



SPREP
Secretariat of the Pacific Regional
Environment Programme

APPLICANT INFORMATION PACKAGE
**PROJECT MANAGER: BY-CATCH AND INTEGRATED
ECOSYSTEM MANAGEMENT (BIEM) INITIATIVE**

PACIFIC-EUROPEAN UNION MARINE PARTNERSHIP PROGRAMME

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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 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. EDF-11 Pacific-European Union Marine Programme (PEUMP)

SPREP is implementing the By-catch and Integrated Ecosystem Management (BIEM) Initiative which is Key result Area 5 of the Pacific-European Union Marine (PEUMP) programme. Funded by the European Union and the Government of Sweden, the EUR 45 million PEUMP programme has recently been extended to April 2025. The programme promotes sustainable management and sound ocean governance for food security and economic growth, while addressing climate change resilience and conservation of marine biodiversity. It follows a comprehensive approach, integrating issues related to oceanic fisheries, coastal fisheries, community development, marine conservation and capacity building under one single regional action.

The PEUMP programme focuses on equitable benefits for all Pacific countries, whilst recognising the diversity of resources, needs and opportunities amongst its 15 Pacific countries of work - the Cook Islands, Fiji, Federated States of Micronesia (FSM), Kiribati, Nauru, Niue, Palau, Papua New Guinea, Republic of the Marshall Islands, Tuvalu, Tonga, Samoa, Solomon Islands, Timor Leste and Vanuatu.

Several key Pacific regional agencies are also part of the PEUMP programme, with targeted support being implemented by the [Pacific Community \(SPC\)](#), [Forum Fisheries Agency \(FFA\)](#), [Secretariat of the Pacific Regional Environment Programme \(SPREP\)](#) and [University of the South Pacific \(USP\)](#) in close collaboration with national authorities and Non-Government Organisations such as the Locally Managed Marine Area (LMMA) Network, Worldwide Fund for Nature (WWF), International Union for the Conservation of Nature (IUCN) and the Pacific Islands Tuna Industry Association (PITIA).

These multi-stakeholder partnerships collaborate, lead and deliver targeted programme support through:

1. Partnerships with Pacific Island countries to reduce illegal, unregulated and unreported (IUU) fishing activity and increase national capacities for sustainable management **(SDG 14.4)**;
2. Partnerships with the Private Sector to create new business opportunities, to improve legal practices and to foster decent employment creation **(SDG 14.7)**;
3. Partnerships with NGOs to increase awareness on IUU fishing activities and support advocacy campaigns for behaviour changes **(SDG 14.4)**;
4. Promotion of the sustainable utilisation of coastal and marine biodiversity through improving marine spatial planning, climate change resilience, and conservation **(SDG 14.2)**;
5. Capacity building – involving the regional university network and TVET institutions – as a key tool for better fisheries and marine resources management **(SDG 4)**;
6. An annual Policy Dialogue on integrated ocean governance and sustainable fisheries between the EU and Pacific Island Countries is a key initiative to promote accountability in the management of marine resources, enhance understanding on joint priorities, and strengthen the voice of stakeholders **(SDG 17)**;
7. Gender mainstreaming and human rights-based approaches as key pillars to promote direct opportunities and positive changes for Pacific Island people., targeting women, men, youth and vulnerable groups **(SDGs 5 and 10)**.

8. Facilitation of sector policy dialogues involving civil society organisations and non-state actors, including the private sector, further contributing to ownership and sustainability beyond the life of the programme **(SDG 17)**.

The BIEM Initiative is focused on the sustainable utilisation of coastal and marine biodiversity promoted through improving marine spatial planning, increasing climate change resilience, enhancing conservation, mitigation and rehabilitation measures. To achieve the result, SPREP is delivering specific activities with regional organisations, national governments and local communities under-pinned by gender and human rights-based approaches to halt the decline of protected marine species, strengthen the sustainable management of coastal and marine ecosystems and support poverty reduction.

Specifically, the BIEM Initiative is focused on:

1. Supporting marine spatial planning in Fiji and the Solomon Islands
2. Integrated ridge to reef ecosystem management and climate change adaptation in Fiji and Vanuatu
3. Assessment of marine turtle extinction risk and the status of cetaceans in the Western Central Pacific Ocean
4. Development and implementation of bycatch mitigation strategies
5. Capacity development through research grants to Pacific Island Citizens
6. Support for community monitoring and protection of endangered species
7. Capacity building on non-detrimental findings process for Convention of International Trade of Endangered Species (CITES) parties.

BIEM Initiative activities are designed to be relevant to all Pacific countries. However, to maximise the positive impact of the work with the funding available the majority of work is being undertaken in Fiji, Papua New Guinea, Solomon Islands, Tonga and Vanuatu.

The BIEM Initiative is being implemented in partnership with the International Union for Conservation of Nature (IUCN) Oceania Regional Office, which will be responsible for implementing the marine spatial planning component and TierraMar Ltd, an Australian charity, that is responsible for coordinating the species conservation and by-catch components of the project.



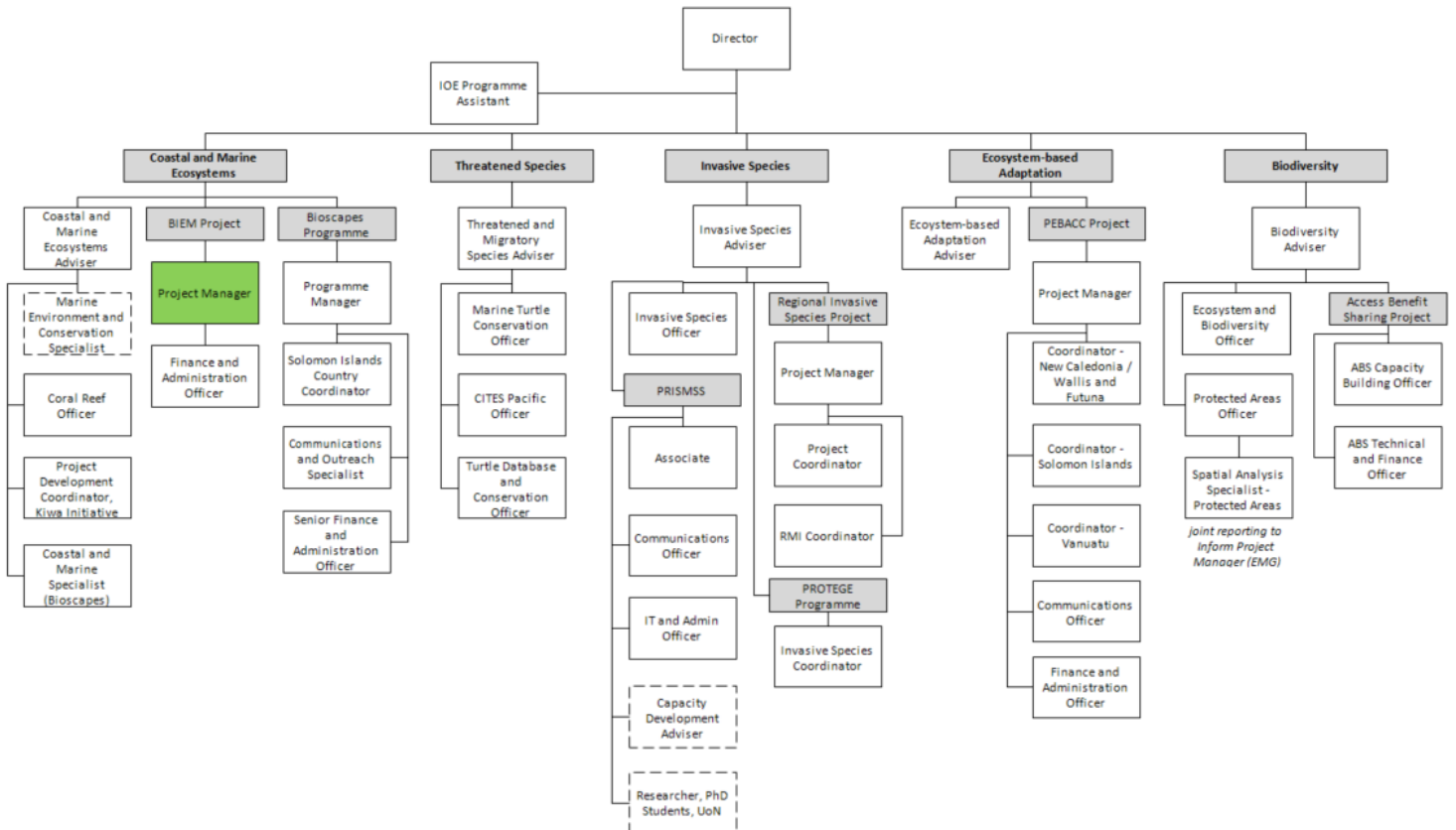
SPREP

Secretariat of the Pacific Regional Environment Programme

B. JOB DESCRIPTION

Job Title:	Project Manager – BIEM Initiative
Programme:	Island and Ocean Ecosystems (IOE)
Team:	Coastal and Marine Ecosystems
Responsible To:	Director, Island and Ocean Ecosystems
Responsible For: (Total number of staff)	1
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> Lead the team and delivery of the EU EDF-11 funded By-Catch and Integrated Ecosystem Management Initiative in Pacific island countries.
Date:	December 2022

Organisation Context



Key Result Areas

The position of **Project Manager – BIEM Initiative** addresses the following Key Result Areas:

1. Project leadership and management
2. Technical and policy advice, support and facilitation
3. Communications, visibility and capacity building
4. Monitoring, evaluation and reporting
5. Financial and project administrative management
6. Networking, partnerships and collaboration

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

Jobholder is accountable for	Jobholder is successful when
<p>1. Project leadership and management</p> <ol style="list-style-type: none"> a) Provide leadership and management of the project and the project team; b) Manage and implement the project team's contributions to the SPREP Performance Implementation Plan and Results Framework (PIP). c) Develop and implement the Team's Annual and quarterly Work Plan and Budget (AWP&B) to support the Programme's Annual Workplan including the planning and management of the team's human and financial resources. d) Provide technical guidance and assistance to the team as well as quality control of their work; e) Lead and work with the staff of the Project team in the development, monitoring and assessment of Performance Development Plans as well as the necessary learning and development to support their work; f) Lead and provide oversight of the overall implementation of project activities in line with the approved project document; g) Ensure reports to EU and SPREP are produced and submitted in a timely manner. 	<ul style="list-style-type: none"> • The project team is a high performing team that delivers on its Annual Work Plan and Budget (AWP&B) objectives within the agreed timeframe and contribute to the overall achievement of the SPREP strategic priorities; • The team's work is well integrated and contributes to SPREP programmes; • Staff Performance Development Plans are developed and assessed on time; • Joint divisional planning, delivery and monitoring and evaluation in close consultation with the Director of the Division • Fully accountable to corporate responsibilities including budget management, financial reporting, staffing issues and other general management requirements; • Project is successfully implemented within the approved timeframe; • Reports are submitted and received within the agreed timeframe.
<p>2. Technical and policy advice, support and facilitation</p> <ol style="list-style-type: none"> 1. Provide technical input to the project in the design and implementation of effective and appropriate integrated ecosystem planning and management (IEM) strategies with a focus on coastal 	<ul style="list-style-type: none"> • Accurate and effective technical information is provided to stakeholders and partners in the implementation countries. • Effective communication of technical information results in high engagement from stakeholders and partners in the development of key outcomes.

<p>ecosystems and fisheries, including ridge-to-reef strategies.</p> <ol style="list-style-type: none"> 2. Coordinate and implement regional and national workshops related to the project; 3. Provide oversight and guidance on BIEM knowledge to facilitate evidence-based decision-making and adoption of best practice; 4. Prepare overall and annual work plans, procurement plans, gender integration plans, risk strategies and exit strategies; 5. Produce relevant technical reports with the support and advice of the project team; 6. Identify risk and ensure effective troubleshooting is provided to selected stakeholders. 	<ul style="list-style-type: none"> • Integrated approaches to IEM are implemented and sustainable; and technical support from SPREP programmes and external partners, and community participation, is effectively engaged. • The project is promoted as a model approach nationally, regionally and internationally.
<p>3. Communications, visibility and capacity building</p> <ol style="list-style-type: none"> a) Provide technical advice and reports on BIEM information that support and promote the work of SPREP’s programmes and projects in the region; b) Coordinate communication and information sharing, integrated planning and implementation of BIEM initiatives; c) Lead in coordinating and providing reporting to relevant donors and partners on the BIEM Project; d) Carry out relevant capacity building in BIEM for Pacific Island Countries essential for the successful implementation of the project. 	<ul style="list-style-type: none"> • Technical reports produced on time and according to SPREP and EU requirements. • Communications are produced in a timely fashion and are accessible to multiple audiences. • Regular public relations releases produced as needed and appropriate. • The project, IEM and by-catch issues are promoted within project countries, the region and at international levels.
<p>4. Monitoring, evaluation and reporting</p> <ol style="list-style-type: none"> a) Develop and contribute to the monitoring and evaluation framework of the BIEM project; b) Prepare technical and performance reports to Senior Leadership Team (SLT) and Donors, where necessary. c) Provide update reports to donors, partners and members on the progress of BIEM project. 	<ul style="list-style-type: none"> • Effective project work plans are developed in collaboration with partners, countries, local communities and the donor. • SPREP and EU operating and reporting procedures are applied. • Project work plans and tasks are successfully implemented and completed. • In-country project activities are working effectively. • Project monitoring and evaluation is undertaken on a regular basis and informs project implementation.

	<ul style="list-style-type: none"> • Monitoring and evaluation plans are finalised and implemented in cooperation with national agencies and partners. • Project sustainability strategies are in place and implemented. • The donor is satisfied with their level of engagement with SPREP and project partners. • The donor is satisfied with project planning and implementation and releases all project funding.
<p>1. Financial and project administrative management</p> <p>a) Leverage existing funding by identifying and actively pursuing secure funding opportunities and liaison with donors for the continuation and sustainability of project activities where necessary;</p> <p>b) Coordinate and manage all funded services, supplies and equipment in accordance with SPREP procurement requirements, including preparation of terms of reference and review of consultancies reports.</p> <p>c) Ensure a clean project audit is obtained on an annual basis</p> <p>d) Submit financial reports and other necessary documents to donor with the support of the SPREP Finance and Administration Department.</p>	<ul style="list-style-type: none"> • New funding opportunities are secured for sustainability of project activities; • New partnerships with donors are established for implementation with resources secured; • 100% compliance with finance policy, rules, regulations and laws • Clean audit is obtained on an annual basis demonstrating compliance with relevant legislation and regulations; • Financial reports are produced and submitted to donors in a timely manner.
<p>2. Networking, partnerships and collaboration</p> <p>a) Work together with the project countries to facilitate the adoption of best practice in BIEM - from data collection and sharing, development and implementation of policies and legislation, participation in capacity building and implementation of on-ground practices – that promotes the health, prosperity and wellbeing of Pacific communities.</p> <p>b) Provide support to Pacific Island Members in managing BIEM to enable them to be effective in relevant regional and international negotiations, where necessary</p>	<ul style="list-style-type: none"> • Support and advice is provided to Pacific Island Members on ensuring their systems enable them to make informed and effective decisions. • Improved awareness by Pacific Island Countries of project results and outcomes • Improved and strengthened regional networking, coordination and collaboration in achievement of the project’s objectives

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 as part of the Performance Development System.

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

Work Complexity

Most challenging duties typically undertaken:

- Provision of timely and accurate briefings and advice to Senior Leadership Team and Members
- Ensuring project activities are implemented within the approved timeframe
- Leading and managing a technically complex work area and providing timely guidance to the project team
- Coordination and collaboration with other regional agencies, stakeholders and multiple contractors
- Leveraging and securing further funding and resources
- Working across multiple agencies in ensuring delivery of result areas of the projects. Delivering project activities in remote outer islands.
- Managing multiple duty travels of project team

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
<i>External</i> <ul style="list-style-type: none">● Member countries● Donors / Partners● Professional / Scientific organisations● Regional / International organisations● National consultants	<ul style="list-style-type: none">● Advice and assistance● Consultations and collaboration● Negotiations● Fundraising● Communications and reporting● Contract management
<i>Internal</i> <ul style="list-style-type: none">● Executive● Senior Leadership Team● All staff	<ul style="list-style-type: none">● Leadership and management● Supervision and delegation● Advice and support

Level of Delegation

The position holder:

- manages and has oversight of the Project budget
- can authorise costs in the project budget
- carry out negotiations for the project on behalf of SPREP
- 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 Master degree in Ecology, Environmental Management, or other relevant technical field OR a Bachelor degree in lieu, with applied relevant work experience in excess of the minimum required relevant work experience.

Knowledge / Experience

Essential

2. At least 10 years of extensive project management experience and technical assistance on projects related to Integrated Ecosystem Management, with at least 7 years of this experience in a role requiring a similar degree of versatility and responsibility, preferably within the Pacific islands' region. A focus on coastal fisheries, marine species conservation issues, and ecosystem-based adaptation to climate change would be considered favourably.
3. Excellent knowledge of 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 waste management and pollution control, preferably within the Pacific islands region.
4. Excellent relationship management and fundraising skills and experience that demonstrate a high level of professional and constructive engagement with a diverse range of stakeholders as well as an excellent understanding of key donor partners (especially the European Union) and funding institutions with proven fundraising experience
5. Excellent project management and leadership experience including the development of funding proposals, design and delivery of integrated work programme activities, monitoring and evaluation of performance, resource management as well as a good understanding of synergies and inter-linkages across multilateral environmental agreements

6. Excellent leadership and management experience including high level advisory and analytical skills as well as leading and nurturing teams of diverse technical backgrounds and expertise in multicultural and multi-disciplinary environments
7. Excellent experience at strategic and high-level communication, negotiation and reporting across diverse audiences, as well as extensive experience in capacity building, particularly in the Pacific setting

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"> • Leadership and Advisory • Analytical and Environmental knowledge • Project management, development, monitoring and evaluation • Work programme planning, budgeting and implementation • Fundraising and contract management • Synergies and linkages with the cross-cutting issues of climate change and ocean health
Advanced level	<ul style="list-style-type: none"> • Environmental issues in the Pacific islands region • Emerging environmental issues and challenges • Behaviour change practices • Data management • Gender equity
Working Knowledge	<ul style="list-style-type: none"> • General management principles • Circular economy
Awareness	<ul style="list-style-type: none"> • SPREP Strategic Plan • SPREP Work Programmes • SPREP Performance Implementation Plan

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

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.

C. REMUNERATION PACKAGE – TERMS & CONDITIONS

Duty Station: The position will ideally be based in Suva, Fiji, with consideration given to applications to be based in Port Vila, Vanuatu or Apia, Samoa.

Duration: Appointment is for a term of 28 months initially with possible renewal if the European Union approve a second phase of the PEUMP programme, subject to performance during the initial term, continuity of related project activities and availability of funds.

Salary: Salary is denominated in International Monetary Fund Special Drawing Rights (SDRs). Remuneration for this post falls within Band 12 of SPREP's salary scale. Starting salary will be SDR41,822. Currently, the equivalent is USD66,502 per annum. Upon confirmation of probation, salary will be adjusted to USD74,814 per annum. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required.

The following terms and conditions are based on location of the position in Suva, Fiji. These will be adjusted to reflect location specific rates if the position is based in Port Vila, Vanuatu or Apia, Samoa.

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 Fiji, the term begins from the day the appointee leaves their home to take up the appointment. Appointment is subject to a satisfactory medical examination including full vaccination against COVID-19 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 FIJI, THE FOLLOWING APPLIES:

Relocation Expenses: SPREP will meet certain appointment and termination expenses for staff recruited from outside Fiji, including transport and accommodation en-route for the appointee and accompanying dependant(s) between point of recruitment and Suva, 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 SDR2,500 is payable upon taking up appointment and arrival in Apia. This is currently equivalent to USD3,975.

Temporary Accommodation and Assistance: On arrival in Suva, 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 Suva. This will include help in finding suitable rental accommodation.

Privileges and Immunities: SPREP remuneration is tax-free for non-citizens or non-residents of Fiji, 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 USD6,500 per annum per dependent child, with an overall maximum of 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 Suva by (i) each dependent child being educated outside Fiji 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 Suva 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 Fiji for expatriate executive furnished housing. The current rate is USD1,393 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 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 Suva 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 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 Fiji, this is currently 5% .

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 Fiji, and who resides in Fiji only by virtue of employment with SPREP.

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

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

D. ADMINISTRATIVE INFORMATION

ESSENTIAL: Applications should include:

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

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

SUBMITTING APPLICATIONS:

- a) **BY EMAIL:** (*MOST PREFERRED OPTION*) Subject matter to be clearly marked “**Application for Project Manager – BIEM Initiative**” 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 Project Manager – BIEM Initiative**”

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

For further enquiries, contact the HR Team on telephone (685) 21929 ext 325 / 328 or Email:
humanresources@sprep.org

Closing date: Friday, 27th January 2023: Late applications will not be considered.

SPREP is an Equal Opportunity Employer