



# SPREP

Secretariat of the Pacific Regional  
Environment Programme

APPLICATION INFORMATION PACKAGE  
**Project Support Officer, Project Coordination Unit (PSO,  
PCU)**

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## A. Background Information on SPREP

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

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

SPREP has an annual budget of approximately USD\$35 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**

## **PROJECT COORDINATION UNIT (PCU)**

The overall mission of the PCU is to support SPREP to provide high quality project development and management support for the benefits of its Members, and deliver on SPREP's role as an Accredited Entity / Regional Implementing Entity (RIE) for the Green Climate Fund (GCF) and Adaptation Fund (AF). The PCU manages the following work streams:

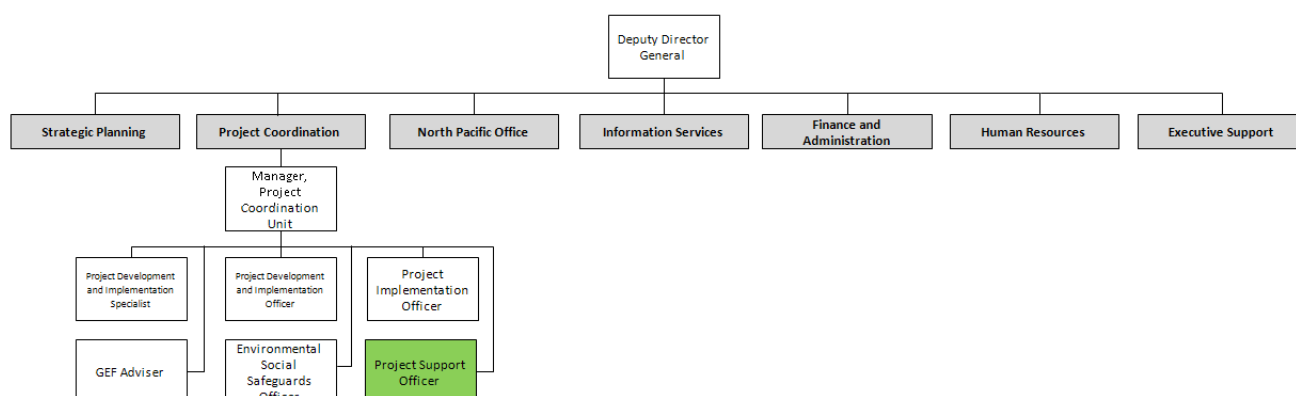
- i. Effective delivery as an accredited entity for the Green Climate Fund and Adaptation Fund.
- ii. Effective project development and implementation of projects for the Green Climate Fund, Adaptation Fund and Global Environment Facility.
- iii. Provide strategic support to Members' engagement with the Global Environment Facility (GEF).
- iv. Leadership, guidance, advice and support to SPREP Programmes / Projects on project design, development and implementation.
- v. Ongoing strengthening and operation of SPREP's internal policies, procedures and systems, and overall capacity relating to the project cycle management and portfolio management.

To achieve these, the PCU is required to undertake negotiations and decision-making on behalf of SPREP as an accredited entity; work in a collaborative, cross cutting manner with other SPREP technical programmes and departments; as well as engage and work closely with a range of stakeholders including SPREP Member countries, Donors, international and regional entities, and public and private sectors.

## B. JOB DESCRIPTION

<b>Job Title:</b>	Project Support Officer (PSO)
<b>Department:</b>	Governance and Operations (GO)
<b>Team:</b>	Project Coordination Unit (PCU)
<b>Responsible To:</b>	Manager, PCU
<b>Responsible For: (Total number of staff)</b>	None
<b>Job Purpose:</b>	<p><b>This job exists to:</b> Provides support to the PCU including:</p> <ul style="list-style-type: none"> <li>• Lead the PCU's administration, financial and systems functions.</li> <li>• Provide technical and administrative support to the PCU in coordinating and carrying out oversight of the SPREP climate financing project portfolio.</li> </ul>
<b>Date:</b>	October 2022

### Organisation Context



## Key Result Areas

The position of Project Support Officer (PSO) addresses the following Key Result Areas:

1. Project management support
2. Technical, procurement and financial support
3. Logistical, administrative and secretariat support
4. Systems support e.g. Project information management system

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

Jobholder is accountable for	Jobholder is successful when
<b>1. Project Management support</b> <ol style="list-style-type: none"> <li>a) Support the PCU in the development and implementation of projects including provision of support to: <ul style="list-style-type: none"> <li>• manage the Funded Activity Agreements (FAA) and Executing Entity Partner Agreements as the IA Task Manager</li> <li>• monitor project implementation as per reporting requirements under the Agreements</li> <li>• monitor and track on the delivery of key projects, including as per project agreement documents</li> <li>• monitor key project timeframes and milestones and provide advice to the PCU on priorities,</li> <li>• support the PCU technical project teams as required and where appropriate, including provision of trouble shooting support</li> <li>• Provide input into the preparation of annual project workplans and budgets</li> </ul> </li> <li>b) Update and maintain the SPREP project portfolio including provision of reports to the Manager, PCU</li> <li>c) Coordinate the compilation of information for the preparation of reports including progress reports, technical reports, discussion papers and other substantive reports as required by the PCU</li> <li>d) Work with the Manager, PCU to ensure the SPREP systems, policies and procedures align to best practice for project management including alignment to Donor requirements for implementing entities</li> </ol>	<ol style="list-style-type: none"> <li>a) The PCU is managing the SPREP Project portfolio in accordance with the SPREP Project Cycle and other relevant internal policies and procedures.</li> <li>b) Project implementation is on track and achieving deliverables as planned within timeframes and budgets.</li> <li>c) SPREP's project management systems, policies and procedures are updated in-line with international best practice in project management</li> <li>d) Project progress reporting are submitted on time to the Donors</li> <li>e) Project execution is compliant to Donor and SPREP processes, procedures, policies and systems</li> <li>f) Project disbursements and expenditures are in line with approved work plan and budget.</li> <li>g) All payments and other financial requirements of the project are completed on time.</li> </ol>

<p><b>2. Technical, procurement and financial support</b></p> <ul style="list-style-type: none"> <li>a) Provide technical assistance and support for SPREP's role as an accredited entity for key projects.</li> <li>b) Support the PCU to provide advice on AF and GCF policy and requirements.</li> <li>c) Undertake analytical work as required.</li> <li>d) Support technical project delivery teams from time to time.</li> <li>e) Develop, monitor and update PCU procurement plans; and monitor Project procurement plans including: <ul style="list-style-type: none"> <li>• Ensure that procurement of the required goods and services comply with SPREP and donor policies and procedures.</li> <li>• Prepare all relevant documentation to enable procurement and supply of goods and services required to enable delivery of SPREP activities in consultation with the Finance and Administration Department.</li> <li>• Monitor the contracts and agreements for the supply of goods and services, to deliver specific aspects of the activities and / or projects in consultation with the PCU team.</li> </ul> </li> <li>f) Provide financial support to the PCU including: <ul style="list-style-type: none"> <li>• Provision of financial advice, and managing the financial aspects of the PCU e.g. purchase orders, invoices etc</li> <li>• Prepare consolidated monthly financial reports for the PCU and projects which the PCU manages</li> <li>• Maintain a register of audits and financial reporting milestones, and work with the Finance and Administration Department to prepare documentation and ensure audits and financial reports are undertaken by due dates.</li> <li>• Keep good records and files of all financial documents including supporting documents for all transactions related to the project.</li> <li>• Ensure all financial records and supporting documents are submitted to the Finance and Administrative</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>a) Effective technical assistance is provided to ensure the PCU is effective in its function, and project implementation is on target.</li> <li>b) Research work is completed and provides constructive contribution to activities of the PCU and / or project.</li> <li>c) Reports and information prepared for project related activities are available in a timely manner.</li> <li>d) Procurement plan for the PCU is developed, monitored and reported against.</li> <li>e) Procurement activities meet set deadlines and relevant procurement dossiers and reports are ready in a timely manner to support advertisement of tenders or soliciting of quotes, evaluation, decisions, and re-contracting.</li> <li>f) Non-conformity with conditions of contracts and agreements are prevented at all times with issues swiftly managed and addressed.</li> <li>g) Financial reports are available on time and endorsed by the Manager, PCU.</li> <li>h) Audited financial statements / reports are carried out and ready for submission with project documentation.</li> <li>i) Financial records and supporting documentation are readily available, up-to-date and complete.</li> </ul>
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Department and / or relevant Programmes as part of progress and financial reporting.	
<b>3. Logistical, administrative and organisational support</b> <ul style="list-style-type: none"> <li>a) Organise and arrange travel requirements in line with SPREP's Travel and Procurement Policies.</li> <li>b) Arrange and organise logistics for project meetings, visits, monitoring and evaluation activities.</li> <li>c) Work with country counterparts to organise monitoring visits.</li> <li>d) Provide administrative and secretariat support to the PCU.</li> <li>e) Set-up, maintain and update project e-filing and record keeping.</li> <li>f) Prepare meeting notes and reports for PCU and project related meetings</li> </ul>	<ul style="list-style-type: none"> <li>a) All PCU and relevant project activity logistics are organised in an efficient and cost-effective manner.</li> <li>b) The PCU and other staff members are supported to undertake key implementing and oversight roles such as field visits.</li> <li>c) Meeting minutes and reports are prepared on time and shared with members of the Committees / meeting attendees.</li> <li>d) Project filing and record keeping are up to date and accessible to the project team and SPREP staff.</li> </ul>
<b>4. Systems support e.g. Project information management system</b> <ul style="list-style-type: none"> <li>a) Compile project data and relevant information required for updating the PIMS.</li> <li>b) Ensure information is correct and accurate before uploading on the PIMS.</li> <li>c) Review project information on PIMS and report on gaps and issues that need to be addressed.</li> <li>d) Ensure follow up on project information gaps with Programmes and Projects, so that data on PIMS is relevant and up-to-date.</li> <li>e) Manage other systems as appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>a) SPREP's GCF and AF project information on PIMS is accurate and up to date.</li> <li>b) The PIMS contains up to date information on all of the SPREP project portfolio.</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 Supervisor/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:**

- Understanding donor financial and narrative reporting requirements and ensure that these requirements are adhered to.
- Supporting development and monitoring of Projects against Agreements.
- Ensuring SPREP policies on procurement, travel and other related policies are followed.
- Being aware of national level protocols and processes when implementing activities in country.
- Working in collaboration with Programmes / Projects to monitor compliance with donor requirements and any remedial actions by the Implementing Entity, auditors and evaluators of the project to address implementation, financial management and procurement issues.

### 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>• SPREP member countries</li> <li>• GCF and AF Secretariats</li> <li>• National Government counterparts</li> <li>• Project collaborating partners</li> </ul>	<ul style="list-style-type: none"> <li>• Information requests and dissemination</li> <li>• Facilitation and coordination</li> <li>• Monitoring, reporting and collaboration</li> </ul>
<b>Internal</b> <ul style="list-style-type: none"> <li>• PCU</li> <li>• All SPREP Staff</li> <li>• Finance and Administration Department</li> <li>• Legal Unit</li> <li>• Information Services Department</li> <li>• Knowledge Management Department</li> </ul>	<ul style="list-style-type: none"> <li>• Assistance and Support</li> <li>• Facilitation</li> <li>• Meetings and discussions</li> <li>• Coordination and collaboration</li> </ul>

### Level of Delegation

#### The position holder:

- Has no delegation of authority

### 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 management or administration, environmental sciences, international development, social sciences, accounting / finance or relevant field (a certified qualification from a recognised institute would be an advantage).

## **Knowledge / Experience**

### **Essential**

2. At least 3 years of experience in a similar role, in particular demonstrating:
  - a. project and contract management
  - b. administration support
  - c. financial management and procurement
  - d. technical research
3. Excellent written and verbal communication skills, with a high command of spoken and written English, including inter-personal skills with demonstrated ability to maintain effective relationships with a diverse group of people and work as part of a team within a multi-disciplinary and multi-cultural working environment.
4. Excellent time management and planning skills including strong analytical, organisational and office management skills with excellent computer skills including use of Microsoft Office, Microsoft Excel and project management software as well as ability to show initiative, multi-task and meet deadlines with minimal supervision.
5. Excellent knowledge of current and emerging issues and challenges in administration and financial reporting and demands of a regional project in the Pacific island's region as well as good understanding and appreciation of environmental ethics, values and priorities.
6. Shows initiative to think outside the box particularly in problem-solving, setting priorities and meeting challenges and demands of a regional office.
7. Good understanding and appreciation of teamwork and performance culture with a positive approach to diverse opportunities and challenges including commitment to continuous learning and development.

## 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>• Project Implementation Support</li><li>• Understanding of climate financing donor policies and procedures</li><li>• Understanding of regional plans and strategic frameworks</li><li>• Financial and accounting knowledge</li><li>• Work programme planning and budgeting</li></ul>
Advanced level	<ul style="list-style-type: none"><li>• Analytical skills</li><li>• Understanding of financial and procurement policies and regulations</li><li>• Computerised accounting systems</li><li>• Communications, representation and interpersonal skills</li><li>• Advisory and analytical skills</li></ul>
Working Knowledge	<ul style="list-style-type: none"><li>• General administrative principles</li><li>• Finance and procurement practices</li><li>• Financial systems software</li><li>• Knowledge of SPREP financial and procurement procedures</li><li>• Corporate policies</li><li>• Ability to work well with section colleagues and stakeholders at all levels</li><li>• Good written and oral communication skills</li><li>• Environmental and climate change issues in the Pacific islands region</li></ul>
Awareness	<ul style="list-style-type: none"><li>• SPREP Strategic Plan</li><li>• SPREP Performance Implementation Plan</li><li>• SPREP Work Programmes</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 up to 30 June 2024. Further extension will be subject to the needs of SPREP and continuity of related programme activities, availability of funds and proven merit and work performance

**Salary:** Remuneration is at Band 8 of SPREP's salary scale for locally recruited staff. Starting salary will be SAT46,509 per annum. This will be adjusted to SAT52,322 upon successful confirmation of probation. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required.

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

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

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

**Education Allowance:** Education expenses may be reimbursed against actual receipts for dependent children, to cover up to 75% of the actual costs. Currently the annual allowance is up to a maximum of SAT1,000.

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

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

**Other Leave:** Provisions exist for maternity, compassionate, paternity, examination and special leave (without pay).

**Duty Travel:** SPREP meets travelling expenses at prescribed rates necessarily incurred by staff required to travel away from Apia on official business.

**Life and Accidental Death and Disability Insurance:** All employees are covered by SPREP's 24 hour Life and Accidental Death and Disability Insurance Policy.

**Medical Benefits:** All employees and their dependents are entitled to have all reasonable medical, dental and optical expenses met, under the terms and conditions of the existing SPREP Medical Insurance.

**Superannuation:** All staff are required to contribute to a Superannuation Fund. SPREP will pay the Samoa minimum legal requirement of basic salary to the Samoa National Provident Fund.

**Overtime:** Locally recruited staff at Band 8 and below may claim overtime or time off in lieu of overtime for the hours they are required to work in excess of their normal working hours. A meal

allowance and transport assistance are also available subject to terms and conditions set out by the Staff Regulations.

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

### **Learning and Development**

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

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

### **Definitions:**

'Dependent' means the 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.

**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 Support Officer, PCU (PSO, PCU)” 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 Project Support Officer, PCU (PSO, PCU)”

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 the Human Resources Team on telephone (685) 21929 ext 325 / 230 or  
Email: [humanresources@sprep.org](mailto:humanresources@sprep.org)

**Closing date: Friday, 2<sup>nd</sup> December 2022:** Late applications will not be considered.

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