



APPLICANT INFORMATION PACKAGE  
**Capacity Development and Training Adviser -  
Weather Ready Pacific Programme (CDTA – WRPP)**

**Do not need to re-apply, all applications will be  
considered**

**International Recruitment**



## **CONTENTS**

A. BACKGROUND INFORMATION ON SPREP

B. WEATHER READY PACIFIC

C. JOB DESCRIPTION

D. REMUNERATION PACKAGE – TERMS & CONDITIONS

E. ADMINISTRATIVE INFORMATION

## A. Background Information on SPREP

The *Secretariat of the Pacific Region Environment Programme* (SPREP) is the regional organisation established by the Governments and Administrations of the Pacific charged with protecting and managing the environment and natural resources of the Pacific.

The head office is based in Apia, Samoa with 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**

## Weather Ready Pacific Programme

The Weather Ready Pacific (WRP) Programme is a Pacific-led initiative established to coordinate and support Members, development partners and donors in uplifting the capability of the Pacific National Meteorological and Hydrological Services (NHMSs) and working with National Disaster Management Offices (NDMO) on the wider implementation of people-centred end-to-end Multi-Hazard Early Warning Systems in the Pacific Island Countries and Territories. The WRP was proposed by the Pacific Meteorological Council as a 10-year, and over USD 191M initiative, which was endorsed by Pacific Leaders in 2021.

Pacific island countries are vulnerable to a wide range of weather, climate, hydrological, ocean and other related environmental extreme and high impact events, including tropical cyclones and typhoons, strong winds, high waves and seas, earthquakes, volcanic eruptions, drought, coastal inundation (including storm surges, waves, swell and tsunami) and flash floods. As the global climate changes and extreme events become more intense or frequent, the need for enhancing climate change adaptation and resilience through the role and integration of meteorological and hydrological services across all social, environment and economic areas is becoming more important.

The services provided by NMHSs are essential to the safety and well-being of Pacific people and communities, protection of property and contribute to sustainable development. They support key economies and livelihoods across a wide range of sectors; agriculture, tourism, water resource management, aviation, shipping, energy, infrastructure and transportation. During the past decade, there has been significant investment in weather, climate, hydrological and ocean related capacity and infrastructure in the Pacific region, which has resulted in improvement in the capacity and capabilities of NMHSs as outlined in the Pacific Islands Meteorological Strategy (2017-2026).

However, critical gaps remain: governance arrangements, mandate, strategic plans and institutional support are lacking in some countries; the observation network is patchy and the ability to invest in and maintain modern observational infrastructure is limited; similarly, computational infrastructure and capacity is not up to global standards; forecasting systems in use are highly variable in approach and quality; there are insufficient qualified meteorological and technical staff to develop and deliver accurate, localised and impact-based forecasts and warnings. This creates challenges for NMHSs in providing the information needed by government, communities and industries (e.g. agriculture, fisheries, aviation, tourism) to better prepare for extreme events and manage the subsequent impacts on livelihoods and economies.

The WRP is designed to address these critical gaps and enable Pacific island countries and territories to better anticipate and respond to high impact and extreme weather, hydrological, climate, oceanic and other related environmental events and their associated risks. In particular, empowering Pacific NMHSs to engage credibly with the National Disaster Management Offices (NDMO's), communities, customers, partners and stakeholders contributes to more informed local and regional decision making, potentially saving lives and livelihoods. This enhanced capacity will contribute to a stronger platform for the region to manage the impacts of climate change and equipping countries with valuable information to inform adaptation and resilience strategies.

The implementation of the WRP Programme will range from high level strategies through to working groups and expert panels such as the Pacific Islands Meteorological Strategy 2017-2026 (PIMS), the Framework for Resilient Development in the Pacific (FRDP) and Pacific Resilience Partnership (PRP), the Pacific Roadmap for Climate Services, the World Meteorological Organization (WMO) Global Framework for Climate Services, WMO Global Climate Observing System (GCOS) Implementation Plan in the Pacific, Early Warnings for All (EW4ALL) and the Systematic Observations Finance Facility (SOFF), the Pacific Meteorology Council Expert Panels. SPREP will work with a number of Council of Regional Organizations in the Pacific (CROP) agencies, NDMO's, nationally and regionally based Non-Governmental Organization (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 Climate Change Resilience Programme.

The WRP Programme will be implemented in all the **Pacific Island Countries** (Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Republic of the Marshall Islands, Nauru, Niue, Palau, Papua New Guinea, Samoa,

Solomon Islands, Tonga, Tuvalu, Vanuatu) and **Territories** (American Samoa, Commonwealth of the Northern Mariana's, French Polynesia, Guam, New Caledonia, Tokelau, Wallis and Futuna).

SPREP (Secretariat of the Pacific Regional Environment Programme), acting as the principal organisation for the WRP in the Pacific via the PMDP (Pacific Meteorological Desk Partnership), is mandated to form a WRP Management Unit (PMU). This PMU's core responsibilities include:

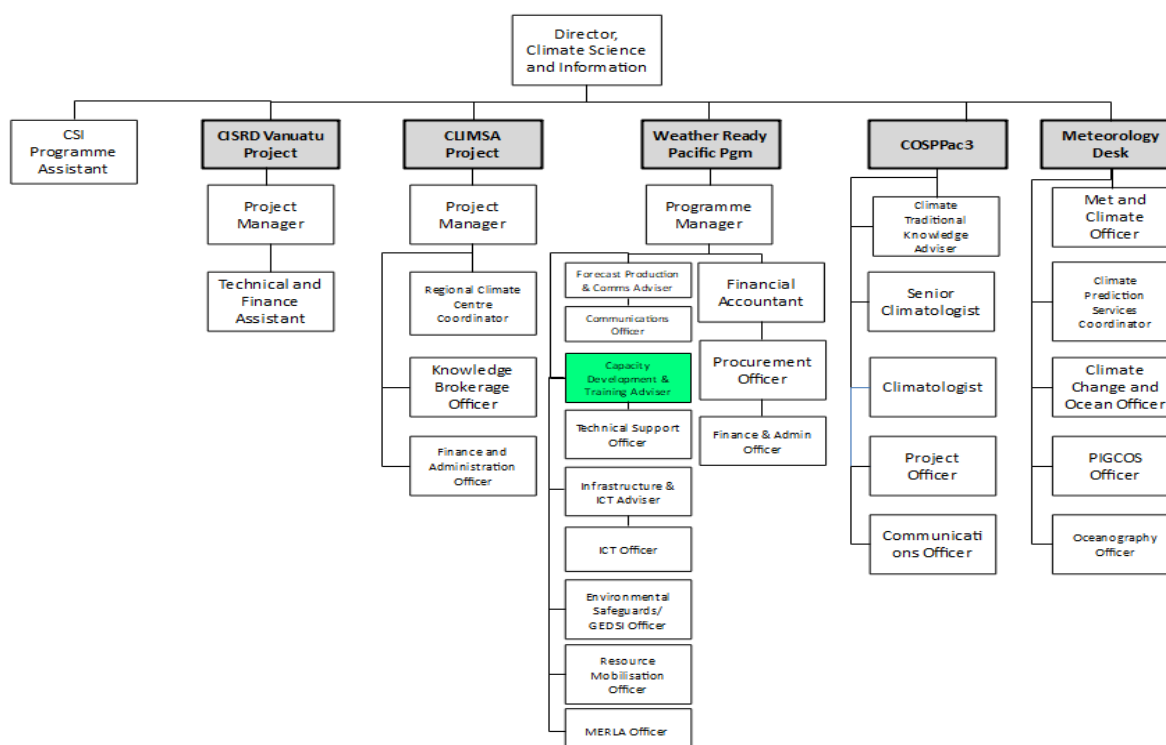
1. **Programme Management and Implementation:** Ensuring the strategic alignment and effective rollout of the programme's initiatives. This includes supervising various tasks, coordinating with stakeholders, monitoring progress, and making necessary adjustments to achieve the objectives.
2. **Financial Management:** Overseeing the budgetary allocations, ensuring judicious utilisation of funds, tracking expenses, and managing financial reports and audits. It also involves guaranteeing transparency and accountability in all financial dealings.
3. **Procurement:** Handling the process of acquiring necessary goods, services, or works at the best possible price. This encompasses drafting specifications, soliciting bids, evaluating offers, and finalising contracts while adhering to a fair, transparent, and efficient procedure.
4. **Administration:** Managing the daily operations, which include ensuring smooth communication among team members, maintaining records, and overseeing the logistical needs of the programme.
5. **Coordination:** Coordinate efforts in the early warning systems in the region with other projects and programmes as well as development partners through the Pacific Partnership Coordination Platform, the PMC, EW4ALL, SOFF, the Liaison Platform and other mechanisms or initiatives

The establishment of the PMU aims to streamline operations, maintain accountability, and ensure that the programme meets its targets efficiently and effectively.

## B. JOB DESCRIPTION

<b>Job Title:</b>	Capacity Development and Training Adviser – Weather Ready Pacific Programme (CDTA-WRPP)
<b>Programme:</b>	Climate Science and Information
<b>Team:</b>	Weather Ready Pacific Programme
<b>Responsible To:</b>	Manager- Weather Ready Pacific Programme (MWRPP)
<b>Responsible For: (Total number of staff)</b>	1
<b>Job Purpose:</b>	<p><b>This job exists to:</b></p> <ul style="list-style-type: none"> <li>• Lead the development of and implementation of the Weather Ready Pacific work program related to training and capacity development.</li> <li>• Lead the coordination of capacity development and training activities across the Climate Science and Information and Programme to support the wider implementation of the Pacific Islands Meteorological Strategy (PIMS).</li> <li>• Provide strategic, and technical advice to SPREP Member to support their priorities in capacity development including coordination with partners in Pacific Island countries and Territories</li> </ul>
<b>Date:</b>	July 2025

### Organisation Context



## Key Result Areas

The position of **Capacity Development and Training Adviser - Weather Ready Pacific Program**, addresses the following Key Result Areas:

1. Leadership and management
2. Strategic and technical advice
3. Networking, partnerships and collaboration
4. Project management, oversight and support
5. Monitoring, evaluation and reporting
6. Communications, capacity building and training

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

Jobholder is accountable for	Jobholder is successful when
<p><b>1) Leadership and management</b></p> <p>a) Provide leadership and overall management of the Weather Ready Pacific (WRP) capacity development and training team and work closely with the thematic teams within WRP and within the Climate Science and Information (CSI) Program to foster greater synergies, collaboration and integration on capacity development and training needs and activities.</p> <p>b) Lead the creation and facilitation of an enabling environment that nurtures a positive, healthy and safe work environment and promotes team building, innovation, professional development, and continuous learning for the Capacity and Development Team.</p> <p>c) Develop, manage, and implement the WRP and capacity development and training team's contribution to the SPREP Performance Implementation Plan (PIP) and Results Framework</p> <p>d) Develop a Work Programme for the WRP Capacity development and training team and manage its implementation through the Annual Work Plan and Budget (AWP&amp;B) and PIP processes including strategic guidance and forward-looking planning.</p> <p>e) Provide technical guidance and advice to the team as well as quality control of their work</p> <p>f) Lead and work with the staff of the team in the development, monitoring and assessment of Performance Development Plans as well as the necessary continuous learning and development to support their work</p>	<ul style="list-style-type: none"> <li>• WRP and CSI capacity development and training work programmes are developed and implemented.</li> <li>• The WRP team is a high performing team that delivers on its Capacity development and training Annual Work Plan and Budget (AWP&amp;B) objectives and meets strategic priority targets</li> <li>• An enabling environment for continuous professional development and for nurturing positive and healthy staff in place</li> <li>• Role model for leadership in SPREP</li> <li>• The WRP team's work across capacity development and training is well integrated and understood across all SPREP programmes</li> <li>• Staff Performance Development Plans are developed and assessed on time</li> <li>• Country issues in capacity development and training including learning and development needs are addressed in a timely and effective manner</li> <li>• Joint inter and intra programme planning, delivery and monitoring and evaluation in close consultation with the WRP Manager and Director of the CSI Programme</li> <li>• Fully accountable to corporate responsibilities including budget management, financial reporting, staffing issues and other general management requirements</li> <li>• SPREP recognised as a centre of excellence for climate science and information</li> <li>• GEDSI is mainstreamed across WRP Capacity Development and Training Projects.</li> </ul>

<p>g) Provide management oversight of the work of the team including compliance with key internal policies</p> <p>h) Lead the WRP coordination and sustainability support for the Regional Meteorology Training Centre in Nadi, Fiji.</p> <p>i) Provide guidance and management oversight of the capacity development and training projects of WRP.</p> <p>j) Coordinate and provide guidance on new capacity and development and training initiatives to strengthen the WRP program and its implementation in the Pacific island's region.</p> <p>k) Work with the GEDSI Officer to ensure that gender and human rights-based approaches are effectively mainstreamed WRP Capacity developed and training projects.</p>	<ul style="list-style-type: none"> <li>• The Regional Meteorology Training Centre in Nadi is functional and operational</li> <li>• New and innovative capacity development training initiatives established</li> </ul>
<p><b>2) Strategic and Technical Advice</b></p> <p>a) Provide high quality strategic and technical input and advice for the implementation of effective and appropriate activities by WRP and its partners.</p> <p>b) Oversee the technical design and specifications to guide procurement and contracting of services to improve capacity development and training capability across the WRP Program.</p> <p>c) Provide strategic direction on regional approach (working in collaboration with the MERL and Sustainability Advisor) to develop and sustain human capability to operate and maintain infrastructure, forecast warning services and hazard preparedness in the Pacific context.</p> <p>d) Coordinate with the WRP TEC Committee, PMC Panel Education, Training and Research (PIETR) and the other Panels of PMC.</p> <p>e) Support NMHS in capacity development and training across the KRA's of WRP</p> <p>f) Establish capacity development and training enablement strategies and plans to support regional initiatives (e.g. Regional meteorology and technician training centre and Regional instrument calibration/maintenance centre) and design of operating business model, particularly as technology evolve.</p> <p>g) Overall coordination of training by the WRP with other programmes, implementing partners and institutions</p> <p>h) Coordinate and implement regional and national meetings related to the Programme delivery.</p>	<ul style="list-style-type: none"> <li>• Accurate and effective technical support is provided to stakeholders and partners in the implementation countries.</li> <li>• Programme activities are implemented and sustainable; and technical support from SPREP programmes and external partners, and community participation, is effectively engaged and delivered.</li> <li>• Programme activities are promoted as model approaches nationally, regionally and internationally.</li> <li>• Programme sustainability strategies are in place, implemented and transitioned into business-as-usual operations.</li> <li>• The training programmes of the WRP has captured current and future technology requirements and are well coordinated.</li> <li>• WRP activities are coordinated well with Members and Partners through the WRP TEC Committee, PIETR and other Panels of the PMC</li> <li>• Regional capacity development and training initiatives are implemented.</li> </ul>

<p>i) Produce relevant technical reports with the support and advice of the Programme team and partners.</p>	
<p><b>3) Networking, partnerships and collaboration</b></p> <p>a) Maintain and strengthen effective partnerships and collaboration with participating countries, implementing partners, donors, private sector and other stakeholders on Capacity Development and Training.</p> <p>b) Multi-Hazard Early Warning Systems (MHEWS) partnership coordination with United Nations Office for Disaster Risk Reduction (UNDRR), other partners for Early Warnings for All (EW4ALL), ITU, IFRC, WMO for Climate Risk and Early Warning Systems (CREWS), SPC and Systematic Observations Financing Facility (SOFF).</p> <p>c) Provide reports to the PMC, PMMM and the Pacific Partnership Donor Coordination to secure new partnerships for the WRP Programme</p>	<ul style="list-style-type: none"> <li>• New Capacity Development and training Partnerships secured and maintained for the WRP</li> <li>• Successful relationships with countries and partners result in achievement of capacity development and training projects outcomes and well as the Programme outcomes overall.</li> <li>• Alignment of and appropriate reporting on Early Warning Systems with key partners on MHEWS.</li> <li>• Secure new Capacity Development and Training Partners for the WRP Programme.</li> <li>• The WRP Capacity development and training projects are recognised for its collaborative achievements, resource and knowledge sharing e.g. co-delivery of projects.</li> <li>• Mutual benefits and success stories</li> <li>• Strong communications channels established</li> <li>• Diverse stakeholder involvement in WRP Capacity development and training projects</li> </ul>
<p><b>4) Resource mobilisation, project management, oversight and support</b></p> <p>a) Manage budgets related to capacity development and training activities</p> <p>b) Assists in the identification, securing, and mobilising capacity development and training resources for WRP and CSI to assist Member countries</p> <p>c) Ensure efficient use of resources and maintain quality standards.</p> <p>d) Design, develop and coordinate funding concepts and proposal developments from multilateral funding mechanisms and bilateral funding that support WRP, CSI and Member capacity development and training priorities</p> <p>e) Provide updates, communications and risk strategies to WRP Manager, SPREP, PMC, WRP Steering Committee, Donors and all stakeholders WRP</p> <p>f) Provide input to overall and annual work plans, procurement plans, risk strategies and exit strategies.</p> <p>g) Identify risk in Programme delivery related to capacity development and training projects and activities and ensure effective troubleshooting is provided to relevant stakeholders.</p>	<ul style="list-style-type: none"> <li>• New funding concepts developed and submitted</li> <li>• Existing and new funding opportunities are secured for programme and team activities</li> <li>• Project development and management support is provided to SPREP projects</li> <li>• A Resource Mobilisation Strategy for WRP is endorsed and implemented</li> <li>• The Programme team is a high performing team that delivers on its AWP&amp;B objectives within the agreed timeframe and achieves Programme outcomes.</li> <li>• The team's work is well integrated and contributes to SPREP programmes as appropriate.</li> <li>• Programme risk properly identified and mitigated.</li> <li>• Programme is successfully implemented within the approved timeframe by SPREP and Programme implementation partners.</li> <li>• Stakeholders have clear visibility of status of delivery, progress and roadblocks.</li> <li>• Donor and other reports are submitted and received within agreed timeframes.</li> <li>• Gender and human rights-based approaches are effectively mainstreamed into</li> </ul>

<p>h) Provide guidance to PMU and implementing partners, and assistance in quality control and assurance.</p> <p>i) Ensure that PMU and implementation partners deliver timely and effective activities as committed in partnership agreements.</p> <p>j) Provide management oversight of WRP capacity development and training projects and explore opportunities for joint projects across the CSI Programme and SPREP thematic areas</p> <p>a) Manage timelines, deliverables, and coordination with stakeholders.</p> <p>a) Participate in the WRP Technical Committee and report to the WRP Manager and Director CSI on project progress</p> <p>b) Support the develop and maintenance for a Resource Mobilisation strategy to support the implementation of the Weather Ready Pacific and CSI Programmes.</p>	<p>implementation of Programme activities on Capacity Development and Training.</p> <ul style="list-style-type: none"> <li>•</li> </ul>
<p><b>5) Monitoring, evaluation and reporting</b></p> <p>a) Contribute to developing and implementing the monitoring and evaluation framework for the Programme in collaboration with the Monitoring and Evaluation (MERL) Officer.</p> <p>b) Establish and track KPIs and outcomes for training and capacity-building activities.</p> <p>c) Work closely with MERL teams to develop tools to monitor and evaluate the effectiveness of capacity development and training activities.</p> <p>d) Document capacity development and training lessons learned and contribute to knowledge-sharing efforts.</p> <p>e) Survey and keep records training and capacity building initiatives (state, maintenance, gaps, needs) of each PMC members</p> <p>f) Prepare technical briefs and performance reports for Senior Leadership Team, the PMC and their Panels, PMMM, WRP SC, WRP TEC, PRP Regional Risk and MHEWS Technical WG and donors as required.</p> <p>g) Provide update reports, training summaries to donors, partners and SPREP Members on the progress of the Programme.</p>	<ul style="list-style-type: none"> <li>• Effective WRP Capacity Development and Training work plans are developed in collaboration with partners, countries, local communities and the donor.</li> <li>• SPREP, PMC, PMMM, WRP SC WRP TEC, PRP Regional Risk and MHEWS Technical WG and Donors are provided reports as required and reporting procedures as agreed for the WRP are applied.</li> <li>• Up-to-date records of EW4ALL capacity development and training activities</li> <li>• In-country Capacity development and Training Programme activities are working effectively.</li> <li>• Monitoring and evaluation of the capacity development and training activities is undertaken on a regular basis and informs Programme implementation and recorded in the PIMS.</li> <li>• Proper systems to track training outputs (number of trainings, participants, hours) and outcomes (improved capabilities) and in place</li> <li>• Feedback from participants and partners a are systematically collected and used to improve future programs</li> </ul>
<p><b>6) Communication, capacity building and Training</b></p> <p>a) Develop and implement a capacity development and training strategy aligned with Program activities.</p> <p>b) Coordinate all the WRP capacity building and training support for stakeholders</p>	<ul style="list-style-type: none"> <li>• Capacity development and training strategy developed and aligned with desired program outcomes.</li> <li>• Capacity building and training activities for stakeholders are well coordinated</li> </ul>

<ul style="list-style-type: none"> <li>c) Map and update capacity of WRP beneficiaries</li> <li>d) Coordinate with capacity development and training experts, consultants, and trainers</li> <li>e) Assess, review and compile country capacity and training needs in relation to the WRP frameworks, requirements and compliance issues and ensure relevant measures and capacity building and training initiatives are developed and implemented to address these</li> <li>f) Evaluate relevant training modules, update regularly and develop comprehensive Capacity building and training materials and handbooks</li> <li>g) Provide training to WRP Beneficiaries</li> <li>h) Design and oversee the creation of training curricula, manuals, toolkits, and learning materials.</li> <li>i) Ensure training materials are culturally appropriate and GEDSI inclusive.</li> <li>j) Update and modify training materials to ensure their effectiveness</li> <li>k) Coordinate and manage training sessions, workshops, seminars and online learning programs.</li> </ul>	<ul style="list-style-type: none"> <li>• A well-documented capacity and training needs report of WRP beneficiaries is undertaken and addressed</li> <li>• Member country training profiles are developed</li> <li>• Training modules designed and suitable for use in the region</li> <li>• Comprehensive handbooks and training materials are designed and well documented to support WR capacity building and training activities and initiatives</li> </ul>
--	--

## **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 Manager – Weather Ready Pacific 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:**

- Developing a capacity development and training strategy aligned with desired program outcomes.
- Ensuring overall delivery of all capacity development and training activities in the countries and territories within approved timeframes
- Develop a regional approach to skills attraction, retention and capacity development that can be sustainability supported and maintained by the countries and territories
- Establish the Regional Training Centre and Regional calibration/maintenance centre capability to support sustainable infrastructure and capacity development.
- Maintaining effective and productive relationships with national agencies and counterparts
- Leading and managing a technically complex work area and coordinating the Programme team and multiple implementing partners
- Coordination and collaboration with other regional agencies and stakeholders
- Lead the development and implementation of the capacity development strategy, trainings and capacity building programmes in WRP.
- Support in building partnerships with various training institutions, academia and networks across the member countries for advancing the capacity development efforts of WRP.
- Support in securing funding and resources
- Identify and draw on relevant experience, innovations and tools from various countries on capacity development for WRP.
- Identify, develop and draw on various tools, and innovative methods for designing and implementing capacity building programmes at the regional and national level.
- Support in the development of a roster of training and capacity building experts.
- Develop a knowledge bank to support the capacity building programmes including good practices and identify opportunities of adapting and transferring the knowledge in various contexts.
- Coordinate closely with the member countries, international organizations and networks, infrastructure professionals and experts, private sector, financing institutions and all other relevant stakeholders.

•

## **Functional Relationships & Related Skills**

<b>Key internal and/or external contacts</b>	<b>Nature of the contact most typical</b>
--	---

<p><b>External</b></p> <ul style="list-style-type: none"> <li>• Member countries</li> <li>• Donors (DFAT, MFAT, JICA, etc)</li> <li>• Implementing partners</li> <li>• Professional / Scientific organisations</li> <li>• Regional / International organisations including WMO</li> </ul>	<ul style="list-style-type: none"> <li>• Advice and assistance</li> <li>• Consultations and collaboration</li> <li>• Reporting</li> <li>• Negotiations</li> <li>• Communications</li> </ul>
<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• Executive</li> <li>• Programme Management Unit</li> <li>• SPREP Programme Staff</li> <li>• Pacific Meteorological Desk Partnership</li> <li>• Pacific Climate Change Centre</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership and management</li> <li>• Supervision and delegation</li> <li>• Advice and support</li> <li>• Partnership and collaboration</li> <li>• Collaboration on Training</li> </ul>

## Level of Delegation

### The position holder:

- Coordinate with regional technical and academic institutions and networks (e.g. NIWA, MetService, BOM, NOAA, USP, JICA etc) and global organisations (e.g. WMO, ITU, UNDRR etc) to ensure effective training and capacity building activities across the Weather Ready Pacific Program and the Climate Science and Information (CSI) Program as a whole.
- Lead the implementation of Capacity Development and Training project and activities for the WRP.
- Lead the coordination of the Pacific Island Education Training and Research (PIETR) Panel of the PMC
- Support the engage of WRP with Donors for resource mobilisation
- Manages budget allocations for Capacity Development and Training projects and activities

## Person Specification

### Qualifications

#### Essential

1. Minimum qualifications of a Master degree in Human Resource Management, Project Management, Capacity development, Education, International development or other relevant field OR a Bachelor degree in lieu, with applied relevant work experience and excess of the minimum required relevant work experience.

### Knowledge / Experience

#### Essential

2. At least 10 years of experience in training and capacity development programmes or projects or in project management related to science and meteorology with at least 7 years of this experience in a role requiring a similar degree of versatility and responsibility, preferably within the Pacific island's region.

3. Extensive knowledge of global and regional meteorological and disaster risk reduction issues, in particular ICT systems, observing infrastructure, forecasting and forecasting dissemination, hazard response and/or early warning systems.
4. Extensive leadership, organisational 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. Extensive experience in relationship management experience that demonstrates a high level of professional and constructive engagement with a diverse range of stakeholders
6. Excellent experience at strategic and high-level communication, negotiation and reporting across diverse audiences, particularly in the Pacific setting.
7. Extensive experience in the following; <ol style="list-style-type: none"> <li>a) project management and delivery experience including high level advisory and analytical skills</li> <li>b) Experience with donor funded projects (e.g. DFAT, MFAT, EU, UN etc)</li> <li>c) Proficiency in MS Office and online learning platforms</li> </ol>

## Key Skills / Attributes / Job Specific Competencies

Expert level	<ul style="list-style-type: none"> <li>• Strategic Leadership and advisory in training and capacity development in Science, Meteorology, ICT and/or observing infrastructure, hazard response and preparedness</li> <li>• Stakeholder management, monitoring and evaluation</li> <li>• Procurement and Contract management</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• Project delivery and project management</li> </ul>
Working Knowledge	<ul style="list-style-type: none"> <li>• Early Warning Systems in the Pacific islands region</li> <li>• Procurement and requirements gathering</li> <li>• Gender equity, disability and social inclusion in implementation of general management principles</li> <li>• Monitoring, Evaluation and Reporting</li> <li>• Resource mobilisation</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• SPREP Strategic Plan</li> <li>• SPREP Work Programmes</li> <li>• SPREP Performance Implementation Plan</li> <li>• UN Early Warnings For All Initiative</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:

- 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 will be based in Apia, Samoa.

**Duration:** Appointment is for an initial term of 3 years. Any contract extension beyond this period will be subject to the project time frame and decisions, funding availability and performance during this initial term.

**Salary:** Salary is denominated in International Monetary Fund Special Drawing Rights (SDRs). Remuneration for this post falls within Band 12 of SPREP's salary scale. Starting salary will be SDR41,822. This is equivalent to Samoan Tala is SAT\$159,604 per annum. Upon confirmation of probation, salary will be adjusted to SDR47,049 which is equivalent to SAT179,554 per annum. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required.

**Cost of living differential allowance (COLDA):** A Cost-of-Living Differential Allowance of SDR5,233 will be paid to the successful candidate. The current equivalent in Samoan Tala is SAT\$19,970. Cost-of-living differential allowance reflects the comparative cost of living difference between Suva and Apia. This allowance is reviewed periodically based on data determined by an independent reviewer.

**Adjustments:** Salaries and allowances for internationally recruited staff are paid in Samoan Tala and adjusted every month based on the monthly average in the value of the SDR relative to the Samoan Tala (SAT) at the time the salary payment is processed. SDR movement however is limited to within 5% above or below a reference point set annually. Remuneration is paid monthly in SAT equivalent.

**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 enroute 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
- 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 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 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 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 Samoa for expatriate executive furnished housing. The current rate is SAT 2,850 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 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 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 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 Samoa National Provident Fund or another approved nominated Fund. For Samoa, this is currently 10%.

**Gratuity Payment:** Nationals of Samoa are entitled to a gratuity payment equivalent to two week's salary, upon successful completion of the contract, 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.

**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 Capacity Development and Training Adviser – Weather Ready Pacific Programme (CDTA-WRPP)**” 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 Capacity Development and Training Adviser – Weather Ready Pacific Programme (CDTA-WRPP)**”

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

**Closing date: Friday 18 July 2025:** Late applications will not be considered.

**SPREP is an Equal Opportunity Employer**