



SPREP
Secretariat of the Pacific Regional
Environment Programme

APPLICANT INFORMATION PACKAGE
Young Professionals Programme:
Pacific Youth Coordinator - Sustainable Waste Actions in
the Pacific Phase 2, (PYC-SWAP2)

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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
- 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. 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**

SPREP's Young Professionals Programme

SPREP's Young Professionals Programme offers short-term opportunities to young professionals and recent graduates from the Pacific Island member countries and territories. For this position specifically, the opportunity is extended to metropolitan member countries and international candidates. The programme's main objectives are:

- To provide professional exposure to young Pacific Islanders;
- To strengthen capacity building in young professionals in the island member countries and territories;
- To promote SPREP's work and especially regional environmental issues and priorities.

For this opportunity, other benefits include:

- Practical experience working as part of a team in project coordination
- Experience working at an intergovernmental organisation
- Opportunities to liaise and network with key environmental organisations and government departments from around the Pacific.
- Opportunity to travel to the external overseas countries and territories (EOCTs) to facilitate the implementation of the project.

B. AFD FUNDED REGIONAL PROJECT: SUSTAINABLE WASTE ACTIONS IN THE PACIFIC (SWAP) - PHASE 2

SPREP has received funding from the French Development Agency (**French:** Agence française de Développement, AFD) to address waste and pollution issues in selected Pacific Island Countries and Territories.

Pacific Island Countries and Territories (PICTs) offer some of the richest areas of biodiversity on the planet. Fragile ecosystems of coral reefs, mangroves, lagoons and tropical forests are found throughout the Pacific Region. These areas, and their island communities, are under increasing pressure from development and growing human population, and the social and economic pressures associated with this growth. Increased populations and urbanisation have led to increased product importation, production, and waste generation. Much of the waste generated through these imported products cannot be managed economically due to issues of small and isolated populations; economic volatility; geographical isolation from large economies; limited institutional, financial and human capacity; and inadequacy of infrastructure to capture and process waste materials. Poor waste management poses risks to the economies of PICTs, as most rely heavily on clean environments for agricultural and fishery activities and a vibrant tourism industry, therefore polluted and degraded environments pose a significant threat to PICTs.

The purpose of the second phase of the “**Sustainable Waste Actions in the Pacific (SWAP 2)**” project is to contribute to achieving the strategic goals of the Pacific Regional Waste and Pollution Management Strategy (Cleaner Pacific 2025) by improving waste infrastructure, building capacity, and fostering regional collaboration of several Pacific Island Countries and French Territories.

It will be implemented by SPREP, over four years (2025-2028), in charge of a maximum budget of €M4.3. It will benefit 7 Pacific island countries: Fiji, Kiribati, Samoa, Solomon Islands, Tonga, Tuvalu, and Vanuatu, as well as 2 French overseas territories: French Polynesia and Wallis-and-Futuna.

The project aims to support sustainable waste management in the Pacific region, especially:

1. Support local populations and authorities in the development of national waste management policies and actions (collection, sorting, recovery, proper disposal);
2. Improve the delivery of waste services through development of waste management infrastructures and implementing pilot projects; and
3. Strengthen the technical, financial and governance capacities of authorities and practitioners.

The project also seeks to ensure greater complementarity and collaboration among the various regional waste programmes implemented by SPREP. The SWAP 2 Project intends to deliver joint activities and ensures coordination with the main waste programmes, especially: POLP (DFAT) and CleanSea (GIZ) on marine litter, J-PRISM3 (JICA) on solid waste management.

The project is organised around 4 main components:

- ✓ **Marine Litter:** The project aims to support a growing awareness in communities and inform public authorities on the amount of litter entering the ocean. Surveys on marine litter found on identified hotspots of the islands, will be delivered and analysed. The results will be disseminated through education campaigns within communities, schools, youth groups and

will serve to inform appropriate waste management policies, especially on single use plastic bans.

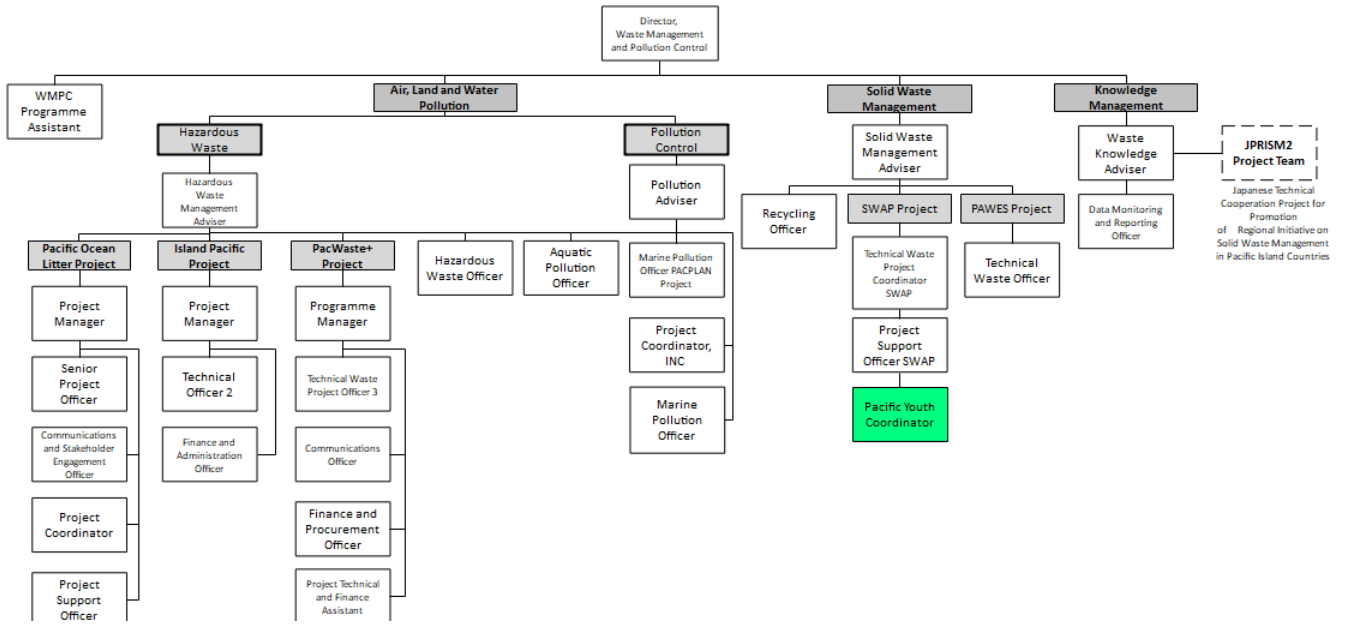
- ✓ **Used Oils:** The project seeks to support beneficiaries' countries at every step of the management of such hazardous waste: from collection to storage and disposal. Several activities will be delivered: pilot projects on small scale infrastructures, trainings for all stakeholders involved in used oil, used oil waste management plans and sustainable financing mechanisms.
- ✓ **Solid Waste:** The project aims to improve the efficiency of solid waste management, by funding equipment for landfill maintenance, composting of green waste, pilot schemes for the appropriate treatment of plastics (separate collection, shredding of plastics or compacting with a view to recycling, etc.) and workshops for recycling and metal recovery. In addition, funding may be made available to support local micro-initiatives on circular economy.
- ✓ **Regional Collaboration and Knowledge Sharing:** The project dedicates a significant part of activities to ensure coordination with other waste programmes in the Pacific, fostering synergies and joint activities. It will facilitate the sharing of knowledge, resources, and best practices among Pacific Island Countries and French Territories.

SWAP project will be successful when all nine (9) Pacific Island Countries and Territories have demonstrated a shift from poor to good waste management practices for the targeted waste streams, with flow-on benefits for climate change mitigation and adaptation, biodiversity conservation and the health, prosperity and wellbeing of Pacific communities.

C. JOB DESCRIPTION

Job Title:	Young Professionals Programme: Pacific Youth Coordinator, SWAP2 (PYC-SWAP2)
Programme:	Waste Management & Pollution Control
Team:	Sustainable Waste Actions in the Pacific – Phase 2 (SWAP2)
Responsible To:	Senior Project Officer – SWAP2
Responsible For: (Total number of staff)	N/A
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> • Provide technical, administrative and coordination support in the implementation of the second phase of the Sustainable Waste Actions in the Pacific (SWAP2) Project • Strengthen capacity building in young professionals and support a youth network across the region that mobilises Pacific youth engagement in environment decision making at the regional and global level; • Promote SPREP work and regional environmental issues and priorities.
Date:	April 2025

Organisation Context



Key Result Areas

The position of **Pacific Youth Coordinator, SWAP2** addresses the following Key Result Areas:

- 1) Project management support and facilitation
 1. Technical support
 - 2) Capacity building and communication
 - 3) Monitoring, evaluation and reporting
 - 4) Networking, partnerships and collaboration

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

Jobholder is accountable for	Jobholder is successful when
<p>1. Project management support and facilitation</p> <ol style="list-style-type: none"> a) Assist the SWAP Project Management Unit (PMU) team to develop and implement an Annual Work Plan and Budget. b) Support the development and implementation of project activities in line with the approved work plan at the regional and national level. c) Assist the PMU team in preparing narrative technical progress reports and ensure that reports are produced and delivered in the required format, timeframe and quality, including preparation of terms of reference and review of consultancy reports. 	<ul style="list-style-type: none"> • The Project activities in the approved Annual Work Plan and Budget (AWP&B) are implemented within the agreed timeframes and are contributing to the overall achievement of the SPREP strategic priorities. • Project is successfully implemented within the approved timeframe. • Reports are submitted and received within the agreed timeframes.
<p>2. Technical support</p> <ol style="list-style-type: none"> a) Provide technical support on waste management and pollution control practices for the targeted waste streams that are tailored to suit the needs of Pacific Island Countries and aligned with the Cleaner Pacific 2025. b) Produce relevant technical reports with the support and advice of the project team. c) Provide direct support to participating countries and territories to implement actions of the SWAP Project. 	<ul style="list-style-type: none"> • Well researched, relevant and timely technical inputs on waste and pollution are provided. • Technical reports are developed and submitted to AFD and SPREP on time • Direct project support provided to participating countries and territories are requested and included in the project work plan. • Consultant contracts are developed with appropriate risk management and reporting systems, are managed to time and budget and that they deliver the required outcomes.

<p>d) Provide oversight to consultants engaged to deliver key technical actions</p>	
<p>3. Capacity building and communication</p> <p>a) Facilitate relevant capacity building activities in waste and pollution management for Pacific Island countries and territories essential for the successful implementation of the project.</p> <p>b) Provide technical support for the organisation of meetings, conferences, and workshops.</p> <p>c) Coordinate and implement regional and national workshops related to the Project.</p> <p>d) Assist the SWAP PMU in implementing the Communication Strategy.</p> <p>e) Contribute and/or supervise the development of Communication Materials to promote the SWAP Project (brochures, posters, factsheets, articles, website contents, etc).</p> <p>f) Contribute to the preparation of media releases and communication materials to raise profile of the project and its achievements.</p> <p>g) Assist and translate documents, reports and communications between French and English.</p>	<ul style="list-style-type: none"> • Relevant capacity building and training initiatives are facilitated to strengthen SPREP and Member’s positions and capabilities. • Regional and national meetings, conferences and workshops are successfully implemented and documented. • Waste and pollution information is captured, analysed and disseminated through relevant networks and audiences for awareness. • Waste and pollution information and data are synthesised and integrated into planning and decision-making processes at the national and regional level. • Appropriate project communications are developed and distributed to participating countries and project partners. • Profile of the project and its results are widely acknowledged and appreciated by key stakeholders, partners and donors.
<p>4. Monitoring, evaluation and reporting</p> <p>a) Assist the Project Management Unit to prepare technical and project performance/progress reports for the Senior Leadership Team, Donors, partners and national focal points where necessary.</p> <p>b) Provide feedback to the Project Management Unit for issues and positive outcomes to circulate to the project stakeholders.</p>	<ul style="list-style-type: none"> • Relevant and timely reports are provided to the Project Management Unit for collation and distribution to SPREP SLT, donors, partners and national focal points, where necessary. • Feedback on issues and positive outcomes are sent to the Project Management Unit as soon as known. • Improved awareness by Pacific Island countries and territories of project results and outcomes.

<p>5. Networking, partnerships and collaboration</p> <p>a) Work together with the seven (7) Pacific Island countries and two (2) French territories (Wallis and Futuna and French Polynesia) to facilitate the adoption of best practice in waste management and pollution control based on the programmed activities of the SWAP2 project.</p> <p>b) Liaise with the other relevant regional projects and ensure complementarity of project activities within the common regional goals.</p>	<ul style="list-style-type: none"> • Support is provided to Pacific Island Members on ensuring their systems enable them to make informed and effective decisions. • Improved and strengthened regional networking, coordination and collaboration in achievement of the project's objectives.
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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 Immediate Supervisor / Director as part of the Performance Development System.

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

Work Complexity

Most challenging duties typically undertaken:

- Provide support to the SWAP Project Management Unit in developing and implementing project activities
- Provide support to the SWAP Senior Project Officer in drafting project reports.
- Communicating materials in a format that is easily understood by stakeholders at different levels

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
<p>External</p> <ul style="list-style-type: none"> ▪ SPREP member countries and territories ▪ SWAP project national focal points ▪ Project partners 	<ul style="list-style-type: none"> ▪ Meetings and discussions ▪ Coordination and collaboration ▪ Communication
<p>Internal</p> <ul style="list-style-type: none"> ▪ WMPC Director 	

<ul style="list-style-type: none"> ▪ Solid Waste Management Adviser ▪ SWAP Senior Project Officer ▪ WMPC Programme ▪ Communication and outreach team 	<ul style="list-style-type: none"> ▪ Planning, reporting and administration requirements ▪ Meetings ▪ Communication ▪ Collaboration
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Level of Delegation

The position holder:
<ul style="list-style-type: none"> ▪ Has no delegation of authority

Person Specification

This section is designed to capture the expertise required for the role at the 100% fully effective level (this does not necessarily reflect what the current jobholder has). This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Age & Nationality Requirement

Essential
<ul style="list-style-type: none"> ▪ Must be between 18 – 32 years of age

Qualifications

Essential
<ol style="list-style-type: none"> 1. A Bachelor degree in Environmental Studies, Science, Natural Resource Management, Waste Management, Business Management and Administration or relevant field.

Knowledge / Experience

Essential
<ol style="list-style-type: none"> 2. At least two years of relevant practical experience in the environment space with demonstrated interest and potential for continuous professional development in the areas of planning, partnership coordination, programme/project management, monitoring and reporting in an organisation, with an environmental focus.
<ol style="list-style-type: none"> 3. Excellent communications skills with high command of spoken and written English and French including demonstrated experience with media, publications, promotion and awareness campaigns, communications and networking with internal and external stakeholders.

4. Demonstrated experience in technical research, analytical, organisational and time management skills, with an environmental focus.
5. Excellent computer skills including use of Microsoft Office.
6. Demonstrated ability to show initiative, multi-task and meet deadlines with minimal supervision including strong self-motivation and commitment as well as strong commitment to ongoing learning and development.
7. Demonstrated ability to work with integrity, maintain confidentiality and apply discretion.

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"> • Fluency in English and French languages (spoken and written) • Professionalism
Advanced level	<ul style="list-style-type: none"> • Project management • Coordination • Interpersonal and communication skills • Research skills • Analytical and conceptual skills • Time management skills
Working Knowledge	<ul style="list-style-type: none"> • Computer skills particularly MS Outlook, MS Excel, MS Word, and MS PowerPoint • Environmental issues in the Pacific • Communications and networking
Awareness	<ul style="list-style-type: none"> • SPREP Strategic Plan 2017-2026

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.

D. YOUNG PROFESSIONALS – TERMS & CONDITIONS

Duty Station: Apia, Samoa.

Duration: Appointment is for a term up to June 2028. There is no expectation of renewal at the end of contract as this is a project specific position.

Salary: The salary is SAT69,763 per annum.

Housing Assistance: Rental assistance of SAT1,200 per month will be paid to the successful candidate.

Term: The term begins from the day the appointee leaves his or her 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.

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.

FOR A YOUNG PROFESSIONAL RECRUITED FROM OUTSIDE OF SAMOA, THE FOLLOWING TERMS APPLY:

Privileges: SPREP Remuneration is tax free for non-citizens or non-residents of Samoa.

Beginning and End of Contract:

- Return economy class airfares between Apia and the recognised home by the most direct and most economical route;
- Necessary reasonable accommodation during transit;
- Establishment and repatriation allowances;
- Up to 20kgs of excess baggage each way.

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 .

Repatriation allowance: Equivalent to two weeks salary, upon successful completion of the programme.

Temporary Accommodation and Assistance: On arrival in Apia, the successful candidate is entitled to temporary accommodation at a suitable hotel or other fully furnished accommodation for up to 6 working days. The same applies upon completion of contract. The successful candidate will be assisted to settle into Apia. This will include help in finding suitable rental accommodation. Rental assistance will not be paid during this time.

FOR ALL YOUNG PROFESSIONAL, THE FOLLOWING TERMS APPLY:

Annual Leave: 15 working days a year.

Sick Leave: 30 working days a year.

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

Life and Accidental Death and Disability Insurance: The Young Professional will be covered by SPREP's 24 hour Life and Accidental Death and Disability Insurance Policy.

Medical Benefits: The Young Professional is entitled to have all reasonable medical, dental and optical expenses met, under the terms and conditions of existing SPREP Medical Insurance.

Superannuation: All Young Professionals are required to contribute to a recognised Superannuation Fund. An expatriate has the option to participate in the Samoa National Provident 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%.

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

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.

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 SPREP Application Form in full 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 YPP: Pacific Youth Coordinator-SWAP2**” 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 YPP: Pacific Youth Coordinator-SWAP2**”

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

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

CLOSING DATE: Friday, 23 May 2025: Late applications will not be considered.

SPREP is an Equal Opportunity Employer