



SPREP
Secretariat of the Pacific Regional
Environment Programme

APPLICANT INFORMATION PACKAGE

Risk Management and Compliance Officer (RMCO)

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 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

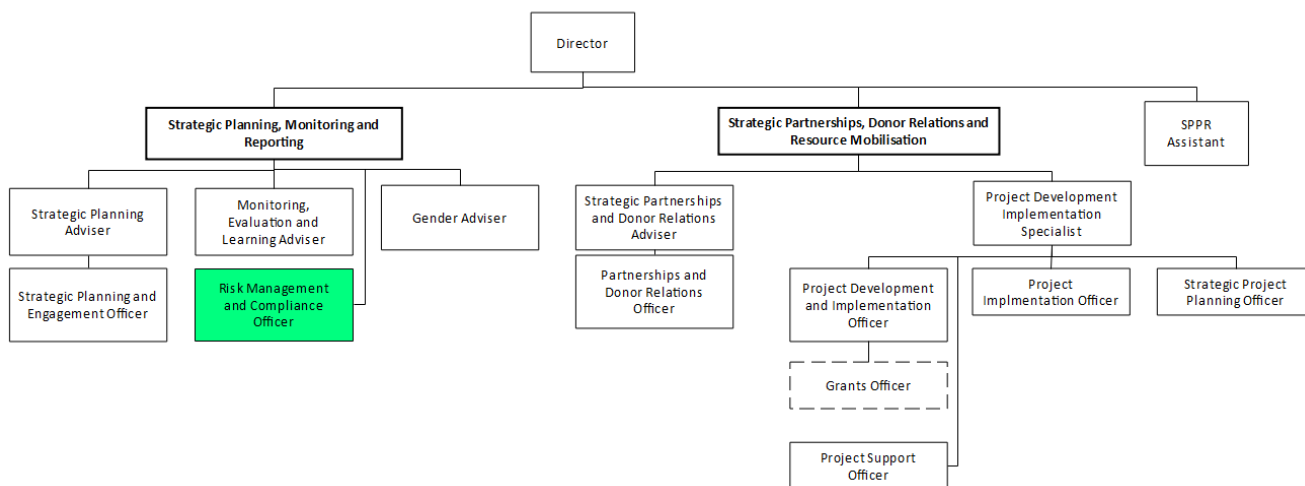
SPREP approaches the environmental challenges faced by the Pacific guided by four simple **Values**. These values guide all aspects of our work:

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

B. JOB DESCRIPTION

Job Title:	Risk Management and Compliance Officer
Department:	Strategic Planning, Partnerships, and Resource Mobilisation (SPPR)
Team:	Strategic Planning. Monitoring and Reporting
Responsible to:	Director, Strategic Planning, Partnerships and Resource Mobilisation
Responsible For: (total number of staff)	N/A
Job purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> • Ensure effective risk management and compliance with the SPREP Risk Management Policy and Manual and relevant governance and operations policies. • Provide support the SPREP Risk Committee in tracking, reporting, and managing Enterprise Risks. • Promote a risk and compliant culture within and across SPREP.
Date:	May 2025

Organisation Context



Key Result Areas

The position of **Risk Management and Compliance Officer** addresses the following Key Result Areas:

1. Risk Management
2. Compliance
3. Institutional strengthening, capacity building, and training
4. Communication, Reporting and Advocacy

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) Risk Management</p> <p>a) Coordinate and support the implementation of the SPREP Risk Management Framework with a view to continually improve risk management systems and processes.</p> <ul style="list-style-type: none"> • Detailed testing and monitoring on a regular basis and provide regular risk reports to the Risk Committee • Recommend improvements to processes, systems and controls including remedial actions • Timely communication and escalation of risks to the Risk Committee for immediate action • Maintain and update the Risk Register including regular reviews and consultations with relevant Programmes, Departments, and Projects • Keep abreast of new developments that may pose potential risks not consistent with SPREP's risk appetite, tolerance, and values <p>b) Coordinate and support the implementation of systems and controls to manage and mitigate enterprise risks.</p> <p>c) Undertake timely, targeted and responsive risk and assurance management activities in alignment with the Policy.</p> <p>d) Develop annual work plan for risk management activities, budgets and resources.</p> <p>e) Provide technical advice and assistance to SPREP Programmes, Departments</p>	<ul style="list-style-type: none"> • The Enterprise Risk Register is up-to-date. • Risk management controls and systems are updated. • Time submission of quality quarterly risk reports to the Risk Committee. • The updated Risk Management Policy meets international standards (e.g. ISO 31000) • The Risk Committee meetings are well supported • Annual Risk Management Plan developed

<p>and Work Units to implement the Risk Management Policy.</p> <p>f) Support the integration of risk management in operations, programming, and project planning and delivery.</p> <p>g) Monitor, evaluate and report on the development and/or implementation of risk assessments.</p> <p>h) Coordinate and provide Secretariat support to the Risk Committee.</p>	
<p>2) Compliance</p> <p>a) Contribute to the development of a SPREP Compliance Framework</p> <p>b) Implement necessary initiatives and plans to monitor and control risk and maintain compliance</p> <ul style="list-style-type: none"> • Develop a risk based annual compliance plan and coordinate its implementation • Provide coordination and management oversight of internal compliance standards, policies and procedures and ensure these are effectively implemented, reviewed and updated as necessary • Assist in identifying and assessing potential compliance issues, maintaining a register of compliance breaches, and promptly report to the Risk Committee and relevant internal processes for corrective actions as appropriate. <p>c) Conduct regular due diligence assessment of systems and processes and recommend actions for improvement.</p>	<ul style="list-style-type: none"> • A SPREP Compliance Framework developed • Annual compliance work plan developed • Regular monitoring and reporting on compliance • SPREP due diligence capacity strengthened
<p>3) Institutional strengthening, capacity building, and training</p> <p>a) Develop and deliver risk management and compliance capacity building and training for SPREP staff</p> <p>b) Develop risk management and compliance tools, templates and products</p> <p>c) Identify and support risk management and compliance certification opportunities for SPREP staff</p> <p>d) Undertake regular risk management and compliance capacity assessments</p>	<ul style="list-style-type: none"> • Risk management training workshops, coaching and mentoring conducted. • Capacity of SPREP staff to apply risk management methodologies strengthened. • Briefs produced for specific programmes, departments and units. • Training modules on risk management and compliance developed and delivered • A strong risk management and compliance culture is in place

<p>for targeted capacity building and training for SPREP</p> <p>e) Liaise and work closely with Programmes, Departments and Projects to promote a strong risk and compliance culture within SPREP</p>	
<p>4) Communication, Reporting and Advocacy</p> <p>a) Promote awareness internally and externally on SPREP risk management and compliance obligations, policies and procedures</p> <p>b) Develop communication and awareness products on risk management and compliance</p> <p>c) Develop and maintain good relationships with relevant institutions and organisations that have strong risk management and compliance capacities to learn from their experiences</p> <p>d) Coordinate an internal risk management and compliance community of practice to support knowledge sharing and act as a 'think tank' on risk management and compliance for SPREP</p>	<ul style="list-style-type: none"> • Increased awareness of risk management and compliance within SPREP including with SPREP partners and suppliers • SPREP is actively engaged and learning from the experiences of others • A SPREP Community Practice on risk management and compliance established

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 Immediate Supervisor/Director as part of SPREP's Performance Development System.

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

Work Complexity

The most challenging duties typically undertaken:

- Compliance with International Standards and best practice.
- Delivering advice to SPREP regarding control effectiveness and risk mitigation activities that are timely, cost effective and practical.
- Providing input into policies and procedures to mitigate new and emerging risks, given the need to maintain consistent and high-level risk mitigating practices within SPREP.
- Fostering consistency in approach and depth of risk assessment and compliance.
- Managing expectations from Members, Partners, Donors and within SPREP.

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
<i>External</i>	

<ul style="list-style-type: none"> • Members • Partners • Donors • CROP Working Groups • Contractors, consultants and vendors 	<ul style="list-style-type: none"> • Advice and assistance • Funding requirements • Consultations and reporting • Reporting • Coordination and information sharing • Contractual obligations
<p>Internal</p> <ul style="list-style-type: none"> • Executive • Senior Leadership Team • Technical Programmes, Departments and Projects • All SPREP staff 	<ul style="list-style-type: none"> • Advice and Assistance • Funding requirements • Staff issues • Consultations and reporting • Coordination, integration and collaboration • Information and knowledge sharing • Fundraising and resource mobilisation • Awareness and capacity building

Level of Delegation

The position holder:

- 1) Has no delegation of authority but 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) Minimum qualification of a Bachelor's Degree in Risk Management, Economics, Finance, Business Administration and Law or a related field.

Knowledge and Experience

Essential

- 2) At least 5 years of relevant work experience in enterprise risk management and compliance frameworks with demonstrated understanding of and experience with risk management and compliance frameworks and approaches.
- 3) Extensive knowledge and experience in:
 - a) Risk management policy and procedures implementation, reporting and review.
 - b) Current and emerging environmental, social and governance challenges and risks facing the Pacific islands region.

<ul style="list-style-type: none"> c) Programming, developing, delivering and reporting against work plans. d) Developing capacity building resources and delivering sessions for diverse audiences. e) Policy development, planning and monitoring and evaluation. f) Problem solving, setting priorities and meeting work-plan deadlines as well as meeting challenges and demands of a regional programme.
4) Strong analytical, problem-solving, and written and verbal communication skills. The ability to work independently and as part of a team, and to pay close attention to detail.
5) Demonstrated understanding of regulatory requirements, industry standards, and applicable laws. Proficiency in risk management and compliance software and tools.
6) Ability to handle confidential information with discretion, and to think strategically and proactively about potential risks.
7) Knowledge of the Pacific Islands region, ability to work and collaborate within a multi-disciplinary and multi-cultural team environment as well as sound experience in establishing and maintaining effective relationships with a diverse group of people including different levels of government, CROP, NGOs, suppliers and other stakeholders.

Key Skills / Attributes / Job Specific Competencies

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

Expert	<ul style="list-style-type: none"> • Communications and interpersonal skills • Strategic planning and analytical skills • Policy implementation and review • Understanding of international standards • Organisational and time management • Work planning • Risk assessment and management issues • Compliance frameworks, policies and procedures
Advanced level	<ul style="list-style-type: none"> • Relationship management • Risk management frameworks and registers • Monitoring, evaluation, reporting and learning frameworks • Safeguarding • Due diligence • Compliance
Working knowledge	<ul style="list-style-type: none"> • Project management • Gender, disability and human rights issues, • Fundraising and proposal development • Research and analytical skills •
Awareness	<ul style="list-style-type: none"> • SPREP Strategic Plan • SPREP Governance Policies • SPREP priorities and projects • SPREP Risk Management Framework • SPREP Performance Implementation Plan • Key international, regional and national standards, policies and frameworks on risk management,

Key Behaviours

All staff are expected to uphold SPREP's Organisational Values and Code of Conduct which are Key Behaviours forming part of the Performance Development:

- Environmental Leadership
- Service Delivery
- Valuing our People
- Integrity

Change to job description

From time to time it may be necessary to consider changes in the Job Description in response to the changing nature of our work environment– including technological requirements or statutory changes. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.

C. REMUNERATION PACKAGE – TERMS & CONDITIONS

Duty Station: The position will be based in Apia, Samoa.

Duration: Appointment is for an initial term of 3 years. Any contract extension beyond this period will be subject to the project time frame and decisions, funding availability and performance during this initial term.

Salary: Salary is denominated in International Monetary Fund Special Drawing Rights (SDRs). Remuneration for this post falls within Band 10 of SPREP's salary scale. Starting salary will be SDR30,237 per annum. Currently, the equivalent is SAT115,393 per annum. Upon confirmation of probation, salary will be adjusted to SDR34,016 which is equivalent to SAT129,817 per annum. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required.

Cost of living differential allowance (COLDA): A Cost-of-Living Differential Allowance of SDR 4,256 will be paid to the successful candidate. This is currently equivalent to SAT16,244. Cost-of-living differential allowance reflects the comparative cost of living difference between Suva and Apia. This allowance is reviewed periodically based on data determined by an independent reviewer.

Adjustments: Salaries and allowances for internationally recruited staff are paid in Samoan Tala and adjusted every month based on the monthly average in the value of the SDR relative to the Samoan Tala (SAT) at the time the salary payment is processed. SDR movement however is limited to within 5% above or below a reference point set annually. Remuneration is paid monthly in SAT equivalent.

Term: For staff recruited from outside Samoa, the term begins from the day the appointee leaves their home to take up the appointment. The offer for appointment is confirmed only upon receipt of satisfactory medical examination including full vaccination against COVID-19, a clean police report and certified official documents including qualifications. The confirmation of appointment is subject to a 6-month probationary period.

An appointment is terminated by (i) completion of term of contract (ii) one month's notice by either party (iii) without notice by either party paying one month salary in lieu of notice or (iv) dismissed with or without notice as a disciplinary measure.

Performance Reviews: Annual performance assessments will be based on the Secretariat's Performance Development System.

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

FOR STAFF RECRUITED FROM OUTSIDE SAMOA, THE FOLLOWING APPLIES:

Relocation Expenses: SPREP will meet certain appointment and termination expenses for staff recruited from outside Samoa, including transport and accommodation enroute for the appointee and accompanying dependant(s) between point of recruitment and Apia, and return, by the shortest and most economical route. This includes:

- economy class airfares
- reasonable cost of packing, insuring, shipping and transporting furniture, household and personal effects on a 20ft container
- up to 20 kilos of excess baggage each for the appointee and family.

Establishment Grant: A lump sum of SDR1,100 is payable upon taking up appointment and arrival in Apia. This is currently equivalent to SAT4,198.

Temporary Accommodation and Assistance: On arrival in Apia, the appointee and dependent(s) are entitled to temporary accommodation at a suitable hotel or other fully furnished accommodation for up to 6 working days. The appointee will be assisted to settle into Apia. This will include help in finding suitable rental accommodation.

Privileges and Immunities: SPREP remuneration is tax-free for non-citizens or non-residents of Samoa, including duty-free importation of household and personal effects which have been owned and used by them for no less than six months, within 6 months of taking up appointment.

Repatriation allowance: The appointee is entitled to a repatriation allowance equivalent to two week's salary, upon successful completion of contract, provided the contract is not extended or renewed. For project positions, upon successful completion of the project.

FOR ALL INTERNATIONALLY RECRUITED STAFF, THE FOLLOWING APPLIES:

Education Allowance: Education expenses maybe reimbursed against actual receipts for dependent children, to cover up to 75% of the actual costs, as stipulated under SPREP's Education Allowance policy. Currently the allowance is up to a maximum of SAT15,600 per annum per dependent child, with an overall maximum of SAT46,800 per annum per family of 3 or more eligible children.

School Holiday Travel: One return economy class flight each year between the place of education (taken to be recognised home) and Apia by (i) each dependent child being educated outside Samoa or (ii) the staff member or spouse to visit the child, providing the journey is not made within the final 6 months of the contract.

Family Leave Travel: Return economy class airfares between Apia and the recognised home for the staff member and dependants after completing every 18 months of service providing no travel is undertaken within the final 12 months of the contract.

Housing Assistance: Internationally recruited staff shall receive housing assistance of 75% of the typical rent payable in Samoa for expatriate executive furnished housing. The current rate is SAT 2,850 per month. This assistance shall be reviewed annually and adjusted on relative movement in the local rental market.

Security Assistance: Security-related expenses maybe reimbursed against actual receipts up to SAT2,400 per annum as stipulated under SPREP's Security Assistance policy.

Annual Leave: 25 working days a year (up to a maximum accumulation of 50 days).

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

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

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

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

Medical Benefits: All employees and their dependants are entitled to have all reasonable medical, dental and optical expenses met, under the terms and conditions of the existing SPREP Medical Insurance.

Superannuation: All employees are required to contribute to a recognised Superannuation Fund. An expatriate internationally recruited staff member has the option to participate in the local Superannuation Fund or nominate another recognised Fund for their superannuation. SPREP will pay the minimum legal requirement of basic salary to the Samoa National Provident Fund or another approved nominated Fund. For Samoa, this is currently 10%.

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 Risk Management and Compliance Officer (RMCO)**” 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 Risk Management and Compliance Officer (RMCO)**”

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

SPREP is an Equal Opportunity Employer