



SPREP
Secretariat of the Pacific Regional
Environment Programme

APPLICANT INFORMATION PACKAGE
PROCUREMENT ASSISTANT (PROCA) (2)

Local 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

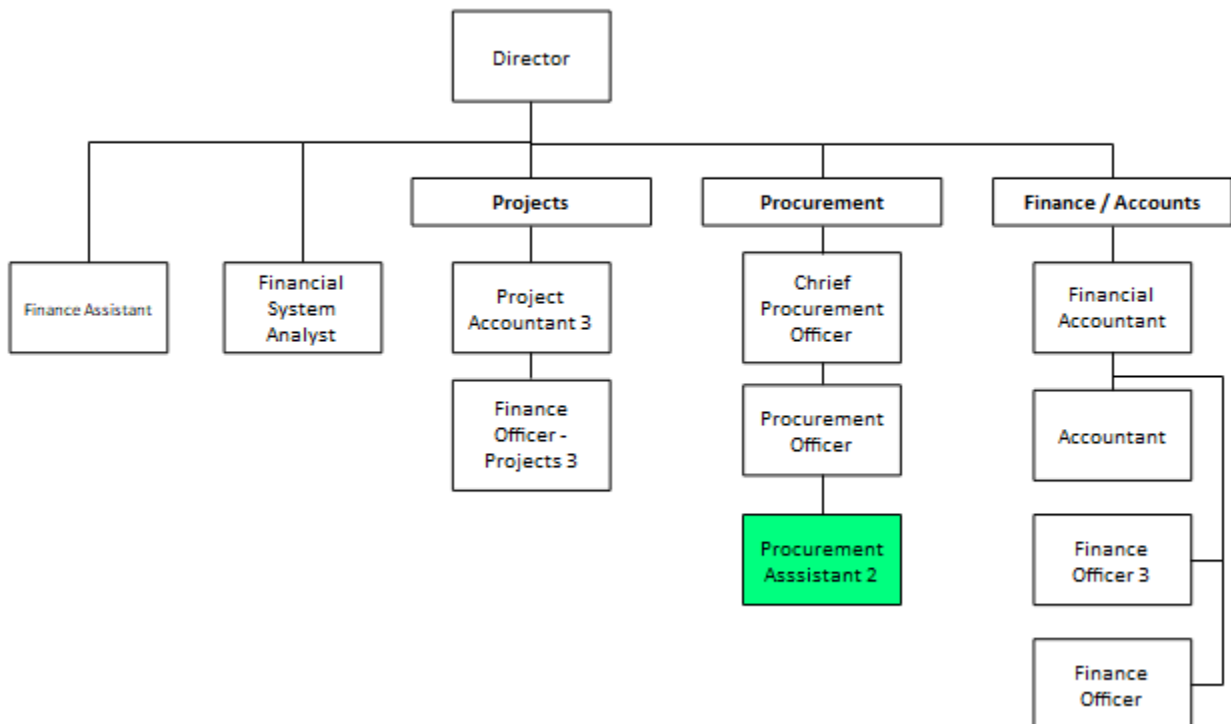
SPREP approaches the environmental challenges faced by the Pacific guided by four simple **Values**. These values guide all aspects of our work:

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

B. JOB DESCRIPTION

Job Title:	Procurement Assistant (PROCA)
Department:	Finance
Team:	Procurement
Responsible To:	Procurement Officer
Responsible For: (Total number of staff)	N/A
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> Provide advice, guidance and support on the Procurement policy, issues and procedures.
Date:	July 2025

Organisation Context



Key Result Areas

The position of **Procurement Assistant (PROCA)** addresses the following Key Result Areas:

1. Procurement operations
2. Procurement compliance and improvements
3. Vendor management
4. General financial services

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

Jobholder is accountable for	Jobholder is successful when
<p>1. Procurement operations</p> <ol style="list-style-type: none"> a) Provide support for all procurement activities managed by SPREP in accordance with SPREP's Procurement Policy b) Update the Procurement register and database c) Provide support in compiling Annual procurement plans from all SPREP Programmes and teams d) Assist with the routing process through the DocuSign system e) Conduct market research to identify potential vendors or changes in market trends that may impact procurement strategies a) Compile clarification questions during the tender process and work with the responsible officer to respond and upload on the website. a) Prepare tender folders and relevant documents for the evaluation committee and provide secretarial support b) Assist with meeting schedules and document meeting discussions. c) Respond to routine queries received through the tenders and procurement emails d) Keep staff/ bidders informed of the progress of their procurement matters e) Provide secretarial support to the Chief Procurement Officer in their role as Secretariat to the 	<ul style="list-style-type: none"> • Procurements are in line with procurement policy and procedures • Procurements databases and filing systems are maintained and updated • Procurement documents are routed through DocuSign for approval and any comments raised during the routing process are addressed in a timely manner • Conduct market research to identify potential vendors or changes in market trends that may impact procurement strategies as required by the Chief Procurement Officer (CPO). • Keep accurate records of meetings, discussions and transaction. • Tender clarification questions are upload on the website by the due date • Tender folders are created, and relevant documentation are prepared for the evaluation committees • Draft evaluation reports in consultation with Procurement Officer (PROCO) or CPO. • Information provided to staff/bidders as required. • Procurement unit carries out roles and responsibilities as Secretariat to the PRC

<p>Procurement Review Committee (PRC).</p>	
<p>2. Procurement compliance and improvements</p> <p>a) Support and check compliance of all procurement requests with the procurement policy</p> <p>b) Liaise closely with requesting units to verify that procurement documents provided are correct</p> <p>c) Ensure proper processes and procedures for procurement are documented</p> <p>d) Assist with analysis of procurement process to ensure donor compliance</p> <p>e) Provide input in the improvement of procurement gaps</p>	<ul style="list-style-type: none"> • Procurements are in line with procurement policy • Procurement advice provided assists with smooth workflow of procurement • Procurement gaps/issues are resolved and addressed. • Escalate risks and any ethical issues
<p>3. Vendor Management</p> <p>a) Undertake due diligence checks, including reference checks for all new SPREP vendors. Ensure all vendors comply with requirements under the SPREP's new vendor form.</p> <p>b) Support maintenance of the Vendor database and subsets of this database to minimise risk when dealing with external vendors, donors and partners</p> <p>c) Support maintenance of the SPREP Sanctions List. Review consultant/contractor review forms are escalate any issues with the Chief Procurement Officer</p> <p>d) Assist the procurement unit with monitoring Vendor Performance</p>	<ul style="list-style-type: none"> • Proper verification and checks are carried out before contracting a vendor or any other entity involved in SPREP activities. All checks should be documented and signed off by Procurement Officer or Chief Procurement Officer • Vendor database including subsets of this database (Preferred Supplier List and Sanctions List) are maintained and updated regularly • Maintain SPREP Sanction List, which should also include checks against relevant donor related sanction lists • Maintain database of all contracts and assist with routine vendor compliance checks
<p>4. General financial services</p> <p>a) Provide support and assistance to all other areas of Finance</p>	<ul style="list-style-type: none"> • Timely, relevant and reliable services, information and responses are provided • High standard of financial services and support is provided to SPREP'S programmes and approved work plans • Finance work operates smoothly and efficiently

	<ul style="list-style-type: none"> • Active participation and effective support in other areas of the Finance department where needed
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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 Director/Supervisor as part of the Performance Development System.

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

Work Complexity

<p>Most challenging duties typically undertaken:</p> <ul style="list-style-type: none"> • Understanding of financial and procurement requirements for various donors which include AFD, Australia & New Zealand Extra Project funding, China, Climate Analytics, CORE funding – Aust/NZ, COSSPac, EU Projects (EDF 11 PACWaste Plus, Intra-ACP GCCA+, GCCA+ SUPA, EDF 11 PEUMP, BIOPAMA Ph 2, EDF 11-OCT etc), GBIF, GCF projects, GIZ, IMO, Irish Funds, KMO, PEW, UKMET, UNEP/GEF projects, WMO • Ensure all procurement activities and other financial procedures are carried out in an effective and efficient manner • Ensure procurement activities are processed effectively within tight deadlines
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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"> • Member country representatives • Suppliers and Vendors • Public 	<ul style="list-style-type: none"> • Providing and receiving information/answer queries/explain/assistance/respond to correspondences
<p>Internal</p> <ul style="list-style-type: none"> • All Staff • Project teams 	<ul style="list-style-type: none"> • Reporting/team work/receiving and providing financial input/clarifying needs/support/respond to correspondence/explain

Level of Delegation

The position holder:

- Has no delegation of authority

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 Bachelor degree in Procurement/ Accounting / Finance or related field.

Knowledge / Experience

Essential

2. At least 3 years experience in procurement matters and/or financial and accounting work (New graduates with no work experience are encouraged to apply)
3. Sound knowledge and understanding of:
 - a. Procurement, Finance and Accounting policies and processes including experience in computerised accounting systems;
 - b. Data analysing and reporting writing
4. Demonstrates positive approach to continuous learning and development as well as initiative and ability to think outside the box in dealing with multiple tasks, demanding deadlines and with little supervision
5. Excellent communication skills with high command of spoken and written English with ability to communicate with diverse stakeholders, particularly presentation of financial and accounting information
6. Good understanding and appreciation of teamwork and performance culture with positive attitude to diverse opportunities and challenges

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">• Procurement, Financial and accounting knowledge• Procurement policies and procedures• Communication and inter-personal skills• Team work• Positive attitude• Willingness to learn• Dealing with sensitive and confidential information
Advanced level	<ul style="list-style-type: none">• Procurement• Analytical skills• Accounting practices
Working Knowledge	<ul style="list-style-type: none">• Financial system software• Corporate policies
Awareness	<ul style="list-style-type: none">• Environmental issues and Ethics• SPREP Strategic Plan• SPREP Annual Work Programme and Budget

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: Apia, Samoa.

Duration: Appointment is for a term of three years and may be renewable for a further term(s) based on the needs of SPREP at the time, its funding situation and proven merit and work performance.

Salary: Remuneration is at Band 7 of SPREP's salary scale for locally recruited staff. Starting salary will be SAT\$37,206 per annum. This will be adjusted to SAT\$41,857 upon confirmation of probation. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required.

Term: Appointment is subject to a satisfactory medical examination including full vaccination against COVID-19, a clean police report, certified official documents including qualifications, as well as 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 and performance rewards will be based on the Secretariat's Performance Development System.

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

Education Allowance: Education expenses may be reimbursed against actual receipts for dependent children, to cover up to 75% of the actual costs. Currently the annual allowance is up to a maximum of Samoan Tala \$1,000.

Annual Leave: 15 working days a year (up to a maximum accumulation of 50 days).

Sick Leave: 30 working days a year (up to a maximum accumulation of 90 days).

Other Leave: Provisions exist for maternity, compassionate, paternity, examination and special leave (without pay).

Duty Travel: SPREP meets travelling expenses at prescribed rates necessarily incurred by staff required to travel away from Apia on official business.

Life and Accidental Death and Disability Insurance: All employees are covered by SPREP's 24 hour Life and Accidental Death and Disability Insurance Policy.

Medical Benefits: All employees and their dependents 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 staff are required to contribute to a Superannuation Fund. SPREP will pay the Samoa minimum legal requirement of basic salary to the Samoa National Provident Fund.

Overtime: Locally recruited staff at Band 8 and below may claim overtime or time off in lieu of overtime for the hours they are required to work in excess of their normal working hours. A meal allowance and transport assistance are also available subject to terms and conditions set out by the Staff Regulations.

Gratuity Payment: The appointee is entitled to a gratuity payment equivalent to two week's salary, upon successful completion of 2 consecutive 3-year contracts, 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.

Transport: Transport from and to central Apia before and after work is provided.

Definitions:

'Dependent' means the spouse and financially dependent child 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.

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.

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 Procurement Assistant (PROCA)” 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 Procurement Assistant (PROCA)”

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 telephone (685) 21929 ext 285 or Email: oliviah@sprep.org

Closing date: Friday 15 August 2025: Late applications will not be considered

SPREP is an Equal Opportunity Employer
