



SPREP

Secretariat of the Pacific Regional
Environment Programme

APPLICANT INFORMATION PACKAGE
PROJECT MANAGER – REGIONAL INVASIVE SPECIES
PROJECT

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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 Marshall 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**

GEF-6 funded Regional Project: Strengthening national and regional capacities to reduce the impact of Invasive Alien Species (IAS) on globally significant biodiversity in the Pacific.

SPREP received funding from the Global Environment Facility (GEF), via the Implementing Agency UN Environment (UNE), to execute a regional project in the Pacific with the objective of strengthening both

national and regional capacities to reduce the impact of invasive species on biodiversity in the Pacific. The project is being implemented at the national level in Niue, Republic of the Marshall Islands, Tonga and Tuvalu, and a significant regional component will provide benefits to the whole Pacific region.

Project components include:

1. Strengthening institutional frameworks and capacities for IAS management:
 - National cross-sectoral and gender-balanced IAS technical advisory groups established and operational in all four participating countries.
 - Strengthened IAS legislation, regulations and policies in place in four countries.
 - One National Invasive Species Strategy and Action Plan (NISSAP) written for Tuvalu; three NISSAPs reviewed for the other countries.
 - NISSAPs are under implementation in all participating countries.
 - Implementation teams trained and operational in best practice and standard operational procedures in the four countries.
2. Establishing national systems for prioritising IAS management in the four countries:
 - Baseline studies of the distribution and status of invasive species, and programme for detecting change.
 - Effective protocols for assessing risk and prioritising IAS for management developed and implemented.
 - Species and site specific management plans, aligned with the Pacific Biocontrol Strategy as appropriate, developed for priority IAS and priority areas.
3. Implementing programmes for IAS risk reduction, Early Detection and Rapid Response (EDRR), eradication, control and restoration.
 - Priority risk mitigation measures are identified and necessary actions taken to reduce or eliminate risks in the four countries.
 - EDRR protocols operational in the four countries.
 - At least two sustainable IAS control programmes are established in at least three participating countries.
 - Successful eradication of priority invasive alien species are completed on islands or island groups in at least two countries.
 - At least two sites demonstrate measurable restoration outputs as described in restoration plans.
4. Establishing a Pacific islands regional support framework for IAS management.
 - Establish a Pacific islands regional support framework for IAS management.
 - Sustainable financing mechanisms in place to support long-term programs of Support Service and national IAS management programs.
 - Capacity developed to systematically measure the success of IAS management objectives as described in national, regional and international instruments.
 - Regionally capable information system in place delivering case studies, guidelines, standard operating procedures and tools generated by components one to three.
 - Based on project outputs, new version of the “Guidelines” for Invasive Species Management in the Pacific (Guidelines) is produced and formally approved.

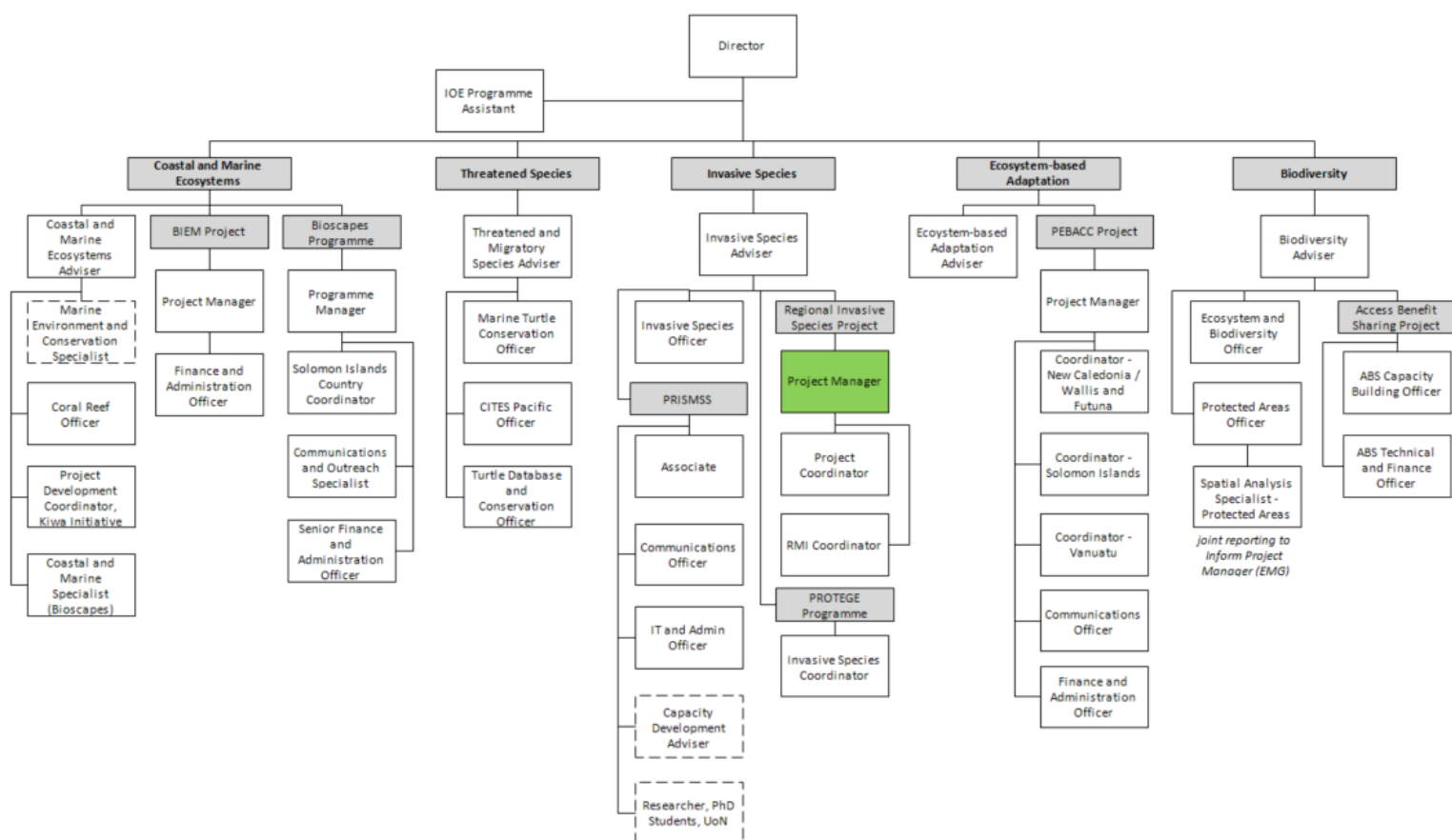
The 5-year project began in 2019, currently due for practical completion in April 2024 with a potential no-cost extension for a further year. The reporting period consists of a further 6 months following practical completion. The project has a budget of over US\$6 million and co-financing of over US\$22

million including a significant amount from partners of the Pacific Regional Invasive Species Management Support Service (PRISMSS). The PRISMSS is being developed through the life of the project. The project Mid-Term Evaluation has been completed and received an excellent result.

B. JOB DESCRIPTION

Job Title:	Project Manager – Regional Invasive Species Project (PMRIS)
Programme:	Island and Ocean Ecosystems (IOE)
Team:	Invasive Species
Responsible To:	Invasive Species Adviser (ISA)
Responsible For: (Total number of staff)	2
Job Purpose:	This job exists to: <ul style="list-style-type: none"> Lead and implement the project and manage the project team to implement the suite of activities to achieve project outcomes.
Date:	November 2022

Organisation Context



Key Result Areas

The position of **Project Manager – Regional Invasive Species Project** addresses the following Key Result Areas:

1. Project leadership and management
2. Technical and policy advice
3. Communications 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
1. Project leadership and management <ol style="list-style-type: none"> a) Provide leadership and management of the project and the project team. b) Develop and implement the Team's Annual and quarterly Work Plan and Budget (AWP&B) including the planning and management of the team's human and financial resources. c) Work with the ISA to build effective linkages to other SPREP invasive species projects and programmes including the EU EDF-11 funded PROTEGE project. d) Provide technical guidance and assistance to the team as well as quality control of their work. e) Lead and work with 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 implementation of project activities in line with the approved project document and annual work plans. g) Ensure reports to UNE and SPREP are produced and submitted in a timely manner. h) Ensure relevant project social and environmental safeguards are met and gender considerations are addressed and implemented in project activities and deliverables. 	<ul style="list-style-type: none"> • The Project team is a high performing team that achieves Annual Work Plan and Budget (AWP&B) objectives within the agreed timeframe and contributes to the overall achievement of 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 team planning, delivery and monitoring and evaluation is done in close consultation with the ISA. • Corporate responsibilities including budget management, financial reporting, staffing issues and other general management requirements are delivered effectively and on schedule. • Project is successfully implemented within the approved timeframe. • Reports are submitted and received within the agreed timeframe. • Support is provided for National Project Coordinators and Project Coordinator staff recruitment. • The Project Steering Committee and Project Management Unit are established and functioning. • Environmental and social safeguards are met. • Gender considerations are actioned and reported on.

<p>2. Technical and policy advice, support and facilitation</p> <p>a) Provide or facilitate technical and policy advice on:</p> <ul style="list-style-type: none"> • Invasive species management and planning • Monitoring and evaluation • Weed management • Eradication • Site-led restoration • Early Detection, Rapid Response • Biosecurity policy and legislation • Inter-island biosecurity <p>b) Oversee and guide project team to plan, coordinate and implement regional and national workshops related to the Project.</p> <p>c) Assist in development of regional best practices and their application.</p> <p>d) Produce relevant technical reports with the support and advice of the project team and partners.</p> <p>e) Manage development and review of terms of reference and the selection of sub-contractors, consultants and conduct procedures for subcontracts.</p>	<ul style="list-style-type: none"> • Project partners receive timely advice on technical aspects of their projects. • Positive, measurable outcomes are achieved from well-coordinated and resourced training workshops and meetings. • Project activities and outputs are implemented efficiently to prescribed standards and on schedule. • The highest standards for technical criteria of the terms of reference for consultants and technical experts are maintained. • Consultancies are managed to achieve deliverables.
<p>3. Communications and training</p> <p>a) Provide technical products and reports on the project that support and promote the work of the project in the region.</p> <p>b) Coordinate communication and information sharing, integrated planning and implementation of project outputs with other invasive species projects, networks and SPREP Communications and Outreach team.</p> <p>c) Carry out or facilitate training in:</p> <ul style="list-style-type: none"> • Invasive species management and planning • Monitoring and evaluation • Weed management • Eradication • Site-led restoration • Early Detection, Rapid Response • Biosecurity policy and legislation • Inter-island biosecurity for the successful implementation of the project. 	<ul style="list-style-type: none"> • Project outputs are available on the Battler Resource Base. • Regular communications and awareness is available and integrated with the SPREP, Invasive Team and projects communications plans. • Project partners are successful in implementing their activities using best practice and in line with regional guidelines. • Project publications are of professional quality. • Training activities and outputs are of the best quality available.

<ul style="list-style-type: none"> d) Ensure technical quality of publications that are produced from the project. e) Ensure quality assurance of project training activities and outputs. 	
<p>4. Monitoring, evaluation and reporting</p> <ul style="list-style-type: none"> a) Lead in coordinating and providing reporting to relevant donors and partners on the GEF 6 Project. b) Develop and contribute to the monitoring and evaluation framework of the project. c) Prepare technical and performance reports to the ISA, Senior Leadership Team (SLT) and donors as required. d) Provide update reports to the ISA, donors, partners and SPREP Members on project progress. 	<ul style="list-style-type: none"> • Effective and timely reporting to donors, partners and participating countries. • Monitoring and Evaluation framework for the project is developed and utilised. • Relevant and timely reports are provided to SPREP SLT and to members, where necessary. • Project partners are aware of project progress and issues.
<p>1. Financial and project administrative management</p> <ul style="list-style-type: none"> a) Work in close collaboration with UN Environment (Apia sub-regional office) and the Project Coordinator to ensure the project meets GEF and UN Environment standards. b) Submit financial and technical reports and other necessary documents to donor with the support of the SPREP Finance & Administration Department and the Project Coordinator. c) Ensure all SPREP policies are adhered to and the Project Information Management System (PIMS) remains up to date. d) Identify and actively pursue secure funding opportunities and liaison with donors for the continuation and sustainability of project activities where necessary. e) Work with the Finance & Administration Department to ensure a clean project audit is obtained on an annual basis. 	<ul style="list-style-type: none"> • Annual work plan and budget are produced in collaboration with the SPREP ISA and Project Coordinator to be approved by the Steering Committee (SC) and UN Environment via the Project Implementation Review (PIR) process. • All financial and technical reports, according to specifications in the project document are submitted on schedule. • GEF funds are transferred to countries in a timely manner. • The project details in the PIMS are up to date. • New funding opportunities and partnerships are developed for sustainability of project activities. • Clean audit is obtained on an annual basis.
<p>2. Networking, partnerships and collaboration</p> <ul style="list-style-type: none"> a) Assist countries and partners in developing and utilising linkages with other related projects – especially within the region and within the PRISMSS. b) Contribute project outcomes and news to the wider Pacific Invasives Learning 	<ul style="list-style-type: none"> • Project and activities and partners are linked to and benefitting from other regional activities and initiatives. • Improved PICTs and partners awareness of project results and outcomes.

<p>Network and foster and promote regional collaboration through presentations at relevant regional fora.</p> <p>c) Foster and maintain partnerships with key stakeholders.</p> <p>d) Ensure all regional mechanisms are populated and used over the life of the project.</p>	<ul style="list-style-type: none"> • Improved and strengthened regional networking, coordination and collaboration. • Key stakeholders prioritise doing business with SPREP. • Project partners are contributing to the Guidelines Reporting Database, the Battler Resource Base, the Pacific Battler Facebook page, Soundbites magazine and PILN events.
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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:
<ul style="list-style-type: none"> • Ensuring project activities are successfully implemented within the approved timeframe • Leading and managing a technically complex project and the project team • Coordinating in-country project delivery national counterparts • Coordination of and collaboration with other regional agencies and stakeholders • Managing multiple duty travels of project team

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
<p>External</p> <ul style="list-style-type: none"> • SPREP Members • National project counterparts • Donors / Partners • National Invasive Species Coordinators • Regional / International organisations • Service Providers 	<ul style="list-style-type: none"> • Advice and assistance • Communications and Reporting/ negotiating • Consultations and collaboration/ training/ mentoring • Communications and reporting • Contractual negotiating
<p>Internal</p> <ul style="list-style-type: none"> • Executive • Senior Leadership Team • Invasive Species Adviser • Invasive Species Team • All staff 	<ul style="list-style-type: none"> • Leadership and management • Supervision and delegation • Advice, support and supervision • Collaboration, Advice • Collaboration

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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, Biological Science, or related to Invasive Species and Biosecurity OR a Bachelor degree in lieu, with applied relevant work experience in excess of the minimum required relevant work experience.

Knowledge / Experience

2. At least 10 years of extensive project management experience and technical assistance on projects related to invasive species management and biosecurity, preferably within the Pacific islands region and with regional scope.
3. Proven ability to mentor, train and support others in project management and in the successful implementation of at least three management areas of Inter-island biosecurity and EDRR, management of weeds and agrichemicals, restoration, monitoring baselines and changes, biological control of weeds, eradication, awareness and outreach.
4. Excellent understanding of best practices in IAS and their impacts, management, national frameworks needed to manage IAS in countries, and international frameworks required to stop the spread of IAS between countries.

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 environmental issues.
6. Excellent leadership and management experience including strategic 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"> • Written and oral English • Organisation and time management • Leadership, self-motivation, self-discipline • Invasive species technical knowledge Project management, monitoring and evaluation • Work programme planning, budgeting and implementation
Advanced level	<ul style="list-style-type: none"> • Computer skills (particularly Microsoft Word, Excel) • Environmental issues in the Pacific islands region • Emerging environmental issues and challenges • Data management • Collaboration
Working Knowledge	<ul style="list-style-type: none"> • Understanding of Gender Equality • General management principles • Capacity to travel frequently • Guidelines for Invasive Species Management in the Pacific
Awareness	<ul style="list-style-type: none"> • SPREP Strategic Plan • 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

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: Apia, Samoa.

Duration: Appointment is for a term ending October 2024 initially with possible extension in line with the project time frame and subject to performance during the initial term, continuity of related project activities and availability of funds. This is a project position that will end at the completion of the project.

Salary: Salary is denominated in International Monetary Fund Special Drawing Rights (SDRs). Remuneration for this post falls within Band 11 of SPREP's salary scale. Starting salary will be SDR36,326 per annum. This is currently equivalent to SAT138,632 (USD57,764) per annum. Upon confirmation of probation, salary will be adjusted to SDR40,867 which is equivalent to SAT155,961 (USD64,984) 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 SDR4,770 will be paid to the successful candidate. The current equivalent in Samoan Tala is SAT18,203 (USD7,584) 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\$2.40

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 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 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 dependant(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 SAT15,600 (USD6,500) per annum per dependent child, with an overall maximum of SAT46,800 (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 dependants 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 dependants 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 participate in the local Superannuation Fund or nominate another recognised Fund in their recognised home 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:

'Dependant' 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 Project Manager, Regional Invasive Species Project**” and send to recruitment@sprep.org OR
- b) **BY POST OR FAX**: Application to be addressed and sent to: The Director General, SPREP, P.O. Box 240, Apia or fax number (685)20231 and clearly marked “**Application for Project Manager, Regional Invasive Species Project**”

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

For further enquiries, contact 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
