SPREP
Secretariat of the Pacific Regional Environment Programme

APPLICANT INFORMATION PACKAGE
Marine Pollution Officer

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

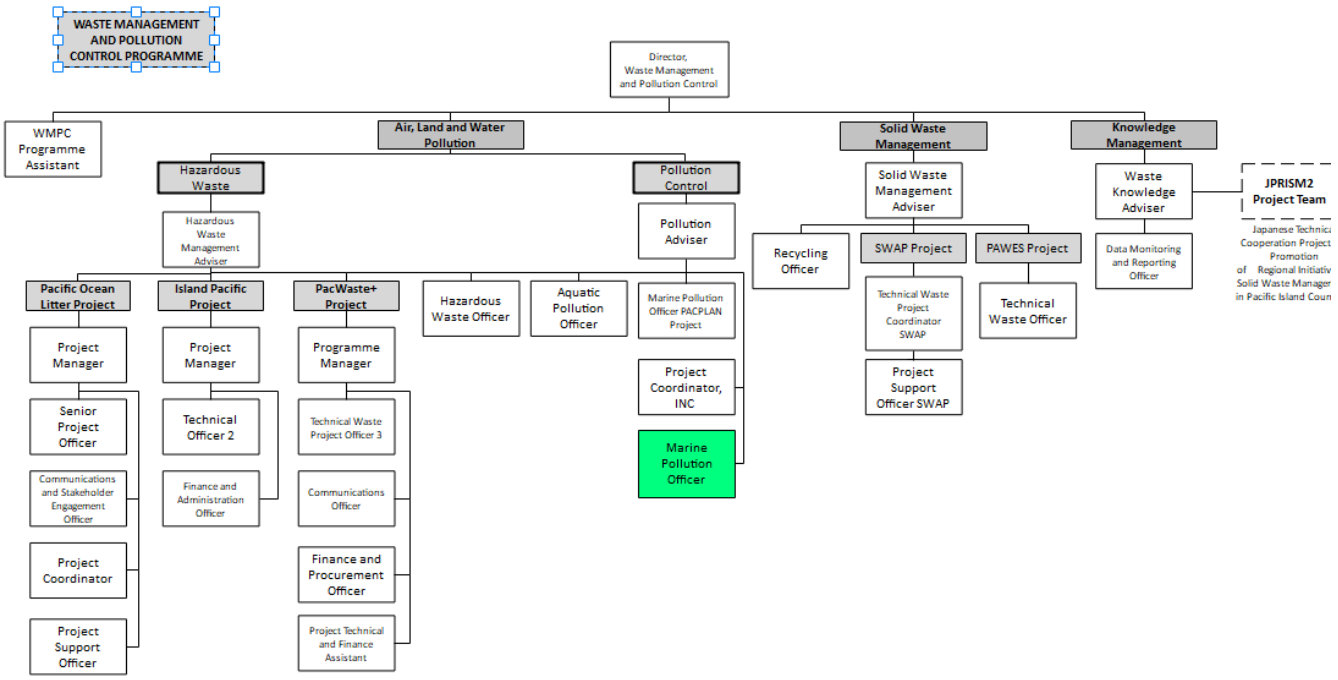
SPREP approaches the environmental challenges faced by the Pacific guided by four simple **Values.** These values guide all aspects of our work:

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

B. JOB DESCRIPTION

Job Title:	Marine Pollution Officer
Programme:	Waste Management and Pollution Control
Team:	Pollution Control
Responsible To:	Pollution Adviser
Responsible For: **(Total number of staff)**	Nil
Job Purpose:	**This job exists to**: • Provide technical advice for the protection of the marine environment by preventing, controlling, and mitigating pollution from various sources. • Support the planning, design, development and implementation of robust programme and project proposals and plans, aligned with strategic objectives and member needs.
Date:	May 2025

Organisation Context



Key Result Areas

The position of **Marine Pollution Officer** addresses the following Key Result Areas:

1. Technical and policy advice, support and facilitation
2. Project implementation and management
3. Communications and capacity building
4. Monitoring, evaluation and reporting
5. Financial and project administrative management
6. Networking, partnerships and collaboration

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

Jobholder is accountable for	Jobholder is successful when
1. Technical and policy advice, support and facilitation a) Provide technical and policy advice on marine pollution including oil spill response, marine litter (including plastic pollution), ballast water management, hull bio-fouling, dumping at sea to SPREP member countries. This includes overseeing oil pollution knowledge transfer to facilitate evidence-based decision-making and best practice adoption. b) Organise and deliver regional and national workshops related to relevant projects. Provide direct support to participating countries in implementing project actions, including technical and policy advice on maritime convention. c) Assist PICTs in developing national-level preparedness and response policies, practices, and procedures for chemical spill incidents, including improving their capacity and capability to manage such incidents and developing national/local marine pollution response plans. d) Assist in extending the knowledge of stakeholders in marine pollution prevention, enforcement and response as it relates to local and international fishing vessels, recreational craft and cruise liners. e) Assist Pollution Adviser with Cleaner Pacific Strategy, Pacific Ocean Pollution Prevention Programme (PACPOL) to be sufficiently responsive to the pace of change in maritime pollution response, new and emerging technologies, training techniques and expectations. f) Promote awareness among the general public on marine pollution sources and issues, fostering a lifelong respect for coastal and marine environments. Raise awareness among maritime	• Timely provision of information to support technical and policy advice to PICTs. • Well researched, relevant and timely technical and policy advice on marine pollution is provided, including detailed design activity components. • Regional and national workshops are implemented effectively, achieving their objectives, and are thoroughly documented for future reference and learning. • Participating countries demonstrably adopt best practices in marine pollution management as a direct result of the information and guidance provided, leading to measurable improvements in their practices. • Successfully integrated new and emerging technologies into the Cleaner Pacific Strategy and PACPOL, ensuring its responsiveness to the evolving landscape of maritime pollution response. • Project managed with participating countries where it is specifically requested and is effectively integrated into the project work plan, contributing to the successful achievement of project goals.

stakeholders (fishing vessel crews, recreational vessel operators, ship owners, shipping agents, etc.) g) Promote international best principles and practices in maritime business, port development, and operation, focusing on marine environment protection from ship-sourced waste. Support the implementation of world's best practices for preventing marine pollution from ship-generated waste h) Maintain ongoing capacity building and institutional strengthening activities in marine pollution prevention and response.	
2. Project implementation and management a) Support the Pollution Adviser to develop and implement an Annual and quarterly Work Plan and Budget (AWP&B) to support the donor projects annual work plan. b) Provide technical guidance and assistance to the Pollution Adviser as well as quality control of their work. c) Support he development and implementation of individual Performance Development Plans as well as the necessary learning and development to support work plans. d) Contribute to the overall management of activities conducted under agreements between SPREP and its donors and partners, including supporting the Pollution Adviser in managing partnership and grant agreements. e) Ensure the quality and compliance of all project documentation, including results and deliverables, with donor and SPREP requirements. f) Provide oversight and manage consultants engaged. g) Lead stakeholder engagement in the implementation of projects as required. h) Assist teams to ensure the SPREP systems, policies and procedures align to best practice for project management including alignment to Donor requirements for implementing entities.	• The Project activities assigned are delivering on the approved Annual Work Plan and Budget (AWP&B) objectives within the agreed timeframe and contribute to the overall achievement of the SPREP strategic priorities. • Project work is well integrated with other staff of the WMPC Programme and contributes to SPREP programmes. • Performance Development Plans are developed and implemented. • Fully accountable to corporate responsibilities including budget management, financial reporting, and other general management requirements applicable to the position. • Projects are successfully implemented within the approved timeframes and budget. • Project documents, reports, results and deliverables are of high-quality standards as per Donor and SPREP requirements. • Consultant contracts are developed with appropriate risk management and reporting systems, are managed to time, budget and ensure they deliver the required outcomes.
a) **Communications and capacity building** b) Produce technical advice and reports on oil pollution management information that support and promote the work of Cleaner Pacific, PACPOL	• Marine pollution information is captured, analyzed and disseminated

and Pacific Island Regional Marine Spill Contingency Plan (PACPLAN) in the region. c) Develop project communication and information sharing on Project activities. d) Provide reporting to the Pollution Adviser to manage report development to relevant donors and partners on the Project. e) Lead relevant capacity building in marine pollution management for Pacific Island Countries essential for the successful implementation of the project. f) Provide technical support for the organization of meetings and conferences, and workshops. g) Design and implement training, knowledge sharing and capacity building programmes and activities on marine pollution to meet specific PICTs needs. h)	through relevant networks and audiences for awareness. • Marine pollution information and data are synthesized and integrated into planning and decision-making processes at the national and regional level. • Appropriate project communications are developed and distributed to participating countries and project partners. • Training and capacity building programs are designed and implemented in a targeted manner, and national capacity is strengthened.
3. Monitoring, evaluation and reporting a) Assist the Pollution Adviser to develop and deliver the monitoring and evaluation framework of the project activities; b) Assist the Pollution Adviser to prepare technical and performance reports for the Senior Leadership Team (SLT) and Donors, where necessary. c) Provide update reports to the Pollution Adviser for distribution to donors, partners and members on the progress of projects. d) Assist with the preparation of contributions to SPREP's Annual Report and Performance Implementation Plan.	• Monitoring and Evaluation framework for the project is developed and utilised. • Relevant and timely reports are provided to the Pollution Adviser for collation and distribution to SPREP SLT and to members, where necessary. • Effective and timely reporting to donors, partners and participating countries.
5. Financial and project administrative management a) Identify and secure funding resources and financing to support the implementation of action plan and priorities linked to regional and international commitments and obligations. b) Assist the Pollution Adviser in developing and monitoring project budgets, tracking expenditure, and preparing financial forecasts. c) Support the Pollution Adviser in the development and implementation of project work plans, ensuring alignment with project objectives and timelines. d) Contribute to the preparation of project progress reports, highlighting achievements, challenges, and lessons learned. e) Provide logistical and administrative support to the Pollution Adviser and project team, including	• Funding resources secured to support the implementation of activities and priorities • 100% compliance with finance policy, rules, regulations and laws Guidance on funding requirements provided as required. • Clean audit is obtained on an annual basis demonstrating compliance with relevant legislation and regulations. • Guidance on funding requirements provided as required. • Financial reports are produced and submitted to donors in a timely manner.

organizing meetings, workshops, and travel arrangements.	
6. Networking, partnerships and collaboration a) Support and maintain relationships with partners and donors to access financial support. b) Develop and maintain relationships with Members to support the development and implementation ITCP activities. c) Work together with the 14 Pacific Island Countries to facilitate the adoption of best practice in marine pollution management - from data collection and sharing, development and implementation of policies and legislation, participation in capacity building and implementation of on-ground practices – that promotes the health, prosperity and wellbeing of Pacific communities. d) Provide support to Pacific Island Members in managing marine pollution to enable them to meet their obligations under Cleaner Pacific 2025, regional and international Multilateral Environmental Agreements (MEAs) as well as be effective in relevant regional and international negotiations, where necessary. e) Support the Pollution Adviser on the current donor and funding landscape, including any anticipated changes, risks, or opportunities that may impact project implementation due to evolving donor and funding policies.	• Support and advice is provided to Pacific Island Members on ensuring their systems enable them to make informed and effective decisions. • Relationships with partners and donors strengthened. • Projects are developed with Members' inputs. • Improved awareness by Pacific Island Countries of project results and outcomes Improved and strengthened regional networking, coordination and collaboration in achievement of the project's objectives.

Note

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the Jobholder and Supervisor as part of the Performance Development System.

This section may be copied directly into the Performance Development Plans.

Work Complexity

Most challenging duties typically undertaken:
• Provision of timely and accurate briefings and advice for use in briefing the Senior Leadership Team, Donor and Participating Countries. • Ensuring project activities are implemented within the approved timeframe. • Managing technically complex work portfolio and providing timely guidance to the project team and Pollution Adviser.

- Collaboration with other regional agencies and stakeholders.
- Working across multiple agencies in ensuring delivery of result areas of the projects delivering project activities in remote outer islands.
- Technical design of project concepts and proposals based on research, consultation and expert advice (project planning, technical, social including gender mainstreaming), and financial advice and judgement.
- Technical implementation of projects and understanding Donor policies and integration of these with project requirements, including the understanding of different roles and responsibilities.
- Securing funding and resources to develop projects and implement regional strategies.

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
External • SPREP Members • Donors / Partners • Professional / Scientific organisations • Regional / International organisations	• Advice and assistance • Consultations and collaboration • Negotiations Fundraising • Capacity Building • Communications and reporting
Internal • Executive • Senior Leadership Team • Director WMPC and Project Team • Waste Management & Pollution Control Programme • All staff	• Advice and support • Consultations and collaborations • Communications and reporting

Level of Delegation

The position holder:
• Does not manage an operational budget • Can authorise costs in their own approved project budget • Can seek funding opportunities for work programme activities

Person Specification

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

Qualifications

Essential
1. Minimum qualifications of a Bachelor degree in Environmental Management, Engineering, or relevant technical field.

Knowledge / Experience

Essential
2. At least 5 years of work experience providing technical assistance on marine pollution control projects specifically addressing shipping and marine pollution or similar level of versatility and responsibility, and experience preferably in the Pacific islands region.
3. Technical experience in; a) Environmental issues and challenges facing the Pacific region with excellent understanding and appreciation of environmental ethics, values and priorities as well as comprehensive knowledge and experience in oil pollution management. b) Proven ability to develop and implement effective strategies for marine pollution prevention, control, and response, including experience with relevant international conventions and regulations (e.g., International Convention for the Prevention of Pollution from Ships (MARPOL), International Convention on Oil Pollution Preparedness, Response and Co-operation 1990 (OPRC), Ballast Water Management).
4. Experience in policy analysis and development related to shipping and associated issues, as well as proven experience and knowledge of shipping operations and marine pollution activities, are desirable.
5. Excellent written and verbal communication skills including high level of presentation and inter-personal skills, strategic collaboration and networking with donors and partners with demonstrated experience in developing and maintaining effective relationships with a diverse group of people and as part of a team within a multi-disciplinary and multi-cultural working environment
6. Demonstrated knowledge of environmental and project development issues within the Pacific island region, including key emerging issues and challenges
7. Demonstrated initiative and ability to think outside the box in dealing with multiple tasks and demanding deadlines as well as excellent understanding and appreciation of environmental ethics, values and priorities within the workplace

Key Skills / Attributes / Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	• Analytical skills • Environment knowledge • Project development, monitoring and evaluation • Project management • Synergies and linkages with key multilateral environmental agencies
Advanced level	• Marine pollution issues in the Pacific islands region • Emerging environmental issues and challenges • Inter-cultural communications, preferably in the Pacific region • Multi-disciplinary teamwork. • IMO marine environment conventions
Working Knowledge	• General management principles
Awareness	• SPREP Strategic Plan • SPREP Performance Implementation Plan • SPREP Work Programmes

Key Behaviours

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

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

Change to job description

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

C. REMUNERATION PACKAGE – TERMS & CONDITIONS

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

Duration: Appointment is for an initial term of 3 years with possible renewal for a further term, up to a maximum of 6 years subject to confirmation of SPREP programmes and activities and availability of funds and performance during the initial term.

Salary: Salary is denominated in International Monetary Fund Special Drawing Rights (SDRs). Remuneration for this post falls within Band 10 of SPREP's salary scale. Starting salary will be SDR 30,237 per annum. Currently, the equivalent is SAT 115,393 per annum. Upon confirmation of probation, salary will be adjusted to SDR 34,016 which is equivalent to SAT129,817 per annum. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required.

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

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

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

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

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

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

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

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

- economy class airfares
- reasonable cost of packing, insuring, shipping and transporting furniture, household and personal effects on a 20ft container

- up to 20 kilos of excess baggage each for the appointee and family.

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

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

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

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

FOR ALL INTERNATIONALLY RECRUITED STAFF, THE FOLLOWING APPLIES:

Education Allowance: Education expenses 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. 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.

D. ADMINISTRATIVE INFORMATION

ESSENTIAL: Applications should include:

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

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

SUBMITTING APPLICATIONS:

a) **BY EMAIL** (***MOST PREFERRED OPTION***): Subject matter to be clearly marked "**Application for Marine Pollution Officer (MPO)**" 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 Marine Pollution Officer (MPO)**"

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

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

CLOSING DATE: Friday, 30 May 2025 Late applications will not be considered.

SPREP is an Equal Opportunity Employer