APPLICANT INFORMATION PACKAGE
Spatial Analysis Specialist – Protected Areas

CONTENTS

A. BACKGROUND INFORMATION ON SPREP

B. THE BIOPAMA PROGRAMME

C. JOB DESCRIPTION

D. REMUNERATION PACKAGE – TERMS & CONDITIONS

E. ADMINISTRATIVE INFORMATION

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 USD30 million in 2021.

The establishment of SPREP in 1993 sends a clear signal to the global community of the deep commitment of Pacific island Governments and Administrations for better management of the environment within the context of sustainable development.

The strategic direction for SPREP is clearly set out in the 2017-2026 SPREP Strategic Plan. The Plan outlines the mandate, vision and programmes for the organisation, and places strong emphasis on effective delivery of services to SPREP Member countries and territories.

Mandate

SPREP's **mandate** is to promote cooperation in the Pacific region and provide assistance to Pacific island countries and territories in order to protect and improve its environment and to ensure sustainable development for present and future generations.

Vision

SPREP is guided by its **vision for the future:**

> "*A resilient Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures*".

Members

SPREP has 21 Pacific island member countries and territories:

▪ American Samoa	▪ Northern Marianas
▪ Cook Islands	▪ Palau
▪ Federate States of Micronesia	▪ Papua New Guinea
▪ Fiji	▪ Samoa
▪ French Polynesia	▪ Solomon Islands
▪ Guam	▪ Tokelau
▪ Kiribati	▪ Tonga
▪ Marshall Islands	▪ Tuvalu
▪ Nauru	▪ Vanuatu
▪ New Caledonia	▪ Wallis and Futuna
▪ Niue	

and 5 'metropolitan' member countries with direct interests in the region:

- ▪ Australia,
- ▪ France,

- New Zealand,
- United Kingdom and
- the United States of America;

SPREP Goals and Objectives

The Secretariat continues to strengthen and realign its institutional capacities, competencies, and systems to best support its Members by delivering more integrated, responsive, and cost-effective services to Members and partners and by better coordinating regional efforts.

SPREP's Pacific and metropolitan members agreed that SPREP's Strategic plan should span 10 years to address critical environmental and related social and governance strategic priorities, which are reflected in the strategy's regional and organisational goals and objectives, as well as in SPREP's core 'Values'.

Regional Goals

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

Organisational Goals

- o **Organisation Goal 1:** SPREP has information, knowledge, and communications systems that get the right information to the right people at the right time and influence positive organisational, behavioural and environmental change.
- o **Organisation Goal 2:** SPREP has multi-disciplinary processes in programme delivery and in supporting Members to develop national and regional policies and strategies.
- o **Organisation Goal 3:** SPREP has a reliable and sustainable funding base to achieve environmental outcomes for the benefit of the Pacific islands region and manages its programmes and operations to stay within its agreed budget.
- o **Organisation Goal 4:** SPREP is leading and engaged in productive partnerships and collaboration.
- o **Organisation Goal 5:** SPREP has access to a pool of people with the attitudes, knowledge, and skills to enable it to deliver on its shared regional vision.

SPREP's Values

SPREP approaches the environmental challenges faced by the Pacific guided by four simple **Values.** These values guide all aspects of our work:

- We value the **Environment**
- We value our **People**
- We value high quality and targeted **Service Delivery**
- We value **Integrity**

B. The BIOPAMA Programme

The Biodiversity & Protected Areas Management Programme (BIOPAMA) aims to assist the African, Caribbean and Pacific (ACP) countries to improve technical and institutional approaches to conserve biodiversity, particularly in protected areas, through regional cooperation and capacity building activities. The BIOPAMA programme in its first phase established a series of Regional Observatories (RO) across the ACP region housing a Regional Reference Information System (RIS). SPREP became the BIOPAMA Pacific Observatory for the Pacific in 2014. The Programme also developed a series of tools to enable stakeholders to access and analyse information relating to biodiversity, natural resource-use and protected area management with a view to improving decision making processes and enhancing conservation and livelihood outcomes. A mid-term review (MTR) was conducted in 2015 which recommended that a follow-up phase of the project should be funded.

The second phase of the BIOPAMA programme focuses on the specific issue of information pertaining to biodiversity and PA management and governance and how this information can be used to strengthen governance, management and policy making.

Implementation of BIOPAMA in the Pacific is led by the International Union for Conservation of Nature (IUCN) in partnership with SPREP and the European Commission Joint Research Centre (EC-JRC). This partnership has seen significant enhancements of the Pacific Islands Protected Area Portal (PIPAP), the region's one-stop resource for protected area information.
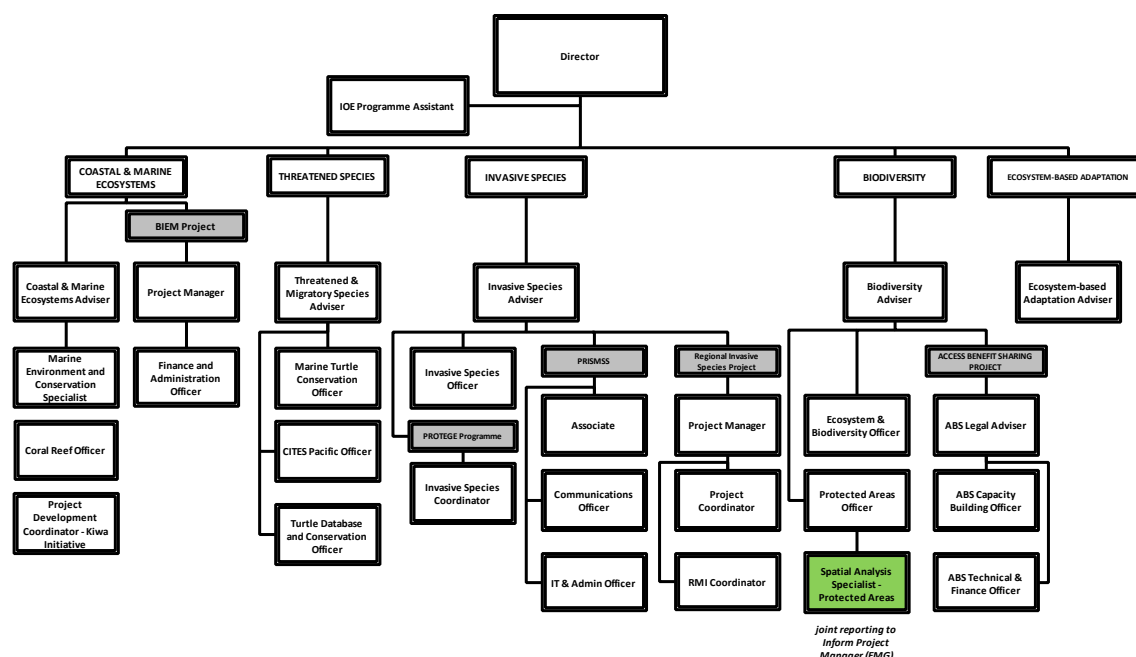
Overall objective

To contribute to improving the long-term conservation and sustainable use of biodiversity and natural resources in the ACP regions in protected areas and surrounding communities through better use and monitoring of information and capacity development on management and governance.

C. JOB DESCRIPTION

Job Title:	Spatial Analysis Specialist – Protected Areas
Programme:	Island and Ocean Ecosystems (IOE)/Environmental Monitoring and Governance (EMG)
Team:	Biodiversity / Environmental Monitoring and Reporting
Responsible To:	1) Protected Areas Officer, IOE Programme. 2) Inform Project Manager, EMG Programme.
Responsible For: **(Total number of staff)**	None
Job Purpose:	**This job exists to**: • Provide technical assistance, support and advice on protected area-related Geographic Information Systems (GIS), spatial analysis and planning to support implementation of the objectives of the EU-ACP BIOPAMA programme, including ongoing maintenance of the spatial functions and features of the BIOPAMA RRIS – the Pacific Islands Protected Area Portal (PIPAP). • Provide wider technical assistance and support across SPREP Technical Programmes on GIS, spatial planning and analysis to support protected area managers in the region.
Date:	March 2021

Organisation Context

Key Result Areas

The position of **Spatial Analysis Specialist – Protected Areas** addresses the following Key Result Areas:

1. Spatial data management
2. Spatial data inventory and analysis
3. Technical support and capacity building.
4. Knowledge sharing, communications, awareness and partnerships.
5. BIOPAMA project management support

The requirements, expectations and performance standards for the above duties are broadly identified below.

(Duties) The Jobholder is accountable for:	(Performance) Jobholder is successful when:
1) Spatial Data Management a) Maintain and troubleshoot the BIOPAMA-PIPAP GeoServer, keep up-to-date protected area spatial datasets stored therein and provide users with access to the datasets. b) Clean, manage correct versions and provide quality control of protected area spatial data, including the development of metadata, where needed, using data standards. c) Make available any new or updated, publicly accessible protected area data through the Inform regional and national environmental data portal. d) Provide input to and assist the management of SPREP's Spatial Data Infrastructure (SDI) to facilitate efficient data exchange with other projects at SPREP, the publication and controlled access to spatial and non-spatial datasets etc. e) Seek approval from Pacific ACP countries for public sharing of and access to country-specific protected area datasets. f) Maintain and troubleshoot automated linkages between the DKAN Inform environmental data portals and the BIOPAMA-PIPAP GeoServer.	• Automated integration points of the BIOPAMA-PIPAP GeoServer are functional, protected area spatial datasets are current and easily available to users. • Spatial datasets are of consistent quality and standard with available metadata. • Easy access of existing and new users to publicly available protected area datasets to assist a variety of purposes. • SPREP's Spatial Data Infrastructure (SDI) is maintained with improvements made as needed. • Country consent and approval is secured and datasets are made accessible to users. • Automated linkages between the Inform environmental data portals and the BIOPAMA-PIPAP GeoServer are maintained.

2) Spatial data inventory and analysis
 	
  a) Liaise with Pacific ACP countries, regional partners and other organisations in the region to collect existing or updated protected area spatial data and associated contextual data layers on protected areas.
 	
  b) Produce a shareable inventory of existing nature conservation and protected areas policy targets in the Pacific region.
 	
  c) Prioritise policy targets and coordinate the development of and/or sourcing indicators for high priority policy targets.
 	
  d) Compile a catalogue of policy-relevant geospatial datasets used to develop policy target indicators and make available via the BIOPAMA-PIPAP GeoServer.
 	
  e) Publish and share policy indicators within the global BIOPAMA Reference Information System (RIS), working closely with the EC-JRC team.
 	
  f) Maintain and troubleshoot dynamic linkages for the synchronised update of existing online protected area maps on the BIOPAMA-PIPAP GeoServer.
 	
  g) Update national and regional statistics on protected area coverage, extent, habitat representation, proportion conserved, proportion of priority sites within PAs including KBAs and IBAs.
 	
  h) Conduct analysis across SPREP technical programmes to support protected area managers in the region.
 	
  i) Contribute to the preparation of country technical reports based on analysis of protected area spatial data and information collected.
	• Up to date and validated protected area spatial datasets for 14 Pacific Island Countries, including detailed metadata.
	
	• All protected area data layers uploaded and managed on the BIOPAMA-PIPAP GeoServer.
	
	• A maintained fully functional, user-friendly BIOPAMA-PIPAP GeoServer, where data on protected areas (and contextual datasets) are easily accessible to the non-GIS user.
	
	• Advice and proposed solutions provided for the continuous improvements to the management of the internal spatial data repository at SPREP, based on discussions with relevant SPREP staff.
	
	• Existing and updated contextual data layers for all protected areas collected and uploaded to the BIOPAMA-PIPAP GeoServer and Inform portals.
	
	• Conduct and provide analysis of protected area spatial data and information relevant for national reporting purposes.
	
	• Relevant regional policy targets identified, described, prioritised and indicators sourced/developed to assist improved tracking and reporting of progress in implementing protected area policies and frameworks for the Pacific region.

3) Technical support and capacity building
 	
  a) Provide technical support to assist national reporting on protected area targets across the Pacific ACP countries.
 	
  a) Organise and deliver capacity building (in-country or via virtual means) for interested Pacific ACP countries on protected area spatial planning, mapping and data management utilising open-source software (QGIS).
 	
  b) Update and/or adapt existing training materials and exercises utilising QGIS software, as needed.
 	
  c) Assist with the organisation of and participate in country technical consultations (in-country or via virtual means).
	• Pacific ACP countries reporting report national progress on implementing global protected area targets is enhanced.
	
	• Training materials and exercises are updated to remain relevant to target audience and take into account software upgrades for QGIS.
	
	• GIS training in support of protected area management is successfully completed for Pacific ACP countries.
	
	• Validated spatial data on protected areas is acquired for each country where training was conducted.

d) Identify, secure and provide technical support to key contacts who manage national protected area spatial data within government.	
4) Knowledge sharing, communications, awareness and partnerships a) Facilitate knowledge sharing on spatial data management and their use within SPREP, its member countries and with regional partners. b) Assist demonstrations and presentations of the Pacific Islands Protected Area Portal (PIPAP) as required within SPREP, Pacific ACP countries, regional and national partners. c) Produce information, communication and visual products, including for tracking of policy effectiveness, tailored to different target audiences, including decision makers. d) Prepare media releases and contribute to the development of BIOPAMA communication materials as needed. e) Coordinate and facilitate partnership arrangements with key partners to support spatial planning for protected areas in the region.	• Knowledge sharing utilising various means facilitated with partners, SPREP member countries, SPREP technical programmes and projects, PIRT-Protected Areas Working Group (PAWG), Joint Research Centre (JRC), IUCN ORO including with UNEP-WCMC etc. • Information, communication, and visual products based on analysis of protected area spatial data are produced, finalised and widely disseminated tailored to different target audiences. • Media releases and communication materials produced, finalised and widely disseminated. • Partnerships in support of spatial planning for protected areas in the region established and active.
5) BIOPAMA Project management support a) Prepare and produce technical output reports and deliverables for all activities that fall under the job description. b) Provide input to update the BIOPAMA Project information in the SPREP Project Management Information System (PMIS). c) Provide input related to the preparation of organisational and project-specific annual work plans and budgets. d) Provide input to the preparation of project financial reports and ensure compliance with SPREP and donor financial reporting requirements. e) Contribute to the preparation of narrative progress reports as required by SPREP, EC-JRC and IUCN ORO, including input to monthly BIOPAMA regional progress updates. f) Assist and support the Protected Areas Officer to ensure the project is on track and key deliverables are achieved. g) Participate in project monitoring and evaluation including the annual BIOPAMA 'All Hands' meeting, conference calls with the BIOPAMA regional implementing partners (IUCN ORO and EC-JRC) and meetings of the SPREP IOE Programme. h) Maintain close contact with BIOPAMA regional implementing partners, IUCN Oceania and the	• Effective technical support is provided to the project to ensure it meets agreed objectives and milestones within agreed timelines. • Project Management Information System (PMIS) is updated and used effectively to manage and track project progress. • Constructive input and feedback is outlined and reflected in project reports. • Profile of the project and its results are widely acknowledged and appreciated by key stakeholders, partners and donors. • Project reporting and tracking is accurate and timely. • Progress of agreed workplan effectively reported on, including agreement on adjustments to workplan as needed. • Successful and effective working relationships established with regional project implementers, IUCN and EC-JRC, collaborating partners.

European Commission Joint Research Centre (EC-JRC).	

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 as part of SPREP's Performance Development System.

This section may be reflected in the successful applicant's Performance Development Plan.

Work Complexity

Most challenging duties typically undertaken:
- Provision of timely and accurate technical assistance to national governments and stakeholders.
- Coordination and collaboration with international, regional and key stakeholders.
- Communicating materials in a format that is easily understood by stakeholders at different levels

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
External • Member countries • Donors / Partners • Professional / Scientific organisations • Regional / International organisations • CROP Agencies	• Consultation, advice and assistance • Data sharing agreements • Reporting • Collaboration and partnerships • Communications and information sharing • networking and relationship building.
Internal • Executive • Technical programmes of SPREP • IT and KM teams • Communications team • Finance Department	• Team-based work • Information sharing • Advice and support • Financial/narrative reporting • Consultation • Capacity building and training

Level of Delegation

The position holder:

- Can liaise with partners on behalf of SPREP
- Can 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 may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Qualifications

Essential
1. Minimum qualifications of a Bachelor degree in Natural Science, Geographic Information Systems (GIS), Geomatics, Environmental Management, Ecology, Geography or related fields.

Knowledge / Experience

Essential
2. At least 7 years' experience in Geographic Information Systems (including open-source software), spatial data management (including database use and development), environmental and natural resource management, including monitoring and interpreting data for reporting.

3. Excellent experience/expertise in the following:
   a. The use of ESRI software products, Open-Source GIS software (ie – QGIS) or equivalent tools, for protected area mapping and spatial analysis, including the development of (open-source) geodatabases.
   b. Familiarity with online GIS and web mapping applications
   c. Managing diverse spatial data layers, including quality control, data versioning and proven ability to develop and apply metadata.
   d. Sharing spatial data via the web (e.g. GeoServer, GeoNode…)
   e. Developing and applying data processing workflows and processes to validate national data.

4. Applicants should demonstrate the following:
   a. developing and coordinating protected area-related GIS, data analysis and management training activities.
   b. applying GIS and spatial data in support of protected area spatial planning.

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

6. Demonstrates initiative and ability to think 'outside the box', consider and apply alternative solutions in dealing with multiple tasks, demanding deadlines and with little supervision and demonstrates excellent understanding and appreciation of environmental ethics, values and priorities within the workplace.	
7. Excellent capacity building, advisory and analytical skills including on spatial data matters.	

Essential Good working knowledge of environmental issues with an emphasis on protected area management including key emerging issues and challenges within the Pacific Island region:

    a. Broad knowledge of environmental spatial data management and protected areas spatial planning, preferably in small islands context;

    b. Spatial data sharing sensitivities and issues within the Pacific island region;

    c. Broad knowledge and familiarity of the following policy and reporting frameworks:

        I. Regional Framework on Nature Conservation and Protected areas for the Pacific Islands, 2021-2025

        II. Global protected area targets including the Post-2020 Global Biodiversity Framework

        III. National Biodiversity Strategies and Action Plans (NBSAPs)

        IV. State of the Environment Reports

        V. 2030 Sustainable Agenda and the SDGs; and

        VI. Multilateral Environmental Agreements (ie - Convention on Biological Diversity)

Key Skills / Attributes / Job Specific Competencies

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

Expert level	• Organisational and time management Self-motivated and results focused
	• Interpersonal and multicultural stakeholder skills
	• Collaboration with partners, governments, agencies and organisations on environmental data management
	• Team player
Advanced level	• Flexible, adaptive and participatory approach
	• Willingness to assist with other programmes
	• Ability to effectively analyse and interpret data for planning purposes.
	• Ability to maintain data storage, data visualisation and access systems
Working Knowledge	• Project management principles
	• Interpersonal skills and cultural sensitivity
	• Commitment to continuous improvement
	• Ability to work well with other programmes

	• Environmental issues in the Pacific islands region
	• Emerging environmental issues and challenges
Awareness	• SPREP Strategic Plan 2017-2026
	• BIOPAMA Project Document

Key Behaviours

All staff are expected to uphold SPREP's Organisational Values and Code of Conduct which are Key Behaviours forming part of 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.

D. REMUNERATION PACKAGE – TERMS & CONDITIONS

"Due to the current COVID-19 situation affecting the region, and the priority the Secretariat places on its staff safety, health and well-being, please note that there may be delays in taking up the appointment. There will be an opportunity to discuss this matter thoroughly with the successful candidates and any appointment and on-boarding would only proceed when regional conditions permit the deployment of new staff".

Duty Station: Apia, Samoa.

Duration: Appointment is for a fixed term of two years in line with the project time frame.

Salary: Salary is denominated in International Monetary Fund Special Drawing Rights (SDRs). Remuneration for this post falls within Band 10 of SPREP's salary scale. Starting salary will be SDR 29,499 per annum. This is currently equivalent to Samoan Tala $112,576 (USD$43,299) per annum. Upon confirmation of probation, salary will be adjusted to SDR33,186 which is equivalent to SAT126,648 (USD48,711) 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 SDR 4,194 will be paid to the successful candidate. The current equivalent in Samoan Tala is SAT$16,006 (USD$6,156) per annum. Upon confirmation of probation, this will be adjusted to SDR4,505 which is equivalent to SAT17,192 (USD6,612) 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 exist for maternity, compassionate, paternity, examination and special leave (without pay).

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

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

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

Superannuation: All employees are required to contribute to the Samoa National Provident Fund. An expatriate internationally recruited staff member has the option to nominate another recognised Fund for their superannuation. SPREP will pay the minimum legal requirement of basic salary to the Samoa National Provident Fund or another approved nominated Fund.

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.

E. 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 Spatial Analysis Specialist – Protected Areas**" 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 Spatial Analysis Specialist – Protected Areas**"

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

For further enquiries, contact Marion T. Chan Chui on telephone (685) 21929 ext 328, or Email:
marionc@sprep.org

Closing date: Friday, 16ᵗʰ April 2021: Late applications will not be considered.

SPREP is an Equal Opportunity Employer