



SPREP
Secretariat of the Pacific Regional
Environment Programme

APPLICANT INFORMATION PACKAGE
Director, Legal Services and Governing Bodies (DLG)

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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

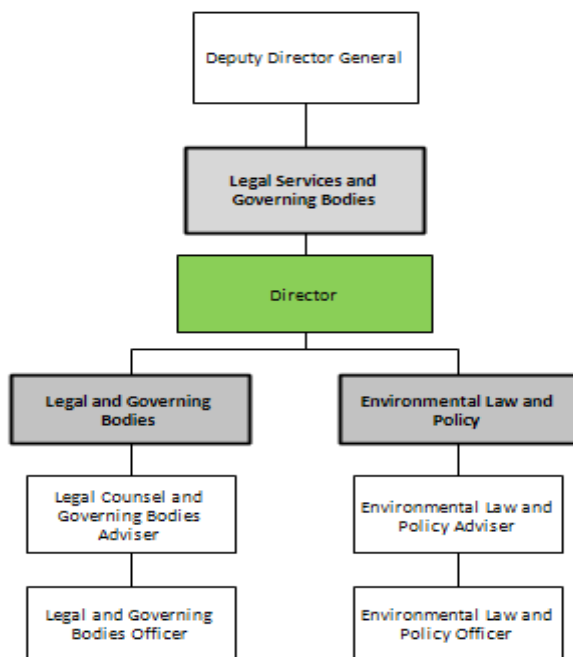
SPREP approaches the environmental challenges faced by the Pacific guided by four simple Values:

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

B. JOB DESCRIPTION

Job Title:	Director, Legal Services and Governing Bodies (DLG)
Department:	Legal Services and Governing Bodies (LG)
Team:	Legal Services and Governing Bodies (LG)
Responsible To:	Deputy Director General
Responsible For: (Total number of staff)	4
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> • Provide strategic leadership, direction and management of the Legal Services and Governing Bodies Department • Provide strategic legal advice, guidance and services to the Executive, Senior Leadership Team, SPREP Members, SPREP Meeting and the organisation • Provide advice, support and oversight on Multilateral Environmental Agreements (MEAs) • Provide Legal advice for effective management of SPREP Governing Bodies in particular SPREP Meeting, Noumea Convention, Waigani Convention, Pacific Meteorological Council, Troika and Audit Committee.
Date:	December 2024

Organisation Context



Key Result Areas

The position of **Director, Legal Services and Governing Bodies (DLG)** addresses the following **Strategic Key Result Areas**:

1. Leadership and Management
2. Planning, Performance management and High-level reporting
3. Legal Advice and Policy oversight
4. Multilateral Environment Agreements (MEAs) Engagement and Oversight
5. Partnership Engagement and Resource Mobilisation
6. Communications and Advocacy

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

Jobholder is accountable for	Jobholder is successful when
<p>1) Strategic leadership and management</p> <p>a) Strategic Leadership</p> <ol style="list-style-type: none"> i. Provide strategic advice and assistance to the Executive and Senior Leadership Team (SLT) on key strategic legal issues and implications for the Secretariat and bringing critical and emerging issues to the attention of the SLT. 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. iii. Contribute effectively to discussions and decision making on key strategic and legal issues for the organisation iv. Ensure appropriate legal frameworks are in place to guide the implementation of the SPREP Agreement, key SPREP Regulations and policy frameworks. v. Provide legal advice on issues arising out of the performance and services of the Secretariat, including those posing high risks to the SPREP. vi. Provide legal advice on SPREP employment, contracts of employment, and the SPREP staff regulations. vii. 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 	<p>a) Strategic Leadership</p> <ul style="list-style-type: none"> • 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 • Participates and contributes strategically and effectively to the SLT TOR, the SLT Meetings as well as all organisational matters • Critical and emerging legal issues with strategic action plan options are brought to the Executive and SLT’s attention in a timely manner • Strategic and inspirational leadership and effective input is provided to key SPREP legal issues and related projects as well as key organisational matters • Executive Leadership accepts and values advice and assistance which contributes to the SPREP mandate and strategic objectives • An enabling environment for continuous professional development and for nurturing positive and healthy staff in place • Role model for leadership in SPREP <p>b) Strategic Management</p> <ul style="list-style-type: none"> • Targets and objectives of the PIP are achieved in collaboration with the programmes and departments • Legal needs of the organisation are well planned and fulfilled

<p>for the Legal Services and Governing Bodies Department (LGD).</p> <p>b) Strategic Management</p> <ol style="list-style-type: none"> i. Lead and provide direction to the LGD, ensuring that SPREP’s legal goals and objectives, including all related legal concepts and principles, policies and processes are integrated into other SPREP programmes and relevant projects. ii. Conduct individual staff performance appraisals through the performance Development Plan (PDP) process iii. Ensure that the LGD keeps up to date with current and emerging legal issues and practices and identify implications for SPREP. iv. Develop and oversee implementation of the LGD’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. Develop and implement a Strategy for the LGD to guide the strategic direction, implementation, and sustainability of the Department including capacity and resourcing requirements. vi. Ensure key legal records are updated, maintained and safeguarded. vii. Lead in ensuring SPREP is safeguarded from any legal issues and handle matters that have legal implications for SPREP. 	<ul style="list-style-type: none"> • Strategic and legal 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 LGD is developed and implemented • SPREP has zero cases of any legal nature
<p>2) Strategic Planning, Performance management and High-level reporting</p> <p>a) Strategic Planning</p> <ol style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> • Forward looking and horizon visioning approaches adopted and applied • A Department Strategy and Business Plan are developed. • A results and outcome-based planning and reporting culture is promoted across SPREP’s work. • SPREP’s Monitoring, Evaluation, Reporting and Learning framework is effectively

<ul style="list-style-type: none"> ii. Lead the strategic formulation of the LGD’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. iii. Contribute to discussions on the Country and Territory Strategic Partnership Framework formulation and subsequent implementation. iv. Lead the strengthening of the capacity of the LGD and explore strategic opportunities and innovative approaches to ensure the capacity of the LGD is sustained. <p>b) Performance management and high level reporting</p> <ul style="list-style-type: none"> i. Oversee and direct the design, development, and effective implementation of the LGD’s priorities and ensures a strong focus on impact and outcome-based reporting. ii. Ensure SPREP’s Monitoring, Evaluation, Reporting and Learning framework is effectively implemented and integrated into the LGD’s work plan and operations. iii. Provide direction and oversight of the PIP planning and reporting for the LGD and ensure high quality reporting. iv. Ensure timely submission of high-quality reports to donors and partners. v. Provide high-level reporting to SPREP Members and partners vi. Provide continuous capacity building and training for SPREP staff on SPREP policies, contract management, partnership agreements and other legal frameworks relevant to the work of SPREP. vii. Lead and provide quality assurance of the LGD’s contribution and input to the SPREP Annual Report including high level reports and ensure a strong focus on outcomes and impacts. 	<p>implemented and integrated into the LGD’s work plan and operations</p> <ul style="list-style-type: none"> • Gender and social inclusion are integrated into the Department’s planning, programming, and operations. • Risk management is integrated into the LGD’s planning, programming, and operations. • Higher level of compliance with SPREP policies. • Effective management and delivery. • The SPREP Annual Report promotes SPREP achievements and results. • Continuous capacity building and training for SPREP staff on legal matters are provided in line with the SPREP Learning and Development objectives
<p>3) Strategic legal advice and policy oversight</p>	

<p>a) Constitutional Matters and Governing Bodies</p> <ol style="list-style-type: none"> i. Ensure effectiveness of SPREP’s legal status and that of its staff under the Agreement Establishing SPREP and as an international organisation within Samoa ii. Ensure effectiveness of SPREP’s sub-regional hosting arrangements with other host countries iii. Advise on Rules of Procedure for meetings of SPREP and SPREP bodies including Noumea Convention, Waigani Convention and the Pacific Meteorological Council iv. Facilitate discussions on the drafting of Ministerial High-level outcome statements and resolutions v. Provide legal and policy advice to the SPREP Meeting including any issues referred to Troika, or any SPREP Member Working Group established to discuss specific matters arising out of the SPREP Meeting vi. Handle all matters of a legally contentious nature. <p>b) Contractual Matters</p> <ol style="list-style-type: none"> i. Ensure effectiveness and efficiency of internal systems for processing and clearance of legal documents ii. Advise and assist Programmes and Departments on contractual, regulatory and compliance issues iii. Manage contract guidelines and templates and ensure these are up to date and in line with best practice iv. Screen and advise on funding agreements, project documents as well as leases, insurance agreements and other legal documents. v. Provide advice and facilitate any corporate agreements, position or documentation that may be required as a result of SPREP’s work with MEAs in consultation with SPREP Programmes or Departments vi. Advise and provide oversight of Memorandum of Understand (MOUs), 	<ul style="list-style-type: none"> • Legal requirements and system are well understood by staff • Sound advice provided in a timely manner • Legal input provided to enhance procedures or systems • SPREP’s interests are safeguarded • Documents drafted in response to emerging needs or as required • System established to ensure all contractual matters have legal advice and input • Legal requirements and system are well understood by staff • Sound advice provided in a timely manner • Legal input provided to enhance procedures or systems • SPREP’s interests are safeguarded • Documents drafted in response to emerging needs or as required • SPREP Policies are up to date and easily accessible on the SPREP intranet and website as relevant. • Greater coherence and consistency across all SPREP policies. • SPREP staff and contractors are fully aware of SPREP policies • Increased compliance with SPREP policies. • A well-established robust SPREP policy process is in place. • Clear guidelines and processes in place to guide policy development and review. • Gender and social inclusion are included in all SPREP policies • High level environmental legal advice well received by Members. • Periodic review of environmental laws completed • PICTs trained on environmental law and policy. • A network of PICT negotiators established
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Letter of Agreements (LoAs) and similar agreements with other organisations

c) Environmental Legal Advice

- i. Provide strategic environmental legal advice and support to SPREP Members
- ii. Provide environmental legal advice to SPREP Technical Programmes and projects
- iii. Lead the coordination and provision of SPREP environmental legal advice and technical assistance including on the development and review of national environmental legislative frameworks
- iv. Provide legal advice and guidance to SPREP Pacific Island countries on Multilateral Environmental Agreements (MEAs) negotiations including the ratification process and implementation of convention
- v. Lead the review of environmental legislation in the Pacific island's region

d) SPREP Policy coordination and management oversight

- i. Lead the coordination of SPREP policies to ensure relevance, coherence, and consistency in the way policies are developed and reviewed.
- ii. Ensure that SPREP policies are implemented in line with best practice.
- iii. Provide guidance and advice to inform policy reviews and the development of new policies and the approval of these through the appropriate levels of approval.
- iv. Ensure the Policy Register is maintained and updated regularly and inform staff accordingly.
- v. Manage the policy review and development process and screen all policies for compliance with core governance policies including the integration of the Gender and Environmental and Social Safeguards policies before the approval stage.
- vi. Liaise with policy owners and champions to ensure compliance with SPREP policies and provide update reports to the Executive and the Senior

<p>Leadership Team on areas for improvement.</p> <p>vii. Manage and update the SPREP Policy process to ensure it remains relevant, practical, and fit for purpose.</p>	
<p>4) Strategic MEA Engagement and Oversight</p> <p>a) Strategic MEA Engagement</p> <p>i. Provide legal advice and support to support SPREP and PICs engagement in MEA negotiations</p> <p>ii. Develop and deliver environmental legal training and capacity building for PICTs to assist with the implementation of MEA commitments and agreements</p> <p>iii. Assist with MEA negotiation training for PICTs in close collaboration with the SPREP Technical Programmes and relevant partners</p> <p>iv. Contribute to preparatory COP meetings and provide legal advice to assist with the drafting of regional positions and briefs.</p> <p>v. Provide a coordinated approach to MEAs and ensure synergies and linkages are built across the MEAs</p> <p>vi. Lead the review and update of the SPREP Negotiations Handbook</p> <p>b) SPREP Governing Bodies</p> <p>i. Liaise as needed with depositaries of the Agreement Establishing SPREP and its other governing bodies</p> <p>ii. Provide legal advice to the Noumea and Waigani Conventions</p> <p>iii. work in close collaboration with the relevant Technical Programmes to ensure the effectiveness and efficiency of the Convention of the Parties (COP) meetings and its subsidiary bodies through administrative, logistical, management and procedural support</p> <p>iv. Ensure Parties to the Noumea and Waigani Conventions are well informed; and information received from one Party to other Parties is communicated and shared effectively in a timely manner</p>	<ul style="list-style-type: none"> • PICT negotiators trained and upskilled • Updated SPREP Negotiations Handbook and resources available • Synergies and linkages established across and between MEAs • Improved performance and effectiveness of the Noumea and Waigani Conventions • Adequate and sustainable resourced secured • Convention Secretariats are fully functional with adequate capacity in place • New parties joined the Noumea and Waigani Conventions • Increased assistance from key partners • Strengthened collaboration, coordination and integration between the regional conventions and relevant international MEAs • Enhanced capacity of the LGD in managing the regional convention secretariats and their respective work plans

<ul style="list-style-type: none"> v. Provide oversight of the Noumea and Waigani COP decisions and their implementation and coordinate support to parties to assist with the implementation of those decisions. vi. Work with the relevant SPREP Technical Programmes, Parties and partners to mobilise and secure resources to support the operations of the Noumea and Waigani Conventions Secretariats and the implementation of COP decision and priorities. vii. Ensure closer alignment and integration between the respective Noumea and Waigani Conventions priorities, other relevant MEAs, and the SPREP Strategic Plan priorities. 	
<p>5) Strategic partnership engagement and resource mobilisation</p> <ul style="list-style-type: none"> a) Contribute to strategic discussions with key partners and ensure appropriate instruments are developed to support SPREP partnerships. b) Lead discussions and the establishment of key partnerships on areas relevant to the work of the LGD. c) Prepare and implement a Resource Mobilisation Plan for the LGD to sustain and expand its capacity and services. d) Engage in strategic discussions with SPREP Members, donors, partners, including with Parties to the Noumea and Waigani Conventions. e) Contribute effectively to the SPREP Partnerships and Resourcing Reference Group (PRRG) discussions and assessment of SPREP partnerships. 	<ul style="list-style-type: none"> • Key partnerships on areas relevant to the work of the LGD are established. • A Resource Mobilisation Plan for the LGD is developed and implemented. • Positive engagement with SPREP Members, donors, partners, including with CROP and relevant UN Agencies. • Effective contribution is provided to the SPREP PRRG discussions and assessment of SPREP partnerships.
<p>6) Strategic Communications and Advocacy</p> <ul style="list-style-type: none"> a) Provide effective communication and strategic high-level reporting of all essential legal information to SPREP Executive Leadership, SLT, staff and stakeholders b) Communicate and build an environment of open and constructive communication within the LGD and across SPREP c) Develop internal manuals or guides to assist SPREP staff better understand legal 	<ul style="list-style-type: none"> • Effective and strategic high-level communication is provided at all times on key legal issues • Open and constructive communication across SPREP programmes and departments • SPREP Leadership and staff have access to accurate and relevant legal information

<p>concepts, terminologies and processes administered by the LGD.</p> <p>d) Provide guidance and oversight of communications and advocacy activities of the Noumea and Waigani Conventions</p> <p>e) Lead the promotion and visibility of MEA impacts and success stories with SPREP Members, Partners including at key regional and global events</p> <p>f) Provide effective strategic communication and advocacy of SPREP's strategic priorities, comparative advantages, values, and impacts.</p>	<ul style="list-style-type: none"> • Increased awareness and understanding of MEAs and the Noumea and Waigani Conventions. • Increased visibility of the impacts of SPREP's assistance and interventions
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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>Most challenging duties typically undertaken:</p>
<ul style="list-style-type: none"> • Provision of timely and accurate briefings and advice to Executive, Senior Leadership Team, Members, Parties to the Regional Conventions, and Partners • Analysis of complex contracts and documentation • Dispute resolution • Leading and managing a technically complex work area and providing timely guidance • Ensuring that activities are effectively delivered by SPREP and its partners and reported to donors and communicated through relevant regional and international fora. • Coordination and collaboration internally within SPREP and externally with relevant agencies and stakeholders • Promoting SPREP's mission at relevant fora outside the environment and conservation mainstream where appropriate

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 Members • Donors / Partners • Regional / International organisations 	<ul style="list-style-type: none"> • Advice and assistance • Consultations and collaboration • Negotiations

<ul style="list-style-type: none"> Professional / Scientific organisations 	<ul style="list-style-type: none"> Fundraising Communications and reporting
<p>Internal</p> <ul style="list-style-type: none"> Executive Senior Leadership Team PRRG Risk Committee All programmes and departments All staff 	<ul style="list-style-type: none"> Leadership and management Supervision and delegation Advice and support

Level of Delegation

The position holder:

- manages an operational budget
- can authorise costs in own budget
- can carry out negotiations on behalf of SPREP
- can seek funding opportunities for work programme activities

Person Specification

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

Qualifications

Essential

- A Master degree in Law or a Bachelor degree in lieu from a recognised institution with applied relevant work experience in excess of the minimum required relevant work experience.

Knowledge / Experience

Essential

- At least 15 years strategic high-level experience in legal work or relevant area, preferably in the Pacific islands region, with at least 10 of those years at the senior leadership and management roles
- Extensive strategic leadership and management experience including high level advisory and analytical skills as well as leading and nurturing teams of diverse technical backgrounds and expertise in multicultural and multi-disciplinary environments

4. Extensive knowledge and experience and practice of the Law in particular international law and regional organisations, current and emerging legal issues and challenges in the Pacific Islands region with sound understanding and appreciation of environmental issues, ethics, values and priorities (Working knowledge or specialisation in an area of Environmental Law or a particular MEA would be an advantage)
5. Excellent programme, policy and contract management experience including the development of funding proposals, design and delivery of integrated work programme activities, monitoring and evaluation of performance, resource management as well as a good understanding of synergies and inter-linkages across multilateral environmental agreements
6. Excellent experience at strategic and high-level communication, negotiation and reporting across diverse audiences, as well as extensive experience in capacity building, particularly in the Pacific setting
7. Excellent relationship management and fundraising skills and 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 with proven fundraising experience

Excellent

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"> • Strategic Leadership and Management • Staff leadership and management • Legal analysis, statutory and contractual interpretation • Negotiation • Legal drafting • Understanding of Staff Regulations • Understanding of Procurement process • Constitutional and Conventions • Strategic planning, programming, and policy governance • Project Management, Performance assessment, monitoring, evaluation, and learning • Work programme planning, budgeting and implementation • Resource mobilisation • Inspirational leadership and management principles
Advanced level	<ul style="list-style-type: none"> • Environmental issues and challenges in the Pacific islands region

	<ul style="list-style-type: none"> • Policy and governance issues in the Pacific islands region • National legal systems and MEAs • Gender Mainstreaming
Working Knowledge	<ul style="list-style-type: none"> • Strategic planning approaches, methodologies, and tools • Institutional strengthening, capacity development, policy processes • General Financial principles • General Human Resources Management principles • General management principles
Awareness	<ul style="list-style-type: none"> • SPREP Strategic Plan • SPREP Performance Implementation Plan • SPREP Work Programmes • SPREP People Strategy

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, Legal Services and Governing Bodies (DLG)**” 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 “**Director, Legal Services and Governing Bodies (DLG)**”

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, HR Officer, on telephone (685) 21929 or Email: oliviah@sprep.org

Closing date: Friday, 31 January 2025: Late applications will not be considered.

SPREP is an Equal Opportunity Employer