SPREP
Secretariat of the Pacific Regional Environment Programme

APPLICANT INFORMATION PACKAGE

MONITORING, EVALUATION, RESEARCH, LEARNING AND ADAPTATION OFFICER – WEATHER READY PACIFIC PROGRAMME (MERLAO – 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
- 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; and
- **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**:

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

B. WEATHER READY PACIFIC

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. 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 and wider multi-hazard early warning services (MHEWS) sector 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 and other MHEWS agencies 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.

WRP is a transformative programme 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 consistent with 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 Science and Information 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, acting as the principal organisation for the WRP in the Pacific via the PMDP (Pacific Meteorological Desk Partnership), is mandated to form a WRP Programme Management Unit (PMU). This PMU's core responsibilities include:

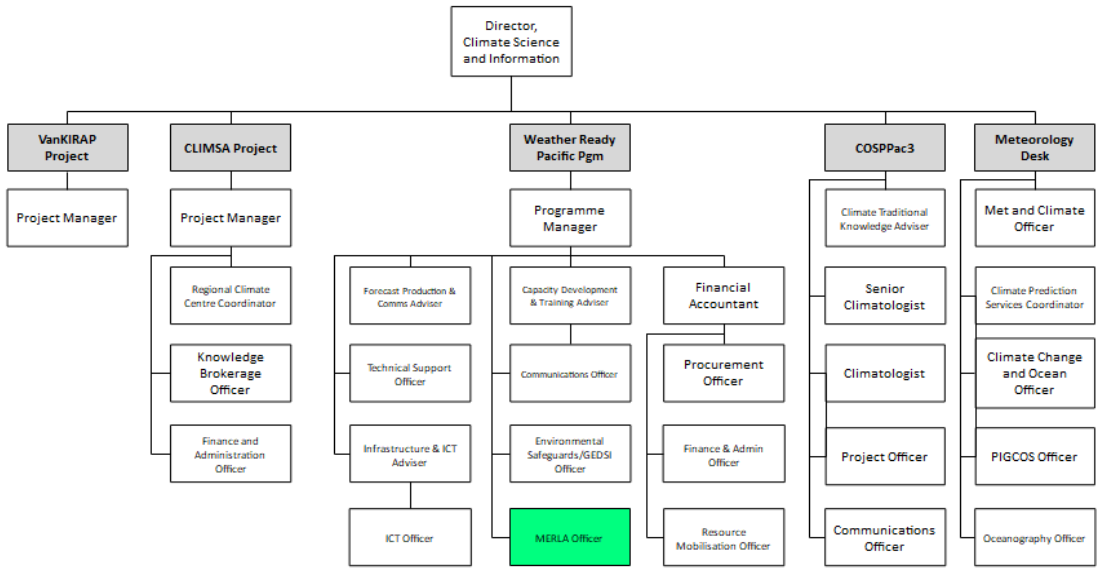
1. **Programme Management and Implementation**: Ensuring the strategic alignment as well as the effective and sustainability rollout of programme initiatives. This includes supervising various tasks, coordinating with stakeholders, promoting best practice, monitoring and evaluating progress, supporting research, reflection and learning, and making necessary programme adjustments to achieve the intended objectives and outcomes.
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, effectively and sustainably.

C. JOB DESCRIPTION

Job Title:	Monitoring, Evaluation, Research, Learning and Adaptation (MERLA) Officer
Programme:	Climate Science and Information
Team:	Weather Ready Pacific Programme
Responsible To:	Programme Manager - Weather Ready Pacific Programme (WRPP)
Responsible For: **(Total number of staff)**	Nil
Job Purpose:	**This job exists to**: • Implement, review and adapt the Weather Ready Pacific Programme's decadal Monitoring, Evaluation, Research, Learning and Adaptation (MERLA) Framework. • Provide analysis, advice and technical assistance on MERLA, including capacity building, awareness, and knowledge management to support impact and evidenced-based reporting and stakeholder communications. • Champion MERLA amongst WRP partners, stakeholders and within SPREP.
Date:	October 2025

Organisation Context



Key Result Areas

The position of **Monitoring, Evaluation, Research, Learning and Adaptation (MERLA) Officer - Weather Ready Pacific Programme** addresses the following Key Result Areas:

1. WRP MERLA management, implementation and coordination
2. Technical advice and assistance
3. Institutional strengthening and capability building
4. Learning and adaptations
5. Accountability, Impact reporting and Communications

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

Jobholder is accountable for	Jobholder is successful when
1. WRP MERLA management, implementation and coordination a) Lead on the overall management, coordination and implementation of WRP's MERLA Framework in a manner consistent with WRP Principles and research ethics. b) Regularly review and implement WRP's MERLA work plan and budget to identify appropriate funding, timing and risks for WRP's MERLA activities. c) Coordinate closely with PMDP to ensure alignment with and reporting through to the PIMS. d) Coordinate closely with SPREP's Monitoring and Evaluation Adviser to ensure alignment and reporting up through SPREP's MEL Framework. e) Implement and/or coordinate WRP MERLA activities (including monitoring progress, evaluating results, research, learning and adaptation, reporting) together with implementing and executing agencies, development partners and complementary programs and projects. f) Collaborate with the Communications and Knowledge Management Officer to coordinate WRP story telling through five story types to support qualitative data collection, analysis and reporting. g) Adopt and promote use of Pacific MERLA methodologies to collect, analyse and share	• WRP is recognised by its direct stakeholders, executing agencies and development partners as having robust MERLA capacity and a focus on results. • WRP six-monthly and annual planning integrates appropriate MERLA considerations. • WRP's MERLA Framework and processes are well integrated, understood and implemented by all WRP PMU staff and executing agencies. • WRP MERLA approaches are grounded in Pacific methodologies. • WRP results and achievements are regularly reported through PIMS and SPREP processes and reflected in WRP communications. • WRP's Risk Management Matrix includes MERLA risks and mitigations.

WRP MERLA data, information and learnings. h) Procure, contract manage and oversee WRP's staged evaluative reviews and supplementary evaluation approaches in line with the Evaluation Steering Group Terms of Reference. i) Support and track WRP's formal and participatory action research opportunities.	
2. Technical advice and assistance a) Provide technical advice and guidance to Pacific NMHS and other executing and implementing agencies, and development partners on MERLA. b) Provide MERLA technical advice and guidance to the PMDP and SPREP's Governance and Operations to ensure the effective and efficient integration and implementation of WRP's MERLA Framework with the PIMS and SPREP MERLA Frameworks, including any policy/process updates where required. c) Collaborate with the WRP Communications and Knowledge Management Officer produce timely progress/result information products, as requested. d) Develop, deliver, and refine MERLA tools, templates and guidelines to ensure they are fit-for-purpose to support the effective implementation of WRP's MERLA Framework.	• Technical and policy advice on MERLA matters is well researched/consulted, relevant and timely. • WRP MERLA Framework and standards reflect best practice (Pacific and international). • Technical and policy advice strengthen MERLA, and its key uses in the region. • WRP projects, activities and operations successfully integrate and implement WRP's MERLA approaches and practice.
3. Institutional strengthening and capability building a) Develop and implement regional and national MERLA capability strengthening activities (training, coaching or other) for the WRP PMU and executing agency staff to complement existing activities in the region. b) Adopt Pacific training and knowledge sharing methodologies where possible. c) Support WRP executing agencies to enhance their own MERLA systems where necessary. d) Contribute to SPREP/WRP representation at regional/national CROP MEL Working Group	• Improved MERLA practice and awareness within SPREP and across WRP executing agencies and stakeholders. • PMU, Pacific NMHS and executing agencies embrace a MERLA culture of learning demonstrated through the effective application of MERLA across WRP projects. • SPREP/WRP's contribution to the 2050 Strategy MEL Working Group recognised.

and relevant MEL networks/communities of practice.	
4. Learning and adaptations a) Coordinate, implement and record learning, reflection and knowledge sharing activities to identify lessons learnt from pilots and activities in the WRP Lessons Learned Document Register. b) Regularly review and amend all WRP data collection and reporting tools/templates, in line with lessons learnt. c) Record all approved WRP decisions and changes in the WRP adaptations register. d) Circulate WRP research findings regionally through WRP's knowledge management platform or via other publicly available avenues. e) Establish learning agendas and reflection mechanisms (e.g., after-action reviews, learning workshops). f) Document best practices and success stories for internal and external dissemination. g) Promote evidence-based decision-making, feeding learning back into program design and planning. h) Lead periodic learning sessions with partners, donors, and stakeholders to foster continuous improvement.	• Continuous improvements and adaptations of WRP's projects/activities and operations are documented. • WRP systems, processes and tools are regularly updated. • Best practices documented and applied • Resources, interventions, and strategies are guided by data, analysis, and lessons learned. • program refinement, leading to adaptive management and better-targeted interventions. • An accountable program that WRP can demonstrate impact to donors, stakeholders, and beneficiaries while remaining flexible to changing contexts.
5. Accountability, impact reporting and communications a) In collaboration with the Communications and Knowledge Management Officer, ensure the WRP Framework, stories and results are consistently and effectively reflected within the WRP Communications and Engagement Plan. b) Collate and draft WRP's reports in line with the coordinated reporting arrangements. c) Regularly share WRP's progress and results at Steering Committee, Technical Committee and other regional or international meetings, as requested.	• WRP MERLA information and reports are timely and accessible. • WRP MERLA data and information is disseminated to direct (including community) and indirect stakeholders for information, awareness and promotion of WRP and MHEWS projects and activities in the region. • There is increased visibility and recognition of the impact of WRP achievements and the importance of the hydrometeorological sector. • Investor and other stakeholders existing accountability mechanisms is synchronised with WRP's approach

d) In close collaboration with SPREP and WRP PMU, identify, pilot and implement an integrated project/data management system that supports impact and evidenced-based reporting. e) In collaboration with the PMC PIMS and the WMO, develop, implement and update a dashboard with interactive features displaying WRP's headline indicator progress. f) As WRP's decadal MERLA Framework progresses, finalise the collection of baseline data against headline, high-level and implementation indicators. g) Annually review and update WRP's MERLA Framework; processes and systems, including targets to be specific, measurable, achievable, relevant and time-bound in line with regional and national strategies/policies. h) Complete all internal SPREP and PIMS monitoring and evaluation reporting requirements. i) Prepare high-quality donor reports (monthly, quarterly, annual) with accurate and evidence-based results data. j) support internal program reviews with clear dashboards, success stories, and lessons learned for decision-makers. k) Ensure alignment of all reports with donor frameworks (e.g., log frames, results matrices, SPREP Results Framework) l) Facilitate knowledge sharing through briefings, learning events, and cross-team collaboration.	

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 Programme 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:
• Streamlining MERLA activities/tools across the wide range of WRP executing agencies/stakeholders. • Establishing the timely collection of data from all executing agencies, particularly the last mile, through WRP data collection methods. • Ensuring the WRP MERLA Framework continues to accurately represent the national and regional priorities of the hydrometeorological and MHEWS sector. • Coordinating MERLA advice with other complementary programs and projects to support agency-specific MERLA frameworks and workplans.

Functional Relationships & Related Skills

Key internal and/or external contacts	**Nature of the contact most typical**
External • Steering Committee and PMC Members • WRP Executing agencies (ie. Pacific NMHS, Australian Bureau of Meteorology, Earth Sciences New Zealand, USP etc.) • WRP Investors (DFAT, MFAT, JICA, UNDRR, UKMO etc) • WRP Local Partners (Pacific central and local government authorities, industries, CBOs, communities) • Complementary programs and projects (COSPPac, ClimSA, PARTner, EW4ALL, WISER, CREWS, SOFF, SWFP etc.)	• Advice and assistance • Alignment with regional/national strategies • Consultations and collaborations • Monitoring and Evaluation • Coordination and Reporting • Communication • Capacity Building • Relationship building
Internal • WRP Programme Manager and Programme Management Unit (PMU) • SPREP CSI Management Unit • SPREP Executive Management • All SPREP staff across all SPREP Programmes	• Advice, assistance and alignment with SPREP policies and strategies • Consultations and collaborations • Monitoring and Evaluation • Reporting • Communications

Level of Delegation

The position holder:

- manages and advises a MERLA budget
- can identify 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 Monitoring, Evaluation, Research, Learning and Adaptation (MERLA), Development Studies, Meteorology/Climate or related Social Science discipline.

Knowledge / Experience

Essential

2. At least 5 years of relevant experience in monitoring, evaluation, research, learning and reporting of development programmes in the Pacific islands and territories.

3. Demonstrated extensive knowledge and experience in the following areas:
    a) Traditional, current and emerging monitoring and evaluation concepts, principles and practices and their application in the Pacific.
    b) Strengthening institutional and human capability and capacity of MERLA within Pacific contexts.
    c) Applying Pacific engagement and inclusive data collection, analysis, storage and sharing methodologies.
    d) Facilitating culturally appropriate and inclusive reflection sessions, workshops and partnership health checks.
    e) Coordinating and building capacity to conduct pilot project evaluations, training evaluations, and meeting/workshop evaluations.
    f) High quality writing including synthesising and translating scientific and technical information.

g) Relationship building with a broad range of government agencies, local partners, community groups, development partners, industry and complementary programs and projects. h) Reporting of scientific and technical information to a broad range of audiences i) Procuring and managing formal evaluation teams. j) Promoting application of lessons learned and programme adaptation.
4. Experience with Meteorology, Climate, Geo-hazards, Multi-hazard Early Warning Systems (MHEWS) and Disaster risk management concepts
5. Experience in developing and implementing monitoring and evaluation frameworks
6. Excellent written and verbal communications skills including high level of presentation and interpersonal skills with demonstrated experience in maintaining effective relationships with a diverse group of people and partner organisations
7. Excellent understanding and appreciation of environmental ethics, values and priorities within the workplace including working in a multicultural and multidisciplinary environment with teams of diverse technical backgrounds.

Key Skills / Attributes / Job Specific Competencies

Expert level	• Leadership skills. • Monitoring, evaluation, research and learning skills and competencies, particularly in relation to Pacific MERLA methodologies. • Ability to analyse and evaluate quantitative and qualitative data to a high quality and level of accuracy. • Facilitation of participatory processes and workshops, including use of Pacific methodologies. • Strategic advisory and analytical skills, with attention to detail. • Excellent English written and verbal communication skills including high level of presentation and interpersonal skills (knowledge of Pacific languages an advantage).
Advanced level	• Project development and management skills, including planning, budgeting, implementation and risk management. • A proactive, solutions-oriented mindset. • Initiative and ability to think outside the box in dealing with multiple tasks and demanding deadlines. • Database skills for entering, processing/cleaning, and extracting data
Working Knowledge	• Environmental issues in the Pacific islands' region • General management principles • WRP Decadal Program of Investment • PMC and PMC PIMS

	• UN Early Warnings for All Initiative • Financial management
Awareness	• SPREP Strategic Plan, Performance Implementation Plan and Monitoring and Evaluation Policy • Investor and OECD DAC Monitoring and Evaluation Standards • Fundamentals

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

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.

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 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 the contract, provided the contract is not extended or renewed. For project positions, upon successful completion of the project.

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

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

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

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

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

Equal Opportunities: SPREP is an Equal Opportunity Employer. Men and Women are equally eligible for all posts in SPREP.

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

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 Monitoring, Evaluation, Research, Learning and Adaptation (MERLA) Officer**" 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 Monitoring, Evaluation, Research, Learning and Adaptation (MERLA) Officer**"

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 14 November 2025: Late applications will not be considered.

SPREP is an Equal Opportunity Employer