



SPREP
Secretariat of the Pacific Regional
Environment Programme

PO Box 240, Apia, Samoa
E: sprep@sprep.org
T: +685 21929
F: +685 20231
W: www.sprep.org



The Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures.

APPLICANT INFORMATION PACKAGE
MONITORING AND EVALUATION OFFICER – GCCA+ INTRA
ACP PACIFIC ADAPTATION TO CLIMATE CHANGE AND
RESILIENCE (PACRES)

CONTENTS

A. BACKGROUND INFORMATION ON SPREP

B. JOB DESCRIPTION

C. REMUNERATION PACKAGE – TERMS & CONDITIONS

D. ADMINISTRATIVE INFORMATION

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 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.

SPREP is an Accredited Entity to the Green Climate Fund and Adaptation Fund and has passed the European Union pillar assessment. As such, SPREP can access resources to support Pacific Country Members' in addressing climate change and disaster resilient development priorities.

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 and climate change 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.

About the GCCA+ Intra ACP Pacific Adaptation to Climate Change and Resilience (PACRES) Project:

The European Commission endorsed the Intra-ACP Global Climate Change Alliance Plus (GCCA+) Programme focusing on climate change, resilience and the environment to be financed from the 11th European Development Fund (EDF11) in 2016. The Action is to be implemented in the ACP regions¹ and countries aiming at building regional level capacity while at the same time support ACP member countries in improving their capacities to adapt to and mitigate the impacts of climate change. The Pacific is one of the beneficiary region under this Programme, hence the Pacific ACP (P-ACP) Action “Pacific Adaptation to Climate Change and Resilience Building (PACRES)” was developed to facilitate the implementation of the Pacific regional component of this Programme.

The P-ACP Action will provide direct support to Pacific countries through the regional organisations - namely SPREP, the Pacific Community (SPC) and the Pacific Islands Forum Secretariat (PIFS), which are collaborating under this Action through a *Co-Delegation Agreement* signed in December 2017 - and also collaborating with the University of the South Pacific (USP) which is *to sign a separate agreement with the European Union*, to implement the activities that are directly relevant to the implementation of national climate change adaptation and mitigation priorities, Nationally Determined Contributions (NDCs) and other elements of the Paris Agreement relevant to the region in the context of the Framework for Resilient Development in the Pacific (FRDP).

SPREP is the **Lead Organisation** for this P-ACP Action and therefore required to establish a Project Management Unit (PMU) to oversee and lead the overall day-to-day project and financial management and administration.

A qualified and highly experienced Monitoring and Evaluation (M&E) Officer is required to lead the monitoring and evaluation role for this exciting and high-profile project. The M&E Officer will be

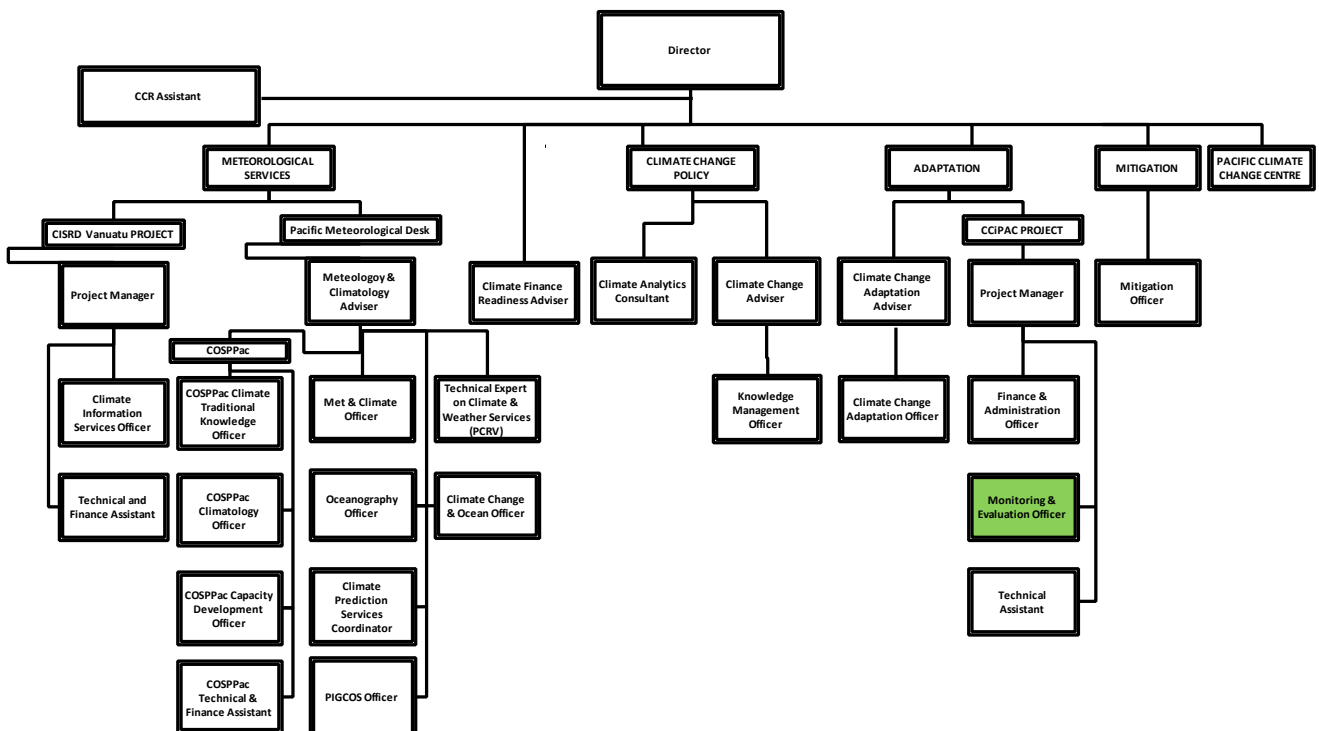
¹ ACP: Africa, Caribbean and Pacific Group of States

responsible for the development of the M&E Plan for the Action, monitoring of progress of the overall project and SPREP's activities in accordance with the Action's Logical Framework and agreed implementation timelines as well as reviews as required by the Action. These key responsibilities will be undertaken in collaboration with the Project Team, and working closely with other functional units within SPREP, and with the project teams to be established in PIFS, SPC, USP as well as the EU Office in Suva and the ACP Secretariat in Brussels.

B. JOB DESCRIPTION

Job Title:	Monitoring and Evaluation Officer (MEO) – Intra ACP GCCA+ Pacific Adaptation to Climate Change and Resilience (PACRES)
Programme:	Climate Change Resilience Programme
Team:	Adaptation
Responsible To:	Project Manager, PACRES
Responsible For: (Total number of staff)	N/A
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> Lead the monitoring and evaluation of the overall PACRES Action including the development of M&E Plan and monitoring of progress against the Action’s Logical Framework and conducting of reviews as required by the Action
Date:	September 2018

Organisation Context



Key Result Areas

The position of **Monitoring and Evaluation Officer, PACRES** addresses the following Key Result Areas:

1. Monitoring and Evaluation Plan
2. Action's Logical Framework
3. M&E tools, support and advice
4. Monitoring, evaluation and reporting
5. Training and capacity building
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
<p>1. Monitoring and evaluation plan</p> <ol style="list-style-type: none"> a) Develop the Action's Monitoring and Evaluation plan in line with the Action's Logical Framework and in consultation with Co-Delegates, USP, EU and participating countries and relevant stakeholders. b) Ensure the Action's M&E is aligned to SPREP Results Monitoring Framework, M&E & Strategic Plan, FRDP and other relevant regional and global frameworks. c) Ensure the Action's M&E supports the collection and reporting of data and information on lessons learnt, best practice, cross-cutting social issues such as gender, human rights etc and long term outcomes and impact and strongly contributes to informing and up-scaling of future projects of similar nature. d) Ensure all staff of the PMU and project units in SPC, PIFS, USP, EU and relevant stakeholders understand the M&E and its contribution to the success of the project. 	<ul style="list-style-type: none"> • The Action's M&E Plan is developed and endorsed, well-understood and effectively applied across the project by the Co-Delegates and USP. • Clear interlinkages of the Action's M&E Plan to SPREP RMF, M&E & Strategic Plan, FRDP and other relevant regional and global frameworks. • M&E Plan enables the collection of realistic and valuable data and information including lessons learnt and best practice to support reporting on substantial outcomes and long term impact. • Information generated as a result of the M&E Plan is being used to inform future projects of similar nature.
<p>2. Action's Logical Framework</p> <ol style="list-style-type: none"> a) Review and update the Action's Indicative Logical Framework in collaboration with the project units in PIFS, SPC and USP, EU Office and relevant stakeholders. b) Ensure changes to the indicative Logical Framework are in line with the provisions of the General Conditions of Co-Delegation Agreement. 	<ul style="list-style-type: none"> • The Action's Logical Framework is revised where necessary, well-understood and endorsed. • The targets in the Logical Framework are at least 50% achieved by the mid-term review of the Action. • Amendment to the Action's Logical Framework is aligned to the General Conditions of the Co-Delegation Agreement.
<p>3. M&E tools, support and advice</p>	

<p>a) Coordinate the development of necessary M&E tools (data collection and analysis tools, database, survey, etc) to compliment the M&E Plan and Logical Framework.</p> <p>b) Provide technical M&E support and advice to the Co-Delegates, USP and participating countries and stakeholders.</p> <p>c) Develop the necessary reporting templates to enable Co-Delegates, USP and participating countries to report against the indicators and targets.</p>	<ul style="list-style-type: none"> • Appropriate and user-friendly M&E tools developed, well-understood and are being used by Co-Delegates, USP and participating countries • M&E support and advice provided is sensible and sound and is being used as guidance by the Co-Delegates, USP, participating countries and stakeholders • Reporting templates developed and used by Co-Delegates, USP and participating countries.
<p>4. Monitoring, evaluation and reporting</p> <p>a) Lead the monitoring and evaluation of the progress of the Action against its logical framework, M&E Plan and annual work plans including monitoring of activity delivery, environmental and social risks and remedial actions taken, and cross-cutting social issues to ensure they are timely and are aligned.</p> <p>b) Support the development and provision of annual, quarterly and six monthly reports on the progress of the Action to the Project Steering Committee as well as the EU & ACP in accordance with the relevant provisions of the General and Special Conditions of the Co-Delegation Agreement as well as the subsidiary agreements between SPREP & PIFS and SPREP & SPC.</p> <p>c) Lead the collection, analysis and compilation of data and information to report against the targets and indicators of the Logical Framework and M&E Plan and provide support to the Co-Delegates, USP and participating countries in collecting and analysing data and information relevant to their activities;</p> <p>d) Lead the coordination of the annual, mid-term and final review of the Action as required by the Co-Delegation Agreement including the compilation of review reports.</p> <p>e) Provide support to the participating countries to ensure existing national reporting systems are able to integrate objectives and targets of the Action</p>	<ul style="list-style-type: none"> • Issues, blockages and deviations are recorded and addressed in a timely and coordinated manner and remedial actions will ensure achievement of anticipated milestones • Co-delegates, USP and participating countries are supported to provide a well synthesised and analysed report with clear evidence that links its progress and milestones to the indicators and targets of the Action’s Logical Framework and M&E Plan • Data and information from various sources, including field work is collected in a strategic and timely manner, thoroughly analysed and synthesised to enable provision of evidence-based progress, lessons learnt, impact, and sound practices. • Support and advice is provided to beneficiary countries’ national governments and sectors and communities on ensuring their reporting systems & processes enable them to report on achievements, impact, lessons learnt and best practices as a result of the Action activities. • A lessons learnt report and workshop completed; • Annual, mid-term and final reviews completed and reports developed and approved. • Support is provided to the Co-Delegates, USP, and participating countries in implementing the Action’s Communication and Visibility Plan. • PMIS is closely monitored and regularly updated as required

<p>through their day-to-day national, sectoral and community climate change and disaster resilience activities;</p> <p>f) Develop and compile a Lessons Learnt Report at the end of the life of the Action to inform future projects including the organisation of a lessons learnt workshop with all participating countries, Co-Delegates, USP and EU/ACP.</p> <p>g) Support the implementation of the Action's communication and visibility plan in collaboration with SPREP's Communication Unit, Co-Delegates, USP and EU.</p> <p>h) Ensure the Action is uploaded on SPREP PMIS and regularly updated.</p>	
<p>5. Training and capacity building</p> <p>a) Provide relevant training to the Co-Delegates, USP, participating countries and PMU on M&E Tools including reporting templates</p> <p>b) Compile relevant reports to identify M&E capacity gaps and training needs of Co-Delegates, USP, and participating countries and explore options for training.</p>	<ul style="list-style-type: none"> • Training outcomes are achieved and M&E Tools including reporting templates are well understood by all trainees. • Reports clearly identify training needs and capacity gaps, including methodology and approach to address them and time-bound and costed work plan to guide delivery.
<p>6. Networking, partnerships and collaboration</p> <p>a) Support the management and coordination of the One-CROP team delivery approach for the Action including new partnerships established during the implementation of the Action and collaboration with other projects that could complement the activities of the Action.</p> <p>b) Lead the promotion of the Action's project results and outcomes at community, national, regional and global levels.</p> <p>c) Lead the organisation and facilitation of south-south collaboration and networking under the Action.</p>	<ul style="list-style-type: none"> • SPREP, PIFS, SPC and USP are working effectively as partners through the One-CROP team approach to deliver the project efficiently and effectively. • Improved situational awareness of project results and outcomes by SPREP, PIFS, SPC, USP, EU, ACP, other donors and stakeholders • Robust network of partners at national, community, regional and global levels willing to support and collaborate to achieve the objectives of the Action and its activities.

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:

- Development of a relevant M&E Plan that is aligned, appropriate, sound and practical in collaboration with the Co-Delegates and USP using a 1-CROP approach to finalise the plan.
- Ensuring project activities are implemented in such a manner to enable achievement of targets and finding the evidence to support these milestones.
- Managing the collection of data and information, analysing them to capture lessons learnt and sound practices using approved M&E tools and systems developed under the Action.
- Provision of timely guidance and advice to the PMU, project teams at PIFS, SPC and USP, 1-CROP technical delivery team, technical staff and experts recruited under the Action to deliver the activities as well as the participating countries.

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"> • Co-Delegates for the Action i.e. PIFS, SPC including their project teams; • USP and its project team • EU and ACP • Steering Committee • Beneficiary countries • Partner organisations and municipalities in the EU and other ACP regions • Expert Consultancy Service providers • Regional / International organisations 	<ul style="list-style-type: none"> • Access to data and information • Coordinate and streamline monitoring and evaluation practices and tools • Advice and assistance • Consultations and collaboration • Negotiations, communications and reporting • Capacity building
<p>Internal</p> <ul style="list-style-type: none"> • Senior Management Team • Climate Change Resilience Team • Other SPREP Programmes • Project Coordination Unit • Finance Team • Human Resource Team • All staff 	<ul style="list-style-type: none"> • Access to data and information • Advice and support • Collaboration and coordination

Level of Delegation

The position holder:

- Can carry out negotiations for the project on behalf of SPREP subject to authorisation;
- Can seek funding opportunities for project activities subject to authorisation

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 Regional or Global Environment and Sustainable Development or Economics or Business Administration or other relevant technical fields

Knowledge / Experience**Essential**

2. At least 7 years of extensive monitoring and evaluation experience with some technical capacity on projects related to climate change and disaster resilience, with at least 5 years experience in the environment sector or the climate change and resilience space, preferably within the Pacific islands region.
3. Strong strategic advisory and analytical skills, particularly in developing and implementing monitoring and evaluation frameworks
4. Demonstrated knowledge of current and emerging monitoring and evaluation concepts, principles and practices, and their application to regional and international organisations, preferably in the Pacific islands
5. Demonstrated experience in programme and project management with emphasis on monitoring and evaluation including financial management, proposal and report writing
6. Demonstrated experience in negotiations and working within a multi-disciplinary and multi-cultural team environment specifically in relation to monitoring and evaluation, organisational planning, problem-solving, motivating teams as well as facilitation and capacity building skills

7. Excellent written and verbal communications skills including high level of presentation and interpersonal skills with demonstrated experience in maintaining effective relationships with a diverse group of people and partner organisations

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"> • Advisory and analytical • Monitoring and evaluation best practices and development and operationalization of M&E frameworks • Reporting, work programme planning, budgeting and implementation
Advanced level	<ul style="list-style-type: none"> • Communication • Data management • Networking • Capacity building delivery
Working Knowledge	<ul style="list-style-type: none"> • Emerging environmental, climate change and disaster resilience issues • General project management principles • EU project management procedures (eg PAGODA)
Awareness	<ul style="list-style-type: none"> • UNFCCC, Paris Agreement and Climate Change funding mechanisms and processes • Sustainable Development Goals, SAMOA Pathway • Framework for Resilient Development in the Pacific • 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 Plan:

- 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, continuity of related project activities and availability of funds.

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 SDR29,499 per annum. This is currently equivalent to Samoan Tala \$112,576 (USD\$42,006) 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 of SDR4,194 will be paid to the successful candidate. The current equivalent in Samoan Tala is SAT\$16,006 (USD\$5,972) per annum. 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\$2.68

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 dependent(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\$1,566).

Temporary Accommodation and Assistance: On arrival in Apia, the appointee and (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 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\$5,821) per annum per dependent child, with an overall maximum of Samoan Tala \$46,800 (USD\$17,463) 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 dependents after completing 18 months of service for 3-year contracts 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 (USD\$1,063) 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\$896) 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 dependents 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:

'Dependent' 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, 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 SPREP Application Form and submit all the requirements stated above will not be considered.

SUBMITTING APPLICATIONS:

- a) **BY EMAIL (MOST PREFERRED OPTION):** Subject matter to be clearly marked “**Application for Monitoring & Evaluation Officer, Intra ACP GCCA+ Pacific Adaptation to Climate Change and Resilience (MEO_PACRES)**” and send to recruitment@sprep.org OR
- b) **BY POST OR FAX:** Application to be addressed and sent to: The Director General, SPREP, P.O. Box 240, Apia or fax number (685)20231 and clearly marked “**Application for Monitoring & Evaluation Officer, Intra ACP GCCA+ Pacific Adaptation to Climate Change and Resilience (MEO_PACRES)**”

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 Jolynn Managreve-Fepuleai on telephones (685) 21929 ext 325 or
Email: jolynnf@sprep.org

CLOSING DATE: Friday, 5th October 2018: Late applications will not be considered.

SPREP is an Equal Opportunity Employer
