

APPLICANT INFORMATION PACKAGE
Environmental Information Systems Developer & Analyst
(EISDA)

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A. Background Information on SPREP

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 about 100 staff. There is also a SPREP office in Fiji with four staff as well as SPREP Officers stationed in the Federated States of Micronesia, Republic of the Marshall Islands, Solomon Islands and Vanuatu. SPREP has an annual budget of USD \$29 million in 2018.

The establishment of SPREP 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 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, Cook Islands, Federated States of Micronesia, Fiji, French Polynesia, Guam, Kiribati, Marshall Islands, Nauru, New Caledonia, Niue, Northern Marianas, Palau, Papua New Guinea, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, Vanuatu and Wallis & Futuna) and 5 developed countries (Australia, France, New Zealand, United Kingdom and United States of America) with direct interests in the region.

Four regional goals to achieving resilience and sustainable Pacific communities:

- **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

These define the core priorities and focus of SPREP in the areas on:

1. Climate change resilience
2. Ecosystem and Biodiversity Protection
3. Effective Waste Management and Pollution Control
4. Environmental Governance

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**

The SPREP 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.

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.

Environmental Monitoring and Governance Programme: a brief overview

The overall aim for the Environmental Monitoring and Governance Division (EMG) is to ensure that country members "will have the capacity to develop and implement transparent and robust frameworks and processes for improved environmental governance, planning, monitoring and reporting". This means giving due attention to the need to systematise capacity development for planning and implementing environmental policies and legislation in a more integrated, inclusive and coherent way. It emphasises effective strategies for mainstreaming environmental considerations into local, national and regional development planning processes, such as regular environmental monitoring, data collection and analysis and periodic integrated state of the environment reporting at the national and regional levels. It also requires appreciation and support for involvement of all stakeholders of environmental governance, from individual initiatives, to the roles of government institutions, civil society organisations and the wider community. The EMG Programme provides the glue to ensure integrated and balanced delivery of SPREP services for individual Members in the strategic priorities of climate change resilience, ecosystem and biodiversity protection, and waste management and pollution control.

Governance is the principal concept underlying the EMG Programme and for the purposes of the Programme, is defined as "the exercise of authority at all levels - through institutional structures, decision-making processes, policies and rules - for the purpose of attaining environmentally sustainable development."

About the GEF/UNEP/SPREP funded Regional Project: Building National and Regional Capacity to Implement Multilateral Environmental Agreements (MEA) by Strengthening Planning and State of Environment Assessment and Reporting in the Pacific (referred to as the Inform Project).

SPREP has received funding from the Global Environment Facility (GEF) to implement a regional project in the Pacific that targets the strengthening of environmental monitoring and governance in 14 Pacific Island Countries. To achieve this, the project will build capacity of national government agencies and local stakeholders to properly use environmental planning tools such as the Environmental Impact Assessment (EIA) for effective decision making. This will be supplemented through the revitalisation of the State of the Environment (SoE) assessments and reporting including the National Environmental Management Strategies (NEMS). Both require inputs of environmental data to bring about better reporting by Pacific Island Countries (PICs) on how well they are meeting

their international obligations under the Rio Conventions and other regional MEAs. To this end, the goals of the projects are to:

- Strengthen the legal, policy, and planning frameworks to support collection and sharing of environmental data;
- Establish a network of national and regional databases for monitoring the state of the Pacific's environment;
- Strengthen Convention reporting, policy development, and monitoring and evaluation requirements on the state of the global, regional, and national environment;
- Facilitate the use of environmental data for national planning and sustainable development;
- Generate data through the planning and impact assessment processes;
- Assist PICs with meeting legislated national reporting requirements including State of Environment (SoE) reporting;
- Establish capacity at the national and regional levels to manage a network of national and regional databases; and
- Build institutional capacities of governments to share data, information and knowledge to enable streamlines reporting and informed decision-making.

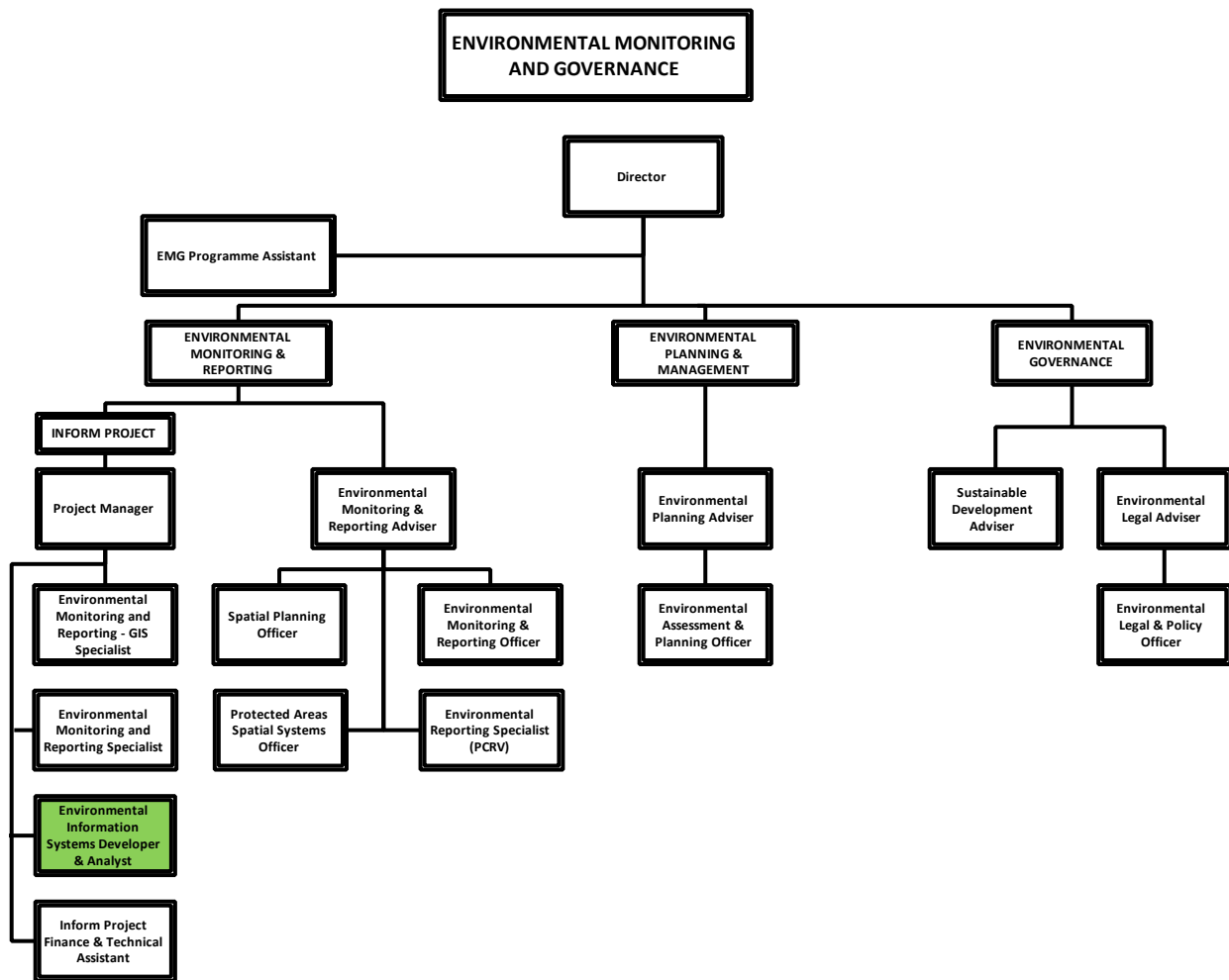
The Inform regional project will be successful when all 14 Pacific Island Countries have a robust and active national reporting system that stores relevant environmental data that could be analysed to inform effective decision making that promotes sustainable development in the region. Countries will be able to display higher capacity to monitor, review, report and integrate environmental issues and challenges into their national sustainable development plans which in-turn helps them to meet their principal obligations under the Rio Conventions and regional MEAs.

The regional project will be implemented in the following countries: Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Micronesia, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu and Vanuatu.

B. JOB DESCRIPTION

Job Title:	Environmental Information Systems Developer & Analyst (EISDA)
Programme:	Environmental Monitoring and Governance
Team:	Environmental Monitoring and Reporting
Responsible To:	Project Manager, Inform Project
Responsible For: (Total number of staff)	N/A
Job Purpose:	This job exists to: Design, develop and administer environment data repository and reporting tool applications; technical solutions to country and regional requirements and provide advice and assistance on all environmental data management related developments and Inform supported activities in member countries
Date:	May 2018

Organisation Context



Key Result Areas

The position of Environmental Information Systems Developer & Analyst (EISDA) addresses the following Key Result Areas:

1. Design, development, back-end support of data repositories and online reporting tools and applications
2. Technical advice, support and assistance to Pacific Island countries
3. Capacity building and digital literacy within the Environment sector
4. Environmental data systems and databases management and administration
5. Reporting and technical assistance on all IT-related functions of the Inform project including the DKAN data portal and reporting tool
6. Project management support

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

Jobholder is accountable for	Jobholder is successful when
<p>1. Design, development, back-end support of data repositories and online reporting tools and applications</p> <ol style="list-style-type: none"> a) Review, design, develop and support environmental data portal and reporting tools, in particular the Drupal Knowledge Archive Network DKAN data repository and Environment indicator reporting tool and other Inform applications b) Lead the development and workflow for SPREP's environmental data management tools and integration of existing single issue based platforms both at the national and regional scale c) Work with national counterparts and SPREP staff to analyse requirements and translate these into practical technical solutions d) Develop, manage and test regional syncing and security plans for Inform information systems and databases e) Develop applications for ease of use and extended reach of environmental information 	<ul style="list-style-type: none"> • Pacific Island Countries are using intuitive and practical data repositories and reporting tools • Technical solutions developed and implemented meet user requirements and core needs of the project countries and SPREP • Data and websites are backup securely and outages are minimised • Data harvesting applications are in use in national and regional data portals including within SPREP • Manage and host Project databases successfully • Test Disaster Recovery plans for database systems regularly and successfully • Country counterparts and decision makers have intuitive and accessible tools to access information
<p>2. Technical advice, support and assistance to Pacific Island countries</p> <ol style="list-style-type: none"> a) Provide technical advice to the Inform team and member countries on information management, data sharing and distribution. b) Provide technical advice and solutions to member countries on data storage and use for international reporting needs c) Ensure "state of the art" IT is applied within the project 	<ul style="list-style-type: none"> • Timely and appropriate advice is provided to country stakeholders and the Inform team • Country data needs are addressed and reporting is drawing from online resources • Country issues are addressed in a timely and satisfactory manner

<p>3. Capacity building and digital literacy within the Environment sector</p> <p>a) Design and deliver capacity building activities to enhance in country database/reporting tools, understanding and use of administration appropriate recommendations</p> <p>b) Review procedures in database management system manuals for making changes to databases and establish and maintain database systems documentation.</p>	<ul style="list-style-type: none"> • System requirements developed successfully • Revised documentation, timely recommendations and solutions are provided • Procedural manuals are developed for making changes to databases successfully • PICs have been trained on data portal and reporting tool and are using both. Support provided to populate both tools • Data is uploaded to the data portal from both national and regional sources
<p>4. Environmental data systems and databases management and administration</p> <p>a) Administer Inform information systems and databases (portals, reporting tools, and websites), in particular the DKAN data portal</p> <p>b) Schedule, plan and manage the installation, refinement, and testing of products and improvements to Inform tools</p> <p>c) Identify and evaluate new regional developments in data portals and reporting tools and provide recommendations to the Inform Project Manager.</p> <p>d) Work with SPREP IT to ensure DKAN and the Inform reporting tool are integrated across the organisation and maintenance of the system is streamlined and simplified.</p>	<ul style="list-style-type: none"> • Minimal disruptions to Inform information systems and databases • Project wide applications are current or upgrade plans in place to meet PIC needs • Database systems developed and maintained in line with current industry developments and aligned to national and regional obligations including NSDPs, MEAs and SDGs • Recommendations are regularly provided to IPM on Inform information systems and software upgrades/improvements. • Sustainability within SPREP and the region is enhanced through close planning and implementation with SPREP IT
<p>5. Reporting and Technical Assistance on all IT-related functions on the Inform Project including the DKAN data portal and reporting tool</p> <p>a) Prepare and deliver training for partners and staff, particularly in the use of Inform applications</p> <p>b) Design, develop and create custom reports based on project requirements and respond to ad hoc queries</p> <p>c) Contribute to the development of the project budget by identifying project information systems and database activity costs for the coming year</p>	<ul style="list-style-type: none"> • Prepared and delivered training for country counterpart, participants from member countries and SPREP staff as needed successfully • Assistance and advice are provided for programme staff in managing data sets • Customised reports developed and provided • Prompt and quality support is provided to member countries and staff • Annual reports provided on costs for support and upgrades of project systems to Inform Manager • Assistance and advice provided to Data/reporting Management as well as participation in Working Group Activities
<p>6. Project management support</p> <p>a) Prepare and produce technical output reports and deliverables for all EISDA activities</p>	<ul style="list-style-type: none"> • Effective technical support is provided to the project to ensure it meets agreed measurable outputs and indicators • PMIS is updated and used effectively to

<ul style="list-style-type: none"> b) Input and update relevant project information into the SPREP Project Management Information System (PMIS) c) Provide input into the preparation of SPREP and project specific annual work plans and budget d) Contribute to the preparation of the project financial reports and ensure compliance with SPREP and donor financial reporting requirements. e) Assist and support the project management unit including monitoring and evaluation f) Contribute to the preparation of media releases and communication materials to raise the profile of the project, its key results and achievements. g) Assist in providing secretariat support for project related meetings and workshops. 	<p>manage and track project progress.</p> <ul style="list-style-type: none"> • Constructive input and feedback is provided to the project reports • Profile of the project and its results are widely acknowledged and appreciated by key stakeholders, partners and donors • Successful and effective working relationships established with UNEP and collaborating partners.
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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/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:

- Analyse, propose and design technical solutions and undertake its implementation to meet project specifications and user requirements.
- Collaborate with stakeholders, member countries on modifications and enhancements to regional databases.
- Review, analyse and update SPREP Inform information systems frameworks and applications.

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
<p>External</p> <ul style="list-style-type: none"> • Member countries • National/Regional/International organisations 	<ul style="list-style-type: none"> • Assistance/support/training programmes • Communications/negotiations/business transactions/sharing systems

<p>Internal</p> <ul style="list-style-type: none"> • Executive • Senior Management Team • Programme Staff and Departments 	<ul style="list-style-type: none"> • Service/reporting • Communications • Advice/support/assistance • enquiries
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Level of Delegation

The position holder:
<ul style="list-style-type: none"> • No level of delegation

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
<ol style="list-style-type: none"> 1. Minimum qualifications of a Bachelor degree in Information Technology/Data Management/Informatics OR related field (Relevant IT professional certifications in DRUPAL/Microsoft would be an advantage)

Knowledge / Experience

Essential
<ol style="list-style-type: none"> 2. At least 5 years relevant work experience in the following : <ol style="list-style-type: none"> a) Applications development and information systems administration/management b) Technical project management and the successful implementation of open source data portals, use of DKAN or CKAN would be an advantage.
<ol style="list-style-type: none"> 3. Excellent knowledge and experience of the following: <ol style="list-style-type: none"> a) Site building with Drupal 7 or later. Experience with the following modules desirable - Bootstrap, Views, Open Layers, Leaflet, Feeds, Features, Sub-theming b) Data harvesting applications (APIs /Scripts used in DKAN) and reporting tools c) Custom module development Drupal 7 or later. Experience with the following: libraries, services, Devel modules and git. Experience with Drupal 8 configuration management, drush, drupal console advantageous d) Programming in a client server environment and demonstrated in depth knowledge and experience in object-oriented programming (preferably PHP 7.0 or higher, or Python, Java, C#, Microsoft.Net technologies)

<ul style="list-style-type: none"> e) Ability to work with Software Development Frameworks and Libraries (preferably Drupal 8 or later, JQuery, Leaflet, Open layers, Bootstrap 3 or higher) f) Software development lifecycle and using software development tools such as Integrated Development Environments (IDE's - Netbeans), version control (git), package managers (composer, nuget), project management and integration tools. g) Script in powershell, perl or other scripting languages h) Experience with containers/docker, wodby, sendgrid, AWS and CDN's advantageous
<p>4. Demonstrated capacity building, advisory and analytical skills including:</p> <ul style="list-style-type: none"> a) Database analysis, scoping, data and process mapping including practical experience in various Database Management Systems and data management platforms especially Postgres/PostGis, MySql, MariaDb, MS SQL Server 2012 or later, experience with DKAN/CKAN with various database connectivity APIs would be advantageous b) Administering open source operating systems and configurations such as Ubuntu, Centos/Redhat, Apache, NGINX
<p>5. Demonstrated knowledge of accepted and emerging information technology issues and challenges in the Pacific islands including Geoserver, Internet and associated technologies, such as websites, web services and portals (Drupal 7 or later). Application of agile software development process.</p>
<p>6. Demonstrates 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</p>
<p>7. Excellent written and verbal communication skills including high level of presentation and interpersonal 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</p>

Key Skills / Attributes / Job Specific Competencies

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

Expert level	<ul style="list-style-type: none"> • Computing • Problem solving • Reporting skills • Excellent communications • Capacity building • Fluency in English • Ability to set priorities • Team building • Commitment to continuous improvement • Interpersonal skills and cultural sensitivity • Work well across programmes
Advanced level	<ul style="list-style-type: none"> • IT issues in the Pacific Islands region • Agile approach

Working Knowledge	<ul style="list-style-type: none"> • Environmental issues in the Pacific islands region
Awareness	<ul style="list-style-type: none"> • SPREP Strategic Plan 2017-2026 • 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: Apia, Samoa.

Duration: Appointment is for a term of 3 years initially with possible renewal in line with the project time frame, subject to performance during the initial term, continuity of related project activities and availability of funds. This is a project specific position which will complete at the end of the project.

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 in the range of SDR29,499 to SDR33,186. Currently, the equivalent in Samoan Tala is SAT\$112,577 (USD\$43,133) to SAT\$126,648 (USD\$48,524) per annum. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required. Progress in the salary scale will be based on annual performance reviews.

Cost of living differential allowance (COLDA): A Cost-of-Living Differential Allowance within the range of SDR4,194 to SDR4,505 will also be paid to the successful candidate. The current equivalent in Samoan Tala is SAT\$16,006 (USD\$6,132) to SAT\$17,192 (USD\$6,587). 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. The international currency exchange rate at the time of writing is approximately USD1.00 = SAT\$2.61

Term: For staff recruited from outside Samoa, the term begins from the day the appointee leaves his or her home to take up the appointment. Appointment is subject to a satisfactory medical examination, as well as 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 and performance rewards will be based on the Secretariat's Performance Development System.

FOR STAFF RECRUITED FROM OUTSIDE SAMOA, THE FOLLOWING APPLIES:

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

- economy class airfares;
- reasonable cost of packing, insuring, shipping and transporting furniture, household and personal effects on a 20ft container; and,
- 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 SAT\$4,198 (USD\$1,608).

Temporary Accommodation and Assistance: On arrival in Apia, the appointee and dependant(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.

Home Leave Travel: Return economy class airfares between Apia and the recognised home for the staff member and dependants after completing 18 months of service for 3-year contracts providing no travel is undertaken within the final 12 months of the contract.

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 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 Samoan Tala \$15,600 (USD\$5,977) per annum per dependent child, with an overall maximum of Samoan Tala \$46,800 (USD\$17,931) 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.

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 (USD\$1,092) 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 SAT\$2,400 (USD\$920) 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 SPREP in-house Medical Treatment Scheme.

Superannuation: An expatriate internationally recruited staff member will receive a superannuation allowance of 7% of basic salary. For nationals of Samoa, SPREP will pay 7% of basic salary to the Samoa National Provident Fund.

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.

4. 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 rather than referring us to your CV*);
2. A detailed Curriculum Vitae.

Applications that do not complete the 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 Environmental Information Systems Developer and Analyst (EISDA)**” 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 Environmental Information Systems Developer and Analyst (EISDA)**”

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 Marion Tuipulotu-Chan Chui on telephone (685) 21929 ext 328 or
Email: marionc@sprep.org

Closing date: Friday, 8th June 2018: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
