SPREP
Secretariat of the Pacific Regional Environment Programme

APPLICANT INFORMATION PACKAGE

PROCUREMENT OFFICER (PROCO)

International Recruitment

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A. Background Information on SPREP

The *Secretariat of the Pacific Regional 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 USD$49 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.
- **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 Values

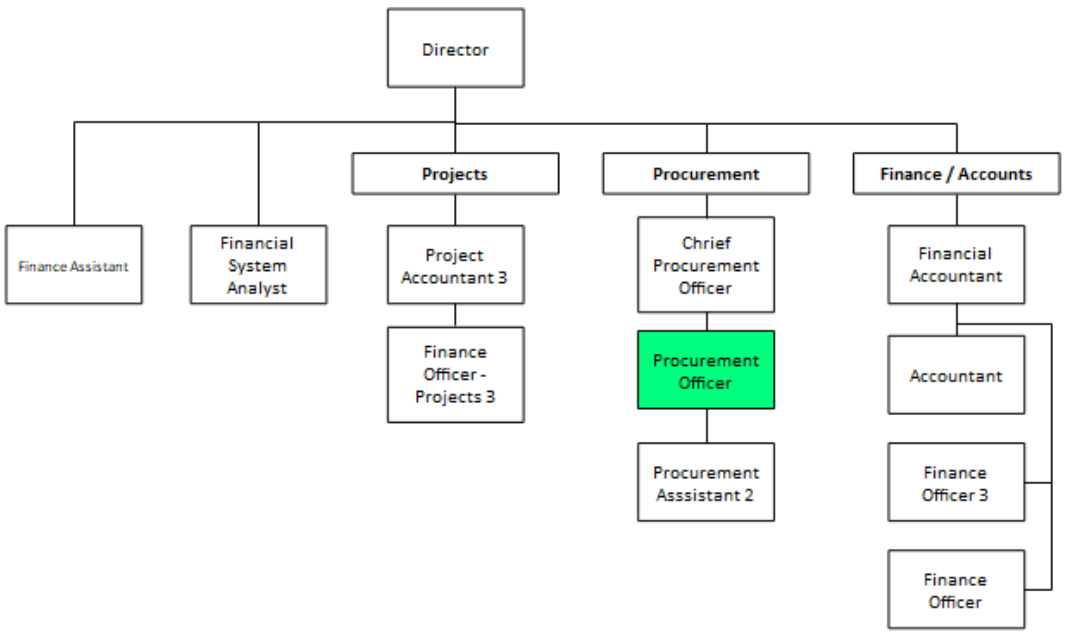
SPREP approaches the environmental challenges faced by the Pacific guided by four simple Values:

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

B. JOB DESCRIPTION

Job Title:	Procurement Officer (PROCO)
Department:	Finance
Team:	Procurement
Responsible To:	Chief Procurement Officer (CPO)
Responsible For: **(Total number of staff)**	2 staff
Job Purpose:	**This job exists to**: • Provide support with the management of SPREP's procurement policy and processes
Date:	July 2025

Organisation Context



Key Result Areas

The position of **Procurement Officer (PROCO)**addresses the following Key Result Areas:

1) Procurement Management and Operations
2) Leadership and management support
3) Advisory, Communications, Monitoring and Reporting
4) Vendor Management
5) General Financial Services

The requirements, expectations and performance standards for the above duties are broadly identified below.

The Jobholder is accountable for:	Jobholder is successful when:
1. Procurement Management and Operations a) Assist the Chief Procurement Officer (CPO) in the management of the day-today tasks in the Procurement Unit and ensure compliance of procurement activities to the Procurement policy and provide back stop support to the CPO. b) Lead the process for all tenders as assigned by the CPO and work collaboratively with the relevant requisitioning officers. c) Work closely with other programmes/departments to understand their procurement needs and ensuring they are met. d) Review requests and prepare the "Requests for Tenders" and ensure that the specifications are not biased towards a specific supplier e) Assist in market studies to identify new suppliers, pricing and availability of information and extent of competition f) Provide advice on the best method to obtain goods and services in a timely manner at the best possible price g) Ensure the tender process is followed, and that all necessary tender requirements are fulfilled and the Tender Evaluation Committee understands and fulfils their roles h) Assist CPO with reviewing and consolidating the Annual procurement plans (APP) from all SPREP Programmes / Projects / Departments. i) Develop contracts for all procurements in consultation with responsible officers and ensure approvals on routing slip are obtained. Negotiating prices and terms	• Procurement activities of the Secretariat comply with applicable Secretariat policies and procedures, international best practise as well as those of donors and partners, where relevant • Advice is provided to staff on the Procurement process including all documentation and compliance issues • Supplier agreements are established and joint procurement initiatives with other relevant organisations are in place, where appropriate • Successful negotiations with new and existing suppliers resulting in economic savings and increased service levels • Procurement policies are continuously reviewed and updated to ensure they are of high-quality and well regarded by donors and partners • Secretariat staff have a strong understanding of procurement policies and comply procurement standards and guidelines • Clean external audit opinion on procurement process and records • Contracts for procurements are prepared in time and according to approved reports by panels • Centralised contract management to enhance oversight of contracts and reduce risk of default by vendors. • Quality advice given to procurement panels to comply with international standards • Assistance and advice provided to staff queries and problems with procurement systems and processes and non- compliance issues are addressed and resolved. • Project procurements are completed in an accurate and timely manner with project

with vendors to secure advantageous contracts and cost savings for SPREP. j) Develop a centralised contract management process involving the Procurement unit, with routine vendor compliance checks k) Participate in Tender Evaluation Committees and procurement panels as required l) Develop and manage appropriate records for all procurements and consultancies m) Provide support to all programmes/ departments / projects with the formulation of their annual procurement plans (APP). Assist CPO in compiling APP for approval by PRC. n) Support and assist the CPO as Secretariat to the PRC. o) Assist CPO to identify procedural gaps and develop proposals for appropriate systems and procedures review, for consideration by the Procurement Review Committee (PRC). p) Provide staff with training on procurement systems and processes	objectives achieved, in close collaboration with specific project procurement staff • Existing staff have a good working knowledge of procurement procedures and systems and new staff are induced appropriately • Procurement unit carries out roles and responsibilities as Secretariat to the PCR
2. Leadership and management support a) Provide support to the CPO on leading the Procurement Unit function particularly on the day to day management of all Procurement activities for SPREP which includes all the Departments and Programmes as well as all SPREP projects. b) Provide support to manage and supervise the work of relevant procurement finance staff c) Provide support and assistance in coaching, mentoring and guiding all staff for SPREP to achieve quality outcomes, consistent advice and approach for all procurement priorities and activities across SPREP. d) Assist the CPO to lead, manage and supervise work of Procurement Officers/Roles in all SPREP Projects and Programmes e) Ensure Performance Development Plans for relevant staff are reviewed, implemented and assessed according to the Secretariat's Performance Development System (PDP)	• Effective and efficient leadership and management support for procurement activities is provided not only within the Finance Department but across all the Departments and Programmes as well as the various projects. • Effective, efficient and inspiring coaching and mentoring is provided to Staff where needed for managing procurement priorities and requirements. • Procurement priorities and requirements for all projects and budget activities are met in line with Secretariat policies and procedures • Staff PDPs are in place, implemented and assessed according to the Secretariat's Performance Development System • Effective Staff training and capacity building provided and staff are aware of all job requirements at all times. This relates not only to support for other Procurement Staff (Projects and Programmes) under PROCO supervision and guidance, but also other SPREP staff that may need training or guidance from time to time.

f) Provide ongoing on-the-job training for staff and ensure there are opportunities for continuous learning and development g) Provide relevant reports and advice in relation to performance and team development of supervised staff h) Monitor project compliance with donor terms and conditions in respect of Procurement requirements	• Staff issues and relevant reports are addressed and raised on time
3. Advisory, Communications, Monitoring and Reporting a) Support the CPO to provide strategic policy advice for all Procurement Activities managed by SPREP, provide all the necessary information, advice and reports for the Director Finance (DF) and also SLT, PRC and staff when required b) Provide advice and guidance to staff on procurement processes, including appropriate use of exceptions c) Provide policy advice on procurement and in compliance with relevant grant and donor agreements when requested by staff and stakeholders d) Ensure that all procurement requirements and commitments to staff and other stakeholders are fulfilled e) Communicate all essential information to all staff with respect to advice from donors or partners with respect to Procurement f) Assist in providing training and lead on refresher sessions for staff on essential Procurement information/requirements and other related donor policies and conditions g) Carry out due diligence and financial assessment of procurement and financial policies of organisations/countries/partners etc in order to manage part of project fundings for implementation of activities. h) Provide support and back up to the CPO in planning and managing the Secretariat's procurement and financial resources function and requirements to ensure that all financial and resourcing needs for the efficient and effective operations of the Secretariat are met and consistent with the approved SPREP budget each year and with the SPREP financial regulations, Procurement and Financial policies. i) Monitor project compliance with donor terms and conditions in respect of Procurement requirements	• Correct advice, timely and effective procurement process and reporting are provided to the CPO, DF, SLT and staff • Reporting requirements are fulfilled for all staff and stakeholders relative to Procurement • Clear and timely communication of all essential information on Procurement from donor/partners to staff • Up to date knowledge and capacity of staff particularly those managing project finances and working together with Finance in managing procurement and financial reporting • Positive feedback from staff on services and advice provided to support Procurement processes and needs. • Effective and efficient due diligence and financial assessment is achieved for partner organisations/countries to undertake procurement to implement activities for some of the project fundings. • Effective and efficient planning and management of the Secretariat's procurement and financial resources consistent with approved budgets and in compliance with relevant regulations and financial policies. • Procurement priorities and requirements for all projects and budget activities are met in line with Secretariat policies and procedures • Risk register is up to date.

j) Assist the CPO in updating the procurement risk register	
4. Vendor Management a) Establish and administer a vendor database to record details of all vendors that SPREP deals with. b) Monitor due diligence checks, including reference checks for all new SPREP vendors. Ensure all vendors comply with requirements under the SPREP's new vendor form. c) Ensure Vendor database and subsets of this database are up to date to minimise risk when dealing with external vendors, donors and partners d) Support maintenance of the SPREP Sanctions List. Review consultant/contractor review forms are escalate any issues with the Chief Procurement Officer e) Assist the procurement unit with monitoring Vendor Performance as part of centralised contract management	• Proper verification and checks are carried out before contracting a vendor or any other entity involved in SPREP activities. All checks should be documented and signed off by Procurement Officer or Chief Procurement Officer • Vendor database including subsets of this database (Preferred Supplier List and Sanctions List) are maintained and updated regularly • Maintain SPREP Sanction List, which should also include which should also include checks against relevant donor related sanction lists. • Maintain database of all contracts and assist with routine vendor compliance checks
5. General financial services; a) Provide regular updates to the CPO, DF and Finance team on the status of SPREP procurement processes and plans b) Provide support and assistance to other areas of Finance including Projects and Accounts where necessary. c) Assist the DF, CPO and Finance team with the following: - Year end cut off and Annual Financial accounts preparation for Audits - Assurance engagements - Pillar Assessments and other required donor due diligence related to Finance and Procurement	• Timely, relevant and reliable services, information and responses are provided • High standard of financial services and support is provided to SPREP's programmes and approved work plans • Finance work operates smoothly and efficiently • Finance goals in the Strategic Plan are successfully achieved • Finance annual workplan is successfully achieved particularly on project accounting area

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 Director/Immediate Supervisor as part of the performance development process.

This section may be reflected in the successful applicant's Performance Development Plan.

Work Complexity

Most challenging duties typically undertaken:

- Keeping updated with relevant knowledge required to understand key donor requirements especially key donors such as EU, GCF, AF, AFD, USAID, GIZ, Aust Govt, NZ Govt, Irish Govt, UNEP, UNOPS, GEF, BoM, IMO, GBIF, WMO, PEW, UKMET, German Govt, Swedish Govt, China Govt financial and procurement requirements
- To ensure the procurement process is efficiently managed and that staff understand and comply with policy
- Ensure the Procurement policy is reviewed regularly and that it meets international best practice
- Training of Staff on Procurement and Financial Management requirements

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
External • Member countries • Donors / Partners • Financial Institutions	• Procurement/Financial advice and support • Consultations • Collaborative discussions •
Internal • Executive Management • Senior Leadership Team • All SPREP staff	• Procurement/Financial advice and support Procurement advice and reporting • Supervision and support

Level of Delegation

The position holder:
• Manages and has oversight of all procurement activities for Projects, Programmes and Departments

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 Accounting / Finance /Procurement or relevant discipline (a certified qualification and membership from a recognised professional accounting institute would be an advantage)

Knowledge and Experience

Essential
2. At least 5 years of relevant experience in procurement or relevant financial work especially in procurement policies and processes, preferably in the Pacific region.
3. Excellent experience in management and operations of procurement processes including tender work and assessment as well as experience in Financial Management Information Systems, excel spreadsheets and Microsoft Office with an appreciation of policies, systems, processes and databases
4. Strong advisory, financial and analytical skills including excellent knowledge of emerging procurement and financial management issues and challenges in the Pacific Islands region with sound understanding and appreciation of environmental ethics, values and priorities
5. Excellent written and verbal communication skills including high level of presentation, report writing and interpersonal skills, collaboration with donors and partners with sound experiencing in capacity building and maintaining effective relationships with a diverse group of people within a multi-disciplinary and multi-cultural environment.
6. Shows initiative to think outside the box with demonstrated ability to set and meet work-plan priorities and deadlines with minimal supervision, as well as ability to monitor and evaluate work targets
7. Demonstrated financial advisory, operational and analytical skills including high level of organisational, analytical, problem-solving, administration and facilitation skills

Key Skills/Attributes/Job Specific Competencies

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

Expert level	• Procurement processes • Financial and accounting knowledge • Advisory, analytical and reporting • Work programme planning, and budgeting • Computerised financial management information systems • Communication and public relations skills

	• Ability to respond and work well with others • Teamwork in an interdisciplinary and multi cultural environment • Staff management
Advanced level	• Corporate policies • Financial system software • Communications, representation and interpersonal skills • Advisory and analytical skills
Working Knowledge	• Environmental issues in the Pacific islands region • Emerging procurement and financial issues and challenges
Awareness	• SPREP Strategic Plan • SPREP Annual Work Programme and Budget • SPREP Performance Implementation Plan

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: Apia, Samoa.

Duration: Appointment is for a term of three years and may be renewable for a further term(s) based on the needs of SPREP at the time, its funding situation and proven merit and work performance.

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.

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%.

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

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

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

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

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

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

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

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

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 Procurement Officer (PROCO)**" 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 Procurement Officer (PROCO)**"

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, 15 August 2025: Late applications will not be considered.

SPREP is an Equal Opportunity Employer