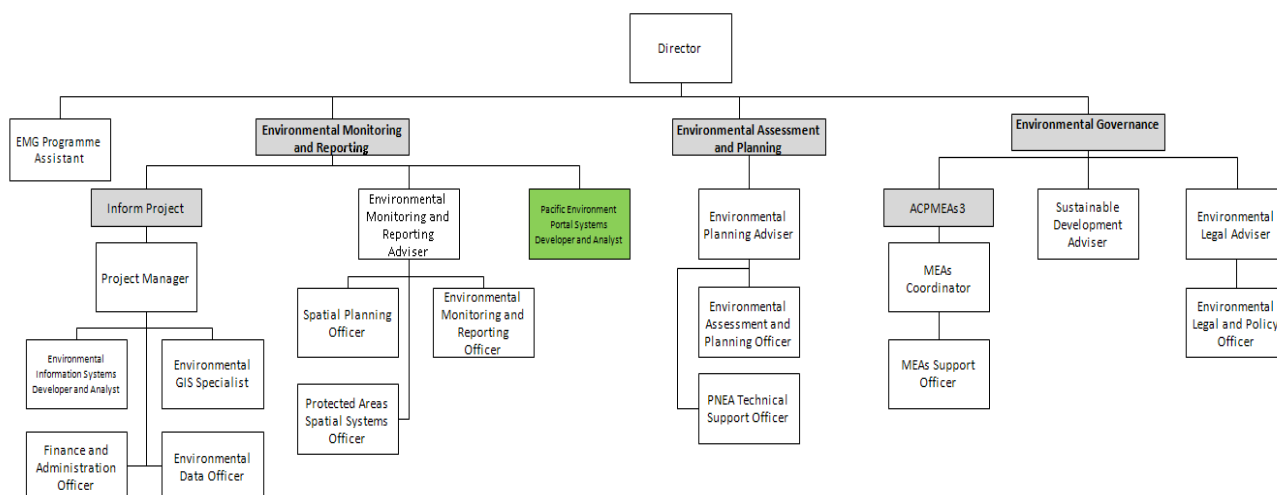
The programme will be executed by five national Executing Entities (EEs) designated by the Government of each country. The EEs will be accountable to UN Environment Programme (UNEP) for programme execution and for effective and efficient use of resources. In addition, UNEP will undertake limited EE functions through its Sub-regional Office for the Pacific, co-located with SPREP in Samoa. Consultants and Technical Partners will be contracted to undertake relevant activities as appropriate.

UNEP is the Accredited Entity (AE) to the donor, the Green Climate Fund (GCF), and will be responsible for overseeing the implementation, financial management, evaluation, reporting and closure of activities under the programme. UNEP will ensure that the programme is implemented according to the policies and guidelines of UNEP and the GCF.

B. JOB DESCRIPTION

Job Title:	Pacific Environment Portal Systems Developer & Analyst (PEPSDA)
Programme:	Environmental Monitoring and Governance
Team:	Environmental Monitoring and Reporting
Responsible To:	Director, EMG
Responsible For: (Total number of staff)	N/A
Job Purpose:	**This job exists to**: • Assess current design as fit for purpose, develop new and improved functionality for the interactive ICT platform, build features complimentary to MET services existing platforms and administer the network for the programme countries as well as the broader regional Pacific environment portal network and provide technical solutions including expanding the regional data center to the five programme countries: Cook Islands, Niue, Palau, the Republic of the Marshall Islands and Tuvalu; • Provide advice, assistance and capacity building on all climate and environmental data management related developments and activities in the five aforementioned member countries and maintain and enhance the Pacific Environment Portal Network.
Date:	August 2022

Organisation Context

Key Result Areas

The position of **Pacific Environment Portal Systems Developer & Analyst (PEPSDA)** addresses the following Key Result Areas:

1. Design, development and back-end support of data repositories and related suite of applications
2. Technical advice, support and assistance to programme countries
3. Capacity Building
4. Environmental data systems and databases management and administration
5. Reporting and technical assistance on all IT-related functions of the programme
6. Project management support

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

Jobholder is accountable for	Jobholder is successful when
1. **Design, development and back-end support of data repositories and online reporting tools and applications** a) Review, design, develop and support the PEP environmental data portals for the five programme countries, in particular the Drupal Knowledge Archive Network (DKAN/EKAN) data repository and Environment indicator reporting tool and other PEP applications b) Lead the development and workflow for SPREP's climate services and environmental data management tools and integration of existing single issue based platforms both at the national and regional scale, including addition of a new category for climate data and information to each national portal c) Work with national counterparts, UNEP Programme Coordinator and SPREP team to analyse requirements for climate and environmental-related data/information management and applications of ICT in MET services, and translate these into practical technical solutions d) Develop, manage and test regional syncing and security plans for Inform information systems and databases e) Develop applications for ease of use and extended reach of climate and environmental information	• Programme Countries are using intuitive and practical data repositories and reporting tools • Technical solutions developed and implemented meet user requirements and core needs of the programme countries and SPREP • Existing country data portals are assessed and updated to support available climate data, experiences, cases studies and other forms of knowledge produced by 5 participating countries • Data and websites are backed up securely and outages are minimised • Data harvesting applications are in use in national and regional data portals including within SPREP • Manage and host programme databases successfully • Test Disaster Recovery plans for database systems regularly and successfully • Country counterparts and decision makers have intuitive and accessible tools to access information
2. **Technical advice, support and assistance to programme countries** a) Provide technical advice to the EMG and CCR Programmes, UNEP PMU and member countries on information management, data sharing and distribution b) Provide technical advice and solutions to the five countries on data storage and use for	• Timely and appropriate advice is provided to country stakeholders, UNEP Programme Coordinator and the SPREP team • Country data needs are addressed, and reporting is drawing from online resources • Country data management issues are

international reporting needs including VNRs and national communications c) Ensure "state of the art" IT is applied within the programme d) Coordinate input into the National Data and Information Strategic Action Plans developed and implemented in Cook Islands and RMI, and the Data Strategy for the Ministry of Natural Resources developed and implemented in Niue e) Facilitate that Climate and environment related data is made available in national environment portals in the Cook Islands, Niue, Palau, RMI and Tuvalu.	addressed in a timely and satisfactory manner • National Data and Information Strategic Action Plans and Data Strategy developed • Climate and environment datasets on the PEP increase in abundance and availability
3. Capacity building a) Design and deliver capacity building activities to enhance in-country data management and reporting of capacity of NMHS staff and Programme-hired National Climate Data Consultants b) Facilitate learning, mentoring and training on the applications of ICT in NMHS operations c) Review procedures in database management system manuals for making changes to databases and establish and maintain database systems documentation.	• System requirements developed successfully • Revised documentation, timely recommendations and solutions are provided • Facilitate capacity building for NMHS on ICT components of weather prediction, remote sensing, IoT, radar, implementation of alerts and other related systems. • Procedural manuals are developed for making changes to databases successfully • Participating countries have been trained on data portal and existing data tools, and support provided to access and utilise these tools • Data is uploaded to the data portal from both national and regional sources
4. Environmental data systems and databases management and administration a) Administer PEP information systems and databases (portals, reporting tools, and websites), the Drupal based data portal focused on climate-related data and information management b) Schedule, plan and manage the installation, refinement, and testing of products and improvements to PEP tools and processes c) Identify and evaluate new regional developments in data portals and reporting tools and provide recommendations to the UNEP Programme Coordinator and SPREP team. d) Work with SPREP IT to ensure the PEP and the related data tools are integrated across the organisation and maintenance of the system is streamlined and simplified.	• Minimal disruptions to PEP information systems and databases • Programme-wide applications are current or upgraded plans in place to meet participating country needs • Database systems developed and maintained in line with current industry developments and aligned to National Meteorological and Hydrological Services (NMHS) needs as well as to national and regional obligations including NDCs, NSDPs, MEAs and SDGs • Recommendations are regularly provided to the SPREP team, UNEP Programme Coordinator regarding PEP information systems and software upgrades/improvements. • Sustainability within SPREP and the region is enhanced through close planning and implementation with SPREP IT

5. Reporting and Technical Assistance on all IT-related functions a) Prepare and deliver training for country staff and consultants, partners and staff, particularly in the use of the PEP and related data and reporting applications b) Design, develop and create custom reports based on programme requirements and respond to ad hoc queries c) Contribute to the development of the SPREP component of the programme budget by identifying programme information systems and database activity costs for the coming year	• Prepared and delivered training for country counterparts, participants from member countries and SPREP staff as needed successfully • Assistance and advice are provided for programme staff in managing data sets • Customised reports developed and provided • Prompt and quality support is provided to member countries and staff • Annual reports provided on costs for support and upgrades of project systems to the DEMG • Assistance and advice provided to Data/reporting Management as well as participation in Working Group Activities
6. Project management support a) Prepare and produce technical output reports and deliverables for all PEPDA activities b) Input and update relevant project information into the SPREP Project Management Information System (PMIS) c) Provide input into the preparation of SPREP and programme-specific annual work plans and budget d) Contribute to the preparation of the SPREP component of the programme's financial reports and ensure compliance with SPREP and donor financial reporting requirements. e) Assist and support the UNEP Programme Management Unit (PMU) including monitoring and evaluation f) Assist in providing secretariat support for programme-related meetings and workshops.	• Effective technical support is provided to the to ensure it meets agreed measurable outputs and indicators • PMIS is updated and used effectively to manage and track project progress. • Constructive input and feedback is provided to the programme reports • Profile of the programme and its results are widely acknowledged and appreciated by key stakeholders, partners and donors • Successful and effective working relationships established with UNEP PMU and Programme Coordinator and collaborating partners.

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 Plans.

Work Complexity

Most challenging duties typically undertaken:

- Analyse, propose and design technical solutions and undertake its implementation to meet programme specifications and user requirements.
- Collaborate with stakeholders, member countries on modifications and enhancements to regional databases.
- Review, analyse and update existing SPREP data repository systems, frameworks and applications.
- Build capacity of National Meteorological and Hydrological Services (NMHS) staff and Programme-hired national consultants on the applications of ICT with relation to the programme

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
External • Member countries • National/Regional/International organisations • UNEP PMU	• Assistance/support/training programmes • Communications/negotiations/business transactions/sharing systems
Internal • Executive • Senior Leadership Team • Programme Staff and Departments	• Service/reporting • Communications • Advice/support/assistance • enquiries

Level of Delegation

The position holder:

- No level of delegation

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/Data Management/Informatics OR related field (Relevant IT professional certifications in DRUPAL/Microsoft would be an advantage)

Knowledge / Experience

Essential

2. At least 5 years relevant work experience in the following :
   a) Applications development and information systems administration/management
   b) Technical project management and the successful implementation of open source data portals, use of DKAN or CKAN would be an advantage.

3. Excellent knowledge and experience of the following:
   a) Site building with Drupal 8 or later. Experience with the following modules desirable - Bootstrap, Views, Open Layers, Leaflet, Feeds, Features, Sub-theming
   b) Data harvesting applications (APIs /Scripts used in DKAN) and reporting tools
   c) Custom module development Drupal 8 or later. Experience with the following: libraries, services, Devel modules and git. Experience with Drupal 8 configuration management, drush, drupal console advantageous
   d) Programming in a client server environment and demonstrated in depth knowledge and experience in object-oriented programming (preferably PHP 7.0 or higher, or Python, Java, C#, Microsoft.Net technologies)
   e) Ability to work with Software Development Frameworks and Libraries (preferably Drupal 8 or later, JQuery, Leaflet, Open layers, Bootstrap 3 or higher)
   f) Software development lifecycle and using software development tools such as Integrated Development Environments (IDE's - Netbeans), version control (git), package managers (composer, nuget), project management and integration tools.
   g) Script in powershell, perl or other scripting languages
   h) Experience with containers/docker, wodby, sendgrid, AWS and CDN's advantageous

4. Excellent capacity building, advisory and analytical skills including:
   a) Database analysis, scoping, data and process mapping including practical experience in various Database Management Systems and data management platforms especially Postgres/PostGis, MySql, MariaDb, MS SQL Server 2012 or later, experience with DKAN/CKAN with various database connectivity APIs would be advantageous
   b) Administering open source operating systems and configurations such as Ubuntu, Centos/ Redhat, Apache, NGINX

5. Excellent knowledge of accepted and emerging information technology issues and challenges in the Pacific islands including Geoserver, Internet and associated technologies, such as websites, web services and portals (Drupal 7 or later). Application of agile software development process.
6. 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

	7. Excellent English written and verbal communication skills including high level of presentation and inter-personal skills, strategic collaboration and networking with donors and partners with demonstrated experience in developing and maintaining effective relationships with a diverse group of people and as part of a team within a multi-disciplinary and multi-cultural working environment

Key Skills / Attributes / Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	• Computing • Problem solving • Reporting skills • Excellent communications • Capacity building • Fluency in English • Ability to set priorities • Team building • Commitment to continuous improvement • Interpersonal skills and cultural sensitivity • Work well across programmes
Advanced level	• IT issues in the Pacific Islands region • Agile approach
Working Knowledge	• Environmental issues in the Pacific islands region • Climate change risks, hazards and impacts in the Pacific islands region
Awareness	• SPREP Strategic Plan 2017-2026 • SPREP Work Programmes

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. 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 4.5 years initially with possible renewal in line with the project time frame, subject to performance during the initial term, continuity of related project activities and availability of funds. This is a project specific position which will complete at the end 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 SDR30,237 per annum. This is currently equivalent to Samoan Tala SAT115,393 (USD48,080) per annum. Upon confirmation of probation, salary will be adjusted to SDR34,016 which is currently 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 SDR4,194 will be paid to the successful candidate. The current equivalent in Samoan Tala is 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 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 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 Samoan Tala 15,600 (USD6,500) per annum per dependent child, with an overall maximum of Samoan Tala 46,800 (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 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 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 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. 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:
'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.

4. ADMINISTRATIVE INFORMATION

<u>ESSENTIAL</u>: 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 SPREP Application Form and submit all the requirements stated above will not be considered.

<u>SUBMITTING APPLICATIONS</u>:

a) **BY EMAIL** (*MOST PREFERRED OPTION*): Subject matter to be clearly marked "**Application for Pacific Environment Portal Systems Developer and Analyst (PEPSDA)"** 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 Pacific Environment Portal Systems Developer and Analyst (PEPSDA)"**

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

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

Closing date: Friday, 7th October 2022: Late applications will not be considered.

SPREP is an Equal Opportunity Employer