Position Description Report

Vacancy Title: **GEDSI and Safeguards Officer - Weather Ready Pacific Programme** Version: **1.00**

Location: **Vailima, Apia, Samoa**

Reports To: **Manager, Weather Ready Pacific Programme**

Direct Reports:

Total Reports:

Organisation Information

The Secretariat of the Pacific Region Environment Programme (SPREP) is the regional organisation established by the Governments and Administrations of the Pacific charged with protecting and managing the environment and natural resources of the Pacific. The head office is based in Apia, Samoa with other SPREP offices in Fiji, the Republic of the Marshalls Islands, Solomon Islands and Vanuatu. SPREP has around 160 staff and has an annual budget of approximately USD51 million in 2026.

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.

Objective

Lead and coordinate the integration of Gender Equality, Disability, and Social Inclusion (GEDSI) and Environmental and Social Safeguards across WRP programme activities, investments and implementation of the GEDSI Strategy 2025–2033.

Outcomes

Organisational Stakeholders

1. GEDSI Strategy Implementation and Coordination

© HRmonise Pty Limited

- Lead, coordinate, and support implementation of the WRP GEDSI Strategy and Action Plan across all WRP programme areas, activities, countries, and partnerships to ensure effective delivery of GEDSI priorities, objectives, commitments, and outcomes.
- Mainstream Gender Equality, Disability and Social Inclusion (GEDSI) considerations across WRP policies, governance arrangements, operational systems, programme planning, workplans, budgets, monitoring frameworks, infrastructure investments, communications, early warning systems, capacity-building activities, stakeholder engagement processes, and community preparedness initiatives.
- Promote inclusive, equitable, disability-inclusive, gender-responsive, and culturally appropriate approaches across programme implementation to ensure “leave no one behind” principles are integrated into WRP activities and services.
- Coordinate GEDSI implementation and collaboration with NMHSs, NDMOs, governments, vulnerable groups and organisations, development and implementing partners, regional agencies, and other stakeholders to strengthen Pacific-led and inclusive programme delivery.
- Provide strategic and technical advice to PMU, programme teams, partners, and stakeholders on gender equality, disability and social inclusion, inclusive communications, safeguarding, and inclusive participation approaches.
- Review program activities, policies, plans, reports, communications, and operational processes to ensure effective integration of GEDSI principles, commitments, and good practice standards.
- Support development and implementation of inclusive policies, guidance materials, tools, procedures, and operational approaches to strengthen institutional integration of GEDSI within WRP.
- Monitor implementation of GEDSI commitments, indicators, targets, and action plans, including supporting collection and analysis of sex-, age-, and disability-disaggregated data to inform reporting, decision-making, and program improvement.
- Prepare and contribute to GEDSI reports, donor reports, progress updates, evaluations, lessons learned documentation, steering committee papers, and other programme reporting requirements.
- Deliver GEDSI awareness, training, capacity-building, and technical support activities for WRP staff, implementing partners, contractors, and stakeholders to strengthen understanding and application of GEDSI principles and practices.
- Identify GEDSI gaps, risks, barriers, and improvement opportunities, and support continuous improvement, innovation, sustainability, and institutional strengthening of GEDSI systems and approaches across WRP.
- Support alignment of WRP activities with SPREP GEDSI frameworks, donor requirements, international inclusion commitments, and regional good practice standards

2. Environment and Social Safeguarding

- Mainstream Environmental and Social Safeguards (ESS) considerations across all WRP activities, systems, operations, policies, procedures, governance arrangements, workplans, procurement processes, infrastructure investments, partner agreements, and decision-making processes to ensure safeguards are fully integrated into programme implementation.
- Support the development, implementation, and continuous improvement of SPREPs safeguard frameworks, operational procedures, guidance materials, and safeguard-by-design approaches to strengthen environmentally and socially responsible programme delivery.
- Identify, assess, manage, monitor, and report environmental, social, operational, and reputational risks associated with WRP activities, including conducting environmental and social risk screening and supporting development and implementation of Environmental and Social Management Plans (ESMPs), mitigation measures, corrective action plans, and risk management processes.
- Monitor implementation of safeguard mitigation measures and manage safeguard risks related to infrastructure activities, occupational health and safety (OHS), community health and safety, SEA/SH, environmental impacts, waste management, stakeholder exclusion, contractor performance, land and community issues, and other environmental and social safeguard concerns.
- Ensure WRP activities comply with SPREP policies, donor safeguard frameworks, national regulations, international environmental and social standards, and agreed safeguard commitments through monitoring, compliance reviews, site visits, audits, and engagement with implementing partners and contractors.
- Provide agreed support to the Environment Governance Programme to oversee and implement SPREP's ESMS policy.
- Support inclusive, culturally appropriate, and safeguard-compliant stakeholder engagement processes, including ensuring vulnerable groups are consulted and included, safeguard information is effectively communicated, and community concerns and social risks are appropriately managed.
- Establish, support, and monitor safeguard incident management and grievance mechanisms, including timely reporting, tracking, investigation, response, corrective actions, and resolution of safeguard-related complaints, grievances, SEA/SH matters, and serious incidents in accordance with safeguarding protocols and confidentiality requirements.
- Develop and maintain safeguard monitoring, reporting, and documentation systems, including tracking safeguard indicators, compliance obligations, mitigation measures, incidents, grievances, and corrective actions to support accountability, transparency, audit readiness, and evidence-based decision-making.
- Prepare and contribute to safeguards reports, donor reports, risk reports, compliance updates, evaluations, lessons learned documentation, steering committee papers, and other programme reporting requirements.
- Deliver ESS and GEDSI awareness, training, guidance, and capacity-building activities for WRP staff, implementing partners, contractors, and stakeholders to strengthen safeguard implementation, accountability, compliance, and risk management capacity.
- Provide strategic advice and technical support to management and project teams on safeguard risks, compliance obligations, inclusion considerations, governance approaches, sustainability issues, and risk-informed programme implementation.

3. Partnerships, Stakeholder Engagement and Grievance mechanisms

- Support and monitor stakeholder engagement processes across programme activities to ensure meaningful, inclusive, culturally appropriate, and safeguard-compliant participation of women, youth, persons with disabilities, outer island communities, vulnerable groups, traditional leaders, landowners, and other stakeholders.
- Mainstream Gender Equality, Disability and Social Inclusion (GEDSI) principles and ESS requirements into stakeholder engagement, consultation, partnership, and communication activities to ensure programme implementation reflects “leave no one behind” principles.
- Provide guidance and support to country teams, implementing partners, contractors, and stakeholders on culturally appropriate consultation, participation, consent, and community engagement processes in line with SPREP policies, donor requirements, and international best practice.
- Develop, implement, maintain, and monitor Stakeholder Engagement Plans (SEPs), consultation records, and stakeholder engagement documentation to support transparency, accountability, and audit readiness.
- Support accessible communication and participation approaches, including the use of appropriate languages, formats, and engagement methods to ensure communities and vulnerable groups can effectively participate in programme activities and understand programme risks, benefits, rights, and safeguard commitments.
- Coordinate and strengthen partnerships and collaboration with governments, communities, civil society organisations, regional agencies, development partners, contractors, and other stakeholders to support effective, inclusive, and Pacific-led programme implementation.
- Facilitate communication and coordination between programme teams, technical partners, communities, and stakeholders to support effective engagement, collaboration, and relationship management.
- Provide agreed support to SPREP Environmental Governance Programme to manage and oversee the Pacific Network for Environment Assessment (PNEA), including activities.
- Establish, maintain, and monitor grievance redress mechanisms (GRMs) for programme-supported activities, ensuring grievance processes are accessible, confidential, transparent, culturally appropriate, and responsive.
- Receive, register, track, monitor, and support resolution of grievances, complaints, stakeholder concerns, and safeguard-related issues, including monitoring corrective actions and response timelines.
- Support management and reporting of sensitive complaints and incidents, including SEA/SH matters and community safety concerns, in accordance with safeguarding policies, referral pathways, confidentiality requirements, and incident response procedures.
- Monitor stakeholder feedback, social risks, community concerns, and partnership issues, and support identification and mitigation of risks that may affect programme delivery, stakeholder relationships, inclusion outcomes, or programme reputation.
- Prepare and contribute to stakeholder engagement, partnership, grievance, GEDSI, and safeguards reporting requirements, including progress reports, donor reports, monitoring reports, and lessons learned documentation.

4. Capacity Building, Systems Strengthening and Regional Best Practice

- Lead and coordinate capacity-building, workforce development, and learning activities across WRP countries, partners, and programme areas to strengthen technical, operational, institutional, and leadership capability across Pacific National Meteorological and Hydrological Services (NMHSs) and partner organisations.
- Support development and implementation of WRP capacity-building plans, training programmes, mentoring initiatives, workshops, learning exchanges, guidance materials, operational tools, and technical resources aligned with programme priorities and country needs.
- Identify and assess capacity gaps, institutional strengthening needs, operational challenges, and workforce development priorities across WRP countries and partners, and support development of targeted strengthening and sustainability approaches.
- Support strengthening and improvement of institutional, operational, governance, coordination, monitoring, reporting, and technical systems across WRP and Pacific Meteorological Services to improve programme delivery, operational readiness, sustainability, and regional coordination.
- Promote integration, harmonization, standardization, and interoperability of regional systems, operational approaches, technical processes, and programme activities where appropriate to strengthen regional collaboration and efficiency.
- Support implementation and adoption of technical, operational, and institutional improvements, including new systems, tools, technologies, procedures, and regional approaches across WRP countries and partners.
- Promote regional cooperation, peer learning, technical exchange, innovation, and sharing of lessons learned, success stories, and regional best practices across Pacific Meteorological Services, regional organisations, training institutions, technical agencies, and programme partners.
- Coordinate and strengthen collaboration with NMHSs, regional organisations, donors, technical agencies, training institutions, implementing partners, and other stakeholders to support Pacific-led approaches, regional alignment, and coordinated programme implementation.
- Monitor and evaluate effectiveness of capacity-building, institutional strengthening, and systems improvement activities, including tracking outcomes, indicators, lessons learned, and improvement opportunities to support evidence-based programme planning and continuous improvement.
- Support long-term sustainability, resilience, and institutional strengthening of Pacific Meteorological Services and WRP systems, including promoting workforce retention, succession planning, institutional ownership, operational sustainability, and lifecycle planning approaches.
- Provide strategic and technical advice to management, partners, and stakeholders on capacity development, institutional strengthening, operational improvement, regional cooperation, sustainability, and emerging capability or operational risks.
- Support alignment of WRP strengthening activities with PMC priorities, regional frameworks, donor requirements, international standards, and Pacific regional best practice approaches.

5. GEDSI & Environment and Social Safeguards Compliance, Monitoring, Reporting, and Risk Management

- Monitor implementation of Environmental and Social Safeguards (ESS), GEDSI, occupational health and safety (OHS), community safety, and contractor compliance to ensure adherence to SPREP policies, donor requirements, international standards, and approved safeguard measures.
- Support the identification, assessment, mitigation, monitoring, and reporting of environmental, social, operational, and reputational risks that may affect programme delivery or stakeholder wellbeing.
- Conduct safeguards monitoring visits, compliance reviews, and audits, and provide recommendations and corrective actions to address identified gaps and non-compliance issues.
- Monitor implementation of safeguard mitigation measures, inclusion actions, corrective action plans, and agreed risk management measures across programme activities.
- Support inclusive stakeholder engagement processes, community consultations, and grievance redress mechanisms, ensuring participation of vulnerable and marginalized groups.
- Monitor and report on GEDSI indicators, inclusion targets, and safeguards performance, including collection and analysis of sex-, age-, and disability-disaggregated data where required.
- Support incident management and reporting processes, including timely documentation, escalation, follow-up of serious incidents, grievances, SEA/SH matters, OHS incidents, and other safeguard-related issues.
- Maintain safeguards, GEDSI, consultation, compliance, and monitoring documentation to ensure transparency, accountability, and audit readiness.
- Prepare and contribute to progress reports, donor reports, safeguards reports, risk reports, annual reports, steering committee papers, and other programme reporting requirements.
- Track programme performance, analyse safeguards and GEDSI data, and support evaluations, lessons learned processes, and continuous improvement initiatives

Responsibilities - Key Competencies

Business

Risk Management	Analyse and manage risk.
Communication	Exchange information through verbal communication

Customer

Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Organisational Values	Display the organisation's image and value standards.
Social and Cultural Awareness	Respond respectfully and effectively to people of different cultural and social backgrounds.

People

Problem Solving	Develop practical solutions to a situation.

Professional

Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.

Role Performance Measure

No performance measures found.

Qualifications

Qualification	Discipline	Notes
Preferred		
Bachelor Degree	Environmental Science, Social and Community Services, Social Science, International Development, Gender	

Work Knowledge and Experience

Minimum qualifications of a Bachelor's degree in Gender Studies, Environmental Science, International or Community Development, Human Rights, Sociology, Development Studies, Governance, Safeguards or relevant field. A higher qualification would be an advantage.

Minimum 5 years of progressive experience in GEDSI and environmental and social safeguards implementation, preferably in the Pacific Islands region or other Small Island Developing States (SIDS) contexts.

Extensive knowledge and demonstrated working experience in international and regional GEDSI and environmental and social safeguards frameworks including capacity building, training design and delivery, and institutional development related to environmental and social safeguards.

Proven experience in conducting environmental and social impact assessments, developing comprehensive safeguards instruments (ESMPs, RAPs, IPPs, SEPs), and monitoring safeguards compliance in diverse cultural and environmental contexts.

Strong experience in stakeholder engagement, community consultation, and grievance mechanism design and management, particularly in cross-cultural and multilingual environments.

Excellent understanding of Pacific Island environmental, social, cultural, and governance contexts, including traditional knowledge systems, customary land tenure, and indigenous rights frameworks.

Excellent written and verbal communication skills including high level presentation and interpersonal skills, collaboration donors and partners with sound experience in capacity building and maintaining effective relationships with a diverse group of people within a multi-disciplinary and multi-cultural team environment.

• GEDSI Integration and sensitisation • GEDSI policy application • Environmental and social impact assessment methodologies. • Safeguards policy interpretation and practical application. • Stakeholder engagement and participatory consultation techniques. • Grievance mechanism design, implementation, and management. • Cross-cultural communication and conflict resolution.

• Pacific Island cultural, social, and environmental contexts. • Gender equality, disability, and social inclusion (GEDSI) mainstreaming. • Training design, facilitation, and capacity building delivery. • Project management and safeguards monitoring systems. • Institutional development and policy analysis. • International development finance and donor coordination

• Climate change adaptation and disaster risk reduction approaches • Traditional ecological knowledge and indigenous rights frameworks • Results-based management and performance measurement • Information management systems and knowledge platforms • Legal and regulatory frameworks (national and international) • Weather and climate services (specific to WRP programme support)

© HRmonise Pty Limited

• Sustainable Development Goals (SDGs) and international development frameworks • Regional GEDSI and environmental governance and CROP agency coordination • Emerging GEDSI and environmental and social issues in SIDS contexts • Digital platforms and communication technologies for engagement

Requirements

Language Proficiency

Fluency in English (written and verbal)

Interactions

Type	Interaction	Comments
Internal		
	WRPP Manager	Coordination and implementation
	WRPP Project Team..	Strategic and technical assistance
	CSI Management Unit	Collaboration and reporting
	EG Program Team	Advice and support
	Strategic Planning, Partnerships and Resource Mobilisation Department	
	Gender Adviser	
	SPREP Programme Staff..	
	Legal Services and Governing Bodies Department staff (Legal Officers, Advisers, Policy staff)	
	Communications and Knowledge Management Team	
	Information Services Department	
External		
	PMC Members and Ministers	Coordination, implementation and risk management
	Donors (DFAT, MFAT, etc.)..	Technical advice
	Communities and Civil Societies	Consultations and engagement
	Implementing partners..	Facilitation and collaboration
	Professional / Scientific organisations..	Communication and relationship management
	Regional / International organisations..	

Type	Interaction	Comments
	National GEDSI and Environmental Agencies.	
	Project-affected Communities across PICTs	

Attributes

No attributes found.

Required Statements

Project Backgorund

Weather Ready Pacific Programme

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

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

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

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

The WRP is designed to address these critical gaps and enable Pacific island countries and

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

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

The WRP Programme will be implemented in all the **Pacific Island Countries** (Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Republic of the Marshall Islands, Nauru, Niue, Palau, Papua New Guinea, Samoa,

Solomon Islands, Tonga, Tuvalu, Vanuatu) and **Territories** (American Samoa, Commonwealth of the Northen

Mariana's, French Polynesia, Guam, New Caledonia, Tokelau, Wallis and Futuna).

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

1. **Programme Management and Implementation**: Ensuring the strategic alignment and effective rollout of the programme's initiatives. This includes supervising various tasks, coordinating with stakeholders, monitoring progress, and making necessary adjustments to achieve the objectives.
2. **Financial Management**: Overseeing the budgetary allocations, ensuring judicious utilisation of funds, tracking expenses, and managing financial reports and audits. It also involves guaranteeing transparency and accountability in all financial dealings.
3. **Procurement**: Handling the process of acquiring necessary goods, services, or works at the best possible price. This encompasses drafting specifications, soliciting bids, evaluating offers, and finalising contracts while adhering to a fair, transparent, and efficient procedure.
4. **Administration**: Managing the daily operations, which include ensuring smooth communication among team members, maintaining records, and overseeing the

logistical needs of the programme.

5. **Coordination**: Coordinate efforts in the early warning systems in the region with other projects and programmes as well as development partners through the Pacific Partnership Coordination Platform, the PMC, EW4ALL, SOFF, the Liaison Platform and other mechanisms or initiatives
6. **MERLA**: Overseeing monitoring, evaluating, reporting, learning and adaptation across programme and project delivery

The establishment of the PMU aims to streamline operations, maintain accountability, and ensure that the programme meets its targets efficiently and effectively.

Work Complexity

Most challenging duties typically undertaken:

- Mainstreaming GEDSI and ESS Into Technical Programmes
- Managing Sensitive Community and Safeguarding Issues
- Balancing Donor Requirements with Pacific Contexts
- Influencing Without Direct Authority
- Managing Regional Complexity Across Multiple Countries
- Ensuring Safeguards Are Operational, Not Just Paper Compliance
- Identifying and Managing Risks Early
- Maintaining Strong Reporting and Compliance Under Pressure
- Changing Institutional Culture
- Managing Reputational and Political Sensitivities

Level of Delegation

- The position holder does not directly manage staff or a budget therefore has no delegation of authority.
- Can identify funding opportunities for work programme activities.

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

REMUNERATION PACKAGE – TERMS & CONDITIONS

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

Duration: Appointment is for an initial term of 3 years. Any contract extension beyond this period will be subject to the project time frame and decisions, funding availability and performance during this initial term.

Salary: Salary is denominated in International Monetary Fund Special Drawing Rights (SDRs).

Remuneration for this post falls within Band 10 of SPREP's salary scale. Starting salary will be SDR30,237 per annum. Currently, the equivalent is SAT115,393 per annum. Upon

confirmation of probation, salary will be adjusted to SDR34,016 which is equivalent to SAT129,817 per annum. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required.

Cost of living differential allowance (COLDA): A Cost-of-Living Differential Allowance of SDR 4,256 will be paid to the successful candidate. This is currently equivalent to SAT16,244. Cost-of-living differential allowance reflects the comparative cost of living difference between Suva and Apia. This allowance is reviewed periodically based on data determined by an independent reviewer.

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

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

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

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

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

FOR STAFF RECRUITED FROM OUTSIDE SAMOA, THE FOLLOWING APPLIES*:*

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

- economy class airfares

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

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

Temporary Accommodation and Assistance: On arrival in Apia, the appointee and dependent(s) are entitled to temporary accommodation at a suitable hotel or other fully

furnished accommodation for up to 6 working days. The appointee will be assisted to settle into Apia. This will include help in finding suitable rental accommodation.

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

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

FOR ALL INTERNATIONALLY RECRUITED STAFF, THE FOLLOWING APPLIES:

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

School Holiday Travel: One return economy class flight each year between the place of education (taken to be recognised home) and Apia by (i) each dependent child being educated outside Samoa or

(ii) the staff member or spouse to visit the child, providing the journey is not made within the final 6 months of the contract.

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

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

Security Assistance: Security-related expenses maybe reimbursed against actual receipts up to

SAT2,400 per annum as stipulated under SPREP's Security Assistance policy. **Annual Leave**: 25 working days a year (up to a maximum accumulation of 50 days). **Sick Leave:** 30 working days a year (up to a maximum accumulation of 90 days).

Other Leave: Provisions also exist for maternity, compassionate, paternity, examination and special

leave (without pay).

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

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

Life and Accidental Death and Disability Insurance Policy.

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

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

Gratuity Payment: Nationals of Samoa are entitled to a gratuity payment equivalent to two week's salary, upon successful completion of 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

How To Apply

--

Contact for Enquiries

Contact Name: Shinae Sosene Feagai

Contact Email: shinaesf@sprep.org

Further Contact Information: (685) 21929 ext 233

Closing Date: 07 Aug 2026

© HRmonise Pty Limited