



APPLICANT INFORMATION PACKAGE  
**Director, Human Resources and Administration (DHRA)**

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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, Vanuatu and the Solomon Islands.

SPREP has around 160 staff and has an annual budget of approximately USD41 million in 2024.

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*

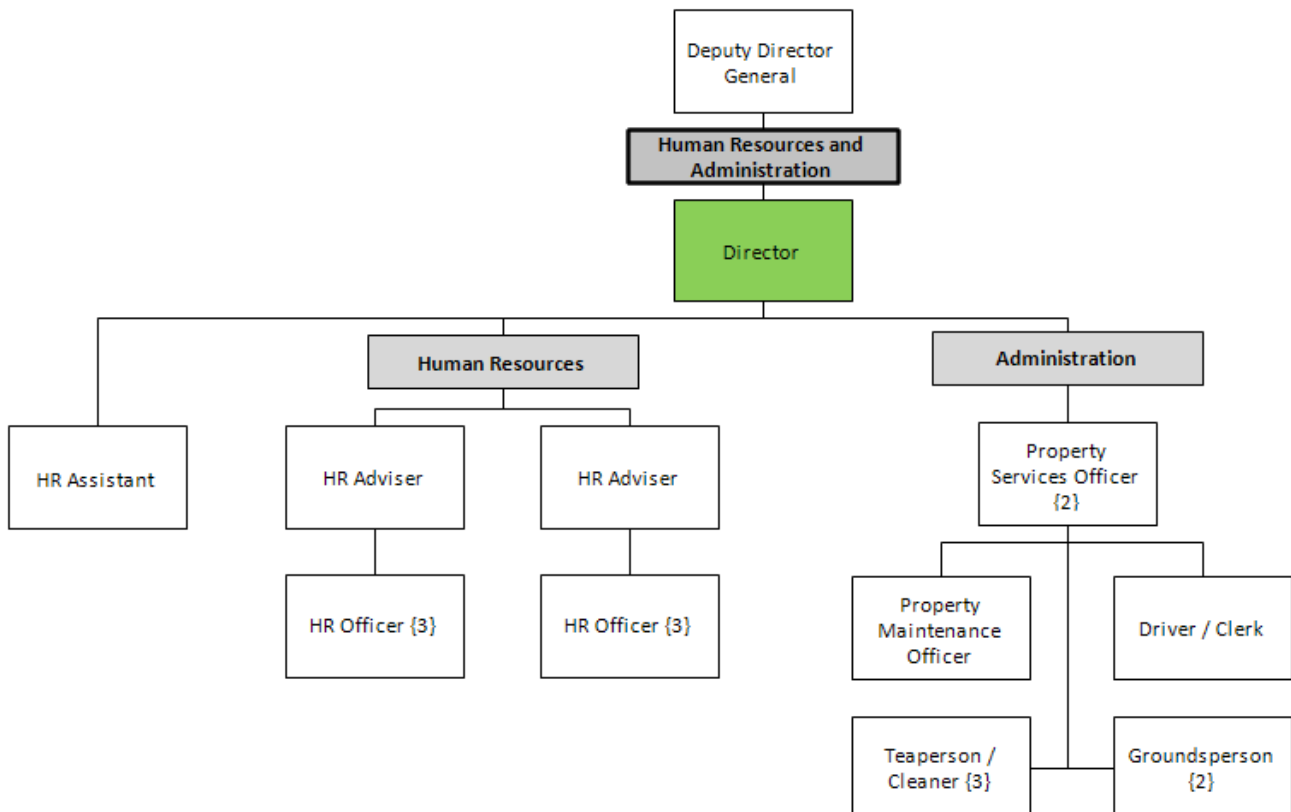
SPREP approaches the environmental challenges faced by the Pacific guided by four simple Values:

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

## B. JOB DESCRIPTION

<b>Job Title:</b>	Director, Human Resources and Administration (DHRA)
<b>Department:</b>	Human Resources and Administration - Governance and Operations
<b>Team:</b>	Human Resources and Administration (HRA)
<b>Responsible To:</b>	Deputy Director General
<b>Responsible For: (Total number of staff)</b>	18
<b>Job Purpose:</b>	<p><b>This job exists to:</b></p> <ul style="list-style-type: none"> <li>• Provide strategic leadership, direction and management of the Human Resources and Administration Department</li> <li>• Provide strategic human resources and administration advice, guidance and services to the Executive, Senior Leadership Team, SPREP Members, SPREP Meeting and the organisation</li> <li>• Ensure SPREP continues to be an employer of choice</li> </ul>
<b>Date:</b>	December 2024

### Organisation Context



## Key Result Areas

The position of **Director, Human Resources and Administration (DHRA)** addresses the following **Strategic Key Result Areas**:

1. Leadership and Management
2. Planning, Performance management and High-level reporting
3. Partnership Engagement and Resource Mobilisation
4. Communications, Advocacy and Capacity Building
5. HR Management and Oversight

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

Jobholder is accountable for	Jobholder is successful when
<p><b>1) Strategic leadership and management</b></p> <p><b>a) Strategic Leadership</b></p> <ol style="list-style-type: none"> <li>i. Provide strategic analysis, advice and assistance to the Executive and Senior Leadership Team (SLT) on key strategic HR and Administration issues and implications for the Secretariat; and bringing critical and emerging issues to the attention of the SLT.</li> <li>ii. Work strategically and collaboratively with the SLT in ensuring a holistic and integrated approach in the planning and delivery of SPREP's strategic vision and priorities.</li> <li>iii. Contribute effectively to discussions and decision making on key strategic and HR and Administration issues for the organisation</li> <li>iv. Ensure appropriate HR and Administration governance frameworks, policies and systems are in place to guide the implementation of the SPREP Agreement, key SPREP Regulations and policy frameworks including the Staff Regulations.</li> <li>v. Provide strategic HR and Administration advice on issues arising out of the performance and services of the Secretariat, including those posing high risks to the SPREP.</li> <li>vi. Lead the creation and facilitation of an enabling environment that nurtures a positive, healthy and safe work environment and promotes team building, innovation, professional development, and continuous learning</li> </ol>	<p><b>Strategic Leadership</b></p> <ul style="list-style-type: none"> <li>• Well informed and sound SLT decisions</li> <li>• Strategic vision and direction are provided to SPREP and has had positive influence on SPREP's role and profile as an environment leader in the region</li> <li>• Participates and contributes strategically and effectively to the SLT Terms of Reference (TOR), the SLT Meetings as well as all organisational matters</li> <li>• SPREP has a constructive HR governance framework that creates an enabling environment for programme and department delivery</li> <li>• Critical and emerging HR and Administration issues with strategic action plan options are brought to the Executive and SLT's attention in a timely manner</li> <li>• Key milestones for implementation of the agreed outcome of the SPREP People Strategy are achieved</li> <li>• Strategic and inspirational leadership and effective input is provided to key SPREP HR and Administration issues and related projects as well as key organisational matters</li> <li>• Executive Leadership accepts and values advice and assistance which contributes to the SPREP mandate and strategic objectives</li> <li>• An enabling environment for continuous professional development and for nurturing positive and healthy staff in place</li> <li>• Role model for leadership in SPREP</li> </ul> <p><b>Strategic Management</b></p>

for the HR and Administration Department.

**b) Strategic Management**

- i. Lead and provide direction to the HR and Administration Department, ensuring that SPREP's HR and Administration goals and objectives, including all related people and administration concepts and principles, policies and processes are well integrated into all SPREP programmes and projects.
- ii. Conduct individual staff performance appraisals through the performance Development Plan (PDP) process
- iii. Ensure that the HR and Administration Department keeps up to date with current and emerging HR and administration issues and practices and identify implications for SPREP.
- iv. Develop and oversee implementation of the HR and Administration Department's Annual Work Plan and Budget (AWP&B) and implementation strategy towards achievement of the PIP goals and objectives, including staffing resources and requirements.
- v. Ensure key HR and Administration records are updated, maintained and safeguarded.
- vi. Lead in ensuring SPREP is safeguarded from any risks in HR and Administration issues and handle matters that have significant implications for SPREP.

**c) SPREP People Strategy and HR Innovation**

- i. Lead in the development and review of the SPREP People Strategy and associated Funding Strategy
- ii. Lead the implementation of the SPREP People Strategy
- iii. Ensure the People Strategy is well understood by all staff and that it guides all HR approaches and issues in the organisation
- iv. Lead on continuous improvement in the workplace to enhance ways of working and people approaches

- Targets and objectives of the PIP are achieved in collaboration with the programmes and departments
- HR and Administration needs of the organisation are well planned and fulfilled
- Strategic HR and Administration advice and inputs are provided to organisational strategic planning and all relevant institutional development
- Critical and emerging issues are brought to the attention of the Executive and SLT in a timely manner
- A Strategy and Business Plan for the HR and Administration Department are developed and implemented

**SPREP People Strategy and HR Innovation**

- A People Strategy is developed and reviewed on time
- The People Strategy is implemented
- An organisation culture transformation programme is developed and implemented
- The People Strategy is well understood by all SPREP staff and is part of all SPREP's work in its personnel approaches
- Continuous improvement and enhanced ways of working that support are in place across the workplace

<p><b>2) Strategic Planning, Performance management and High-level reporting</b></p> <p><b>a) Strategic Planning</b></p> <ol style="list-style-type: none"> <li>i. Provide high level strategic leadership, guidance, and direction to ensure relevant national, regional, and global commitment, priorities, and emerging needs are integrated and reflected in the planning and implementation of SPREP’s strategic regional and organisational goals.</li> <li>ii. Lead the strategic formulation of the HR and Administration Department’s Strategy and Business Plan with clear strategic direction and priorities aligned to the SPREP Strategic Plan and the Performance Implementation Plan (PIP) and delivered through the biennial Work Programme and Budget.</li> <li>iii. Lead the strengthening of the capacity of the HR and Administration Department and explore strategic opportunities and innovative approaches to ensure the capacity of the HR and Administration Department is sustained.</li> </ol> <p><b>b) Performance management and high level reporting</b></p> <ol style="list-style-type: none"> <li>i. Oversee and direct the design, development, and effective implementation of the HR and Administration Department’s priorities and ensures a strong focus on impact and outcome-based reporting.</li> <li>ii. Ensure SPREP’s Monitoring, Evaluation, Reporting and Learning framework through its Performance Implementation Plans (PIP) is effectively implemented and integrated into the HR and Administration Department’s work plan and operations.</li> <li>iii. Provide direction and oversight of the PIP planning and reporting for the HR and Administration Department and ensure high quality reporting.</li> <li>iv. Provide high-level reporting to SPREP Members and partners</li> </ol>	<ul style="list-style-type: none"> <li>• Forward looking and horizon visioning approaches adopted and applied</li> <li>• A Department Strategy and Business Plan are developed.</li> <li>• A results and outcome-based planning and reporting culture is promoted across SPREP’s work.</li> <li>• SPREP’s Monitoring, Evaluation, Reporting and Learning framework through its PIP is effectively implemented and integrated into the Department’s work plan and operations</li> <li>• Gender and social inclusion are integrated into the Department’s planning, programming, and operations.</li> <li>• Risk management is integrated into the Department’s planning, programming, and operations.</li> <li>• Effective management and delivery of HR and Administration Department’s priorities.</li> <li>• The SPREP Annual Report promotes SPREP achievements and results.</li> <li>• Continuous capacity building and training for SPREP staff on HR and Administration matters are provided in line with the SPREP Learning and Development objectives</li> <li>• Annual staffing forecast and prioritisation is provided</li> <li>• Personnel budget is developed and implemented</li> <li>• Strategic HR advice and analysis is provided and contributes to constructive and informed business decisions</li> </ul>
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<ul style="list-style-type: none"> <li>v. Provide continuous capacity building and training for SPREP staff on SPREP finance policies and processes</li> <li>vi. Lead and provide quality assurance of the HR and Administration Department's contribution and input to the SPREP Annual Report including high level reports and ensure a strong focus on outcomes and impacts. Lead the development and preparation of the Secretariat's annual staff forecast and prioritisation, including the personnel budget that supports and enables the delivery of the annual work programme and priorities</li> <li>vii. Provide strategic advice to the Executive and SLT on the Secretariat's HR position and strategy</li> <li>viii. Provide strategic analytical assessment of HR matters to inform robust decision-making pertaining to strategic people initiatives, best business models and practices and an enabling operational environment</li> </ul>	
<p><b>3) Strategic partnership engagement and resource mobilisation</b></p> <ul style="list-style-type: none"> <li>a) Contribute to strategic discussions with key partners and ensure appropriate instruments are developed to support SPREP partnerships.</li> <li>b) Lead discussions and the establishment of key partnerships on areas relevant to the work of the HR and Administration Department.</li> <li>c) Prepare and implement a Resource Mobilisation Plan for the HR and Administration Department to sustain and expand its capacity and services.</li> <li>d) Engage in strategic discussions with SPREP Members, donors, partners on key HR and Administration matters</li> <li>e) Contribute effectively to the SPREP Partnerships and Resourcing Reference Group (PRRG) discussions and assessment of SPREP partnerships.</li> <li>f) Work in close collaboration with SLT and Executive to manage the implementation of the People Strategy and to be linked to its Strategic Plan.</li> </ul>	<ul style="list-style-type: none"> <li>• Key partnerships on areas relevant to the work of the HR and Administration Department are established.</li> <li>• A Resource Mobilisation Plan for the HR and Administration Department is developed and implemented.</li> <li>• Positive engagement with SPREP Members, donors, partners, including with CROP Agencies.</li> <li>• Effective contribution is provided to the SPREP PRRG discussions and assessment of SPREP partnerships.</li> <li>• The People Strategy targets are implemented</li> </ul>

#### 4. Strategic Communications, Advocacy, and Capacity Building

##### Communications and Advocacy

- a) Provide effective communication and strategic high-level reporting of all essential financial information to SPREP Executive Leadership, SLT, staff and stakeholders
- b) Communicate and build an environment of open and constructive communication within the HR and Administration Department and across SPREP
- c) Lead the promotion and visibility of SPREP success stories with Members, Partners including at key regional and global events
- d) Provide effective strategic communication and advocacy of SPREP's strategic priorities, comparative advantages, values, and impacts.

##### Capacity Building

- a) Lead the development and implementation of staff training and capacity building in line with staff Learning and Development
- b) Lead on the provision of strategic HR and administration advice, guidance and support to Executive, SLT and all of SPREP programmes, departments and projects
- c) Ensure strategic HR and administration advice and support are provided to SPREP Members
- d) Lead the coordination and provision of SPREP HR and administration advice and guidance on the development and reviews of institutional and programmatic policies and processes.
- e) Ensure all HR and administration policies and advice include the integration of Gender and Safeguards requirements
- f) Ensure there are enabling and empowering frameworks in place to support the delivery of SPREP HR and administration priorities
- g) Lead and provide strategic guidance and advice on the development and preparation of the annual personnel budget.

- Effective and strategic high-level communication is provided at all times on key HR and administration issues
- Open and constructive communication across SPREP programmes and departments
- SPREP Leadership and staff have access to accurate and relevant financial information
- Increased visibility of the impacts of SPREP's work
- High level strategic advice on HR and administration matters is well received by Members, Executive, SLT and other stakeholders.
- Key HR and administration requirements are integrated into all institutional and programmatic policies and processes
- Gender and social inclusion are included in all SPREP HR and administration policies
- Enabling and empowering frameworks are in place to support the delivery of SPREP priorities
- Strategic guidance and advice are provided in the development of the annual personnel budget and prioritisation
- Staff capacity training implemented and contribute to ongoing learning and development

<p><b>5. HR Management and Oversight</b></p> <p>a) Ensure the Staff Regulations, relevant policies, systems and processes are developed and reviewed on a timely basis and that they are well understood and complied with</p> <p>b) Lead on the development and continuous improvement of the Secretariat’s HR and Administration policies, processes and systems so that they contribute to efficiency gains and transformational shifts in the ways of working</p> <p>c) Lead the development and implementation of the HR Management Information Systems (HRMIS) in collaboration with the IT Team to provide an efficient and effective multi-location and decentralised system</p> <p>d) Lead on the development and implementation of innovative and transformative HR and administration policies and procedures</p> <p>e) Lead on the planning and implementation of the payroll audits and follow ups of payroll audit outcomes and recommendations</p>	<ul style="list-style-type: none"> <li>• Staff Regulations, HR policies, systems and processes are developed, reviewed and implemented in an efficient and effective manner</li> <li>• Continuous improvements and transformations of the people policies and processes provide an enabling environment and efficient ways of working</li> <li>• The HR Management Information System is developed and supports the delivery of the HR requirements of the Secretariat</li> <li>• Innovative and transformative People policies and procedures are developed and implemented</li> <li>• Annual payroll audits are cleared and contribute towards unqualified audit opinions</li> </ul>
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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 Deputy Director General 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>• Strategic leadership of the HR function in a diverse multi-disciplinary and multi-cultural environment</li> <li>• Innovation and staying ahead of global developments in employment concepts and practices in the implementation of the People Strategy</li> <li>• Transforming people behaviours and building positive and influential culture of excellence and continuous professional development</li> <li>• Staff retention and attracting new talent</li> <li>• Navigating complex employee relations and managing diverse staff dynamics</li> <li>• Provision of timely and accurate strategic HR briefings and advice to Executive, Senior Leadership Team, Members, and Partners</li> </ul>
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- Provision of staff forecast and analysis with a high degree of accuracy
- Leading and creating an enabling people culture in a challenging and diverse environment
- Strategic high-level reporting
- Coordination and collaboration internally within SPREP and externally with relevant 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>• SPREP Members</li> <li>• Donors / Partners</li> <li>• Regional / International organisations</li> <li>• Professional / Scientific organisations</li> </ul>	<ul style="list-style-type: none"> <li>• Advice and assistance</li> <li>• Consultations and collaboration</li> <li>• Negotiations</li> <li>• Fundraising</li> <li>• Communications and reporting</li> <li>• Partnerships and networking</li> </ul>
<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• Executive</li> <li>• Senior Leadership Team</li> <li>• Risk and Audit Committees</li> <li>• All programmes and departments</li> <li>• All staff</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership and management</li> <li>• Supervision and delegation</li> <li>• Advice and support</li> <li>• Continuous learning and development</li> </ul>

### Level of Delegation

The position holder:
<ul style="list-style-type: none"> <li>• manages an operational budget and has oversight of the Secretariat’s personnel budget</li> <li>• can authorise costs in own budget</li> <li>• can carry out negotiations on behalf of SPREP</li> <li>• can seek funding opportunities for work programme activities</li> </ul>

### 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

<b>Essential</b>
<p>1. A Master degree in Human Resources Management / Development, Business Management, Organisational Development or a Bachelor degree in lieu from a recognised institution with relevant applied work experience in excess of the minimum required relevant work experience. <i>(Certified qualification and membership from a recognised HR institute would be an advantage - this includes the Samoa HR Institute and other HR professional bodies in the Pacific region and the CIPD in the UK)</i></p>

## Knowledge / Experience

<b>Essential</b>
<p>2. At least 15 years strategic high-level experience in HR management and development, preferably in the Pacific islands region, with at least 10 of those years at the senior leadership and management roles</p>
<p>3. Extensive strategic leadership and management experience including change management and transformational innovations to build capacity, lead, nurture and engage teams across organisations with diverse technical backgrounds and expertise in multicultural and multi-disciplinary environments</p>
<p>4. Extensive knowledge and experience of current and emerging HR issues and challenges in the Pacific Islands region with excellent analytical and advisory skills and sound understanding and appreciation of environmental ethics, values and priorities</p>
<p>5. Excellent knowledge and experience of forward looking and innovative approaches in people practices and ways of working, HR policies, processes and systems including HR management information systems and creating efficiencies and effectiveness in the workplace</p>
<p>6. Excellent relationship management and resource mobilisation experience that demonstrate a high level of professional and constructive engagement with a diverse range of stakeholders as well as an excellent understanding of key donor partners and funding institutions</p>
<p>7. Excellent experience at strategic and high-level communication, negotiation and reporting across diverse audiences, as well as extensive experience in strategic presentations particularly in the Pacific setting</p>

## 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"> <li>• Strategic analysis</li> <li>• Leadership and advisory competency</li> <li>• Management</li> </ul>
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	<ul style="list-style-type: none"> <li>• People innovations and practices</li> <li>• HR concepts and principles</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• Work programme planning, budgeting and implementation</li> <li>• HR Policies</li> <li>• General management principles</li> <li>• Communications and report writing</li> </ul>
Working Knowledge	<ul style="list-style-type: none"> <li>• Gender mainstreaming</li> <li>• Safeguarding principles</li> <li>• Risk Management</li> <li>• Environmental issues and challenges in the Pacific islands region</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• SPREP Strategic Plan</li> <li>• SPREP People Strategy</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.*

## C. REMUNERATION PACKAGE – TERMS & CONDITIONS

**Duty Station:** Apia, Samoa.

**Duration:** Appointment is for an initial term of 3 years with possible renewal for a further term, up to a maximum of 6 years subject to confirmation of SPREP programmes and activities, availability of funds and performance during the initial term.

**Salary:** Salary is denominated in International Monetary Fund Special Drawing Rights (SDRs). Remuneration for this post falls within Band 16 of SPREP's salary scale. Starting salary will be SDR77,158 per annum. This is currently equivalent to Samoan Tala 294,460 per annum. Upon confirmation of probation, salary will be adjusted to SDR86,803 which is equivalent to SAT331,267 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 SDR8,212 will be paid to the successful candidate. The current equivalent in Samoan Tala is SAT31,338 per annum. 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 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.

**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 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 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 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%.

**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. 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 Director, Human Resources and Administration (DHRA)**” 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 “**Director, Human Resources and Administration (DHRA)**”

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 Ms Olivia Hogarth, HR Officer, on telephone (685) 21929 or Email:  
[oliviah@sprep.org](mailto:oliviah@sprep.org)

**Closing date: Friday, 28<sup>th</sup> February 2025:** Late applications will not be considered.

**SPREP is an Equal Opportunity Employer**