



SPREP
Secretariat of the Pacific Regional
Environment Programme

APPLICANT INFORMATION PACKAGE
Biodiversity and Ecosystem ADVISER (BEA)

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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 Marshalls Islands, Vanuatu and the Solomon Islands.

SPREP has around 160 staff and has an annual budget of approximately USD41 million in 2024.

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
- 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 Values

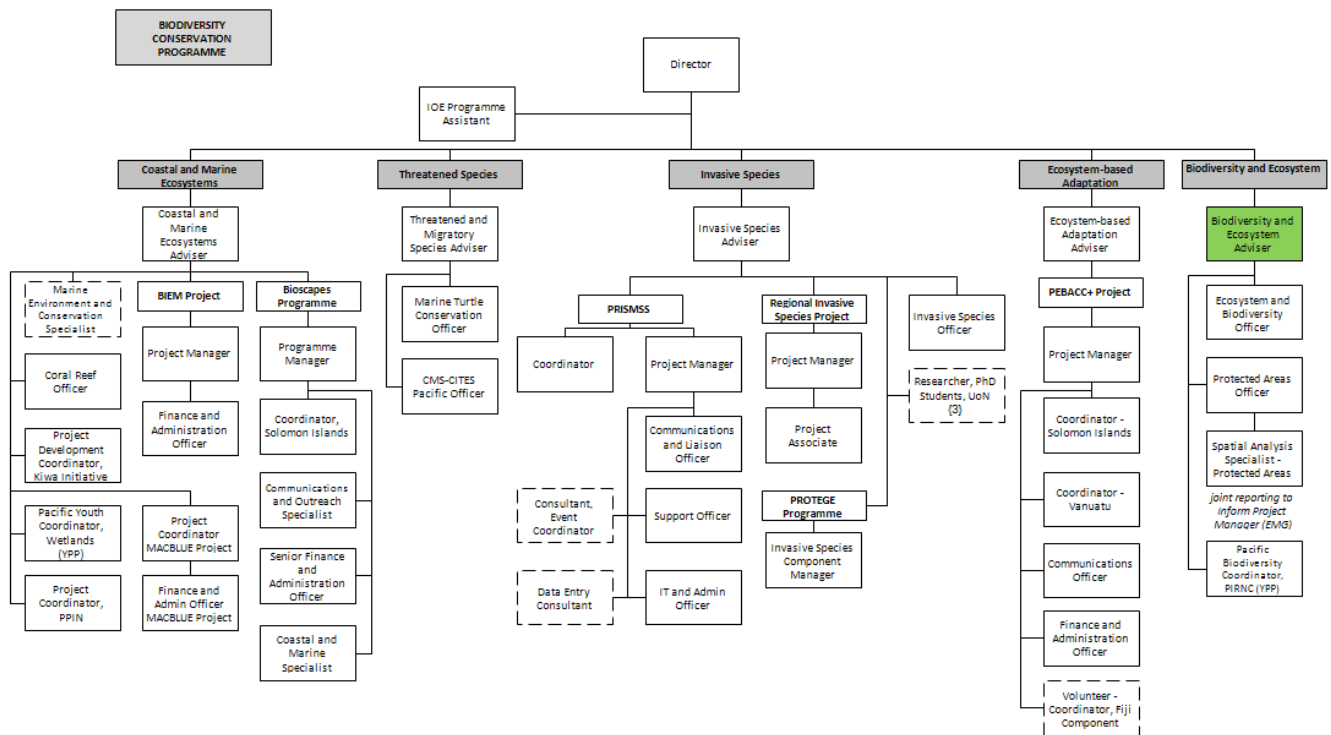
SPREP approaches the environmental challenges faced by the Pacific guided by four simple Values:

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

B. JOB DESCRIPTION

Job Title:	Biodiversity and Ecosystem Adviser (BEA)
Programme:	Strategic Policy and Technical Programmes (SPT)
Sub-Programme	Biodiversity Conservation Programme
Team:	Biodiversity and Ecosystem
Responsible To:	Director, Biodiversity Conservation Programme (DBCP)
Responsible For: (Total number of staff)	3 staff
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none">• Lead the Biodiversity and Ecosystem Work Programme and Team including the development of the Pacific Islands Regional Framework for Nature Conservation Protected Areas.• Provide strategic, policy, and technical advice to SPREP Members to support national and regional priorities for conservation and sustainable use of biological diversity and ecosystem management.• Lead the establishment and management oversight of the Regional Technical and Scientific Centre for the Pacific region providing services to the region.
Date:	April 2025

Organisation Context



Key Result Areas

The position of **Biodiversity and Ecosystem Adviser (BEA)** addresses the following Key Result Areas:

1. Leadership and management
2. Strategic, policy and technical advice and assistance
3. Networking, partnerships and collaboration
4. Resource mobilisation, and project management oversight
5. Monitoring, evaluation and reporting
6. Communications and capacity building

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

Jobholder is accountable for	Jobholder is successful when
<p>1. Leadership & Management</p> <p>a) Lead and provide strategic direction to guide SPREP’s Biodiversity and Ecosystem Work Programme aligned to the SPREP Strategic Plan, the Global Biodiversity Framework, the Framework for Nature Conservation and Protected Areas, National Biodiversity Strategic Action Plans and relevant regional and global commitment.</p> <p>b) Provide timely and strategic advice and reports to the SPREP Executive and Senior Leadership Team to inform strategic planning and high-level decisions on biodiversity conservation and ecosystem management matters and opportunities for SPREP and Members.</p>	<ul style="list-style-type: none"> • A Work Programme on Biodiversity and Ecosystem (Terrestrial) is developed and implemented. • The Biodiversity and Ecosystem team is a high performing team that delivers on its Annual Work Plan and Budget (AWP&B) objectives and meets strategic priority targets • An enabling environment for continuous professional development and for nurturing positive and healthy staff in place • Role model for leadership in SPREP • The team’s work is well integrated and understood across all SPREP programmes

<p>c) Lead and provide direction to the Biodiversity and Ecosystem Team including the development, delivery, monitoring and reporting of individual Performance Development Plans (PDPs) including team's contributions to the SPREP Performance Implementation Plan and Results Framework (PIP).</p> <p>d) Lead the development and oversight of the implementation of the Biodiversity and Ecosystem Team's Annual Work Plan and Budget (AWP&B) in line with the PIP and Results Framework.</p> <p>e) Lead, support and manage the performance and continuous professional development of the Biodiversity and Ecosystem staff including coaching and mentoring support</p> <p>f) Provide management oversight of the work of the team including compliance with key internal policies, quality assurance of the work produced, and facilitate collaboration across SPREP thematic areas</p> <p>g) Lead and direct the development, implementation and review of the Framework for Nature Conservation and Protected Areas in the Pacific islands region in consultation with SPREP Technical Programmes, Pacific Islands Round Table for Nature Conservation partners, and key stakeholders</p> <p>h) Lead the effective and efficient management and delivery of the functions of the Secretariat of the Pacific Islands Round Table for Nature Conservation</p> <p>i) Lead and manage the conservation elements of the Regional State of Environment and Conservation Report formulation and review process including advocacy on key findings and recommendations of the report</p> <p>j) Lead the planning, organising, delivery and fund raising for the 11th Conference on Nature Conservation in the Pacific Islands region in collaboration with the PIRT Chair and Management Group.</p> <p>k) Provide guidance and management oversight of SPREP's Protected Area initiatives including the Pacific Islands Protected Area Portal (Portal).</p>	<ul style="list-style-type: none"> • Staff Performance Development Plans are developed and assessed on time • Staff issues including learning and development needs are addressed in a timely and effective manner • Joint inter/intra programme planning, delivery and monitoring and evaluation in close consultation with the Director of the BC Programme • Fully accountable to corporate responsibilities including budget management, financial reporting, staffing issues and other general management requirements • Timely periodic review and updates of the State of Conservation Report • Timely review and updates of the Framework for Nature Conservation and Protected Areas in the Pacific islands region • The five yearly Nature Conference is successfully delivered • SPREP recognised as a centre of excellence on biodiversity and ecosystems • The Secretariat of PIRT is fully functional and well resourced.
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<p>l) Lead the establishment and management oversight of the Regional Technical and Scientific Centre to support the implementation of the Global Biodiversity Framework and CBD commitments.</p> <p>m) Provide policy and strategic advice on biodiversity and ecosystem management to inform discussions of the SPREP Governing Council Meetings.</p>	
<p>2. Strategic, policy and technical, advice and assistance</p> <p>a) Provide strategic, policy and technical advice and assistance on all biodiversity conservation and ecosystem matters that support SPREP’s leading role in ecosystem and biodiversity protection in the region, including the Convention on Biological Diversity, Global Biodiversity Framework, National Biodiversity Strategies and Action Plans (NBSAPs), and the Framework for Nature Conservation and Protected Areas in the Pacific Islands region</p> <p>b) Provide strategic, technical and policy advice on key emerging biodiversity and ecosystem (terrestrial) related issues and their potential implications on the work of the Secretariat on ecosystem and biodiversity protection</p> <p>c) Coordinate and provide relevant advice to SPREP Members and key stakeholders on biodiversity and ecosystem (terrestrial) and related issues including possible solutions to address these</p> <p>d) Coordinate and facilitate the SPREP Biodiversity and Ecosystem team’s input on organisational strategic and technical matters to inform key institutional decisions</p> <p>e) Lead in supporting the engagement of Pacific Island Members in relevant regional and international negotiations, in particular the Convention on Biological Diversity</p> <p>f) Coordinate and provide advice to SPREP PICs, Senior Leadership Team, PIRT and One CROP mechanism on biodiversity issues, including inputs to negotiations and</p>	<ul style="list-style-type: none"> • Well researched, relevant and timely technical and policy advice on all biodiversity matters is provided • Technical and policy advice supports SPREP’s role in ecosystem and biodiversity protection in the region • SPREP programmes and projects across the Secretariat value and take into consideration biodiversity inputs • Strategic biodiversity technical input is coordinated and included in consideration of key institutional decisions as well as in advice to key regional and international negotiations and processes PICs are well supported and actively engaged in the CBD COP negotiation and related processes

<p>processes of the United Nations Framework Convention on Biological Diversity (CoP) and its Subsidiary Bodies.</p>	
<p>3. Networking, partnerships and collaboration</p> <p>a) Lead the coordination and collaboration with relevant partner organisations including development partners and donors to support the implementation of the SPREP Strategic Plan objectives and goals, and implementation of relevant regional and global instruments and conventions.</p> <p>b) Facilitate collaboration and coordination across intergovernmental organisations, NGOs, regional networks such as the Pacific Islands Round Table for Nature Conservation, and other agencies working on biodiversity conservation and ecosystem management issues in the Pacific.</p> <p>c) Coordinate partnership and collaboration with relevant partner organisations including development partners and donors to support the implementation of the Convention on Biological Diversity, Global Biodiversity Framework, NBSAPs and the Framework for Nature Conservation and Protected Areas in the Pacific Islands region and SPREP’s Strategic Plan goals and objectives.</p> <p>d) Lead and guide the management, coordination and delivery of the key functions of the Secretariat of the Pacific Islands Roundtable for Nature Conservation (PIRT)</p> <p>e) Engage in targeted networking and dialogues with potential partners leading to the creation of new partnerships contributing to the delivery and achievement of SPREP and Members’ biodiversity priorities</p>	<ul style="list-style-type: none"> • New partnerships for implementation with resources secured • Support and advice are provided to Pacific Island Members on relevant global conventions including improved process, quality and timeliness of work • Improved PICTs awareness of negotiations outcomes and their implications • Strengthened regional and national awareness and implementation of biodiversity strategies • Improved and strengthened regional partners networking, coordination and collaboration in support of PICTs biodiversity priorities • Active engagement of PIRT members and successful preparation and organisation of the 11th Nature Conference including engagement in SPREP led activities
<p>4. Communications and capacity building</p> <p>a) Lead strategic communications, advocacy, and visibility on invasive species to support the SPREP Biodiversity and Ecosystem Work Programme</p>	<ul style="list-style-type: none"> • Visibility of SPREP’s Biodiversity and Ecosystem Work Programme including impacts, outcomes and results achieved • Reports with data and information are disseminated through relevant networks and

<ul style="list-style-type: none"> b) Provide guidance and direction to support communication and information sharing of impacts, outcomes and results from biodiversity and ecosystem initiatives. c) Lead the design and delivery of capacity building and training initiatives and opportunities on biodiversity and ecosystem for SPREP Members in collaboration with key partners d) Lead the development and delivery of capacity building, training and knowledge management activities of the Regional Technical and Scientific Centre . e) Develop and disseminate communication and advocacy information and knowledge products of the impacts, outcomes and results from biodiversity initiatives from biodiversity programmes and initiatives. f) Work with key partners to develop capacity building initiatives and opportunities to on biodiversity and ecosystem management for SPREP Members. 	<p>audiences for awareness and promotion of SPREP’s Biodiversity and Ecosystem programmes and projects in the region</p> <ul style="list-style-type: none"> • Timely reports provided to SLT, partners and donors where necessary • Relevant capacity building and training initiatives provided to strengthen SPREP and Members’ positions and capabilities • Relevant capacity building and training initiatives provided to strengthen SPREP and Member’s positions at CBD negotiations. • A forward-looking capacity building programme for biodiversity and ecosystem management is developed, resourced, and effectively delivered.
<p>5. Monitoring, evaluation and reporting</p> <ul style="list-style-type: none"> a) Lead the development of a robust Monitoring and Evaluation Plan for the SPREP Biodiversity and Ecosystem Work Programme aligned to the SPREP Performance Implementation Plan and Results Framework with SMART indicators to measure and track progress b) Provide strategic high-level advice to SPREP Senior Leadership Team (SLT) on trends and impacts of SPREP led interventions on biodiversity and ecosystem management c) Provide high-level reports to donors, partners and SPREP Members on key biodiversity and ecosystem management priorities, challenges and opportunities including lessons learned and good practices d) Convene periodic biodiversity and ecosystem management work programme and project level monitoring and reporting against agreed targets including lessons learnt to inform future project planning and development e) Provide strategic advice and technical assistance to the SPREP Project Monitoring 	<ul style="list-style-type: none"> • Relevant and timely biodiversity advice, policy submissions and reports are provided to SPREP SLT and to members, where necessary • Effective and timely reporting to donors, partners and participating countries • Effective project management monitoring systems in place including compliance with SPREP and donor requirements • Projects successfully delivered with high impacts and outcomes achieved

<p>and Review Group and Technical Working Group/ f) Monitor, evaluate and report on the implementation of Framework for Nature Conservation and Protected Areas including relevant regional and global framework.</p> <p>g) Prepare policy briefs, technical and performance and impact reports to Senior Leadership Team and Donors, as required</p>	
<p>6. Resource mobilisation and project management oversight</p> <p>a) Lead the development, implementation, and management of a robust Resource Mobilisation and Sustainability Strategy and Plan for SPREP’s Biodiversity Conservation and Ecosystem Management Work Programme in consultation and collaboration with SPREP Technical Programmes, SPREP Members and Partners.</p> <p>b) Identify and secure new and additional funding from diverse sources including through multilateral funding mechanisms such as GEF, GCF, and the Adaptation Fund as well as bilateral donor funding and relevant philanthropic organisations</p> <p>c) Lead the design, and development of funding concepts and proposal that support biodiversity conservation and ecosystem management priorities for SPREP and Members</p> <p>d) Provide strategic guidance, direction and management oversight of projects implemented by the Biodiversity and Ecosystem team including new projects under development.</p> <p>e) Sustain and develop PRISMSS as a functioning entity including, staff, office premises, systems, and PRISMSS programme support.</p> <p>f) Participate and engagement in the SPREP Project Review and Monitoring Group and the Technical Working Group</p>	<ul style="list-style-type: none"> • New funding concepts developed and submitted • Existing and new funding opportunities are secured for programme and team activities • Project development and management support is provided to SPREP projects • A Resource Mobilisation Strategy for Biodiversity and Ecosystem Work Programme is endorsed and implemented

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 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:

- Provision of timely and accurate briefings and advice to Senior Leadership Team and Members
- Leading and managing a technically complex work area and providing timely guidance to the Biodiversity Team and the IOE Programme
- Coordination and collaboration across SPREP Technical Programmes
- Engagement with SPREP Members and partners
- Coordination and collaboration with other regional agencies and stakeholders
- Securing funding and resources

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
External <ul style="list-style-type: none">• SPREP Members• Donors / Partners• Professional / Scientific organisations• Regional / International organisations• Pacific Islands Round Table for Nature Conservation• CBD Convention Secretariat	<ul style="list-style-type: none">• Advice and assistance• Consultations and collaboration• Negotiations• Fundraising• Communications and reporting
Internal <ul style="list-style-type: none">• Executive• Senior Leadership Team• Governance and Coordination Mechanisms• Technical Programmes and Departments• All staff	<ul style="list-style-type: none">• Leadership and management• Supervision and delegation• Advice and support• Communication and knowledge sharing• Reporting

Level of Delegation

The position holder:

- manages an operational budget
- can authorise costs in own budget
- can carry out negotiations 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 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 Master degree in biodiversity-related environmental science, environmental management, resource management or related natural science discipline OR a Bachelor degree in lieu, with applied relevant work experience in excess of the minimum required relevant work experience.

Knowledge / Experience**Essential**

2. At least 10 years of experience in biodiversity work and other relevant areas, preferably in the Pacific islands region, with at least 7 of those years at the senior leadership and advisory level
3. Extensive knowledge of global and regional environmental issues, in particular:
 - a) the Convention on Biological Diversity, Global Biodiversity Framework, the Framework for Nature Conservation and Protected Areas in the Pacific islands region, SPREP Strategic Plan 2017-2026, the 2050 Strategy for the Blue Pacific Continent, and familiarity with other relevant multi-lateral environment agreements including the Noumea Convention as well as understanding of the work of the Pacific Islands Roundtable for Nature Conservation and other regional conservation initiatives would be an advantage
 - b) Accepted and emerging environment issues specifically in nature conservation relevant to Pacific island countries and territories.
 - c) Multilateral such as GEF, GCF and Adaptation Fund and bilateral funding opportunities for biodiversity in the Pacific region.
4. Extensive leadership and management experience including high level advisory and analytical skills as well as leading and nurturing teams of diverse technical backgrounds and expertise in multicultural and multi-disciplinary environments
5. Excellent project management and leadership experience including the development of funding proposals, design and delivery of integrated work programme activities, monitoring and evaluation

of performance, resource management as well as a good understanding of synergies and inter-linkages across multilateral environmental agreements
6. Excellent relationship management and fundraising skills and experience that demonstrate a high level of professional and constructive engagement with a diverse range of stakeholders as well as an excellent understanding of key donor partners and funding institutions with proven fundraising experience
7. Excellent experience at strategic and high level communication, negotiation and reporting across diverse audiences, as well as extensive experience in capacity building, particularly in the Pacific setting

Excellent

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"> • Leadership and Management • Analytical and Advisory • Project development, management, monitoring and evaluation • Work programme planning, budgeting and implementation • Personnel management and professional development • Fundraising and partnership coordination • Synergies and linkages with other priority areas and including key multilateral environmental (MEAs) • Biodiversity issues and key agreements and conventions
Advanced level	<ul style="list-style-type: none"> • Environmental issues in the Pacific islands region • Emerging environmental issues and challenges
Working Knowledge	<ul style="list-style-type: none"> • General management principles
Awareness	<ul style="list-style-type: none"> • SPREP Strategic Plan • SPREP Work Programmes • Convention on Biological Diversity • Framework for Nature Conservation and Protected Areas in the Pacific island region • State of Environment and Conservation in the Pacific island region • 2050 Strategy for the Blue Pacific Continent • Global Biodiversity Framework • Noumea Convention

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

All managers and supervisors are expected to uphold SPREP's established Leadership and Management Behaviours forming part of the Performance Development Plan.

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: The position is based in Suva, Fiji.

Duration: Appointment is for an initial term of 3 years with possible renewal for a further term, up to a maximum of 6 years subject to confirmation of SPREP programmes and activities, availability of funds and performance during the initial term.

Salary: Salary is denominated in International Monetary Fund Special Drawing Rights (SDRs). Remuneration for this post falls within Band 13 of SPREP's salary scale. Starting salary will be SDR 47,973 per annum. This is currently equivalent to SAT 183,079 per annum. Upon confirmation of probation, salary will be adjusted to SDR 53,969 which is currently equivalent to SAT 205,963 per annum. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required.

Location Allowance : A Location Allowance of SDR 5,751 will be paid to the successful candidate. The current equivalent in Samoan Tala is SAT 21,949 per annum. Location 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.

Term: For staff recruited from outside Samoa, the term begins from the day the appointee leaves their home to take up the appointment. The offer for appointment is confirmed only upon receipt of satisfactory medical examination including full vaccination against COVID-19, a clean police report and certified official documents including qualifications. The confirmation of appointment is subject to 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 will be based on the Secretariat's Performance Development System.

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

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 dependant(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 SAT4,198.

Temporary Accommodation and Assistance: On arrival in Apia, the appointee and dependant(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 project positions, upon successful completion of the project.

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 SAT15,600 per annum per dependent child, with an overall maximum of SAT46,800 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 dependants 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 SAT2,850 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 SAT2,400 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 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 the Samoa National Provident Fund. An expatriate internationally recruited staff member has the option to participate in the local Superannuation Fund or nominate another recognised Fund in their recognised home for their superannuation. SPREP will pay the minimum legal requirement of basic salary to the Samoa National Provident Fund or another approved nominated Fund. For Samoa, this is currently 10%.

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. 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 rather than referring us to your CV*)
2. A detailed Curriculum Vitae.

Applications that do not complete the 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 Biodiversity and Ecosystem Adviser (BEA)**” 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 Biodiversity and Ecosystem Adviser (BEA)**”

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

For further enquiries, contact Olivia Hogarth on telephone (685) 21929 ext 285 or Email: oliviah@sprep.org

Closing date: Friday, 23rd May 2025: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
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