



**SPREP**  
Secretariat of the Pacific Regional  
Environment Programme

APPLICANT INFORMATION PACKAGE  
**ADMINISTRATION AND LIAISON SUPPORT OFFICER,**  
**SPREP Fiji Office (ALSO-SFO)**

***(For Fijian nationals and Permanent Residents Only)***

## **CONTENTS**

A. BACKGROUND INFORMATION ON SPREP

B. JOB DESCRIPTION

C. REMUNERATION PACKAGE – TERMS & CONDITIONS

D. ADMINISTRATIVE INFORMATION

## A. Background Information on SPREP

The *Secretariat of the Pacific Regional 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 Marshalls Islands, Solomon Islands and Vanuatu.

SPREP has around 160 staff and has an annual budget of approximately USD49 million in 2025.

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

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

### **Mandate**

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

### **Vision**

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

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

### **Members**

SPREP has 21 Pacific island member countries and territories:

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

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

- Australia,
- France,
- New Zealand,

- United Kingdom and
- the United States of America;

## ***SPREP Goals and Objectives***

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

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

### ***Regional Goals***

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

### ***Organisational Goals***

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

### ***SPREP's Values***

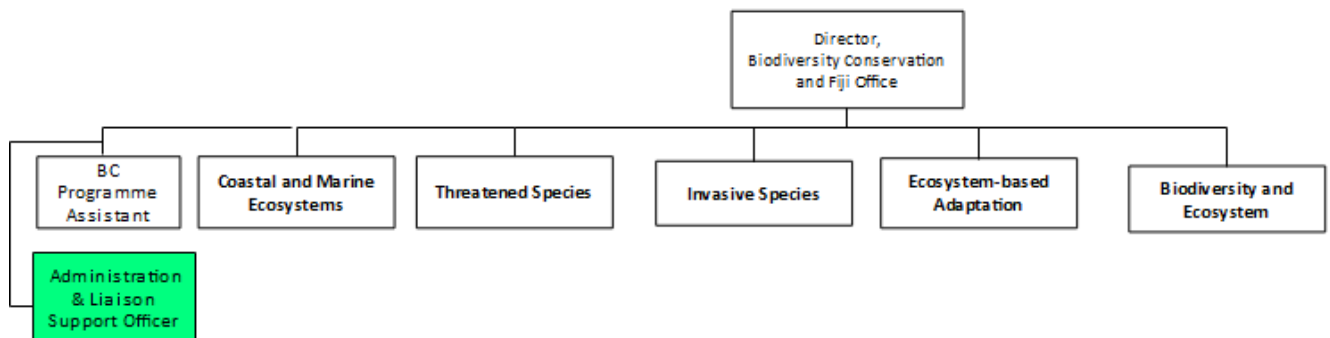
SPREP approaches the environmental challenges faced by the Pacific guided by four simple **Values**. These values guide all aspects of our work:

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

## B. JOB DESCRIPTION

<b>Job Title:</b>	Administration and Liaison Support Officer, SPREP Fiji Office (ALSO-SFO)
<b>Programme:</b>	Executive
<b>Team:</b>	SPREP Fiji Office
<b>Responsible To:</b>	Director, Biodiversity Conservation and Fiji Office (DBCFO)
<b>Responsible For: (Total number of staff)</b>	N/A
<b>Job Purpose:</b>	<p>This job exists to:</p> <ul style="list-style-type: none"> <li>• Coordinate and assist with the management and administration of SPREP core activities through the SPREP Fiji Office</li> <li>• Provide a liaison function between SPREP and Fiji-based Members and Partners</li> <li>•</li> </ul>
<b>Date:</b>	July 2025

### Organization Context



## Key Result Areas

The position of **Administration and Liaison Support Officer, SPREP Fiji Office** addresses the following Key Result Areas:

1. SPREP Fiji Office management coordination
2. Liaison with SPREP Fiji-based Members and Partners
3. Logistical, administrative and secretariat support
4. Communication and visibility

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

Jobholder is accountable for	Jobholder is successful when
<p><b>1. SPREP Fiji Office management coordination</b></p> <ol style="list-style-type: none"> <li>a) Coordinate the management of the SPREP Fiji office and oversee all essential functions, including maintenance and administrative support.</li> <li>b) Prepare and manage the budget for the SPREP Fiji Office and ensure compliance with SPREP's financial management procedures and relevant policies</li> <li>c) Assist and support the SPREP Director BCP and Fiji Office in managing the SPREP Fiji Office</li> <li>d) Provide regular reports on the operations of the SPREP Fiji Office including areas for improvement</li> <li>e) Manage the lease agreement with the Fiji Met Office</li> <li>f) Provide logistical support for onboarding and offboarding staff in Suva, and assist with required documentations</li> <li>g) Support the SPREP Director BCP and Fiji Office at key meetings and relevant events</li> </ol>	<ul style="list-style-type: none"> <li>• SPREP Fiji Office operations effective and efficient</li> <li>• Compliance with SPREP policies</li> </ul>
<p><b>2) Liaison with SPREP Fiji-based Members and Partners</b></p> <ol style="list-style-type: none"> <li>a) Compile and maintain a list of SPREP Fiji-based Members and Partners</li> <li>b) Act as focal point for coordinating contact with SPREP Fiji-based Members and Partners</li> </ol>	<ul style="list-style-type: none"> <li>• Good relationships established with Fiji-based Members and Partners</li> <li>• SPREP actively engaged and represented in key events in Fiji</li> </ul>

<ul style="list-style-type: none"> <li>c) Schedule, coordinate, and facilitate meetings, visits, events, and official activities involving the Executive, SLT, and SPREP staff.</li> <li>d) Maintain effective communication with members, partners, government agencies, and stakeholders.</li> <li>e) Coordinate and follow up with the Government of Fiji on SPREP official correspondence and administrative matters.</li> <li>f) Assist in organising SPREP meetings and events involving SPREP Fiji-based Members and Partners</li> <li>g) Establish and maintain good relations and network with SPREP Fiji-based Members and Partners</li> </ul>	<ul style="list-style-type: none"> <li>• All official meetings involving the SPREP Executive, SLT, and staff are coordinated and conducted in a timely manner.</li> <li>• Logistical support is provided to all staff</li> <li>• All official correspondences are followed up</li> </ul>
<p><b>3. Logistical, administrative and secretariat support</b></p> <ul style="list-style-type: none"> <li>a) Coordinate and organise logistics, transportation, and accommodation for official visits by the Executive, SLT, staff, and project partners.</li> <li>b) Accompany the SPREP Exec and SLT to official meetings in Fiji and provide administrative and secretariat support.</li> <li>c) Undertake administrative tasks such as official correspondence, document management, and follow-ups.</li> <li>d) Liaise and work closely with SPREP HRA Department, Finance Department and relevant SPREP Departments on administrative, financial, and operational matters for the Fiji Office involving taxation, national provident fund, occupational health &amp; safety and permits and similar works.</li> <li>e) Manage and administer all SPREP assets under the SPREP Fiji Office including equipment, IT, vehicle, furniture, and others in line with relevant SPREP policies.</li> </ul>	<ul style="list-style-type: none"> <li>• Official visits and events are well organised in a timely manner.</li> <li>• Enhanced communication and information flow through efficient handling of official correspondence, documentation, and follow-ups.</li> <li>• Strengthened relationships and collaboration with partners, government agencies, and stakeholders due to professional and seamless interactions.</li> <li>• Well maintained administrative processes supporting organisational activities.</li> <li>• Consistent adherence to organisational policies and standards</li> <li>• SPREP assets are well maintained and asset inventory is up to date</li> <li>• Compliance maintained in line with Fiji government processes and protocols including Health &amp; Safety</li> </ul>

<p><b>4. Communication and visibility</b></p> <p>a) Liaise with and work closely with the SPREP Communications team on official communications and visibility of SPREP activities in Fiji</p> <p>b) Coordinate and organise communication and promotional activities of the SPREP Fiji Office</p>	<ul style="list-style-type: none"> <li>Increased visibility of SPREP Communications and outreach initiatives raise the profile of the SPREP Fiji office in-country and the region</li> </ul>
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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 Plan.

**Work Complexity**

**Most challenging duties typically undertaken:**

- Coordination between SPREP HQ, Fiji Office and donor partners and relevant stakeholders Ensuring SPREP policies on Procurement, Travel, Environmental & Social safeguards, Gender inclusion and other related policies are followed
- Establishment of relevant and practical policies, systems and procedures
- Maintenance and operations of the SPREP Office
- Maintenance of the SPREP vehicle

**Functional Relationships & Related Skills**

Key internal and/or external contacts	Nature of the contact most typical
<p><b>EXTERNAL</b></p> <ul style="list-style-type: none"> <li>Member countries</li> <li>CROP Agencies</li> <li>National</li> <li>Government Ministries/ Donors / Partners</li> </ul>	<ul style="list-style-type: none"> <li>Advice and assistance</li> <li>Liaison</li> <li>Consultations</li> <li>Operational issues</li> </ul>
<p><b>INTERNAL</b></p> <ul style="list-style-type: none"> <li>SPREP Executive</li> <li>Senior Leadership Team</li> <li>SPREP Programmes and Departments</li> </ul>	<ul style="list-style-type: none"> <li>Advice and support</li> <li>Programme work and collaboration</li> <li>Reporting</li> </ul>

## Level of Delegation

### The position holder:

- Has no delegation of authority

## Person Specification

*This section is designed to capture the expertise required for the role at the 100% fully effective level (this does not necessarily reflect what the current jobholder has). This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.*

## Qualifications

### Essential

1. Minimum qualifications of a Bachelor degree in Office Management, Business Administration or a related field.

## Knowledge / Experience

### Essential

2. At least three years relevant experience in administration support, office management, logistical support in a similar capacity in a medium to large organisation.
3. Excellent office management, coordination, organisational, secretarial and communications and public relations skills and networking with internal and external stakeholders.
4. Demonstrated ability to do research, be proactive and keep ahead with office management trends and work with minimal supervision.
5. Demonstrated experience to work with high-level Executives, Senior Leadership Team and Staff with excellent written and verbal communication skills including high level of presentation and inter-personal skills.
6. Demonstrated experience in working within a multi-disciplinary and multi-cultural team environment with a demonstrated ability to motivate teams and establish and implement work plans objectives, including strong coordination and facilitation skills amongst key partners and member countries.

7. Ability to work with integrity and maintain confidentiality with a demonstrated level of diplomacy and tact.

### Key Skills / Attributes / Job Specific Competencies

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

<b>Expert level</b>	<ul style="list-style-type: none"> <li>• Advisory and analytical</li> <li>• Work programme planning, budgeting, and implementation</li> <li>• Communications &amp; Public Relations</li> <li>• Report Writing and Typing</li> <li>• Office Management</li> <li>• Problem Solving</li> <li>• Ability to set priorities and be adaptable to any situation</li> <li>• Flexible &amp; courteous approach</li> <li>• Interpersonal skills and cultural sensitivity</li> <li>• Commitment to continuous improvement</li> </ul>
<b>Advanced level</b>	<ul style="list-style-type: none"> <li>• Understanding of office policies and procedures</li> </ul>
<b>Working Knowledge</b>	<ul style="list-style-type: none"> <li>• Programme functions</li> <li>• Project backgrounds</li> <li>• CROP</li> <li>• Members and Partners</li> </ul>
<b>Awareness</b>	<ul style="list-style-type: none"> <li>• SPREP Strategic Plan</li> <li>• SPREP Work Programmes</li> <li>• SPREP corporate policies</li> <li>• Environmental issues in the Pacific islands region</li> <li>• Emerging environmental issues and challenges</li> </ul>

### Key Behaviours

All staff are expected to uphold SPREP’s Organizational Values and Code of Conduct which are Key Behaviors forming part of the Performance Development:

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

### Change to Job Description

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

## C. REMUNERATION PACKAGE – TERMS & CONDITIONS

**Duty Station:** Suva, Fiji

**Duration:** Appointment is for a term of three years and may be renewable for a further term(s) based on the needs of SPREP at the time, its funding situation and proven merit and work performance

**Salary:** Remuneration is at Band 8 of SPREP's salary scale for locally recruited staff. Starting salary will be FJD34,318 per annum. This will be adjusted to FJD38,607 upon confirmation of probation. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required.

**Term:** Appointment is subject to a satisfactory medical examination including full vaccination against COVID-19 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.

**Retirement Age:** SPREP's retirement age is set at 65 years.

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

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

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

**Other Leave:** Provisions 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 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 a recognised Superannuation Fund. SPREP will pay the local minimum legal requirement of basic salary to the Fiji National Provident Fund. For Fiji, this is currently 10%.

**Overtime:** Locally recruited staff at Band 8 and below may claim overtime or time off in lieu of overtime for the hours they are required to work in excess of their normal working hours. A meal allowance and transport assistance are also available subject to terms and conditions set out by the Staff Regulations.

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

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

**Definitions:**

'Dependent' means the spouse and financially dependent children of an employee.

'Dependent child' means an employee's unmarried, financially dependent, natural or legally adopted child who is:

- under the age of 16 years; or
- under the age of 19 years if undertaking full-time study at a secondary school; or
- under the age of 25 years if enrolled and undertaking full-time study at a university or other tertiary institution; or
- mentally or physically incapacitated.

**Equal Opportunities:** SPREP is an Equal Opportunity Employer. Men and women are equally eligible for all posts in SPREP.

**General:** Appointment will be under the terms and conditions of SPREP's Staff Regulations, a copy of which will be made available to the successful applicant.

## **D. ADMINISTRATIVE INFORMATION**

**ESSENTIAL:** Applications should include:

1. Completed Application Form – can be downloaded from the Employment Section of our website (you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the criteria – DO NOT refer us to your CV. Failure to do this will mean your application will not be considered).
2. A detailed Curriculum Vitae.

**Applications that do not complete the correct SPREP Application Form and submit all the requirements stated above will not be considered.**

**Submitting applications:**

- a) **BY EMAIL (MOST PREFERRED OPTION):** Subject matter to be clearly marked “Application for Administration and Liaison Support Officer - SPREP Fiji Office (ALSO-SFO)” and send to [recruitment@sprep.org](mailto:recruitment@sprep.org) OR
- b) **BY POST OR FAX:** Application to be addressed and sent to: The Director General, SPREP, P.O. Box 240, Apia or fax number (685)20231 and clearly marked “Application for Administration and Liaison Support Officer – SPREP Fiji Office (ALSO-SFO)”

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 Ms Olivia Hogarth on telephone (685) 21929 ext 285 or Email: [oliviah@sprep.org](mailto:oliviah@sprep.org)

**Closing date: Friday 15 August 2025:** Late applications will not be considered.

**SPREP is an Equal Opportunity Employer**