



SPREP
Secretariat of the Pacific Regional
Environment Programme

APPLICANT INFORMATION PACKAGE

Partnerships and Donor Relations Officer (PDRO)

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, the 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**

Strategic Planning, Partnerships and Resource Mobilisation Department (SPPRD)

The Strategic Planning, Partnerships and Resource Mobilisation Department (SPPR-D) oversees the implementation of SPREP's Strategic Plan including mobilising resources through strategic partnerships and supporting high quality project design and portfolio management, to meet SPREP Members' needs and to foster institutional learning through enhanced assurance including through strengthened risk management capacity and monitoring and evaluation.

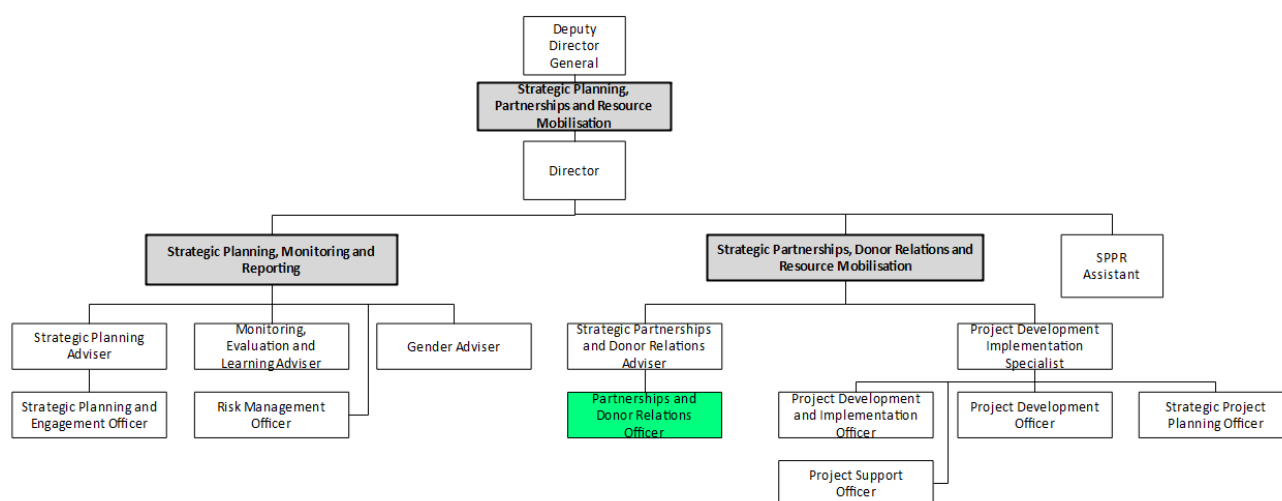
SPPR-D works collaboratively and in a cross cutting manner with SPREP technical programmes and other governance and operations departments, to achieve SPREP's unique mandate in serving its Pacific member countries and territories.

The position of **Partnerships and Donor Relations Officer** will support SPREP's resource mobilisation and partnership engagement efforts by coordinating activities under the Partnerships Engagement and Resource Mobilisation Strategy (PERMS) and relevant guidelines. This includes facilitating strategic partnerships, supporting outreach and donor engagement efforts, and assisting with partnership-related information management. The Officer will also contribute to reporting and capacity-building initiatives.

B. JOB DESCRIPTION

Job Title:	Partnerships and Donor Relations Officer
Programme:	Governance and Operations
Department:	Strategic Planning, Partnerships and Resource Mobilisation
Team:	Strategic Partnerships, Donor Relations and Resource Mobilisation
Responsible To:	Strategic Partnerships and Donor Relations Adviser
Responsible For: (Total number of staff)	None
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> • Support SPREP’s resource mobilisation efforts by implementing activities under the Partnerships Engagement and Resource Mobilisation Strategy (PERMS) including coordinating the function of the Partnership Review and Resourcing Group (PRRG) Secretariat. • Develop promotional; outreach; and capacity-building materials to strengthen collaboration with donors and partners. • Coordinate partnership-related information by maintaining the partnerships database and providing updates and briefings on activities and outcomes.
Date:	May 2025

Organisation Context



Key Result Areas

The position of **Partnerships and Donor Relations Officer** addresses the following Key Result Areas:

1. Support and coordination of partner engagement
2. Outreach, Promotion and Capacity Building
3. Information management and reporting on SPREP's partnerships portfolio

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

Jobholder is accountable for	Jobholder is successful when
<p>1. Support and coordination of Partnership Engagement</p> <p>a) Assist in implementing PERMS, ensuring alignment with SPREP's institutional resource mobilisation priorities.</p> <p>b) Support the coordination of the Partnership Review and Resourcing Group (PRRG), including scheduling meetings, preparing materials, and tracking follow-up actions.</p> <p>c) Facilitate communication and coordination between SPREP programmes and SPRRD in relation to partnership engagement.</p> <p>d) Assist in identifying and tracking funding opportunities from donors, philanthropies, and bilateral partners, supporting SPREP's engagement strategies.</p> <p>e) Provide administrative and logistical support for high-level meetings, partner engagements, and donor consultations, ensuring effective preparation and documentation.</p> <p>f) Contribute to the development and refinement of partnership engagement strategies, supporting relationship-building with key stakeholders.</p>	<ul style="list-style-type: none"> • PERMS activities are effectively supported, and tasks are completed on time. • The Partnership Review and Resourcing Group (PRRG) function is well-coordinated, with agendas prepared, documents shared on time, minutes recorded, and follow-up actions tracked. • Communication between SPREP programmes and external partners is seamless, with timely responses and coordination. • Information collated on funding/partnership opportunities is accessible by programmes and relevant SPREP staff. • Logistical and administrative support for partnership and donor meetings is effectively provided, ensuring smooth engagement. • Partnership engagement strategies are documented and updated based on evolving priorities.
<p>2. Outreach, Promotion and Capacity Building</p> <p>a) Coordinate the development of promotional and outreach materials to showcase SPREP's partnerships, initiatives, and funding opportunities including overseeing outputs and delivery by contractors.</p> <p>b) Coordinate the creation of capacity-building materials and knowledge-sharing resources for SPREP staff and member countries on</p>	<ul style="list-style-type: none"> • High-quality promotional and outreach materials are developed and disseminated to donors, partners, and stakeholders. • Capacity-building materials and guidance documents are produced and shared with SPREP staff and members, supporting effective partnership engagement. • SPREP's partnerships, donor engagement activities, and funding opportunities are

<p>partnership engagement and donor requirements.</p> <p>c) Contribute to the planning and execution of events, workshops, and partnership dialogues, ensuring SPREP’s visibility and engagement with potential donors and partners.</p> <p>d) Help coordinate SPREP’s participation in regional and international forums, assisting in briefing preparations, event planning, and follow-ups with suppliers.</p> <p>e) Work with SPREP’s communications and knowledge management teams to ensure that donor and partner-related content is effectively integrated into SPREP’s outreach channels, including newsletters, reports, and social media.</p> <p>f) Provide support in identifying and documenting best practices in partnerships, facilitating knowledge exchange among SPREP teams and partners.</p> <p>g) Contribute to strengthening institutional capacity for strategic engagement and resource mobilisation</p>	<p>effectively promoted through communications channels, including donor reports, organisational reporting (eg. Annual reports) and other outreach activities/knowledge products.</p> <ul style="list-style-type: none"> • Knowledge-sharing initiatives (such as case studies and best practices) are documented and shared internally. • Strategic events, workshops and networking activities are well-organized, leading to increased partner engagement and funding prospects.
<p>3. Information management and reporting on SPREP’s partnerships portfolio</p> <p>a) Coordinate SPREP’s partnerships database, ensuring accurate and up-to-date records of partner engagements, donor commitments, and funding pipelines.</p> <p>b) Support the preparation of briefings, reports, and updates on partnership activities, donor trends, and funding outcomes for internal and external audiences.</p> <p>c) Contribute to tracking partnership performance, gathering data on engagement effectiveness, funding secured, and collaboration outcomes.</p> <p>d) Assist in compiling inputs for donor reports, ensuring compliance with donor requirements and alignment with SPREP’s strategic priorities.</p> <p>e) Monitor emerging trends and opportunities in donor funding, philanthropy, and regional partnerships, providing insights to inform SPREP’s engagement strategies.</p> <p>f) Work collaboratively with SPREP’s Legal Department to maintain internal records of Memoranda of Understanding (MOUs),</p>	<ul style="list-style-type: none"> • The partnerships database is well-maintained, with accurate and up-to-date records of partner engagements, donor commitments, and funding pipelines. • Briefings, progress reports, and updates on partnership activities (including accreditation requirements for key donors) are prepared and submitted on time. • Tracking of partnership performance (e.g., engagement effectiveness, funding secured, collaboration outcomes) is accurate and regularly reported. • Inputs for donor reports are compiled effectively, ensuring compliance with reporting requirements. • Emerging donor funding trends and regional partnership opportunities are regularly monitored and analysed, with key insights shared with SPREP leadership. • All MOUs, partnership agreements, and donor commitments are properly documented and easily accessible for reference.

partnership agreements, and donor commitments, ensuring proper documentation and accessibility.	
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Note

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the Jobholder and 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:
<ul style="list-style-type: none"> • Coordinating inputs for key donor reports – Liaising across SPREP teams to compile accurate and timely information, ensuring alignment with donor requirements. • Managing accreditation reporting support – Assisting with documentation and internal coordination for institutional accreditation processes. • Tracking and organising reporting deadlines – Monitoring timelines and ensuring timely submissions despite competing internal priorities. • Ensuring compliance with donor reporting formats – Verifying and consolidating data to meet evolving donor requirements. • Providing administrative support for resource mobilisation – Maintaining records, tracking funding opportunities, and supporting internal processes with minimal donor engagement.

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 • Professional service providers and suppliers 	<ul style="list-style-type: none"> • Coordination and assistance • Collaboration • Research and surveying • Communications and reporting
<p>Internal</p> <ul style="list-style-type: none"> • Executive • Senior Leadership Team • Director SPPR and Project Team • All SPREP Staff • SPREP Legal Counsel • Communications and Outreach Adviser • Finance Department 	<ul style="list-style-type: none"> • Coordination and support

Level of Delegation

The position holder:

- Does not carry out negotiations on behalf of SPREP
- Can identify funding opportunities for work programme activities
- Does not directly manage staff or a budget

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 Bachelors degree in International Relations, Development Studies, Strategic Communications or Public Relations, Knowledge Management, Business Administration or a related field; with applied relevant work experience in excess of the minimum required work experience.

Knowledge / Experience

Essential

2. At least 5 years of relevant experience in resource mobilisation, partnerships or stakeholder engagement and outreach, preferably in an intergovernmental or development organization
3. Extensive knowledge of partner and donor outreach and engagement modalities in the context of climate finance/development finance in the Pacific region
4. Extensive technical experience in research, information management and knowledge sharing particularly in relation to organizing, tracking and reporting on partnerships/donor data and funding opportunities as well as compliance reporting against donor requirements; preparation of knowledge products including briefing materials and outreach documents to support organizational engagement.
5. Excellent written and verbal communication skills including high level of presentation and interpersonal skills, with demonstrated experience in developing and maintaining effective relationships with a diverse group of people and as part of a team within a multi-disciplinary and multi-cultural working environment
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; as well as excellent understanding and appreciation of environmental ethics, values and priorities within the workplace

Key Skills / Attributes / Job Specific Competencies

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

Expert level

- Information management

	<ul style="list-style-type: none"> • Donor reporting • Written communication and knowledge product development • Attention to detail and accuracy • Partner and donor outreach • Inter-cultural communications, preferably in the Pacific region
Advanced level	<ul style="list-style-type: none"> • General resource mobilisation and donor funding mechanisms • Environmental and climate finance landscape • Climate change issues in the Pacific islands region • Emerging environmental issues and challenges • Knowledge of SPREPs role and engagement with donors
Working Knowledge	<ul style="list-style-type: none"> • General management principles
Awareness	<ul style="list-style-type: none"> • SPREP Strategic Plan • SPREP Performance Implementation Plan • SPREP Work Programmes

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 up to 31 December 2026 with possible extension subject to confirmation of SPREP programmes and activities, availability of funds and performance during the initial term.

Salary: Salary is denominated in International Monetary Fund Special Drawing Rights (SDRs). Remuneration for this post falls within Band 10 of SPREP's salary scale. Starting salary will be SDR 30,237 per annum. This is currently, the equivalent to Samoan Tala 115,393 per annum. Upon confirmation of probation, salary will be adjusted to SDR 34,016 which is equivalent to Samoan Tala 129,817 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 SAT 16,244. 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 may be 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 may be 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 Partnerships and Donor Relations Officer (PDRO)**” 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 Partnerships and Donor Relations Officer (PDRO)**”

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 30 May 2025: Late applications will not be considered.

SPREP is an Equal Opportunity Employer