



SPREP
Secretariat of the Pacific Regional
Environment Programme

APPLICANT INFORMATION PACKAGE
Project Development & Implementation Officer (PDIO)

International Recruitment

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A. Background Information on SPREP

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

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

- the United States of America.

SPREP Goals and Objectives

The Secretariat continues to strengthen and realign its institutional capacities, competencies, and systems to best support its members by delivering more integrated, responsive, and cost-effective services to Members and partners and by better coordinating regional efforts.

SPREP's Pacific and metropolitan members agreed that SPREP's Strategic plan should span 10 years to address critical environmental and related social and governance strategic priorities, which are reflected in the strategy's regional and organisational goals and objectives, as well as in SPREP's core 'Values'.

Regional Goals

- **Regional Goal 1:** Pacific people benefit from strengthened resilience to climate change.
- **Regional Goal 2:** Pacific people benefit from healthy and resilient island and ocean ecosystems.
- **Regional Goal 3:** Pacific people benefit from improved waste management and pollution control.
- **Regional Goal 4:** Pacific people and their environment benefit from commitment to and best practice of environmental governance.

Organisational Goals

- **Organisation Goal 1:** SPREP has information, knowledge, and communications systems that get the right information to the right people at the right time and influence positive organisational, behavioural and environmental change.
- **Organisation Goal 2:** SPREP has multi-disciplinary processes in programme delivery and in supporting Members to develop national and regional policies and strategies.
- **Organisation Goal 3:** SPREP has a reliable and sustainable funding base to achieve environmental outcomes for the benefit of the Pacific islands region and manages its programmes and operations to stay within its agreed budget.
- **Organisation Goal 4:** SPREP is leading and engaged in productive partnerships and collaboration.
- **Organisation Goal 5:** SPREP has access to a pool of people with the attitudes, knowledge, and skills to enable it to deliver on its shared regional vision.

SPREP's Values

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

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

STRATEGIC PLANNING, PARTNERSHIPS AND RESOURCE MOBILISATION DEPARTMENT (SPPRD) PROJECT OPERATIONS UNIT

The overall mission of the SPPRD is the integration and coherence of SPREP Operations. Integral to SPPRD in Project Operations Unit which exists to support SPREP to provide high quality project development and management support for the benefits of its Members and deliver on SPREP's mandate.

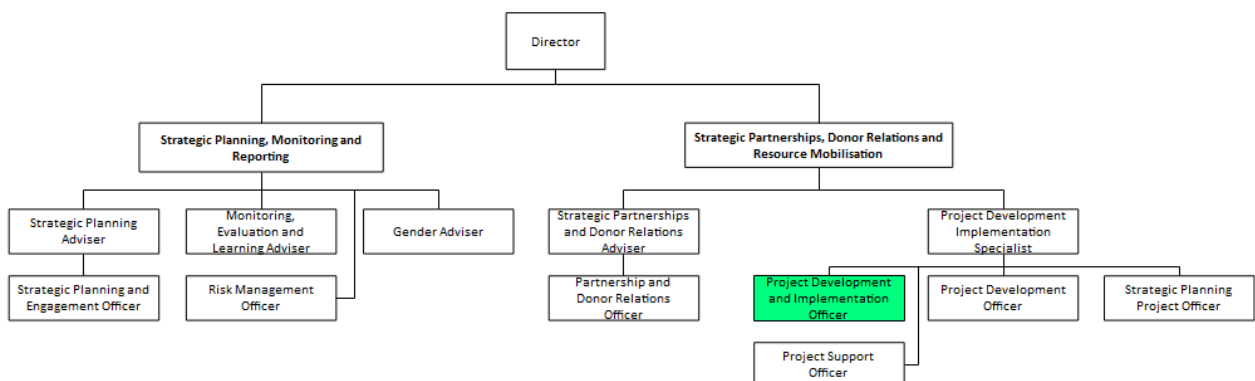
The Project Operations Unit manages two main streams of work: (i) ongoing strengthening and operation of SPREP's internal policies and procedures and overall capacity relating to project cycle management and portfolio management; and (ii) effective delivery as an accredited entity.

To achieve these, the Project Operations Unit is required to work in a collaborative, cross cutting manner with other SPREP technical programmes and departments, as well as engage and work closely with a range of stakeholders including SPREP Member countries.

B. JOB DESCRIPTION

Job Title:	Project Development & Implementation Officer (PDIO)
Programme:	Governance and Operations
Department:	Strategic Planning, Partnerships and Resource Mobilisation
Team:	Strategic Partnerships, Donor Relations and Resource Mobilisation
Responsible To:	Project Development and Implementation Specialist (PDIS)
Responsible For: (Total number of staff)	None
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> • Undertake planning, design and development of programme / project proposals and plans • Undertake project implementation activities including project management, building partnerships, ensuring compliance and quality assurance • Support PICs in the identification, design and development for funding including project implementation and execution • Conduct due diligence responsibilities on projects before they are approved through the projects pipeline.
Date:	November 2024

Organisation Context



Key Result Areas

The position of **Project Development & Implementation Officer (PDIO)** addresses the following Key Result Areas:

1. Project implementation and management
2. Project planning, design, development and due diligence
3. Networking, partnerships and collaboration
4. Project and financial management support and reporting
Project support

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

Jobholder is accountable for	Jobholder is successful when
<p>1. Project implementation and management</p> <p>a) Perform the function of the Implementing Entity Task Manager for nominated Green Climate Fund (GCF) & Adaptation Fund (AF) Projects on projects under implementation, working closely with the executing agency Project Management Unit (PMU) to ensure projects are implemented as per Donor and Implementing Agency (IA) requirements including:</p> <p>b) Contribute to the management of the Project Funded Activity Agreement (FAA) between SPREP and donors</p> <ul style="list-style-type: none"> • Provide support to the Project Development & Implementation Specialist in managing the Executing Entity Partner Agreement as the IA Task Manager • Ensure all project documentation including project results and deliverables are of high standards and in line with donor and SPREP requirements • Monitor project implementation as per reporting requirements under the FAAs • Assist the Executing Entity (including SPREP Programmes) PMUs in the monitoring, reporting and evaluation of projects • Provide guidance to PMUs to finalise annual /progress reports for Project Review and Monitoring Group (PRMG) screening • Assist project management units to execute projects as per SPREP and Donor processes, procedures, policies and systems • Oversight financial management and reporting <p>c) Lead stakeholder engagement in the implementation of projects as required</p> <p>d) Work with the Team to ensure the SPREP systems, policies and procedures align to best practice for project management including alignment to Donor requirements for implementing entities</p> <p>e) Support the Project Development & Implementation Specialist to coordinate midterm and terminal reviews and evaluation for projects assigned under the position's responsibility</p> <p>f) Provide advice to SPREP Programmes and staff on project implementation policies as required</p>	<p>a) Projects are implemented effectively through the management, guidance and advice provided by the Task Manager.</p> <p>b) Project implementation are on track and achieving deliverables as planned within timeframes and budgets</p> <p>c) Reporting requirements are undertaken as per FAA.</p> <p>d) SPREP's project management systems, policies and procedures are updated in-line with international best practice in project management.</p> <p>e) Project documents, results and deliverables are of high-quality standards as per Donor and SPREP requirements.</p> <p>f) PMU annual and progress reports are completed and submitted to PRMG as scheduled.</p> <p>g) Project progress reporting are submitted on time to the Donors</p> <p>h) Project execution is in compliant to Donor and SPREP processes, procedures, policies and systems.</p>

<p>2. Project planning, design, development and due diligence</p> <ul style="list-style-type: none"> a) Undertake project planning, design and development including the provision of technical advice and assistance on priority projects for submission to Donors (primarily, GCF, AF & GEF). b) Providing advice and support to Members to access funds, particularly through the AF, GCF and GEF, including facilitating access to Readiness resources, supporting regional and international processes etc. c) Support the SPREP Programmes and staff on project concept /proposal development. d) Contribute to ensuring that project concept /proposal development is guided and informed by key international, regional and national level strategic policy frameworks and instruments including SPREP’s Strategic Plan. e) Provide technical advice and input to Members to design projects that are practical to implement. f) Assist in the development of the SPREP project pipeline and contribute to compilation of documentations to PRMG. g) Conduct a thorough due diligence review of all projects before they are approved for inclusion in the project pipeline. 	<ul style="list-style-type: none"> (a) Priority project concept notes /proposals developed. (b) Members access project preparatory funding including Readiness to support national processes and procedures. (c) Project concept notes /proposals are developed with SPREP Programmes. (d) Concept notes /proposals are developed and aligned to appropriate national, regional and international frameworks. (e) Projects developed and well-planned for implementation. (f) SPREP pipeline of projects developed with appropriate documentations for PRMG discussions.
<p>3. Networking, partnerships and collaboration</p> <ul style="list-style-type: none"> a) Support and maintain relationships with partners and donors to access financial support. b) Develop and maintain relationships with Members to support the development and implementation of projects. c) Support the Project Development and Implementation Specialist to ensure that SPREP is up to date with donor and funding landscape and provide advice of any anticipated changes, risks or opportunities that may arise during project implementation as a result of changes to donor and funding policies. 	<ul style="list-style-type: none"> a) Relationships with partners and donors strengthened. b) Projects are developed with Members’ inputs. c) Regular briefs are provided on available funding landscapes particularly on Climate Financing.
<p>4. Project and financial management support and reporting</p> <ul style="list-style-type: none"> a) Contribute to ensuring that projects are implemented in accordance with SPREP and donor policies. b) Contribute to the SPREP Environmental & Social Safeguards (ESS) Screening of project concept notes and assist Programmes and the PRMG Technical Working Group (TWG) to make recommendations to PRMG Leadership Group (LG) for endorsement on any proposed substantive project concept notes prior to submission for donor approval. c) Work with the SPPR Team on the PRMG secretariat role in coordinating and organising the PRMG TWG and the PRMG LG meetings 	<ul style="list-style-type: none"> a) Projects implemented /executed and are compliant to SPREP policies as per accreditation requirements b) SPREP ESS screening process and as an implementing agency functions are effective and efficient c) PRMG meetings are convened, and meeting records /discussions are documented.
<p>5. Project Support</p>	

<ul style="list-style-type: none"> a) Provide guidance and plans for SPREP staff and Members on the development of GCF (and other donors) projects. b) Contribute to the capacity building priorities of SPREP staff and Members on the development of quality project concept notes and proposals. c) Provide updates/regular reports on progress against the SPREP project pipeline and project development. d) Provide updates /project reports for PRMG TWG screening and recommendation to PRMG LG-clearance and endorsement before submission to the donors. e) Provide support to the Project Development and Implementation Specialist on all project matters 	<ul style="list-style-type: none"> a) Guidance on funding requirements provided as required. b) Training provided to SPREP staff and Members on the development of projects. c) Projects in the pipeline progressed. d) PRMG updated with project development status.
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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 Supervisor 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:

- Consultation with and advice to national government stakeholders on climate change priorities and opportunities in line with GCF (and other donor) requirements.
- Technical design of project concepts and proposals based on research, consultation and expert advice (project planning, technical, social including gender mainstreaming), and financial advice and judgement.
- Technical implementation of projects and understanding Donor policies and integration of these with project requirements, including the understanding of different roles and responsibilities.
- Securing funding and resources to develop projects

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 • Professional / Scientific organisations • Regional / International organisations 	<ul style="list-style-type: none"> • Advice and assistance • Consultations and collaboration • Negotiations Fundraising • Capacity Building • Communications and reporting
<p>Internal</p> <ul style="list-style-type: none"> • Executive • Senior Leadership Team • Director SPPR and Project Team • All SPREP Staff • SPREP Legal Counsel • Communications and Outreach Adviser • Finance Department 	<ul style="list-style-type: none"> • Advice and support

Level of Delegation

The position holder:

- Does not manage an operational budget
- Can seek funding opportunities for work programme activities

Person Specification

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

Qualifications

Essential

1. Minimum qualifications of a Bachelor degree in Natural Resource Management, Engineering, Agriculture, Community Development, Climate Change or relevant field. Qualification in project management will be an advantage.

Knowledge / Experience

Essential

2. At least 5 years of experience in the development and implementation of projects including capacity and community development projects, preferably related to climate change mitigation /resilience in the Pacific island context
3. Technical experience in;
 - a) Project design and development of influential funding proposals including research and analytical skills and experience in developing project log frames, complex budgets, risk plans, gender action and environmental and social safeguard management plans, preferably with a focus on climate change mitigation and resilience
 - b) Project management including experience in managing Donor-funded projects as either an Implementing Entity role or an Executing Entity role.
4. Knowledge of climate change issues in the Pacific island context with understanding of regional policy and strategic frameworks, including the Framework for Resilient Development in the Pacific (FRDP)
5. Excellent written and verbal communication skills including high level of presentation and interpersonal skills, strategic collaboration and networking with donors and partners with demonstrated experience in developing and maintaining effective relationships with a diverse group of people and as part of a team within a multi-disciplinary and multi-cultural working environment
6. Demonstrated knowledge of environmental and project development issues within the Pacific island region, including key emerging issues and challenges
7. Demonstrated initiative and ability to think outside the box in dealing with multiple tasks and demanding deadlines as well as excellent understanding and appreciation of environmental ethics, values and priorities within the workplace

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"> Analytical skills Environment knowledge Project development, monitoring and evaluation Project management Synergies and linkages with key multilateral environmental agencies
Advanced level	<ul style="list-style-type: none"> Climate change issues in the Pacific islands region Emerging environmental issues and challenges Inter-cultural communications, preferably in the Pacific region Multi-disciplinary teamwork. Framework for Resilient Development in the Pacific
Working Knowledge	<ul style="list-style-type: none"> General management principles
Awareness	<ul style="list-style-type: none"> SPREP Strategic Plan SPREP Performance Implementation Plan SPREP Work Programmes

Key Behaviours

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

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

Change to job description

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

C. REMUNERATION PACKAGE – TERMS & CONDITIONS

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

Duration: Appointment is for an initial term of 1 year with a possible extension for a further 2 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 10 of SPREP's salary scale. Starting salary will be SDR30,237 per annum. Currently, the equivalent is SAT115,393 per annum. Upon confirmation of probation, salary will be adjusted to SDR 34,016 which is equivalent to SAT129,817 per annum. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required.

Cost of living differential allowance (COLDA): A Cost-of-Living Differential Allowance of SDR4,256 will be paid to the successful candidate. This is currently equivalent to SAT16,244. Cost-of-living differential allowance reflects the comparative cost of living difference between Suva and Apia. This allowance is reviewed periodically based on data determined by an independent reviewer.

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

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

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

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

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

FOR STAFF RECRUITED FROM OUTSIDE SAMOA, THE FOLLOWING APPLIES:

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

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

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

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

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

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

FOR ALL INTERNATIONALLY RECRUITED STAFF, THE FOLLOWING APPLIES:

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

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

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

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

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

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

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

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

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

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

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

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

Gratuity Payment: Nationals of Samoa are entitled to a gratuity payment equivalent to two week's salary, upon successful completion of the contract, provided the contract is not extended or renewed. For project positions, upon successful completion of the project.

Learning and Development: Learning and development opportunities will be based on the approved SPREP Performance Development System and individual Performance Development Plans.

Definitions:

'Dependant' means the spouse and financially dependent children of an employee.

'Dependent child' means an employee's unmarried, financially dependent, natural or legally adopted child who is:

- under the age of 16 years; or
- under the age of 19 years if undertaking full-time study at a secondary school; or
- under the age of 25 years if enrolled and undertaking full-time study at a university or other tertiary institution; or
- mentally or physically incapacitated.

'Expatriate' means an internationally recruited staff member, who is not a citizen or permanent resident of Samoa, and who resides in Samoa only by virtue of employment with SPREP.

Equal Opportunities: SPREP is an Equal Opportunity Employer. All genders are equally eligible for all posts in SPREP.

General: Appointment will be under the terms and conditions of SPREP's Staff Regulations, a copy of which will be made available to the successful applicant.

E. ADMINISTRATIVE INFORMATION

ESSENTIAL: Applications should include:

1. Completed Application Form – can be downloaded from the Employment Section of our website (*you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the criteria – DO NOT refer us to your CV. Failure to do this will mean your application will not be considered*);
2. A detailed Curriculum Vitae.

Applications that do not complete the correct SPREP Application Form and submit all the requirements stated above will not be considered.

SUBMITTING APPLICATIONS:

- a) **BY EMAIL (MOST PREFERRED OPTION):** Subject matter to be clearly marked “**Application for Project Development & Implementation Officer (PDIO)**” 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 Project Development & Implementation Officer (PDIO)**”

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 telephones (685) 21929 ext 285 or Email: oliviah@sprep.org

CLOSING DATE: Friday, 31 January 2025: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
