



**SPREP**  
Secretariat of the Pacific Regional  
Environment Programme

PO Box 240, Apia, Samoa  
E: [sprep@sprep.org](mailto:sprep@sprep.org)  
T: +685 21929  
F: +685 20231  
W: [www.sprep.org](http://www.sprep.org)

*The Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures.*

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# APPLICATION PACKAGE **Procurement Officer**

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## A. Background Information on SPREP

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 is also a SPREP office in Fiji with four staff as well as SPREP Officers stationed in the Federated States of Micronesia, Republic of the Marshall Islands, Solomon Islands and Vanuatu. SPREP has an annual budget of USD \$33 million in 2019.

The establishment of SPREP 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 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, Cook Islands, Federated States of Micronesia, Fiji, French Polynesia, Guam, Kiribati, Marshall Islands, Nauru, New Caledonia, Niue, Northern Marianas, Palau, Papua New Guinea, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, Vanuatu and Wallis & Futuna) and 5 developed countries (Australia, France, New Zealand, United Kingdom and United States of America) with direct interests in the region.

### Four regional goals to achieving resilience and sustainable Pacific communities:

- **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

### These define the core priorities and focus of SPREP in the areas on:

1. Climate change resilience
2. Ecosystem and Biodiversity Protection
3. Effective Waste Management and Pollution Control
4. Environmental Governance

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 SPREP 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.

**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.

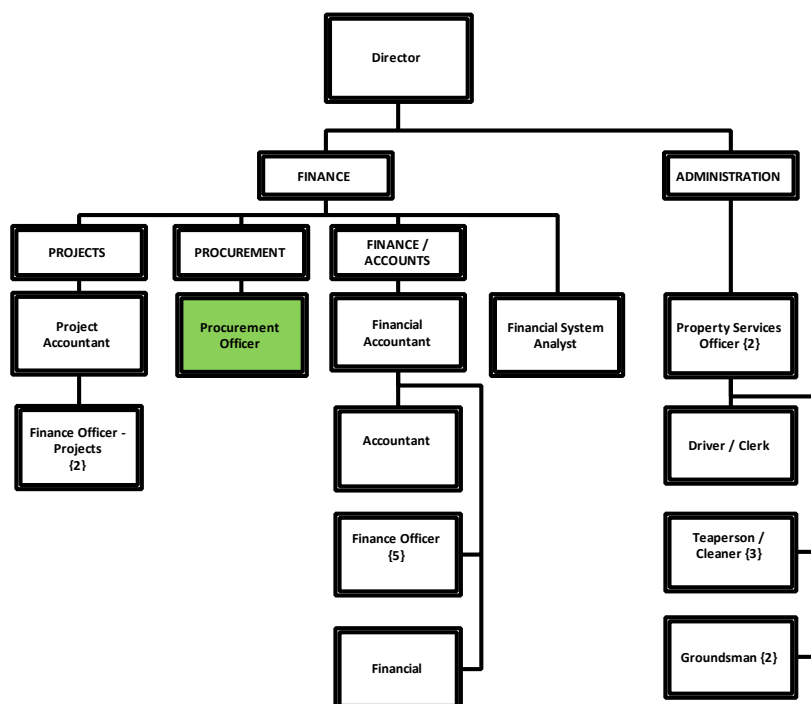
**Organisation Goal 4:** SPREP is leading and engaged in productive partnerships and collaboration.

**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..

## B. JOB DESCRIPTION

<b>Job Title:</b>	Procurement Officer (PROCO)
<b>Department:</b>	Finance & Administration
<b>Team:</b>	Procurement
<b>Responsible To:</b>	Director, Finance and Administration
<b>Responsible For: (Total number of staff)</b>	n/a
<b>Job Purpose:</b>	<b>This job exists to:</b> <ul style="list-style-type: none"> <li>Oversee and manage SPREP's procurement policy and processes</li> </ul>
<b>Date:</b>	October 2019

### Organisation Context



## Key Result Areas

The position of **Procurement Officer (PO)** addresses the following Key Result Areas:

1. Procurement Management
2. Leadership and management support
3. General Financial Services

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

Jobholder is accountable for	Jobholder is successful when
<b>1. Procurement Management</b> <ol style="list-style-type: none"> <li>a) Develop and implement sustainable procurement guidelines, procedures and policy.</li> <li>b) Provide advice and guidance on all procurement processes and issues</li> <li>c) Lead the process for all tenders and work collaboratively with the Requisitioning Officer on the following areas: <ul style="list-style-type: none"> <li>• Provide information on previous, current and upcoming procurement activities of similar products/service</li> <li>• Review requests and prepare the “Requests for Tenders” and ensure that the specifications are not biased towards a specific supplier</li> <li>• Assist in market studies to identify new suppliers, pricing and availability of information and extent of competition</li> <li>• Provide advice on the best method to obtain goods and services in a timely manner at the best possible price</li> </ul> </li> <li>d) Ensure the tender process is followed, and that all necessary tender requirements are fulfilled and the Tender Evaluation Committee understands and fulfils their roles</li> <li>e) Develop contracts for all procurements in consultation with responsible officers and ensure approvals on routing slip are obtained</li> <li>f) Participate in all Tender Evaluation Committees and procurement panels</li> <li>g) Develop and manage appropriate records for all procurements and consultancies</li> <li>h) Monitor internal procurement systems and processes and ensure compliance is achieved across the organisation</li> </ol>	<ul style="list-style-type: none"> <li>• Procurement activities of the Secretariat comply with applicable Secretariat policies and procedures, international best practise as well as those of donors and partners, where relevant</li> <li>• Advice is provided to staff on the Procurement process including all documentation and compliance issues</li> <li>• Supplier agreements are established and joint procurement initiatives with other relevant organisations are in place, where appropriate</li> <li>• Successful negotiations with new and existing suppliers resulting in economic savings and increased service levels</li> <li>• Procurement policies are continuously reviewed and updated to ensure they are of high-quality and well regarded by donors and partners</li> <li>• Secretariat staff have a strong understanding of procurement policies and comply with compliant procurement standards and guidelines</li> <li>• Clean external audit opinion on procurement process and records</li> <li>• Contracts for procurements are prepared in time and according to approved reports by panels</li> <li>• Quality advice given to procurement panels to comply with international standards</li> <li>• Assistance and advice provided to staff queries and problems with procurement systems and processes and non- compliance issues are addressed and resolved.</li> <li>• Project procurements are completed in an accurate and timely manner with project objectives achieved, in close collaboration with specific project procurement staff</li> </ul>

<ul style="list-style-type: none"> <li>i) Undertake and assist with specific procurement projects and provide ongoing monitoring as required including working with project managers and project procurement staff throughout annual work plans.</li> <li>j) Identify procedural gaps and develop proposals for appropriate systems and procedures, for consideration by the Senior Management Team.</li> <li>k) Provide staff with training on procurement systems and processes</li> </ul>	<ul style="list-style-type: none"> <li>• Existing staff have a good working knowledge of procurement procedures and systems and new staff are induced appropriately</li> </ul>
<p><b>2. Leadership and management support</b></p> <ul style="list-style-type: none"> <li>a) Support the management and supervision of relevant staff</li> <li>b) Ensure all Performance Development Plans for relevant staff are reviewed, implemented and assessed according to the Secretariat's Performance Development System</li> <li>c) Provide ongoing on-the-job training for staff and ensure there are opportunities for continuous learning and development</li> <li>d) Provide relevant reports and advice in relation to performance and team development of supervised staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff requirements are met in line with Secretariat policies and procedures</li> <li>• Staff PDPs are in place, implemented and assessed according to the Secretariat's Performance Development System</li> <li>• Staff training is provided and staff are aware of all job requirements at all times</li> <li>• Staff issues and relevant reports are addressed and raised on time</li> </ul>
<p><b>3. General financial services;</b></p> <ul style="list-style-type: none"> <li>a) Provide support and assistance to other areas of Finance including Projects, Finance/Accounts and Administration Properties, where necessary</li> </ul>	<ul style="list-style-type: none"> <li>• Timely, relevant and reliable services, information and responses are provided</li> <li>• High standard of financial services and support is provided to SPREP's programmes and approved work plans</li> <li>• Finance work operates smoothly and efficiently</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:**

- To ensure the procurement process is efficiently managed and that staff understand and comply with policy
- Ensure the Procurement policy is reviewed regularly and that it meets international best practice

## Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
<b>External</b> <ul style="list-style-type: none"> <li>• Member countries</li> <li>• Donors / Partners</li> <li>• Financial Institutions</li> </ul>	<ul style="list-style-type: none"> <li>• Advice and assistance</li> <li>• Consultations</li> <li>• Collaborative discussions</li> <li>• Financial advice and negotiations</li> </ul>
<b>Internal</b> <ul style="list-style-type: none"> <li>• Executive Management</li> <li>• All staff</li> </ul>	<ul style="list-style-type: none"> <li>• Advice and support</li> <li>• Advice and reporting</li> <li>• Supervision and support</li> </ul>

## Level of Delegation

The position holder:

- Does not manage any operational budget

## 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 Accounting / Finance or relevant discipline (a certified qualification and membership from a recognised professional accounting institute would be an advantage)

## Knowledge / Experience



<b>Essential</b>	
2.	At least 5 years relevant experience in procurement or relevant financial work especially in procurement policies and processes, preferably in the Pacific region.
3.	Excellent experience in management and operations of procurement processes including tender work and assessment as well as experience in Financial Information Systems, excel spreadsheets and Microsoft Office with an appreciation of policies, systems, processes and databases
4.	Strong strategic advisory, financial and analytical skills including excellent knowledge of emerging procurement and financial management issues and challenges in the Pacific Islands region with sound understanding and appreciation of environmental ethics, values and priorities
5.	Excellent written and verbal communication skills including high level of negotiation work as well as excellent presentation and inter-personal skills with sound experiencing in capacity building
6.	Shows initiative to think outside the box with demonstrated ability to set and meet work-plan priorities and deadlines with minimal supervision, as well as ability to monitor and evaluate work targets
7.	Excellent organisational and public relations skills with demonstrated ability to establish and maintain effective relationships with a diverse group of people in a multicultural and multi-disciplinary environment

## 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>• Procurement processes</li> <li>• Financial and accounting knowledge</li> <li>• Advisory, analytical and reporting</li> <li>• Work programme planning, and budgeting</li> <li>• Computerised financial management information systems</li> <li>• Communication and public relations skills</li> <li>• Ability to respond and work well with others</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• Corporate policies</li> <li>• Financial system software</li> </ul>
Working Knowledge	<ul style="list-style-type: none"> <li>• Environmental issues in the Pacific islands region</li> <li>• Emerging procurement and financial issues and challenges</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• SPREP Strategic Plan</li> <li>• SPREP Annual Work Programme and Budget</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

**Duty Station:** Apia, Samoa.

**Duration:** Appointment is for a term of 3 years initially with possible renewal up to a maximum of 6 years subject to performance during the initial term, continuity of related programme activities and availability of funds.

**Salary:** Salary is denominated in International Monetary Fund Special Drawing Rights (SDRs). Remuneration for this post falls within Band 9 of SPREP's salary scale. Starting salary will be SDR26,148 per annum. This is currently equivalent to Samoan Tala \$99,790 (USD\$38,381) 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 SDR3,912 will be paid to the successful candidate. The current equivalent in Samoan Tala is SAT\$14,928 (USD\$5,742) 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:** For nationals of Samoa, SPREP will pay the minimum legal requirement of basic salary to the Samoa National Provident Fund. An expatriate internationally recruited staff member will be paid the same as an allowance.

### **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

**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 Procurement Officer (PROCO)” 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 Procurement Officer (PROCO)**”

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 Ms Marion Tuipulotu-Chan Chui, HR Officer, on telephone (685) 21929 ext 328 or Email: [marionc@sprep.org](mailto:marionc@sprep.org)

**Closing date: Friday, 8<sup>th</sup> November 2019:** Late applications will not be considered.

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