



SPREP
Secretariat of the Pacific Regional
Environment Programme

APPLICANT INFORMATION PACKAGE

Project Officer - Building Our Loss and Damage Response Project (PO-BOLD)

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 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
- 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 Values

SPREP approaches the environmental challenges faced by the Pacific guided by four simple Values:

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

BOLD Response Project

The BOLD Response Project aims to strengthen the resilience of Pacific Island nations in the face of climate-related loss and damage (L&D). It focuses on understanding and addressing both economic and non-economic loss and damage (NELDs) caused by climate change, such as loss of culture, ancestral lands, and biodiversity. By working closely with local communities, governments, and various stakeholders, the project will develop tools and strategies to measure and respond to NELDs effectively. Additionally, it will enhance the capacity of Pacific Island countries to address L&D at the community, national and regional scale, while improving access to climate finance mechanisms. Through these efforts, the project seeks to safeguard lives, economies, and cultural identities in the Pacific while contributing to global efforts to address L&D from climate change.

The project will be implemented by SPREP as the lead agency for the consortium together with its partner Climate Analytics. There are four outcomes that the project will focus on:

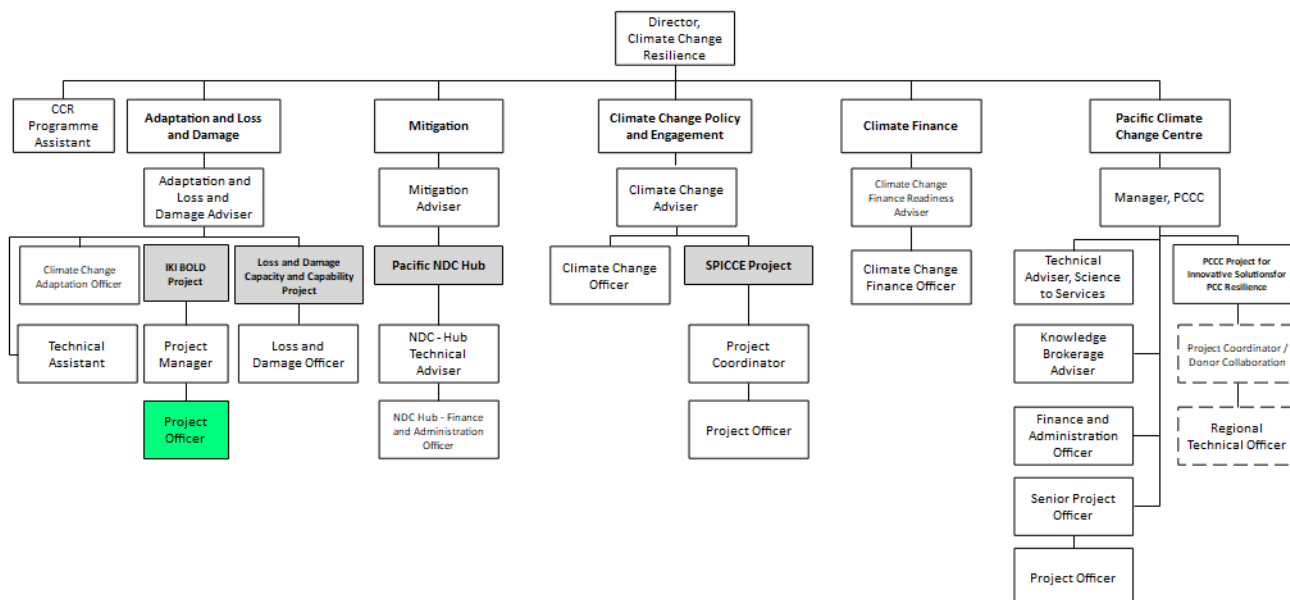
- **Outcome 1:** Enhanced local and national awareness of L&D, including L&D responses in the national and regional context, with co-benefits for the Pacific's broader engagement with international loss and damage issues and negotiations
- **Outcome 2:** Enhanced consideration of local perspectives, including gender and marginalised group's perspectives, and non-economic values in L&D policies.
- **Outcome 3:** Comprehensive national approaches to address L&D formulated
- **Outcome 4:** Increased access to climate finance mechanisms for addressing L&D.

The project will be implemented in Fiji, Republic of the Marshall Islands, Samoa, Tuvalu and Vanuatu over a period of five years from 1 January 2025 to 31 December 2029. The project is funded by the Federal Republic of Germany through its Federal Foreign Office with funding from its International Climate Initiative (IKI).

C. JOB DESCRIPTION

Job Title:	Project Officer – BOLD Response Project
Programme:	Climate Change Resilience Programme
Team:	Adaptation and Loss and Damage
Responsible To:	Project Manager - BOLD Response Project
Responsible For: (Total number of staff)	N/A
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> Provide management of the financial, procurement and administrative functions; support and contribute to the implementation and delivery of activities under the BOLD Response Project.
Date:	June 2025

Organisation Context



Key Result Areas

The position of **Project Officer - BOLD Response Project** addresses the following Key Result Areas:

1. Budget development and management
2. Procurement, financial reporting, financial documentation and audit facilitation
3. Logistical and administrative support
4. Project reporting and monitoring

The requirements, expectations and performance standards for the above duties are broadly identified below.

The Jobholder is accountable for:	Jobholder is successful when:
<p>1. Budget development and management</p> <ol style="list-style-type: none"> a. Develop annual consolidated budget and monitor overall spending in consultation with the Project Manager, SPREP Finance and consortium partners. b. Monitor status of project funds and ensure fund replenishment is timely and meets the terms and conditions set out in the Grant Agreement with the Federal Government of Germany and sub-grant agreement with consortium partners. c. Ensure spending does not exceed approved allocated budget and cost of activities are eligible costs. d. Facilitate and support the costing of activities particularly the community pilot projects and ensure compliance with the terms and conditions of the Grant Agreement with the Federal Government of Germany and SPREP financial and procurement policies and processes. 	<ul style="list-style-type: none"> • Budget issues identified, reported and addressed in a timely manner • Expenditures incurred are within the approved budget and are eligible costs • Annual Project budgets are submitted in a timely manner and follow the correct template and procedure • A record of the status of project funds being monitored rigorously (spreadsheet or in another electronic format) is developed and tracked • Quarterly budget forecasts are submitted and approved by the Director, Climate Change Resilience (CCR) in a timely manner and forecast is in line with the procurement plan. • Replenishment of project funds are submitted and available in a timely manner for disbursement to consortium partners and to meet payments to national partners and other service providers.
<p>2. Procurement, financial reporting, financial documentation and audit facilitation</p> <ol style="list-style-type: none"> a. Develop and monitor the project's annual procurement plan in consultation with the Project Manager and consortium partners. b. Ensure procurement of required goods and services complies with SPREP's procurement policy 	<ul style="list-style-type: none"> • Procurement activities meet set deadlines and relevant procurement dossiers and reports are ready in a timely manner to support advertisement of tenders or soliciting of quotes, evaluation, decisions and contracting

<p>c. Assist the Project Accountant in preparing financial report as per Grant Agreement with Federal Republic of Germany.</p> <p>d. Lead the review of financial reports from consortium partners and ensure these reports are submitted to SPREP in a timely manner</p> <p>e. Lead the monitoring of deadlines for submission of deliverables, end dates of contracts and support general management of contracts for service delivery.</p> <p>f. Support the Project Manager with managing and monitoring of compliance with the terms and conditions of the Grant Agreement with the Federal Government of Germany and sub-grant agreements with consortium partners</p> <p>g. Keep good records and files of all financial documents including supporting documents for all transactions related to the project activities to assist with any audit queries</p> <p>h. Register national and local vendors on SPREP's system</p>	<ul style="list-style-type: none"> • Deliverables under contracts are of high quality and are timely as per contract requirements • Non-conformity with conditions of contracts and agreements are prevented at all times with issues swiftly managed and addressed • Contract including amendments are routed and approved in a timely manner • Quarterly and annual consolidated financial reports are available on time and endorsed by relevant authorities prior to submission to SPREP management and donors • Financial records and supporting documents (both paper and electronic) for project costs incurred by SPREP and consortium partners are readily available, up-to-date and complete
<p>3. Logistical and administrative support</p> <p>a. Organise and arrange all travel requirements of the project in line with SPREP's Travel and procurement Policies</p> <p>b. Arrange and organise logistics for all project meetings including Steering Committee meetings, visits, workshops and events to ensure all are completed and ready on time</p> <p>c. Set-up, maintain and update project e-filing and record keeping for the BOLD Response Project on a regular basis</p> <p>d. Assist with the planning of CCR meetings and events as relevant</p>	<ul style="list-style-type: none"> • All project activities and logistics (including travel arrangements) under the BOLD Response Project are organised in an efficient and cost-effective manner • Workshops and project activities are well received by stakeholders exhibit improved understanding of the BOLD Response Project • All meetings for the BOLD Response Project are attended and minutes taken and prepared on time and shared with relevant stakeholders • Effective project filing systems and record keeping are up to date and accessible to the project team and CCR staff
<p>4. Project reporting and monitoring</p>	

<ul style="list-style-type: none"> a. Compile project data and relevant information required for updating project information management system (PIMS), inform the preparation of narrative progress reports, support monitoring and tracking of project progress and delivery of project outputs. b. Ensure information is correct and accurate before sharing/uploading on the PIMS and assist with the monitoring and tracking of project progress and delivery of project outputs c. Review project information on PIMS and report on gaps and issues that need to be addressed and ensure project information are updated regularly d. Ensure follow up on project information gaps so that data on PIMS is relevant and up-to-date e. Report, monitor and provide regular updates on project milestones and achievements 	<ul style="list-style-type: none"> • BOLD Response Project information on PIMS is accurate and up-to-date • Project data and information are compiled including reports and other documents produced by the project are readily available for updating the PIMS and to inform preparation of progress reports, M&E reports, and other relevant reports required by SPREP, consortium and national partners and the donor.
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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 SPREP’s Performance Development System.

This section may be reflected in the successful applicant’s Performance Development Plan.

Work Complexity

<p>Most challenging duties typically undertaken:</p> <ul style="list-style-type: none"> • Development of realistic annual budgets that are within the overall approved budget for the project and monitoring of spending in collaboration with consortium partners and national partners. • Ensuring costs charged to project are eligible costs under the Grant Agreement with the Federal Republic of Germany • Ensuring that procurement is undertaken in line with the relevant policies and financial records and supporting documents are provided. • Working in collaboration with consortium partners, national partners and other international service providers to monitor compliance with these organisations’ internal controls and any remedial actions by auditors and evaluators of the project to address financial management and procurement issues.
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- Managing various contracts and monitoring of deadlines for submission of deliverables

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"> • Beneficiary countries • Consortium partners • Federal Government of Germany (Federal Foreign Office and ZUG) • National, regional, international communities and organisations • Service providers 	<ul style="list-style-type: none"> • Access to financial and procurement records and information • Project implementation planning and on-ground implementation • Consultations and collaboration • Liaison, communication and reporting
<p>Internal</p> <ul style="list-style-type: none"> • Senior Leadership Team • Climate Change Resilience Programme staff • Other SPREP Technical Programmes • Governance and Operations 	<ul style="list-style-type: none"> • Access to data and information • Guidance on internal operational processes e.g. procurement, project budget, payments, etc. • Collaboration and coordination

Level of Delegation

The position holder:

- Support oversight of the procurement, budget and finances in line with the Grant Agreement;
- Can seek funding opportunities in particular cost-sharing and complementarity with other projects that could fund project activities of similar nature subject to authorisation;
- Can present financial reports to authorised audiences – Project Steering Committee, consortium partners, Federal Republic of Germany (Federal Foreign Office and ZUG)

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 qualification of a Bachelor degree in Accounting / Finance or other relevant discipline (a certified qualification and membership from a recognised professional accounting institute would be an advantage)

Knowledge and Experience

Essential
2. At least 5 years relevant experience in project accounting or in a similar accounting role with demonstrated experience in project fund management, preferably in the Pacific region
3. Excellent experience in the following: <ol style="list-style-type: none"> a. Financial management and accounting b. Financial analysis, advisory and reporting c. Programme and project fund management including monitoring and evaluation, proposal and report writing d. Microsoft Office, spreadsheet applications and computerised accounting systems e. Performance Based Output Budgeting systems
4. Excellent experience in management and operations of procurement processes including tender work and assessment as well as appreciation of policies, systems, processes and databases.
5. Excellent written and verbal communication skills in English including high level of presentation and inter-personal skills, collaboration with donors and partners with sound experience in capacity building and maintaining effective relationships with a diverse group of people within a multi-disciplinary and multi-cultural team environment
6. Demonstrated knowledge of current and emerging issues and challenges in administration and financial reporting and demands of a regional project in the Pacific Island region as well as good understanding and appreciation of environmental ethics, values and priorities.
7. Shows initiative to think outside the box particularly in problem-solving, setting priorities and meeting work-plan deadlines as well as meeting challenges and demands of a regional programme.

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"> • Financial and accounting knowledge • Project financial reporting • Work programme planning, procurement management and budgeting • Computerised accounting systems
Advanced level	<ul style="list-style-type: none"> • Analytical skills • Understanding of financial policies and regulations

	<ul style="list-style-type: none"> • Communications, representation and interpersonal skills • Advisory and analytical skills • Organisational and time management
Working Knowledge	<ul style="list-style-type: none"> • Climate change issues in Pacific SIDS and relevant key agreements and conventions • Environmental issues in the Pacific Islands region • Gender Equity, Disability and Social Inclusion (GEDSI) • Accounting practices • Financial systems software • Ability to work well with section colleagues and staff at all levels • Good oral and written communication skills • Knowledge of SPREP financial procedures
Awareness	<ul style="list-style-type: none"> • SPREP Strategic Plan • SPREP Work Programmes • SPREP Performance Implementation Plan • Organisational values • Framework for Resilient Development in the Pacific

Key Behaviours

All staff are expected to uphold SPREP's Organisational Values and Code of Conduct which are Key Behaviours forming part of 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 up to December 2029. There is no expectation of renewal at the end of contract as this is a project specific position.

Salary: Salary is denominated in International Monetary Fund Special Drawing Rights (SDRs). Remuneration for this post falls within Band 9 of SPREP's salary scale. Starting salary will be SDR26,802 per annum. Currently this is equivalent to SAT102,284 per annum. Upon confirmation of probation, salary will be adjusted to SDR30,153 which is equivalent to SAT115,072 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 SDR3,967 will be paid to the successful candidate. This is currently equivalent to SAT15,139. 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, 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 en route 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; and,

- 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 dependant(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.

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 18 months of service for 3-year contracts 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 SAT2,850 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 SAT\$2,400 per annum as stipulated under SPREP's Security Assistance policy.

Repatriation/Gratuity 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.

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 the Samoa National Provident Fund. An expatriate internationally recruited staff member has the option to participate in the local Superannuation Fund or nominate another recognised Fund in their recognised home 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%.

Learning and Development

Learning and development opportunities will be based on the approved SPREP Performance Development System and individual Performance Development Plans.

Definitions:

'Dependent' 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.

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 Project Officer – BOLD Response Project**” 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 Project Officer – BOLD Response Project**”

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

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

Closing date: Friday 25 July 2025: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
