



APPLICANT INFORMATION PACKAGE

Senior Finance and Administration Officer: Pacific BioScapes Programme

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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.

B. EU Intra-ACP Pacific Biodiversity and Sustainable Land-Seascapes (Pacific BioScapes) Programme

SPREP is implementing a component within the framework of an existing Financing Agreement between the Organisation of African, Caribbean and Pacific States (OACPS) and the European Union (EU) for the implementation of the Intra-African Caribbean Pacific (ACP) Support Programme for ACP Small Island Developing States (SIDS) and Coastal Countries. Globally the programme has been approved for a total of EUR 35 million under the Intra-ACP Cooperation–11th European Development Fund Strategy Paper and Indicative Programme 2014-2020 programming actions for ACP regional organizations/institutions and countries. The programme contributes directly to Sustainable Development Goals (SDGs) 14 and 15, as well as the three Rio Conventions - the United Nations Convention on Biological Diversity (UNCBD), the United Nations Convention to Combat Desertification (UNCCD) and the United Nations Framework Convention on Climate Change (UNFCCC). It will also promote gender equality and good governance. Its overall goal is to

support implementation of SDGs 14 (Life Below Water) and SDG 15 (Life on Land) concentrating on climate change, resilience building and the environment and to contribute to addressing the development challenges of ACP SIDS and coastal countries by focusing on the implementation of the SAMOA Pathway.

The programme component for the Pacific ACP region is the Pacific Biodiversity and Sustainable Land-Seascapes (Pacific BioScapes) Programme to be managed and implemented by the Secretariat of the Pacific Regional Environment Programme (SPREP). The Programme will contribute to the sustainable development of Pacific SIDS by supporting and improving the management and sustainable use of marine and coastal resources. It provides an opportunity to address critical issues concerning coastal and marine biodiversity, and ecosystem-based responses to climate change adaptation. Pacific SIDS continue to face growing environmental challenges with the potential to drastically impact the natural assets upon which the foundation of their national economies and community livelihoods depends. The programme will apply ridge-to-reef and other management approaches to take into account both marine and terrestrial environments and to contribute to addressing barriers to effective conservation and sustainable use of biodiversity. In total there are 30 activities to be funded by the programme to address Key Result Area (KRA) 1: strengthened capacities of Pacific countries to effectively manage coastal and marine biodiversity and enhance resilience to climate change and KRA 2: support regional, national and local efforts to assess, conserve, protect, manage and sustainably use marine and terrestrial biodiversity.

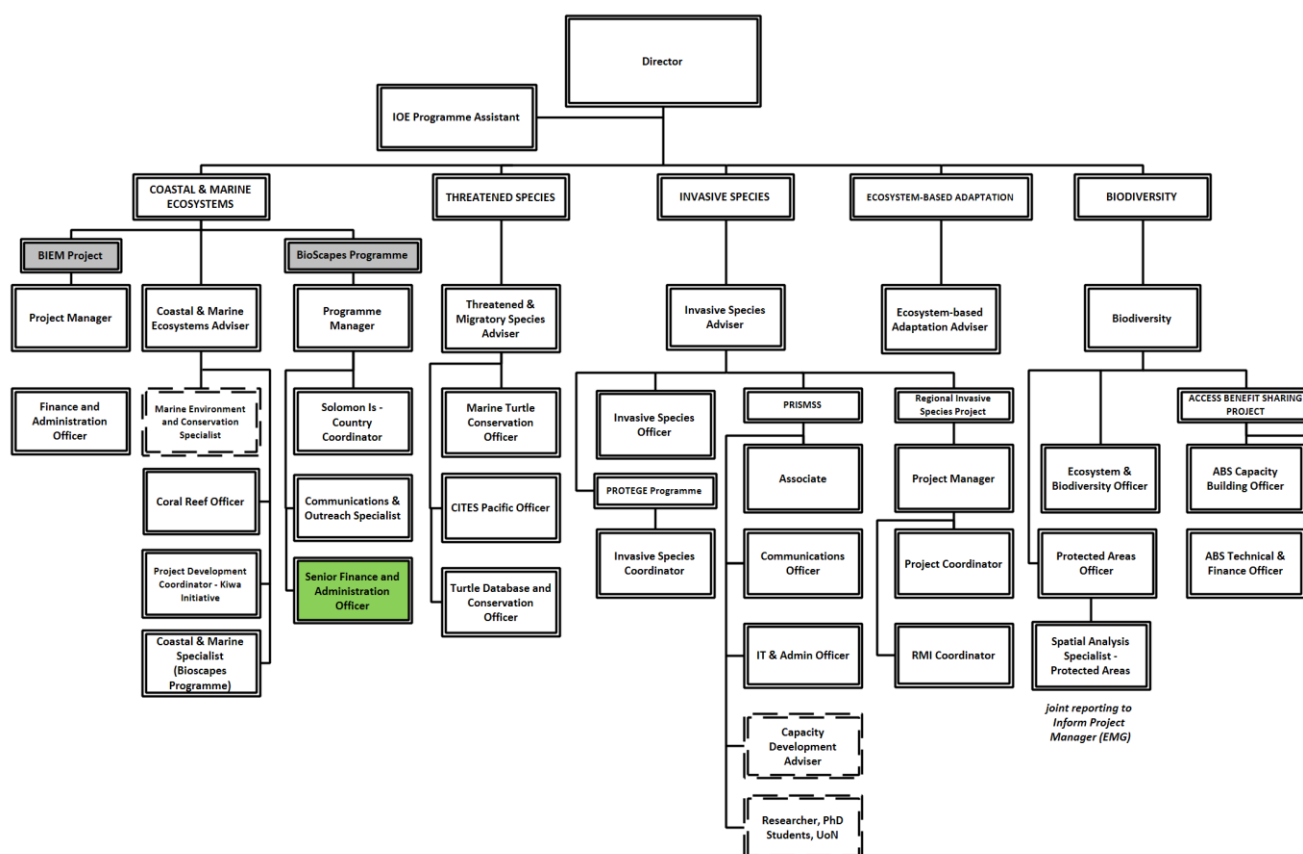
As well as region-wide and sub-regional activities, 11 Pacific countries (Cook Islands, Fiji, Kiribati, Republic of the Marshall Islands, Federated States of Micronesia, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga and Vanuatu) will implement activities to be funded by the Programme with support ranging from national to community levels. SPREP will work with a number of nationally and regionally based NGO and civil society partners to facilitate effective in-country and sub-regional delivery of activities.

Implementation and coordination will be undertaken within the SPREP Island and Ocean Ecosystems Programme with specific engagement of all sub-programmes: Coastal and Marine Ecosystems; Threatened and Migratory Species; Biodiversity; Invasive Species.

C. JOB DESCRIPTION

Job Title:	Senior Finance and Administration Officer – Pacific BioScapes Programme
Programme:	Island and Ocean Ecosystems (IOE)
Sub-Programme:	Coastal and Marine Ecosystems
Responsible To:	Programme Manager - Pacific BioScapes
Responsible For: (Total number of staff)	0
Job Purpose:	This job exists to: Lead the financial and administration functions of the project.
Date:	January 2022

Organisation Context



Key Result Areas

The position of **Senior Finance and Administration Officer – Pacific BioScapes Programme** 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 Conditions of the EU 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
1) Budget development and management <ol style="list-style-type: none"> a) Develop annual consolidated budget and monitor overall spending in consultation with the Programme Manager, SPREP Departments (Finance, HR, Communication). b) Develop, maintain and monitor the Programme budget in consultation with the Project Manager and relevant SPREP Departments (Finance, HR, Communication). c) Ensure spending does not exceed allocated budgets. d) Ensure Expert Consultancy Service providers budgets from the Programme are prepared using the EU detailed budget template. e) Monitor the status of the project funds and ensure replenishment is timely and meets the General Conditions under the Co-Delegation Agreement for the Programme. 	<ul style="list-style-type: none"> • Budget issues identified, reported and addressed. • Consolidated annual budget for the Programme is prepared and submitted to EU for endorsement. • Annual budget is prepared and endorsed by the Programme Manager and Director- IOE. • Expenditures incurred are within budgets. • Budgets from Service Providers are submitted in a timely manner and follow the EU template for the annual detailed budget. • A record of the status of project funds (spreadsheet or in another electronic format) is developed and tracked. • Timely reminders are sent to Service Providers to alert them about forthcoming activities and issues that require their attention • Replenishment of the project funds are submitted and available for disbursement to Service Providers.
2) Procurement management <ol style="list-style-type: none"> 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 the Project Manager and relevant SPREP Departments (Finance and Administration). b) Ensure that procurement of required goods and services comply with the General Conditions of the Co-Delegation Agreement, SPREP Financial Procedures Manual and SPREP procurement policies. c) Prepare all relevant documentation to enable 	<ul style="list-style-type: none"> • Procurement Plan for the overall project is accepted and approved by SPREP and EU. • 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 recontracting. • Non-conformity with conditions and agreements are always prevented, with issues swiftly managed and addressed.

<p>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 the Project Manager and SPREP Finance Department.</p>	
<p>3) Financial reporting, financial documentation and audit facilitation</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) Facilitate audits and ensure that audited financial reports are readily available before the submission deadlines.</p> <p>c) Facilitate preparation of the annual management declaration to be submitted together with the progress reports.</p> <p>d) Keep good records and files of all financial documents including supporting documents for all transactions related to the project.</p> <p>e) Oversee project asset management and records.</p> <p>f) Ensure all required financial records and supporting documents are submitted by Service Providers as part of their progress and financial reporting.</p>	<ul style="list-style-type: none"> • Six-monthly and annual consolidated financial reports are available on time and endorsed by relevant authorities prior to submission to EU. • Audited financial and management declarations are carried out and ready for submission with project overall narrative progress reports. • Financial records and supporting documents (both paper and electronic) for costs incurred by SPREP and those by Service Providers including assets acquired under the Programme are accurately posted, readily available, up-to-date and complete.
<p>4) Compliance with the general and special conditions of the Co-Delegation Agreement</p> <p>a) Ensure in-depth understanding by Programme Manager and Service Providers of the PAGODA and the General 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> <p>b) Monitor compliance with the General 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"> • SPREP Programme staff and activity leads for Service Providers have in-depth understanding of the General 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. • Non-compliance is prevented and potential cases that could lead to non-compliance are detected earlier and addressed.

<p>5) Logistical, administrative and secretariat support</p> <ul style="list-style-type: none"> a) Organise and arrange all travel requirements of the Programme in line with SPREP Travel and Procurement Policies. b) Arrange and organise logistics for all project meetings, visits, workshops and events to ensure all are completed and ready on time. c) Provide administrative and secretariat support to the project and all meetings. d) Set-up, maintain and update project e-filing and record keeping on a regular basis. e) Prepare meeting notes and reports for Programme specific and related meetings. f) Assist with the planning and implementation of Programme events as required. 	<ul style="list-style-type: none"> • All project activities and logistics (including travel arrangements) are organised in an efficient and cost-effective manner. • Workshops and other activities are well received by stakeholders and government officials, and stakeholders exhibit improved understanding of the Programme. • Meeting minutes and reports are prepared on time and shared with the Programme Manager and Director as required. • Effective filing systems and record keeping are up-to-date and accessible to the Programme team. • Programme logistics and administrative activities comply with SPREP policies and processes.
<p>6) Project information management system (PIMS)</p> <ul style="list-style-type: none"> a) Compile project data and relevant information required for updating PIMS and for preparation of narrative progress reports, Programme implementation reports and other substantive reports as required by EU and SPREP. b) Ensure information is correct and accurate before uploading on PIMS and assist with monitoring and tracking of Programme progress and delivery of outputs. c) Review information on PIMS and report on gaps and issues that need to be addressed. 	<ul style="list-style-type: none"> • Programme information on PIMS is accurate and up to date.

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 the Performance Development System.

This section may be copied directly into the Performance Development Plans.

Work Complexity

Most challenging duties typically undertaken:

- Development of realistic annual budgets that are within overall allocated budget and monitoring of spending in collaboration with the Programme Manager and Service Providers.
- Ensuring costs charged to the project are eligible costs under the General Conditions of the Co-Delegation Agreement.

- Coordinating and meeting deadlines for financial reporting and audits.
- Ensuring that procurement is undertaken in line with the relevant policies and financial records and supporting documents are provided.
- Working in collaboration with the activity managers of Service Providers 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.

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
External <ul style="list-style-type: none"> • EU • Beneficiary countries • Partner organisations • Service Providers • Regional/international organisations 	<ul style="list-style-type: none"> • Access to financial and procurement records and information • Advice and assistance • Consultations and collaboration • Negotiations, communications and reporting
Internal <ul style="list-style-type: none"> • IOE Director and Programme Manager • Finance and Administration Department • Other SPREP Programmes • Human Resources Department • All staff 	<ul style="list-style-type: none"> • Access to data and information • Advice and support • Collaboration and coordination

Level of Delegation

The position holder:

- Has oversight of the Programme budget and finances in-line with Co-Delegation Agreement and General Conditions.
- Can seek funding opportunities in particular cost-sharing and complementarity with other projects that could fund project activities of similar nature subject to authorisation.
- Can present financial reports to authorised audiences such as the EU but subject to approval by the Director-Finance and Administration.

Person Specification

Qualifications

Essential

1. Bachelor's degree in Accounting/Finance or relevant discipline (certified qualification and membership from a recognised professional accounting institute would be an advantage)

Knowledge / Experience

Essential	
2.	At least 5 years extensive experience in project accounting / project finance and fund management or in a similar role, preferably in the Pacific region.
3.	Extensive experience in the following: <ol style="list-style-type: none"> financial management and accounting financial analysis, advisory and reporting programme and project fund management including monitoring and evaluation, proposal and report writing Microsoft Office, spreadsheet applications and computerised accounting systems Performance Based Output Budgeting systems
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 programme.

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"> Financial and accounting knowledge Project financial reporting Work programme planning, and budgeting Computerised accounting systems Analytical skills
Advanced level	<ul style="list-style-type: none"> Analytical skills Understanding of financial policies and regulations Communications, representation and interpersonal skills Advisory and analytical skills
Working Knowledge	<ul style="list-style-type: none"> Accounting practices Financial systems software Knowledge of SPREP financial procedures Corporate policies Ability to work well with section colleagues and staff at all levels Good oral and written communication skills Environmental issues in the Pacific islands region

Awareness	<ul style="list-style-type: none"> • SPREP Strategic Plan • SPREP Work Programmes • SPREP Performance Implementation Plan
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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.

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. Under the SPREP COVID-19 Emergency Preparedness and Response Contingency Plan (CV-19EPRCP), all SPREP staff must be fully vaccinated, and vaccination cards must be presented upon confirmation of appointment”.

Duty Station: The position will be based in Suva, Fiji.

Duration: Appointment is for a term of 5 years, subject to continuity of Programme activities.

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 SDR30,237 per annum. Currently, the equivalent is USD48,080 per annum. Upon confirmation of probation, salary will be adjusted to SDR34,016 which is equivalent to USD54,090 per annum. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required. Progress in the salary scale will be based on annual performance reviews.

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 their home to take up the appointment. Appointment is subject to a satisfactory medical examination 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 FIJI, THE FOLLOWING APPLIES:

Relocation Expenses: SPREP will meet certain appointment and termination expenses for staff recruited from outside Fiji, including transport and accommodation enroute for the appointee and accompanying dependant(s) between point of recruitment and Suva, 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
- up to 20 kilos of excess baggage each for the appointee and family.

Establishment Grant: A lump sum of SDR2,500 is payable upon taking up appointment and arrival in Suva. This is currently equivalent to USD3,975.

Temporary Accommodation and Assistance: On arrival in Suva, 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 Suva. This will include help in finding suitable rental accommodation.

Privileges and Immunities: SPREP remuneration is tax-free for non-citizens or non-residents of Fiji, 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 USD6,500 per annum per dependent child, with an overall maximum of 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 Suva by (i) each dependent child being educated outside Fiji 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 Suva and the recognised home for the staff member and dependants after completing every 18 months of service 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 Fiji for expatriate executive furnished housing. The current rate is USD1,393 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 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 Suva 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 a recognised Superannuation Fund. An expatriate internationally recruited staff member has the option to participate in the local Superannuation Fund or nominate another recognised Fund for their superannuation. SPREP will pay the minimum legal requirement of basic salary to the approved nominated Fund. For Fiji, this is currently 5%.

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. All genders 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 Senior Finance and Administration Officer – Pacific Bioscapes Programme**” 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 Senior Finance and Administration Officer – Pacific Bioscapes Programme**”

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

For further enquiries, contact Roger Warren on telephones (685) 21929 ext 325 or Email:
rogerw@sprep.org

Closing date: **Monday, 28th February 2022**: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
