

APPLICANT INFORMATION PACKAGE  
**GCCA+ SCALED UP PACIFIC ADAPTATION TO CLIMATE  
CHANGE (SUPA) PROJECT**  
**FINANCE AND ADMINISTRATION OFFICER**

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## A. Background Information on SPREP

SPREP is the regional organisation established by the Governments and Administrations of the Pacific charged with protecting and managing the environment and natural resources of the Pacific. The head office is based in Apia, Samoa with over 100 staff. There are SPREP offices in Fiji, Vanuatu and the Republic of the Marshall Islands as well as a SPREP Officer stationed in the Solomon Islands. SPREP has an annual budget of USD \$33 million in 2019.

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

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

### Mandate

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

### Vision

SPREP is guided by its **vision for the future**: "A resilient Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures".

### Members

SPREP has 21 Pacific island member countries and territories (American Samoa, Cook Islands, Federated States of Micronesia, Fiji, French Polynesia, Guam, Kiribati, Marshall Islands, Nauru, New Caledonia, Niue, Northern Marianas, Palau, Papua New Guinea, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, Vanuatu and Wallis & Futuna) and 5 developed countries (Australia, France, New Zealand, United Kingdom and United States of America) with direct interests in the region.

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

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

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

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

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

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

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

**Organisation Goal 1:** SPREP has information, knowledge, and communications systems that get the right information to the right people at the right time and influence positive organisational, behavioural and environmental change.

**Organisation Goal 2:** SPREP has multi-disciplinary processes in programme delivery and in supporting Members to develop national and regional policies and strategies.

**Organisation Goal 3:** SPREP has a reliable and sustainable funding base to achieve environmental outcomes for the benefit of the Pacific islands region and manages its programmes and operations to stay within its agreed budget.

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

**Organisation Goal 5:** SPREP has access to a pool of people with the attitudes, knowledge, and skills to enable it to deliver on its shared regional vision.

### **About the GCCA+ Scaled Up Pacific Adaptation to Climate Change (SUPA) Project:**

The Global Climate Change Alliance Plus Scaling Up Pacific Adaptation (GCCA+ SUPA) project focuses on building sector resilience, based on lessons learnt from past actions, whilst enhancing the resilience capacity of sub-national governments and other stakeholders. The Action's overall objective is to enhance climate change adaptation and resilience within ten Pacific island countries. The specific objective is to strengthen the implementation of sector-based, but integrated, climate change and disaster risk management strategies and plans. The overall amount of the Action covered by this co-delegation agreement is EUR 12.9 million.

#### **The three outputs of GCCA+ SUPA are:**

1. Climate and disaster risk information, knowledge management, monitoring and strategic planning capacities strengthened at national and regional levels;
2. Planning and decision-making capacities to address climate change and disaster risks at sub-national and community level strengthened, applying participatory, gender-sensitive and rights-based approaches;
3. Strategic and local interventions for climate change adaptation and mainstreaming scaled up in up to five sectors.

This action will be implemented in indirect management with the Pacific Community (SPC) and the Secretariat of the Pacific Regional Environment Programme (SPREP). This implementation entails a co-delegation agreement with SPC as lead and coordinating organisation and SPREP as co-delegate. A separate Grant Agreement for an additional Euros 2.1 million will be signed between the European Commission and the University of the South Pacific (USP). Within a framework of close collaboration, each of the three regional implementing organisations has responsibility for delivery of a specific output: Output 1 – SPREP; Output 2 – USP; and Output 3 – SPC.

The ten countries covered by this Action are Small Island Developing States (SIDS) with a total population of about 1.5 million people spread over an immense area of ocean in the western Pacific equivalent to 15 % of the globe's surface. This diverse region falls into three geographical areas of the western Pacific: Melanesia (Fiji); Micronesia (Palau, Federated States of Micronesia (FSM), Republic of the Marshall Islands (RMI), Nauru and Kiribati); and Polynesia (Cook Islands, Niue, Tonga and Tuvalu). The nine project countries located in Micronesia and Polynesia each have populations of less than

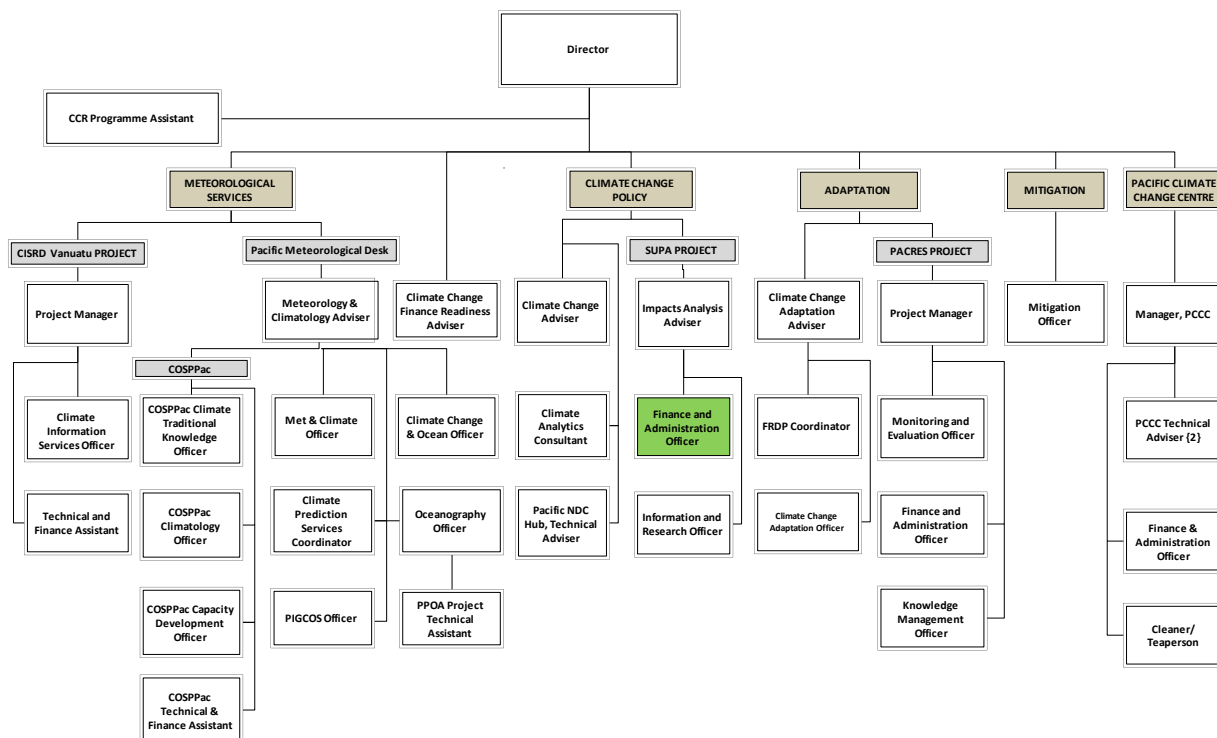
110,000 and five of those countries have populations less than 20,000. The population of Fiji is 837,271. The total gross domestic product (GDP) for the ten countries is EUR 7.6 billion (2015 estimate).

A qualified and highly experienced Finance and Administration Officer (FAO) is required to lead the financial and administration functions for this exciting and high-profile project. The FAO will be responsible for the development, updating and monitoring of the procurement plan and ensuring compliance with the procurement policy that governs the project, monitoring of expenditures, cash flow and replenishments, preparation of financial reports and coordination of required audits for the project. These key responsibilities will be undertaken in collaboration with the Project Team, working closely with other programmes and departments within SPREP, and with the project teams to be established in SPC, USP as well as the EU Office in Suva.

## B. JOB DESCRIPTION

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| <b>Job Title:</b>                                   | SUPA Project, Finance and Administration Officer (SUPAFAO)  |
| <b>Programme:</b>                                   | Climate Change Resilience   |
| <b>Team:</b>  | Adaptation: SUPA Project  |
| <b>Responsible To:</b>                              | Impact Analysis Adviser (SPREP)<br>Project Manager, SUPA (based at SPC)   |
| <b>Responsible For:<br/>(Total number of staff)</b> | N/A   |
| <b>Job Purpose:</b>                                 | <b>This job exists to:</b> <ul style="list-style-type: none"> <li>Lead the financial and administration functions of the project</li> </ul> |
| <b>Date:</b>  | December 2019   |

### Organisation Context



## Key Result Areas

The position of **SUPA Project, Finance and Administration Officer** addresses the following Key Result Areas:

1. Budget development and management
2. Procurement management
3. Financial reporting, financial documentation and audit facilitation
4. Compliance with the General and Special Conditions of the Co-Delegation Agreement
5. Logistical, administrative and technical support
6. Project management information system

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

| Jobholder is accountable for   | Jobholder is successful when   |
|--|--|
| <b>1. Budget development and management</b> <ol style="list-style-type: none"> <li>a) Develop annual consolidated budget and monitor the overall spending in consultation with PMU, project teams in SPC and USP, EU and relevant SPREP Departments (Finance, HR, Communication).</li> <li>b) Develop, maintain and monitor SPREP's SUPA budget in consultation with the PMU and relevant SPREP Departments (Finance, HR, Communication)</li> <li>c) Ensure spending does not exceed allocated budgets</li> <li>d) Ensure annual SUPA budgets are prepared using the EU detailed budget template</li> <li>e) Monitor the status of the project funds and ensure replenishment is timely and meets the General and Special Conditions under the Co-Delegation Agreement for the project</li> <li>f) Prepare relevant documentation to support tranche requests</li> </ol> | <ul style="list-style-type: none"> <li>• Budget issues identified, reported and addressed</li> <li>• Consolidated annual budget for the project is prepared and submitted for endorsement by the Project Steering Committee</li> <li>• SPREP SUPA annual budget is prepared and endorsed by the Project Manager and Director CCR and the SPREP component of the SUPA budget is prepared and endorsed by relevant project staff and Director CCR</li> <li>• Expenditures incurred are within budgets</li> <li>• Annual SUPA budgets from SPC and USP are submitted in a timely manner and follows the EU template for the annual detailed budget</li> <li>• A record of the status of project funds being monitored rigorously (spreadsheet or in another electronic format) is developed and tracked</li> <li>• Replenishment of the project funds are submitted and available for disbursement to USP and SPC.</li> </ul> |
| <b>2. Procurement management</b> <ol style="list-style-type: none"> <li>(a) Develop, monitor and update the overall procurement plan for the project in line with the General Conditions and the Co-Delegation Agreement and in consultation with PMU, Finance and Administration Department of SPREP and the project units in USP and SPC and EU.</li> <li>(b) Ensure that procurement of required goods and services comply with the General Conditions and the special</li> </ol>   | <ul style="list-style-type: none"> <li>• Procurement Plan for the overall project is accepted by SPREP, USP and SPC, EU and approved by the project steering committee.</li> <li>• Regular procurement alerts/reminders/reports are sent out to USP and SPC on outstanding procurement activities and issues that requires their attention</li> <li>• Procurement activities meet set deadlines and relevant procurement dossiers and reports are ready in a timely manner to support advertisement</li> </ul>   |

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| <p>conditions of the Co-Delegation Agreement, SPREP's procurement policies for SPREP activities and those of USP and SPC</p> <p>(c) 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.</p> <p>(d) Monitor the contracts and agreements for the supply of goods and engagement of consultants to deliver specific aspects of the project in consultation with USP and SPC and including contracts managed by SPREP PMU.</p>   | <p>of tenders or soliciting of quotes, evaluation, decisions and recontracting.</p> <ul style="list-style-type: none"> <li>• Non-conformity with conditions of contracts and agreements are prevented at all times with issues swiftly managed and addressed.</li> </ul>  |
| <p><b>3. Financial reporting, financial documentation and audit facilitation</b></p> <p>a) Prepare consolidated six monthly and annual financial reports as required by the Co-Delegation Agreement and financial component of the annual and six monthly narrative report.</p> <p>b) Prepare annual and six monthly financial reports on SPREP activities.</p> <p>c) Facilitate annual audits and ensure that audited financial reports are readily available before the submission deadlines</p> <p>d) Facilitate the preparation of the annual management declaration to be submitted together with the progress reports</p> <p>e) Keep good records and files of all financial documents including supporting documents for all transactions related to the project</p> <p>f) Ensure all required financial records and supporting documents are submitted by project units in USP and SPC as part of their progress and financial reporting.</p> | <ul style="list-style-type: none"> <li>• Six monthly and annual consolidated financial reports are available on time and endorsed by relevant authorities prior to submission to EU;</li> <li>• Six monthly and annual financial reports on SPREP costs for the implementation of SPREP activities are available on time and endorsed by relevant authorities in SPREP.</li> <li>• Audited financial and management declaration are carried out and ready for submission with project overall narrative progress reports.</li> <li>• Financial records and supporting documents (both paper and electronic) for costs incurred by SPREP under the project and those by USP and SPC are readily available, up-to-date and complete.</li> </ul> |
| <p><b>4. Compliance with the general and special conditions of the Co-Delegation Agreement</b></p> <p>a) Ensure in-depth understanding by PMU and project units in USP and SPC of the PAGODA and the General and Special Conditions of the Co-Delegation Agreement relevant to the financial management, narrative progress reports,</p>  | <ul style="list-style-type: none"> <li>• All staff of PMU as well as project units in USP and SPC have in-depth understanding of the General and Special Conditions of the Co-Delegation Agreement relevant to the financial management, narrative progress reports, audits and management declaration and in particular direct and indirect costs criteria.</li> </ul>   |

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| <p>audits and management declaration and in particular direct and indirect costs criteria.</p> <p>b) Monitor compliance with the General and Special Conditions of the Co-Delegation Agreement relevant to the financial management, narrative progress reports, audits and management declaration and in particular direct and indirect costs criteria.</p>  | <ul style="list-style-type: none"> <li>• Non-compliance is prevented and potential cases that could lead to non-compliance are detected earlier and addressed.</li> </ul>   |
| <p><b>5. Logistical, administrative and secretariat support</b></p> <p>a) Organise and arrange all travel requirements of the project in line with SPREP's Travel and Procurement Policies;</p> <p>b) Arrange and organise logistics for all project meetings, visits, workshops and events to ensure all are completed and ready on time;</p> <p>c) Provide administrative and secretariat support to the project and all meetings including the SUPA Steering Committee;</p> <p>d) Set-up, maintain and update project e-filing and record keeping on a regular basis;</p> <p>e) Prepare meeting notes and reports for project specific and related meetings.</p> <p>f) Assist with organising SUPA Steering Committee meetings and other SUPA project meetings;</p> <p>g) Assist with the planning and implementation of SUPA events</p> | <ul style="list-style-type: none"> <li>• All project activities and logistics (including travel arrangements) are organised in an efficient and cost effective manner</li> <li>• Workshops and project activities are well received by stakeholders and government officials, and stakeholders exhibit improved understanding of SUPA.</li> <li>• Meeting minutes and reports are prepared on time and shared with members of the Steering Committee, Director CCR and staff</li> <li>• Effective project filing systems and record keeping are up to date and accessible to the project teams and CCR staff</li> <li>• Project logistics and administrative activities comply with SPREP policies and processes</li> </ul> |
| <p><b>6. Project Management Information System</b></p> <p>a) Compile project data and relevant information required for updating the PMIS and for the preparation of narrative progress reports, project implementation reports and other substantive reports as required by EU and SPREP</p> <p>b) Ensure information is correct and accurate before uploading on the PMIS and assist with the monitoring and tracking of project progress and delivery of project outputs</p> <p>c) Review project information on PMIS and report on gaps and issues that need to be addressed</p>  | <ul style="list-style-type: none"> <li>• SUPA Project information on PMIS is accurate and up to date</li> </ul>   |

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| d) Ensure follow up on project information gaps so that data on PMIS is relevant and up-to-date |  |
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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**

| <b>Most challenging duties typically undertaken:</b>   |
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| <ul style="list-style-type: none"> <li>• Development of realistic annual budgets that are within overall allocated budget and monitoring of spending in collaboration with the project units in USP and SPC.</li> <li>• Ensuring costs charged to the project are eligible costs under the General and Special Conditions of the Co-Delegation Agreement.</li> <li>• Coordinating and meeting deadlines for financial reporting and audits.</li> <li>• Ensuring that procurement is undertaken in line with the relevant policies and financial records and supporting documents are provided.</li> <li>• Working in collaboration with the project units in USP and SPC to monitor compliance with these organisations' internal controls and any remedial actions by auditors and evaluators of the project to address financial management and procurement issues.</li> </ul> |

### **Functional Relationships & Related Skills**

| <b>Key internal and/or external contacts</b>   | <b>Nature of the contact most typical</b>   |
|--|---|
| <b><i>External</i></b> <ul style="list-style-type: none"> <li>• Co-Delegates for the Action i.e. USP, SPC including their project teams;</li> <li>• USP and its project team</li> <li>• EU and ACP</li> <li>• Steering Committee</li> <li>• Beneficiary countries</li> <li>• Partner organisations and municipalities in the EU and other ACP regions</li> <li>• Expert Consultancy Service providers</li> <li>• Regional / International organisations</li> </ul> | <ul style="list-style-type: none"> <li>• Access to financial and procurement records and information</li> <li>• Advice and assistance</li> <li>• Consultations and collaboration</li> <li>• Negotiations, communications and reporting</li> </ul> |

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| <b>Internal</b> <ul style="list-style-type: none"> <li>• Senior Management Team</li> <li>• Climate Change Resilience Programme</li> <li>• Other SPREP Programmes</li> <li>• Project Coordination Unit</li> <li>• Finance and Administration Department</li> <li>• Human Resources Department</li> <li>• All staff</li> </ul> | <ul style="list-style-type: none"> <li>• Access to data and information</li> <li>• Advice and support</li> <li>• Collaboration and coordination</li> </ul> |
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## Level of Delegation

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| <b>The position holder:</b>   |
| <ul style="list-style-type: none"> <li>• Has oversight of the project budget and finances in line with Co-Delegation Agreement and General Conditions;</li> <li>• Can seek funding opportunities in particular cost-sharing and complementarity with other projects that could fund project activities of similar nature subject to authorisation;</li> <li>• Can present financial reports to authorised audiences such as the project Steering Committee, EU, USP and SPC project units.</li> </ul> |

## 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

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| <b>Essential</b>   |
| 1. A Bachelor degree in Accounting / Finance or relevant discipline (a certified qualification and membership from a recognised professional accounting institute would be an advantage) |

## Knowledge / Experience

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| <b>Essential</b>  |
| 2. At least 3 years relevant experience in project accounting or in a similar accounting role with demonstrated experience in project fund management, preferably in the Pacific region   |
| 3. Excellent experience in the following: <ul style="list-style-type: none"> <li>a) financial management and accounting</li> <li>b) financial analysis, advisory and reporting</li> </ul> |

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| <ul style="list-style-type: none"> <li>c) programme and project fund management including monitoring and evaluation, proposal and report writing</li> <li>d) Microsoft Office, spreadsheet applications and computerised accounting systems</li> <li>e) Performance Based Output Budgeting systems</li> </ul>                                |
| 4. Excellent experience in management and operations of procurement processes including tender work and assessment as well as appreciation of policies, systems, processes and databases   |
| 5. Excellent written and verbal communication skills including high level of presentation and interpersonal skills, collaboration with donors and partners with sound experience in capacity building and maintaining effective relationships with a diverse group of people within a multi-disciplinary and multi-cultural team environment |
| 6. Excellent knowledge of current and emerging issues and challenges in administration and financial reporting and demands of a regional project in the Pacific islands region as well as good understanding and appreciation of environmental ethics, values and priorities   |
| 7. Shows initiative to think outside the box particularly in problem-solving, setting priorities and meeting work-plan deadlines as well as meeting challenges and demands of a regional project   |

## 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>• Financial and accounting knowledge</li> <li>• Project financial reporting</li> <li>• Work programme planning, and budgeting</li> <li>• Computerised accounting systems</li> </ul>  |
| Advanced level    | <ul style="list-style-type: none"> <li>• Analytical skills</li> <li>• Understanding of financial policies and regulations</li> <li>• Communications, representation and interpersonal skills</li> <li>• Advisory and analytical skills</li> </ul>   |
| Working Knowledge | <ul style="list-style-type: none"> <li>• Accounting practices</li> <li>• Financial systems software</li> <li>• Knowledge of SPREP financial procedures</li> <li>• Corporate policies</li> <li>• Ability to work well with section colleagues and staff at all levels</li> <li>• Good oral and written communication skills</li> <li>• Environmental issues in the Pacific islands region</li> </ul> |
| Awareness         | <ul style="list-style-type: none"> <li>• UNFCCC, Paris Agreement and Climate Change funding mechanisms and processes</li> <li>• Sustainable Development Goals, SAMOA Pathway</li> <li>• Framework for Resilient Development in the Pacific</li> <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 Plan:

- Environmental Leadership
- Service Delivery
- Valuing our People
- Integrity

### **Change to job description**

*From time to time it may be necessary to consider changes in the Job Description in response to the changing nature of our work environment– including technological requirements or statutory changes. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.*

## C. REMUNERATION PACKAGE – TERMS & CONDITIONS

**Duty Station:** Apia, Samoa.

**Duration:** Appointment is for a term of 3 years, with a possible extension in line with the project time frame and subject to performance, continuity of related project activities and availability of funds. There is no expectation of renewal at the end of contract as this is a project specific position.

**Salary:** Remuneration is at Band 8 of SPREP's salary scale for locally recruited staff. Starting salary will be SAT\$45,374 per annum. 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 Samoan Tala \$1,000.

**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 dependants are entitled to have all reasonable medical, dental and optical expenses met, under the terms and conditions of the SPREP in-house Medical Treatment Scheme.

**Superannuation:** The employee and SPREP will pay the 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. For project positions, upon successful completion of the project.

**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:**

'Dependant' means the financially dependent spouse or dependent child 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.

## 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 “SUPA Project, Finance and Administration Officer (SUPAFAO)” 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 “SUPA Project, Finance and Administration Officer (SUPAFAO)”

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 Mr Sepasitiano Paulo on telephone (685) 21929 ext 285 or Email:  
[sepasitianop@sprep.org](mailto:sepasitianop@sprep.org)

**CLOSING DATE: Friday, 31<sup>st</sup> January 2020**: Late applications will not be considered.

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