



APPLICANT INFORMATION PACKAGE  
**Communications and Knowledge Management Officer**  
**- Weather Ready Pacific Programme (CKMO – WRPP)**

**International Recruitment**

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## 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**

## 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.



## Key Result Areas

The position of **Communications and Knowledge Management Officer - Weather Ready Pacific Programme**, addresses the following Key Result Areas:

1. Visibility strategies and knowledge management systems
2. Stakeholder and Member State engagement
3. Coordinate, create and manage content
4. Public relations and media outreach
5. Monitoring, evaluation and reporting

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

Jobholder is accountable for	Jobholder is successful when
<p><b>1) Visibility strategies and knowledge management systems</b></p> <ol style="list-style-type: none"> <li>a) Lead in the development and implementation of a communications and visibility strategies and plans and knowledge management system for the Weather Ready Pacific Programme in line with Program Objectives, donor and SPREP requirements</li> <li>b) Coordinate the execution of specific activities outlined in the WRP Communication Strategy and Knowledge systems and Workplans, under the guidance of the WRP Programme Manager and in close collaboration with the WRP Technical Team, SPPRD, Communications and Outreach Unit and the Information Services Department (ISD)</li> <li>c) Establish and manage knowledge repositories (digital libraries, dashboards, portals, SharePoint) in collaboration with ISD</li> <li>d) Design frameworks to document best practice, tools and technical innovation</li> <li>e) Manage and maintain consistent branding, messaging and visual identity across all program outputs</li> <li>f) Ensure systems are accessible, secure and user friendly</li> <li>g) Coordinate with internal teams to ensure integrated communications planning across program components</li> </ol>	<ul style="list-style-type: none"> <li>• Communications and Visibility strategy and plan for Weather Ready Pacific Programme is developed, approved and executed</li> <li>• The WRP Knowledge Management System is developed approved and executed in line with SPREP's existing Knowledge and Information Management Systems</li> <li>• Increased awareness of the Weather Ready Pacific Program</li> <li>• Elevated visibility of NMHSs, Donors and implementing partners</li> <li>• Enhanced stakeholder engagement</li> <li>• Communication planning is captured across all WRP program components.</li> <li>• WRP Communications activities are coordinated with the Communications and Outreach Unit</li> <li>• Communication and Knowledge Management systems are accessible, secure and user friendly</li> <li>• Integrated communications planning across program components achieved</li> </ul>
<p><b>2) Stakeholder and Member State engagement</b></p> <ol style="list-style-type: none"> <li>a) Strengthen communication links between the WRP program and its stakeholders, including member governments, development partners, and civil society.</li> </ol>	<ul style="list-style-type: none"> <li>• Increased stakeholder trust and reassurance in the WRP Program</li> <li>• Better collaboration and participation among stakeholder, partners and Members in implementing WRP</li> </ul>

<ul style="list-style-type: none"> <li>b) Facilitate timely information-sharing through e-newsletters, updates, and briefings.</li> <li>c) Support communication capacity-building initiatives for national communication focal points.</li> <li>d) Organise knowledge sharing events, webinars and learning exchange in collaboration with the KM team</li> <li>e) Capacity building of staff and partners in knowledge capture and use of knowledge management tools in collaboration with the KM team</li> </ul>	<ul style="list-style-type: none"> <li>• Improved WRP program relevance and responsiveness</li> <li>• Enhanced clarity through successful communications of the role, and delivery, of the WRP Program</li> <li>• Stronger WRP accountability, transparency and learning</li> <li>• Enhanced sustainability through strengthened ownership of WRP</li> <li>• Strong attendance of WRP knowledge sharing forums undertaken</li> <li>• Staff and partners apply the tools shared to capture knowledge and knowledge management.</li> </ul>
<p><b>3) Coordinate, create and manage content</b></p> <ul style="list-style-type: none"> <li>a) Write, edit and produce content including press releases, newsletters, social media posts and marketing material.</li> <li>b) Ensure that all content adheres to communications and messaging guidelines (including GEDSI and that of the SPREP Communications and Outreach)</li> <li>c) Coordinate with technical teams to ensure timely development and dissemination of publications.</li> <li>d) Maintain and update the program website and SPREP social media channels.</li> <li>e) Work with technical teams to capture success stories, lessons learned and innovation</li> <li>f) Produce user friendly knowledge products</li> <li>g) Standardise templates and guideline for internal documentation and reporting them.</li> </ul>	<ul style="list-style-type: none"> <li>• Strong relations with the SPREP Communications and Outreach Unit have been formed with systems in place to ensure incorporation of all work in line with SPREP processes overall.</li> <li>• All communications content developed that adhere to sustainability of all WRP work inclusive of communications.</li> <li>• Awareness is increased of the need for greater regional collaboration to enhance the implementation of Weather Ready Pacific across the region.</li> <li>• Effective and positive communication partnerships with WRP potential partners and donors are established and well maintained.</li> <li>• Communication stakeholders (both internal and external) are well acquainted and consistent with WRP key messaging and public contents for communication platforms and media outlets.</li> <li>• Technical success stories and lessoned learned are captured and amplified through SPREP Knowledge Management and Communications and Outreach opportunities.</li> <li>• Standardised templates and guidelines for internal documentation and reporting completed</li> </ul>
<p><b>4) Public relations and media outreach</b></p> <ul style="list-style-type: none"> <li>a) Build and maintain relationships with national, regional and international media and program stakeholders in partnership with the SPREP Communications and Outreach Unit.</li> <li>b) Coordinate media outreach and organise events to promote the image of WRP and its stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Promotional videos, brochures (digital and analogue), signages and publications are created and distributed widely to relevant platforms and channels.</li> <li>• NMHSs member countries are successfully mainstreaming readiness nationally through WRP assisted communications and contributions.</li> </ul>

<ul style="list-style-type: none"> <li>c) Prepare press releases, organize press events, and coordinate interviews with program spokespeople.</li> <li>d) Monitor media coverage and ensure positive visibility of the program and its partners.</li> <li>e) Oversee and develop the digital presence of WRP</li> <li>f) Monitor online engagements and adjust strategies to improve outreach and visibility</li> </ul>	<ul style="list-style-type: none"> <li>• Robust network of partners at national, community, sectoral, regional and global levels who are well informed and willing to support and collaborate to achieve overall WRP objectives and its activities.</li> <li>• Outreach and visibility improved</li> <li>• Digital presence of WRP improved</li> </ul>
<p><b>5. Monitoring, evaluation and reporting</b></p> <ul style="list-style-type: none"> <li>a) Develop and apply methodologies to assess communication reach and effectiveness.</li> <li>b) Track engagement data across platforms and analyse trends.</li> <li>c) Contribute to internal reports and donor reports with communications-related results and lessons learned.</li> <li>d) Develop indicators to measure knowledge management (KM) impact and learning uptake in collaboration with the KM team</li> <li>e) Track usage and feedback on knowledge products and tools inline with the use of the SPREP Virtual Library administered by the KM team</li> <li>f) Produce communication reports and insights to inform program improvement and reporting to donors</li> </ul>	<ul style="list-style-type: none"> <li>• Improved targeting and resource use</li> <li>• Change strategies are informed</li> <li>• Corrective actions and adjustments are made on time</li> <li>• WRP Donors and Leadership informed of the level of impact and engagement</li> <li>• Well monitored and implemented Weather Ready Program MERL, Resource Mobilisation and Communications strategies and plans</li> <li>• KM Impacts and learning updates are well tracked and measured</li> <li>• Regular reporting developed on communications and knowledge management implementation developed for partners.</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:**

- Crafting clear messages for diverse audiences
- Measuring the impact of communications and knowledge management work
- Managing crisis communications in partnership with the SPREP Communications and Outreach Unit
- Time management across diverse work activities.
- Developing strategic, consistent messaging across Teams
- Securing and managing media coverage
- Operating in culturally and politically context
- Balancing communications creativity with compliance
- Engaging hard to reach or low literacy populations
- Capturing Tacit and Explicit knowledge in partnership with the KM team
- Harmonising Diverse knowledge sources
- Ensuring knowledge is actually used

- Understanding donor financial and narrative reporting requirements, as well as those of SPREP overall, and ensure that these requirements are adhered to.
- Solution based approach to work.

### 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>• PMC Members</li> <li>• Donors (DFAT, MFAT, JICA, etc)</li> <li>• Implementing partners</li> <li>• Professional / Scientific organisations</li> <li>• Regional / International organisations including WMO</li> <li>• Media agencies and partners</li> </ul>	<ul style="list-style-type: none"> <li>• Advice and assistance</li> <li>• Consultations, collaborations, advice, reporting</li> <li>• Coordination and implementation, Reporting</li> <li>• Coordination and implementation, Reporting</li> <li>• Communications and Advise</li> <li>• Building relationships</li> </ul>
<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• WRP Programme Manager and Programme team</li> <li>• CSI Management Unit</li> <li>• All SPREP staff</li> <li>• SPREP Legal Counsel</li> <li>• Finance Department</li> <li>• Communications and Outreach Unit</li> <li>• Information Services Department (IT &amp; KM teams)</li> </ul>	<ul style="list-style-type: none"> <li>• Advice and assistance</li> <li>• Consultations and collaborations</li> <li>• Reporting</li> <li>• Communications</li> <li>• Advice and assistance</li> <li>• Ensuring content is in line with SPREP communications standards.</li> <li>• Ensuring knowledge management and IT work are in line with the SPREP IKM Strategy and IT Strategy</li> </ul>

### Level of Delegation

**The position holder:**

- The position holder does not directly manage staff or a budget therefore has no delegation of authority
- Can identify 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 Bachelor's degree in Education or Communications or Knowledge Management, Development studies, Meteorology/Climate or related discipline.

## Knowledge / Experience

<b>Essential</b>	
2.	Minimum 5 years of experience in communications and community engagement, knowledge management, M&E, specifically in climate and meteorology in the Pacific islands, supporting programme implementation and developing communications strategies
3.	Demonstrated extensive knowledge and working experience in the following areas: <ol style="list-style-type: none"> <li>Capacity mapping</li> <li>Workshop and targeted communications training facilitation, including agenda building lesson plan development, facilitation and monitoring and evaluation of effectiveness</li> <li>Communication, media and stakeholder training in cross-cultural contexts</li> <li>Design and delivery of communications materials</li> <li>Development of communication, and knowledge management, strategies and systems.</li> <li>Design of stakeholder engagement plans</li> <li>Synthesise and communicate science information to a broad range of audiences</li> <li>Knowledge management and brokerage including establishing networks, strong understanding of relational databases, information systems with relating tools and software packages.</li> <li>Relationship, and network, building with media and other partners to help amplify content developed.</li> </ol>
4.	Strong strategic advisory and analytical skills with a demonstrated ability to establish and implement workplan objectives.
5.	Excellent written and verbal communication skills including high level of presentation and interpersonal skills, writing including synthesising and translating scientific and technical information as well extensive experience in capacity building facilitation and coordination involving a diverse audience and partner organisations.
6.	Demonstrates initiative and ability to think outside the box in dealing with multiple tasks and demanding deadlines with a proactive, solutions-oriented mindset to ensure efficiency in work delivery.
7.	Excellent understanding and appreciation of environmental ethics, values and priorities within the workplace including working in a multicultural and multidisciplinary environment with teams of diverse technical backgrounds.

## Key Skills / Attributes / Job Specific Competencies

Expert level	<ul style="list-style-type: none"> <li>• Communication platforms and mediums</li> <li>• Written communication and knowledge product development</li> <li>• Knowledge management</li> <li>• Report writing, attention to detail and accuracy</li> <li>• Public relations and relationship building.</li> <li>• Inter-cultural communications, preferably in the Pacific region.</li> <li>• Solution based approach and thinking.</li> </ul>
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Advanced level	<ul style="list-style-type: none"> <li>• Environmental issues in the Pacific islands' region</li> <li>• Emerging environmental issues and challenges</li> </ul>
Working Knowledge	<ul style="list-style-type: none"> <li>• General management principles</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

### 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 10 of SPREP's salary scale. Starting salary will be SDR30,237 per annum. Currently, the equivalent is SAT115,393 per annum. Upon confirmation of probation, salary will be adjusted to SDR34,016 which is equivalent to SAT129,817 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 SDR 4,256 will be paid to the successful candidate. This is currently equivalent to SAT16,244. 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%.

**Repatriation/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. 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

## 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 Communications and Knowledge Management Officer – Weather Ready Pacific Programme (CKMO-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 Communications and Knowledge Management Officer – Weather Ready Pacific Programme (CKMO-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 15 August 2025:** Late applications will not be considered.

**SPREP is an Equal Opportunity Employer**