APPLICANT INFORMATION PACKAGE

Infrastructure and ICT Adviser – Weather Ready Pacific Programme (IIA – WRPP)

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 Marshalls Islands, Solomon Islands and Vanuatu.

SPREP has around 160 staff and has an annual budget of approximately USD49 million in 2025.

The establishment of SPREP in 1993 sends a clear signal to the global community of the deep commitment of Pacific island Governments and Administrations for better management of the environment within the context of sustainable development.

The strategic direction for SPREP is clearly set out in the 2017-2026 SPREP Strategic Plan. The Plan outlines the mandate, vision and programmes for the organisation, and places strong emphasis on effective delivery of services to SPREP Member countries and territories.

Mandate

SPREP's **mandate** is to promote cooperation in the Pacific region and provide assistance to Pacific island countries and territories in order to protect and improve its environment and to ensure sustainable development for present and future generations.

Vision

SPREP is guided by its **vision for the future:**

> "*A resilient Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures*".

Members

SPREP has 21 Pacific island member countries and territories:

▪ American Samoa	▪ Northern Marianas
▪ Cook Islands	▪ Palau
▪ Federate States of Micronesia	▪ Papua New Guinea
▪ Fiji	▪ Samoa
▪ French Polynesia	▪ Solomon Islands
▪ Guam	▪ Tokelau
▪ Kiribati	▪ Tonga
▪ Marshall Islands	▪ Tuvalu
▪ Nauru	▪ Vanuatu
▪ New Caledonia	▪ Wallis and Futuna
▪ Niue	

and 5 'metropolitan' member countries with direct interests in the region:

- Australia,
- France,
- New Zealand,
- United Kingdom 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**

B. 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 (PMC) as a 10-year, and over USD 167M 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:

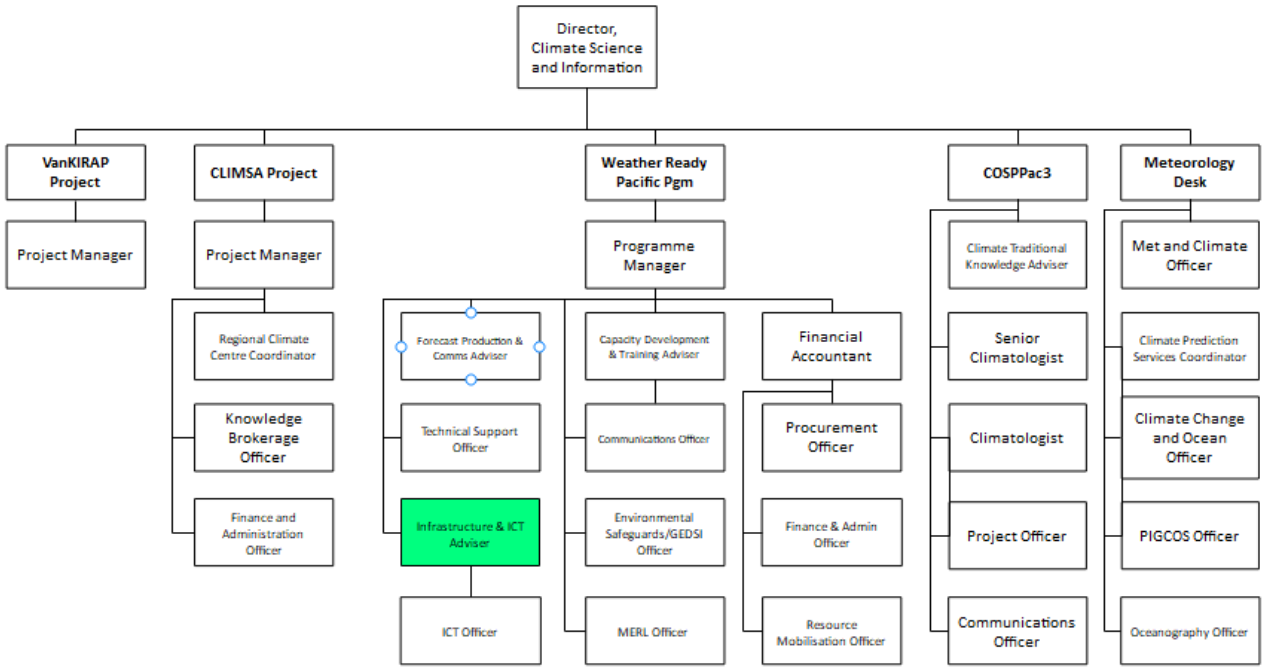
1. **Programme Management and Implementation**: Ensuring the strategic alignment and effective rollout of the programme's initiatives. This includes supervising various tasks, coordinating with stakeholders, monitoring progress, and making necessary adjustments to achieve the objectives.
2. **Financial 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

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

C. JOB DESCRIPTION

Job Title:	Infrastructure and ICT Adviser- Weather Ready Pacific Programme (IIA-WRPP)
Programme:	Climate Science and Information
Team:	Weather Ready Pacific Programme
Responsible To:	Manager- Weather Ready Pacific Programme (WRPP)
Responsible For: **(Total number of staff)**	1
Job Purpose:	**This job exists to:** • Lead the development of and implementation of the Weather Ready Pacific work program related to Infrastructure and ICT capabilities. • Lead the coordination of infrastructure and ICT related activities across the Climate Science and Information and Programme to support the wider implementation of the Pacific Islands Meteorological Strategy (PIMS). • Provide strategic, and technical advice to SPREP Member to support their priorities in enhancing Infrastructure and ICT capabilities, including coordination with partners in Pacific Island countries and Territories
Date:	May 2025

Organisation Context



Key Result Areas

The position of **Infrastructure and ICT Technical Adviser - Weather Ready Pacific Programme** addresses the following Key Result Areas:

1. Leadership and management
2. Strategic and technical advice
3. Networking, partnerships and collaboration
4. Project management, oversight and support
5. Monitoring, evaluation and reporting
6. Communications, capacity building and training

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

Jobholder is accountable for	Jobholder is successful when
1) **Leadership and management** a) Provide leadership and overall management of the Weather Ready Pacific (WRP) infrastructure and ICT team and work closely with the thematic teams within WRP and within the Climate Science and Information (CSI) Programme to foster greater synergies, collaboration and integration on infrastructure development and ICT needs and activities. b) 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 for the Infrastructure and ICT Team. c) Develop, manage, and implement the WRP and infrastructure and ICT team's contribution to the SPREP Performance Implementation Plan (PIP) and Results Framework d) Develop a Work Programme for the WRP Infrastructure and ICT team and manage its implementation through the Annual Work Plan and Budget (AWP&B) and PIP processes including strategic guidance and forward-looking planning. e) Provide technical guidance and advice to the team as well as quality control of their work f) Lead and work with the project team in the development, monitoring and assessment of Performance Development Plans as well as the necessary continuous learning and development to support their work	• WRP and CSI Infrastructure and ICT work programmes are developed and implemented. • The WRP team is a high performing team that delivers on its Infrastructure and ICT Annual Work Plan and Budget (AWP&B) objectives and meets strategic priority targets • An enabling environment for continuous professional development and for nurturing positive and healthy staff in place • Role model for leadership in SPREP • The WRP team's work across Infrastructure and ICT is well integrated and understood across all SPREP programmes • Staff Performance Development Plans are developed and assessed on time • Country issues in infrastructure and ICT assets and capabilities including learning and development needs are addressed in a timely and effective manner • Joint inter and intra programme planning, delivery and monitoring and evaluation in close consultation with the WRP Manager and Director of the CSI Programme • Fully accountable to corporate responsibilities including budget management, financial reporting, staffing issues and other general management requirements • SPREP recognised as a centre of excellence for climate science and information • GEDSI is mainstreamed across WRP Infrastructure and ICT Projects.

g) Provide management oversight of the work of the team including compliance with key internal policies h) Lead the WRP coordination and sustainability support for the Regional Instrument Centre and maintenance capability, in Nadi, Fiji. i) Provide guidance and management oversight of the infrastructure and ICT projects of WRP. j) Work with the GEDSI Officer to ensure that gender and human rights-based approaches are effectively mainstreamed and integrated into WRP infrastructure and ICT projects.	• The Regional Instrumentation Centre and maintenance capabilities, in Nadi is functional and operational • Asset management capabilities are established in the Pacific • New and innovative technology initiatives established
2) **Strategic and technical advice** a) Provide high quality strategic and technical input and advice for the implementation of effective and appropriate activities by WRP and its partners. b) Oversee the technical design and specifications to guide procurement and contracting of services to improve infrastructure and ICT capability across the WRP Programme. c) Provide strategic direction on regional approach (working in collaboration with the Monitoring and Evaluation (MERL) Officer and Sustainability Adviser) to develop and sustain as well as maintain infrastructure and ICT to support, environmental monitoring, forecast warning services and hazard preparedness in the Pacific context. d) Coordinate with the WRP TEC Committee, PMC Panel on Communications and Infrastructure Education, Training and Research (PIETR) and the other Panels of PMC. e) Support NMHS in strengthening infrastructure and ICT to support environmental monitoring, data managements and the production and dissemination of impact-based forecasts and warnings. f) Establish regional enablement functions, physical facilities, strategies and plans to support regional initiatives (e.g. regional meteorology and technician training centre and regional instrument calibration/maintenance centre) and design of operating business model, particularly as technology evolve. g) Manage regional observation network plans/strategies and asset plans, and coordinate national plans.	• Accurate and effective technical support is provided to stakeholders and partners in the implementation countries. • Programme activities are implemented and sustainable; and technical support from SPREP programmes and external partners, and community participation, is effectively engaged and delivered. • Programme activities are promoted as model approaches nationally, regionally and internationally. • Programme sustainability strategies are in place, implemented and transitioned into business-as-usual operations. • The training programmes of the WRP has captured current and future technology requirements and are well coordinated. • WRP activities are coordinated well with Members and Partners through the WRP TEC Committee, PICI, PIETR and other Panels of the PMC • Regional Infrastructure and ICT development and training initiatives are implemented. • Delivery of ICT Activities are coordinated with the SPREP ICT Team

h) Lead the overall coordination of WRP infrastructure development and ICT with other programmes, implementing partners and institutions i) Coordinate and implement regional and national meetings related to the Programme delivery. j) Coordinate with SPREP Information Services Department on ICT requirements and activities including eLearning platforms k) Produce relevant technical reports with the support and advice of the Programme team and partners.	
3) **Networking, partnerships and collaboration** a) Maintain and strengthen effective partnerships and collaboration with participating countries, implementing partners, donors, private sector and other stakeholders on Infrastructure and ICT capabilities and projects. b) Multi-Hazard Early Warning Systems (MHEWS) partnership coordination with United Nations Office for Disaster Risk Reduction (UNDRR), other partners for Early Warnings for All (EW4ALL), ITU, IFRC, WMO for Climate Risk and Early Warning Systems (CREWS), SPC and Systematic Observations Financing Facility (SOFF). c) Provide reports to the PMC, Pacific Ministerial Meeting on Meteorology (PMMM) and the Pacific Partnership Donor Coordination to secure new partnerships for the WRP Programme	• New Infrastructure and ICT Partnerships secured and maintained for the WRP • Successful relationships with countries and partners result in achievement of infrastructure and ICT projects outcomes and well as the Programme outcomes overall. • Alignment of and appropriate reporting on Early Warning Systems with key partners on MHEWS. • The WRP Infrastructure and ICT projects are recognised for its collaborative achievements, resource and knowledge sharing e.g. co-delivery of projects. • Mutual benefits and success stories • Strong communications channels established • Diverse stakeholder involvement in WRP Infrastructure and ICT projects
4) **Resource mobilisation, project management, oversight and support** a) Manage budgets related to infrastructure and ICT activities b) Assists in the identification, securing, and mobilising infrastructure, ICT and asset management resources for WRP and CSI to assist Member countries c) Ensure efficient use of recourses and maintain quality standards. d) Design, develop and coordinate funding concepts and proposal developments from multilateral funding mechanisms and bilateral funding that support WRP, CSI and Member infrastructure and ICT priorities e) Provide updates, communications and risk strategies to WRP Manager, SPREP, PMC, WRP Steering Committee, Donors and all stakeholders WRP	• New funding concepts developed and submitted • Existing and new funding opportunities are secured for programme and team activities • Project development and management support is provided to SPREP projects • A Resource Mobilisation Strategy for WRP is endorsed and implemented • The Programme team is a high performing team that delivers on its AWP&B objectives within the agreed timeframe and achieves Programme outcomes. • The team's work is well integrated and contributes to SPREP programmes as appropriate. • Programme risk properly identified and mitigated.

f) Provide input to overall and annual work plans, procurement plans, risk strategies and exit strategies. g) Identify risk in Programme delivery related to infrastructure and ICT, including associated training projects and activities and ensure effective troubleshooting is provided to relevant stakeholders. h) Provide guidance to PMU and implementing partners, and assistance in quality control and assurance. i) Ensure that PMU and implementation partners deliver timely and effective activities as committed in partnership agreements. j) Provide management oversight of WRP Infrastructure and ICT projects and explore opportunities for joint projects across the CSI Programme and SPREP thematic areas a) Manage timelines, deliverables, and coordination with stakeholders. a) Participate in the WRP Technical Committee and report to the WRP Manager and Director CSI on project progress b) Support the development and maintenance of a Resource Mobilisation Strategy to facilitate the implementation of the Weather Ready Pacific and CSI Programmes.	• Programme is successfully implemented within the approved timeframe by SPREP and Programme implementation partners. • Stakeholders have clear visibility of status of delivery, progress and roadblocks. • Donor and other reports are submitted and received within agreed timeframes. • Gender and human rights-based approaches are effectively mainstreamed into implementation of Programme activities on Infrastructure, ICT and asset management including associated Training.
5) Monitoring, evaluation and reporting a) Contribute to developing and implementing the monitoring and evaluation framework for the Programme in collaboration with the Monitoring and Evaluation (MERL) Officer. b) Establish and track KPIs and outcomes for ICT and infrastructure activities. c) Work closely with MERL teams to develop tools to monitor and evaluate the effectiveness of Infrastructure and ICT activities. d) Document infrastructure and ICT lessons learned and contribute to knowledge-sharing efforts. e) Survey and keep records of infrastructure and ICT assets (condition, maintenance, gaps, needs) and EW4All roadmaps of each PMC members. Implement an asset information system for the Pacific. f) Prepare technical briefs and performance reports for Senior Leadership Team, the PMC and their Panels, PMMM, WRP SC, WRP TEC, PRP Regional Risk and MHEWS Technical WG and donors as required.	• Effective WRP Infrastructure and ICT capability related work plans are developed in collaboration with partners, countries, local communities and the donor. • SPREP, PMC, PMMM, WRP SC WRP TEC, PRP Regional Risk and MHEWS Technical WG and Donors are provided reports as required and reporting procedures as agreed for the WRP are applied. • Up-to-date records of state of infrastructure, maintenance and service/data quality, and EW4ALL activities and roadmaps • In-country Capacity development and Training Programme activities related to infrastructure are working effectively. • Monitoring and evaluation of the infrastructure and ICT activities is undertaken on a regular basis and informs Programme implementation and recorded in the PIMS. • Proper systems to track ICT and infrastructure outputs (e.g. Maintenance, participants, hours) and outcomes (improved ICT and Infrastructure capabilities) and in place

g) Provide update reports and summaries to donors, partners and SPREP Members on the progress of the Programme.	• Feedback from participants and partners a are systematically collected and used to improve future programs
6) Communication, capacity building and training a) Develop and implement a capacity development and training strategy aligned with Program activities related to infrastructure and ICT systems b) Coordinate related capacity building and training support for stakeholders c) Map and update ICT and Infrastructure capacity of WRP beneficiaries d) Coordinate with infrastructure and ICT experts, consultants, and trainers e) Assess, review and compile country capacity and training needs in relation to the WRP infrastructure, ICT and asset management, frameworks, requirements and compliance issues and ensure relevant measures and work with WRP Capacity development and training Advisor to address these f) Evaluate relevant training modules, update regularly and develop comprehensive infrastructure and ICT training materials and handbooks g) Provide infrastructure and training to WRP Beneficiaries Review training materials to ensure their effectiveness	• Capacity development and training strategy developed and aligned with desired program outcomes. • Capacity building and training activities on infrastructure and ICT for stakeholders are well coordinated • A well-documented infrastructure and ICT needs report of WRP beneficiaries is undertaken and addressed • Member country infrastructure and ICT profiles are developed • Infrastructure and ICT training modules designed and suitable for use in the region • Comprehensive handbooks and training materials on infrastructure and ICT are designed and well documented to support WR capacity building and training activities and initiatives

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 Manager – Weather Ready Pacific 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:

- Develop and maintain a regional/pacific infrastructure and ICT architecture strategy and design
- Ensuring overall delivery of all infrastructure and ICT activities in the countries and territories within approved timeframes
- Develop a regional approach to ensuring technical systems and infrastructure implemented can be sustainability supported and maintained by the countries and territories
- Establish the pacific asset management policy, oversee and improve asset management capability
- Establish and maintain regional observing network plans/strategies and asset plans and coordinate the updates of national plans.
- Establish the Regional Training Centre and Regional calibration/maintenance centre function to support infrastructure and services ongoing.
- Maintaining effective and productive relationships with national agencies and counterparts
- Leading and managing a technically complex work area and coordinating with the Programme team and multiple implementing partners
- Coordination and collaboration with other regional agencies and stakeholders
- Support in building partnerships with various infrastructure and ICT venders and suppliers and networks across the member countries for advancing the infrastructure and ICT project of WRP.
- Support in securing funding and resources for long term infrastructure sustainability
- Identify and draw on relevant experience, innovations and tools from various countries on infrastructure and ICT for WRP.
- Coordinate closely with the member countries, international organizations and networks, infrastructure professionals and experts, private sector, financing institutions and all other relevant stakeholders.

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
External	
• Member countries • Donors (DFAT, MFAT, etc) • Implementing partners • Professional / Scientific organisations • Regional / International organisations including WMO	• Advice and assistance • Consultations and collaboration • Reporting • Negotiations • Communications
Internal	
• Executive • Programme Management Unit • SPREP programme staff • Pacific Meteorological Desk Partnership • Pacific Climate change Centre	• Leadership and management • Supervision and delegation • Advice and support • Partnership and collaboration • Coordination

Level of Delegation

The position holder:

- Coordinate with regional technical and academic institutions and networks (e.g. NIWA, MetService, BOM, NOAA, USP, JICA etc) and global organisations (e.g. WMO, ITU, UNDRR etc) to ensure effective infrastructure and ICT activities across the Weather Ready Pacific Program and the Climate Science and Information (CSI) Program as a whole.
- Lead the implementation of Infrastructure and ICT project and activities for the WRP.
- Lead the coordination of the Pacific Island Communications and Infrastructure (PICI) Panel of the PMC
- Support the engagement of WRP with Donors for resource mobilisation
- Manages budget allocations for Infrastructure and ICT projects and activities

Person Specification

Qualifications

Essential
1. Minimum qualifications of a Master degree or higher in Science, ICT, Engineering, project management or other relevant technical field OR a Bachelor degree in lieu, with applied relevant work experience and excess of the minimum required relevant work experience.

Knowledge / Experience

Essential
2. At least 10 years of extensive management and technical experience on leading programmes/projects related to meteorology, ICT systems, observing infrastructure and/or early warning systems, with at least 7 years of this experience in a role requiring a similar degree of versatility and responsibility, preferably within the Pacific islands region.
3. Extensive knowledge of global and regional issues, in particular ICT systems, observing infrastructure, hazard response and/or early warning systems and sustainable asset management.
4. Extensive 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
5. Excellent infrastructure delivery management and relationship management experience that demonstrates a high level of professional and constructive engagement with a diverse range of stakeholders
6. Excellent experience in communication, negotiation and reporting across diverse audiences, as well as experience in infrastructure and ICT, particularly in the Pacific setting.
7. Extensive experience in the following; a) project management and delivery experience including high level advisory and analytical skills b) Experience with donor funded projects (e.g. DFAT, MFAT, EU, UN etc) c) Proficiency in MS Office and online learning platforms

Key Skills / Attributes / Job Specific Competencies

Expert level	• Strategic Leadership and advisory in Infrastructure, ICT and/or observing technology. • Stakeholder management, monitoring and evaluation • Procurement and Contract management
Advanced level	• Project delivery and project management • Requirements gathering and specifications development
Working Knowledge	• Early Warning Systems in the Pacific islands region • Training and capacity building • General management principles

	• Gender equity, disability and social inclusion in implementation • Monitoring, Evaluation and Reporting • Resource mobilisation
Awareness	• SPREP Strategic Plan • SPREP Work Programmes • SPREP Performance Implementation Plan • UN Early Warnings For All Initiative

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.

D. 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 12 of SPREP's salary scale. Starting salary will be SDR41,822. This is equivalent to Samoan Tala is SAT$159,604 per annum. Upon confirmation of probation, salary will be adjusted to SDR47,049 which is equivalent to SAT179,554 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 SDR5,233 will be paid to the successful candidate. The current equivalent in Samoan Tala is SAT$19,970. 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

- 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 Suva 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 Infrastructure and ICT Adviser - Weather Ready Pacific Programme** " 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 Infrastructure and ICT Adviser - Weather Ready Pacific Programme** "

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

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

Closing date: Friday, 20 June 2025: Late applications will not be considered.

SPREP is an Equal Opportunity Employer