



SPREP
Secretariat of the Pacific Regional
Environment Programme

APPLICANT INFORMATION PACKAGE
Legal and Governing Bodies Adviser (LGA)

International Recruitment

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A. Background Information on SPREP

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

The head office is based in Apia, Samoa with other SPREP offices in Fiji, the Republic of the Marshall Islands, Solomon Islands and Vanuatu.

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

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

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

Mandate

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

Vision

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

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

Members

SPREP has 21 Pacific Island member countries and territories:

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

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

- Australia,
- France,
- New Zealand,
- United Kingdom and

- the United States of America.

SPREP Goals and Objectives

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

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

Regional Goals

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

Organisational Goals

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

SPREP's Values

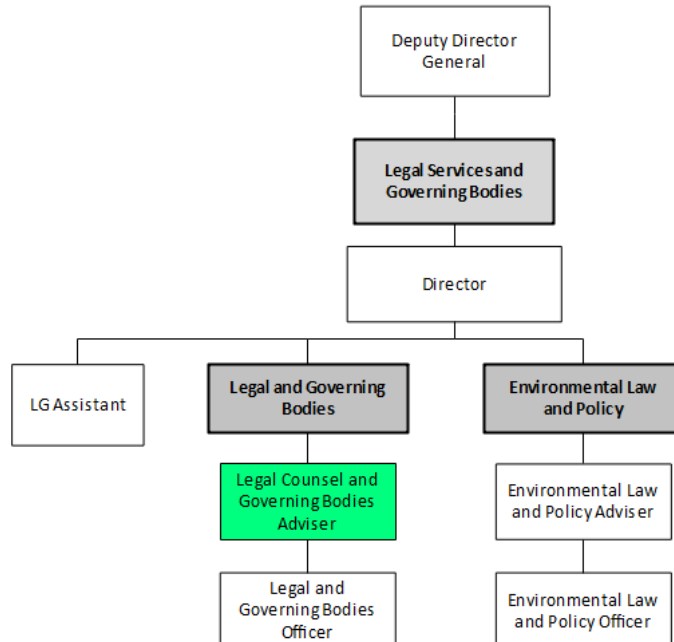
SPREP approaches the environmental challenges faced by the Pacific guided by four simple **Values**. These values guide all aspects of our work:

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

B. JOB DESCRIPTION

Job Title:	Legal and Governing Bodies Adviser (LGA)
Department:	Legal Services and Governing Bodies
Team:	Legal and Governing Bodies
Responsible To:	Director, Legal Services and Governing Bodies
Responsible For: (Total number of staff)	1
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> • Provide strategic legal advice, guidance and services to the Executive, Senior Leadership Team, SPREP Members, SPREP Meeting and the organisation. • Lead and support the Legal Services and Governing Bodies Team
Date:	May 2025

Organisation Context



Key Result Areas

The position of Legal and Governing Services Adviser addresses the following Key Result Areas:

1. Constitutional matters
2. Contractual matters
3. Policy coordination and management
4. Environmental law and policy and MEA issues
5. Capacity building

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

Jobholder is accountable for	Jobholder is successful when
<p>1. Constitutional matters</p> <ol style="list-style-type: none"> a) Ensure SPREP’s legal status and that of its staff under the Agreement Establishing SPREP and as an international organisation within Samoa is up-to-date b) Ensure SPREP’s sub-regional hosting arrangements with other host countries are up-to-date c) Ensure compliance with Rules of Procedure for meetings of SPREP and SPREP bodies d) Facilitate discussions on the drafting of Ministerial High-level outcome statements and resolutions e) Provide legal and policy advice to the SPREP Meeting including any issues referred to Troika, or any SPREP Member Working Group established to discuss specific matters arising out of the SPREP Meeting f) Administer and address all matters of a legally contentious nature. 	<ul style="list-style-type: none"> • Sound advice provided in a timely manner • Legal input provided to enhance procedures or systems • Legal requirements and systems are well understood by staff • SPREP’s interests are safeguarded
<p>2. Contractual matters</p> <ol style="list-style-type: none"> a) Ensure the timely clearance of procurement contracts b) Ensure effectiveness and efficiency of internal systems for processing and clearance of legal documents particularly from donors c) Advise and assist Programmes and Departments on contractual, regulatory and compliance issues d) Manage contract guidelines and templates and ensure these are up to date and in line with best practice e) Screen and advise on funding agreements, project documents as well as leases, 	<ul style="list-style-type: none"> • Sound advice is provided in a timely manner • Contracts and agreements are drafted and checked in a timely manner • Documents drafted as required • Legal input provided to enhance procedures or systems • Legal documents are secured and in accessible databases

<p>insurance agreements and other legal documents.</p> <p>f) Provide advice and facilitate any corporate agreements, or project documentation</p> <p>g) Advise and provide oversight of Memorandum of Understand (MOUs), Letter of Agreements (LoAs) and similar agreements</p> <p>h) Provide training for staff</p>	
<p>3. Policy coordination and management</p> <p>a) Coordinate SPREP policies to ensure relevance, coherence, and consistency in the way policies are developed and reviewed.</p> <p>b) Ensure that SPREP policies lead to practice guided by best practice.</p> <p>c) Provide guidance and advice to inform policy reviews and the development of new policies and the approval of these through the appropriate levels of approval.</p> <p>d) Ensure the policy register is maintained and updated regularly and inform staff accordingly.</p> <p>e) Manage the policy review and development process and screen all policies for compliance with core governance policies including the integration of the Gender Policy and Environmental and Social Safeguards before the approval stage.</p> <p>f) Liaise with policy owners and champions to ensure compliance with SPREP policies and provide update reports to the Executive and the Senior Leadership Team on areas for improvement.</p> <p>g) Manage and update the SPREP Policy process to ensure it remains relevant, practical, and fit for purpose.</p> <p>h) Provide staff training</p>	<ul style="list-style-type: none"> • Relevant policies are developed and drafted where necessary • Policies are regularly updated • The policy register is regularly updated • Policies are mainstreamed into SPREP systems and training provided for staff
<p>4. Environmental law and policy and MEA issues</p> <p>a) Provide assistance and support, as directed by the Director to the Environmental Law and Policy Team</p> <p>b) Provide advice to members on key Multilateral Environmental Agreements (MEAs)</p> <p>c) Provide technical support for MEA Conferences of the Parties and other MEA meetings</p>	<ul style="list-style-type: none"> • Assistance and support are provided in a timely manner • Members are better placed to implement relevant MEAs • Relevant MEA Meetings are successfully concluded • Parties are meeting their obligations under the Convention

<ul style="list-style-type: none"> d) Provide legal advice and/or project assistance to the Parties in supporting implementation of their obligations e) Provide advise and keep relevant Conventions or Protocols up to date and encourage ratifications 	<ul style="list-style-type: none"> • Instruments are updated and additional members have joined
<p>5. <u>Capacity building</u></p> <ul style="list-style-type: none"> a) Provide legal advice and guidance in the development of internal manuals or guides to assist SPREP staff better understand legal concepts, terminologies and processes administered by the Legal Department. b) Take part in continuous capacity building and training for SPREP staff on SPREP policies, contract management, partnership agreements and governance-related issues, including compliance, ethics, and fiduciary responsibilities and other legal frameworks relevant to the work of SPREP. 	<ul style="list-style-type: none"> • Manuals and guidelines are produced • Staff become proficient in contractual processes and legal frameworks

Note

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the Jobholder and Supervisor as part of the Performance Development System.

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

Work Complexity

Most challenging duties typically undertaken:

- Leading and managing a technically complex work area and providing timely guidance
- Analysis of complex contracts and documentation
- Legal drafting
- Coordination and collaboration internally within SPREP and externally with relevant agencies and stakeholders
- Provision of timely and accurate briefings and advice to Executive, Senior Leadership Team, Members, and Partners
- Dispute resolution
- Ensuring that activities are effectively delivered by SPREP and its partners and reported to donors and communicated through relevant regional and international fora.
- Promoting SPREP's mission at relevant fora outside the environment and conservation mainstream where appropriate

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
<p>External</p> <ul style="list-style-type: none"> • SPREP Members • Donors / Partners • Professional / Scientific organisations • Regional / International organisations 	<ul style="list-style-type: none"> • Advice and assistance • Consultations and collaboration • Communications and reporting
<p>Internal</p> <ul style="list-style-type: none"> • Executive • Senior Leadership Team • Director SPPRD and Project Team • All SPREP Staff • LSGBD 	<ul style="list-style-type: none"> • Advice and support

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. A Master degree in Law or a Bachelor degree in lieu with relevant applied work experience in excess of the minimum required relevant work experience.

Knowledge / Experience

Essential

2. At least 10 years strategic high-level experience in legal work or relevant area, preferably in the Pacific islands region, with at least 5 of those years at the senior leadership and management roles
3. Extensive knowledge and experience of international law and organisations, current and emerging legal issues and challenges in the Pacific Islands region with sound understanding and appreciation of environmental issues, ethics, values and priorities (Working knowledge or specialisation in an area of Environmental Law would be an advantage)
4. Strategic 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 programme, policy and contract management 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 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

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">• Legal analysis, statutory and contractual interpretation• Legal drafting
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	<ul style="list-style-type: none"> • Understanding of Procurement process • Understanding of Policies • Constitutional knowledge
Advanced level	<ul style="list-style-type: none"> • Leadership and advisory competency • Negotiation • Environmental issues and challenges in the Pacific islands region • Policy and governance issues in the Pacific islands region • Management • Understanding of Staff Regulations and HR Policies
Working Knowledge	<ul style="list-style-type: none"> • Work programme planning, budgeting and implementation • SPREP Strategic Plan • SPREP Work Programmes • General management principles • Fundraising • National legal systems and MEAs • Results based management
Awareness	<ul style="list-style-type: none"> • Gender mainstreaming • SPREP People Strategy

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 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.

D. ADMINISTRATIVE INFORMATION

ESSENTIAL: Applications should include:

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

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

SUBMITTING APPLICATIONS:

- a) **BY EMAIL (MOST PREFERRED OPTION):** Subject matter to be clearly marked “**Application for Legal and Governing Bodies Adviser (LGA)**” 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 Legal and Governing Bodies Adviser (LGA)**”

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

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

CLOSING DATE: Friday, 27 June 2025: Late applications will not be considered.

SPREP is an Equal Opportunity Employer