



## APPLICANT INFORMATION PACKAGE

# **Procurement Officer - Weather Ready Pacific Programme (PO-WRPP)**

## **International Recruitment**

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## A. Background Information on SPREP

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

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

SPREP has around 150 staff and has an annual budget of approximately USD\$49 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. Weather Ready Pacific

The Weather Ready Pacific (WRP) Programme is a Pacific-led initiative established to coordinate and support Members, development partners and donors in uplifting the capability of the Pacific National Meteorological and Hydrological Services (NMHSs) and working with National Disaster Management Offices (NDMO) on the wider implementation of people-centred end-to-end Multi-Hazard Early Warning Systems in the Pacific Island Countries and Territories. The WRP was proposed by the Pacific Meteorological Council as a 10-year, and over USD 191M initiative, which was endorsed by Pacific Leaders in 2021.

Pacific island countries are vulnerable to a wide range of weather, climate, hydrological, ocean and other related environmental extreme and high impact events, including tropical cyclones and typhoons, strong winds, high waves and seas, earthquakes, volcanic eruptions, drought, coastal inundation (including storm surges, waves, swell and tsunami) and flash floods. As the global climate changes and extreme events become more intense or frequent, the need for enhancing climate change adaptation and resilience through the role and integration of meteorological and hydrological services across all social, environment and economic areas is becoming more important.

The services provided by NMHSs are essential to the safety and well-being of Pacific people and communities, protection of property and contribute to sustainable development. They support key economies and livelihoods across a wide range of sectors; agriculture, tourism, water resource management, aviation, shipping, energy, infrastructure and transportation. During the past decade, there has been significant investment in weather, climate, hydrological and ocean related capacity and infrastructure in the Pacific region, which has resulted in improvement in the capacity and capabilities of NMHSs as outlined in the Pacific Islands Meteorological Strategy (2017-2026).

However, critical gaps remain: governance arrangements, mandate, strategic plans and institutional support are lacking in some countries; the observation network is patchy and the ability to invest in and maintain modern observational infrastructure is limited; similarly, computational infrastructure and capacity is not up to global standards; forecasting systems in use are highly variable in approach and quality; there are insufficient qualified meteorological and technical staff to develop and deliver accurate, localised and impact-based forecasts and warnings. This creates challenges for NMHSs in providing the information needed by government, communities and industries (e.g. agriculture, fisheries, aviation, tourism) to better prepare for extreme events and manage the subsequent impacts on livelihoods and economies.

The WRP is designed to address these critical gaps and enable Pacific island countries and territories to better anticipate and respond to high impact and extreme weather, hydrological, climate, oceanic and other related environmental events and their associated risks. In particular, empowering Pacific NMHSs to engage credibly with the National Disaster Management Offices (NDMO's), communities, customers, partners and stakeholders contributes to more informed local and regional decision making, potentially saving lives and livelihoods. This enhanced capacity will contribute to a stronger platform for the region to manage the impacts of climate change and equipping countries with valuable information to inform adaptation and resilience strategies.

The implementation of the WRP Programme will range from high level strategies through to working groups and expert panels such as the Pacific Islands Meteorological Strategy 2017-2026 (PIMS), the Framework for Resilient Development in the Pacific (FRDP) and Pacific Resilience Partnership (PRP), the Pacific Roadmap for Climate Services, the World Meteorological Organization (WMO) Global Framework for Climate Services, WMO Global Climate Observing System (GCOS) Implementation Plan in the Pacific, Early Warnings for All (EW4ALL) and the Systematic Observations Finance Facility (SOFF), the Pacific Meteorology Council Expert Panels. SPREP will work with a number of Council of Regional Organizations in the Pacific (CROP) agencies, NDMO's, nationally and regionally based Non-

Governmental Organization (NGO) and civil society partners to facilitate effective in-country and sub-regional delivery of activities. Implementation and coordination will be undertaken within the SPREP Climate Change Resilience Programme.

The WRP Programme will be implemented in all the **Pacific Island Countries** (Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Republic of the Marshall Islands, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu) and **Territories** (American Samoa, Commonwealth of the Northern Mariana's, French Polynesia, Guam, New Caledonia, Tokelau, Wallis and Futuna).

SPREP (Secretariat of the Pacific Regional Environment Programme), acting as the principal organisation for the WRP in the Pacific via the PMDP (Pacific Meteorological Desk Partnership), is mandated to form a WRP Management Unit (PMU). This PMU's core responsibilities include:

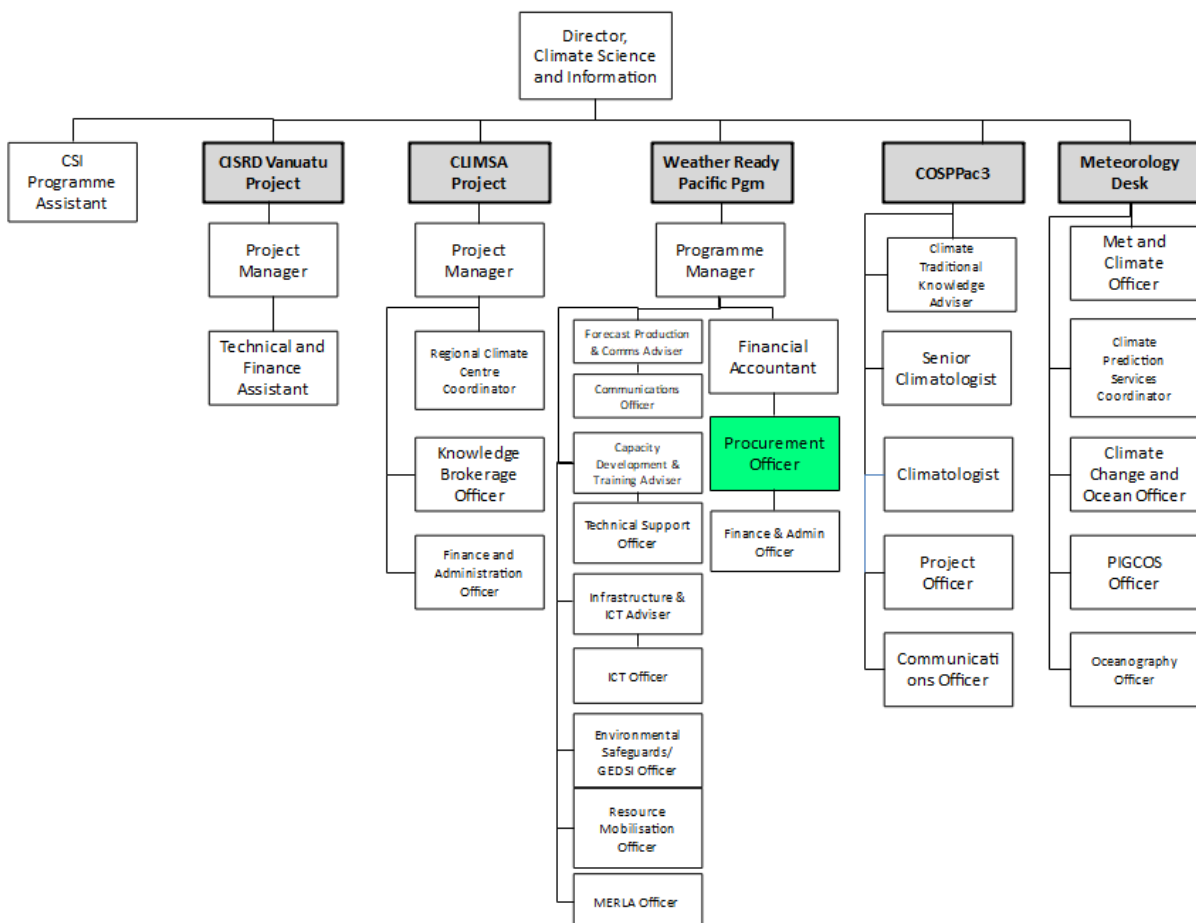
1. **Programme Management and Implementation:** Ensuring the strategic alignment and effective rollout of the programme's initiatives. This includes supervising various tasks, coordinating with stakeholders, monitoring progress, and making necessary adjustments to achieve the objectives.
2. **Financial Management:** Overseeing the budgetary allocations, ensuring judicious utilisation of funds, tracking expenses, and managing financial reports and audits. It also involves guaranteeing transparency and accountability in all financial dealings including managing investments.
3. **Procurement:** Handling the process of acquiring necessary goods, services, or works at the best possible price. This encompasses drafting specifications, soliciting bids, evaluating offers, and finalising contracts while adhering to a fair, transparent, and efficient procedure.
4. **Administration:** Managing the daily operations, which include ensuring smooth communication among team members, maintaining records, and overseeing the logistical needs of the programme.
5. **Coordination:** Coordinate efforts in the early warning systems in the region with other projects and programmes as well as development partners through the Pacific Partnership Coordination Platform, the PMC, EW4ALL, SOFF, the Liaison Platform and other mechanisms or initiatives

The establishment of the PMU aims to streamline operations, maintain accountability, and ensure that the programme meets its targets efficiently and effectively and in line with the [Weather Ready Pacific Implementation Plan](#).

## C. JOB DESCRIPTION

<b>Job Title:</b>	Procurement Officer - Weather Ready Pacific Programme (PO-WRPP)
<b>Programme:</b>	Climate Science and Information
<b>Sub-Programme:</b>	Weather Ready Pacific Programme
<b>Responsible To:</b>	Financial Accountant - WRPP
<b>Responsible For: (Total number of staff)</b>	1
<b>Job Purpose:</b>	<ul style="list-style-type: none"> <li>Provide Procurement Support of the Weather Ready Pacific Program</li> </ul>
<b>Date:</b>	April 2025

### Organisation Context



## Key Result Areas

The position of **Procurement Officer - Weather Ready Pacific Programme**, addresses the following Key Result Areas:

1. Procurement planning and operations
2. Vendor Management
3. Contract Management
4. Procurement reporting and documentation
5. Compliance and Risk Management

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

Jobholder is accountable for	Jobholder is successful when
<p>1) <b>Procurement planning and operations</b></p> <ol style="list-style-type: none"> <li>a) Provide advice to the WRP on the best method to obtain goods and services in a timely manner at the best possible price</li> <li>b) Provide advice and guidance to WRP on procurement processes, including appropriate use of exceptions</li> <li>c) Conduct procurement of goods and services in a transparent, efficient, and sustainable manner, adhering to SPREP's Procurement policy and procedures and striving for 'best practice' and 'value for money' when feasible.</li> <li>d) Manage and update the Annual Procurement Plan (APP) for the WRP Programme               <ol style="list-style-type: none"> <li>a) Initiate the process for all tenders in consultation with the Procurement Unit at the Finance Department and work collaboratively with the WRP Financial Accountant and relevant WRP staff to ensure alignment of procurement activities with programme objectives on the following areas:                   <ul style="list-style-type: none"> <li>• Provide information on previous, current and upcoming procurement activities of similar products/service</li> <li>• Review requests and prepare 'Requests for Tenders' and ensure that the specifications are not biased towards a specific supplier</li> <li>• Assist in market studies to identify and source new suppliers,</li> </ul> </li> </ol> </li> </ol>	<ul style="list-style-type: none"> <li>• Correct advice, timely and effective procurement process and reporting are provided to WRP</li> <li>• Procurement activities comply with applicable Secretariat policies and procedures, international 'best practice' and meet donor expectations for quality, transparency &amp; efficiency.</li> <li>• The WRP is able to acquire goods, works and services at the best value for money, meeting all necessary requirements and in line with member country needs.</li> <li>• Timely submission of Procurement plan to the Procurement unit by 30 November each year. In consultation with the WRP Program review and update Annual PP half yearly.</li> <li>• All WRP staff are aware of and understand the procurement plans, process, procedures and best practice.</li> <li>• Successful negotiations with new and existing suppliers resulting in economic savings and increased service levels.</li> <li>• Quality advice given to procurement panels to comply with international standards.</li> <li>• Procurement activities are planned and tracked routinely.</li> <li>• All necessary procurement plans and registers are prepared and updated in a timely manner.</li> <li>• Tender process and tender evaluations are conducted in an accurate, transparent and timely matter</li> </ul>

<p>pricing and availability of information and extent of competition</p> <ul style="list-style-type: none"> <li>• Provide advice on the best method to obtain goods and services in a timely manner at the best possible price</li> </ul> <ol style="list-style-type: none"> <li>a) Lead the procurement of goods, works and services at the best value for money, meeting all necessary requirements and in line with member country needs.</li> <li>b) Participate in Tender Evaluation Committees and procurement panels for all WRP procurement activities and according to financial delegated authority</li> <li>c) Prepare and update all necessary procurement plans and registers including tender reports in a timely manner.</li> <li>d) Ensure the SPREP tender process is followed, and the Tender Evaluation Committee are well guided in their roles and are informed of outcomes</li> <li>e) Lead the process for all WRP procurement work in collaboration with the Financial Accountant - WRPP and the Procurement Unit on the following areas; <ul style="list-style-type: none"> <li>• Tender documents are prepared and issued, including Requests for tenders (RFTs), Expression of Interest (EOI), Requests for Proposals (RFPs) and Request for quotations (RFQ) etc</li> <li>• Tender processes are managed and organised, ensuring that all proposals are received, reviewed and evaluated fairly.</li> <li>• Ensure compliance with the Secretariats procurement policies and procedures</li> </ul> </li> </ol>	<ul style="list-style-type: none"> <li>• Tender and evaluation compliance is achieved</li> </ul>
<p><b>2. Vendor Management</b></p> <ol style="list-style-type: none"> <li>a) Ensure the WRP engages with reliable vendors to deliver goods and services in a timely manner.</li> <li>b) Establish and maintain relationships with vendors</li> <li>c) Conduct market research to identify potential suppliers, products and services</li> <li>d) Develop and maintain a supplier database and evaluate performance regularly</li> </ol>	<ul style="list-style-type: none"> <li>• The WRP engages with reliable vendors to deliver goods and services in a timely manner.</li> <li>• Establish long term relationships with vendors through maintaining clear communication. Setting clear expectations and regular contract monitoring in consultation with the contract manager.</li> </ul>

<p>e) Undertake due diligence checks, including reference checks for all vendors.</p> <p>f) Ensure all vendors comply with requirements of SPREP’s new vendor form.</p>	<ul style="list-style-type: none"> <li>• A network of suppliers and products and services are identified.</li> <li>• A record of supplier performance is maintained and a copy submitted to Procurement unit</li> <li>• Value for money terms and conditions are established with suppliers.</li> <li>• 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 approved by the Procurement unit</li> <li>• Maintain database of all contracts and assist with routine vendor compliance checks</li> </ul>
<p><b>3. Contract Management</b></p> <p>a) Develop, review and finalise contracts for all procurements in consultation with the Finance Procurement Team and responsible officers including the Legal Department and ensure reports are routed for approvals.</p> <p>b) Lead contract negotiations in line with SPREP’s Procurement Policy and Guidelines.</p> <p>c) Monitor contracts and ensure timely delivery and compliance in accordance with contract terms are monitored</p> <p>d) Address and respond to issues arising from contract execution and performance and ensure they are resolved efficiently with the guidance of the Manager WRPP and the Legal team</p> <p>e) Ensure suppliers are negotiated to obtain favourable terms and conditions for the WRP</p>	<ul style="list-style-type: none"> <li>• Procurement contracts are managed and cleared in a timely manner in accordance with approved procedures and processes</li> <li>• Value for Money in the purchase of goods, services and works are achieved</li> <li>• Contract disputes are minimised and addressed in a timely manner</li> <li>• Procurement efficiency and timeliness is achieved</li> <li>• Successful negotiations with new and existing suppliers resulting in economic savings and increased service levels.</li> </ul>
<p><b>4. Procurement data, reporting and documentation</b></p> <p>a) Monitor and maintain accurate and up to date filing of all procurement records and ensure transparency and accountability</p> <p>b) Develop and provide regular reports and updates on status of procurement activities and expenditures each month to the WRP Financial Accountant and</p>	<ul style="list-style-type: none"> <li>• All procurement records and data are filed and maintained</li> <li>• Good procurement reporting is maintained</li> <li>• Timely and effective procurement reporting are provided to the WRP FA and SPREP’s CPO</li> <li>• Procurement needs are well budgeted for</li> </ul>

<p>SPREP's Procurement Unit for donor and institutional reporting purposes.</p> <p>c) Assist the Financial Accountant in the preparation of Annual budgets and identify and procurement needs.</p> <p>d) All procurement data are accurately captured, analysed and reported regularly to inform decisions.</p>	<ul style="list-style-type: none"> <li>• Procurement decision making is informed by good data and data management.</li> </ul>
<p><b>5. Procurement Compliance and Risk Management</b></p> <p>a) Identify and mitigate potential risks associated with procurement activities.</p> <p>b) Conduct due diligence checks on suppliers and service providers to ensure they meet SPREP's Procurement Policy and requirements including legal, financial and ethical standards.</p> <p>c) Support all project procurement activities and check that they comply with applicable Secretariat policies and procedures, international 'best practice' and meet donor expectations for quality, transparency &amp; efficiency.</p> <p>d) Support and respond to audit queries in collaboration with the Financial Accountant-WRPP for a clean external audit opinion on procurement process for WRPP.</p>	<ul style="list-style-type: none"> <li>• Procurement laws and policies are complied with</li> <li>• Procurement risks are dealt with effectively</li> <li>• Suppliers and service providers meet legal, financial and ethical standards</li> <li>• Donor expectations are met in terms of compliance.</li> <li>• Clean external audit opinion on procurement process and records.</li> </ul>

**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 Manager – Weather Ready Pacific as part of the Performance Development System.

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

**Work Complexity**

<p><b>Most challenging duties typically undertaken:</b></p> <ul style="list-style-type: none"> <li>• Leading and managing Procurement in a technically complex work area in WRPP and coordinating the Programme team and multiple implementing partners</li> <li>• Ensuring all WRPP Procurement activities are planned, tracked and reported within approved timeframes</li> <li>• Ensuring compliance with Secretariat Procurement Policies and Processes</li> <li>• Timely tendering and evaluation of bids.</li> <li>• Maintaining effective and productive relationships with vendors and suppliers</li> </ul>
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- Ensuring value for money and effective Contract management
- Effective management of Procurement data
- Coordination and collaboration with other regional agencies and stakeholders

### Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
<p><b>External</b></p> <ul style="list-style-type: none"> <li>• Member countries</li> <li>• Donors (DFAT, MFAT, etc)</li> <li>• Implementing partners</li> <li>• Professional / Scientific organisations</li> <li>• Regional / International organisations including WMO</li> <li>• Private Sector</li> </ul>	<ul style="list-style-type: none"> <li>• Advice and assistance</li> <li>• Consultations and collaboration</li> <li>• Reporting</li> <li>• Negotiations</li> <li>• Communications</li> </ul>
<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• Executive</li> <li>• Programme Management Unit</li> <li>• SPREP programme staff</li> <li>• Pacific Meteorological Desk Partnership</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership and management</li> <li>• Supervision and delegation</li> <li>• Advice and support</li> <li>• Coordination</li> </ul>

### Level of Delegation

**The position holder:**

- Manage all Procurement activities in close collaboration with the WRP Finance Accountant
- coordinate with SPREP Procurement to ensure compliance and effective implementation of procurement activities
- Lead the coordination and communications with suppliers of services, works and goods.

### Person Specification

#### Qualifications

**Essential**

1. Minimum qualifications of a Bachelor's degree in Accounting/ Finance/ Procurement or related field. A Professional Procurement Certification would be an advantage (e.g. CIPs, CPIM)

#### Knowledge / Experience

<b>Essential</b>	
2.	At least 5 years of experience in project procurement, with demonstrated experience in project delivery or a similar degree of versatility and responsibility, preferably within the Pacific island's region.
3.	Excellent Procurement experience that demonstrates a high level of professional and constructive engagement with a diverse range of stakeholders with knowledge of Contract law and Supplier Management
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 experience in communication, negotiation and reporting across diverse audiences, as well as experience in capacity building, particularly in the Pacific setting.
6.	Shows initiative to think outside the box with demonstrated ability to set and meet work-plan priorities and deadlines with minimal supervision, as well as ability to monitor and evaluate work targets
7.	Demonstrated knowledge of accepted and emerging issues and challenges in administration and financial reporting and demands of a regional project in the Pacific islands region as well as good understanding and appreciation of environmental ethics, values and priorities.

### Key Skills / Attributes / Job Specific Competencies

Expert level	<ul style="list-style-type: none"> <li>• Procurement</li> <li>• Reporting and Stakeholder management, monitoring and evaluation</li> <li>• Contract Management</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• Project delivery and project management</li> <li>• Procurement and requirements gathering</li> </ul>
Working Knowledge	<ul style="list-style-type: none"> <li>• Early Warning Systems in the Pacific islands region</li> <li>• Procurement and requirements gathering</li> <li>• Training and capacity building</li> <li>• General management principles</li> <li>• Gender equity, disability and social inclusion in implementation</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• SPREP Strategic Plan</li> <li>• SPREP Work Programmes</li> <li>• SPREP Performance Implementation Plan</li> <li>• UN Early Warnings For All Initiative</li> </ul>

### 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

All managers and supervisors are expected to uphold SPREP's established Leadership and Management Behaviours forming part of the Performance Development Plan.

### **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.*

## D. 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.

## 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 Procurement Officer – Weather Ready Pacific Programme**” and send to [recruitment@sprep.org](mailto: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 Officer – Weather Ready Pacific Programme**”

More Information on SPREP and its work in the region can be found on the SPREP website [www.sprep.org](http://www.sprep.org)

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

**Closing date: Friday, 30 May 2025:** Late applications will not be considered.

<b>SPREP is an Equal Opportunity Employer</b>
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