



SPREP
Secretariat of the Pacific Regional
Environment Programme

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

APPLICANT INFORMATION PACKAGE
PROJECT MANAGER – VANUATU CLIMATE INFORMATION
SERVICES FOR RESILIENT DEVELOPMENT PROJECT
(PM Van-CISRDP)

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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 \$15 million in 2017.

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 as such can access and support the delivery of Green Climate Fund resources to address its Pacific Country Members' climate resilient development and mitigation 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.

Green Climate Fund Project: Background

Climate Information Services for Resilient Development – Vanuatu

SPREP has received funding from the Green Climate Fund (GCF) to implement a national project in Vanuatu that will support the development and delivery of various Climate Information Services (CIS) to 5 priority sectors (infrastructure, agriculture, water, tourism, fisheries) for national, provincial and community stakeholders.

A qualified and highly experienced Project Manager is required to lead on the delivery of this exciting and high-profile project. The Project Manager will directly manage a small Project Team, and work closely with other functional units within SPREP, and the Vanuatu Meteorological and Geohazards Department.

The project will focus on delivery of a set of highly interlinked activities to achieve the project outcomes including training and capacity development; development of practical CIS tools and resources, supporting coordination and dissemination of tailored information; and building the requisite information and technology infrastructure. The project is based on the Global Framework for Climate Services (GFCS) and delivers against key priorities set out in the Vanuatu Framework for Climate Information's Services.

The Project will be delivered by SPREP under the terms of the Accreditation Master Agreement (AMA) and Funded Activity Agreement (FAA) between SPREP and the GCF, in partnership and collaboration with the Vanuatu Meteorological and Geohazards Division (VMGD), as per the Execution Partner Agreement between SPREP and VMGD. The Project Manager will be required to manage the delivery of designated SPREP activities, while also providing support and ensuring coordinated delivery with the VMGD Project Team who will be responsible for delivery of the designated VMGD activities.

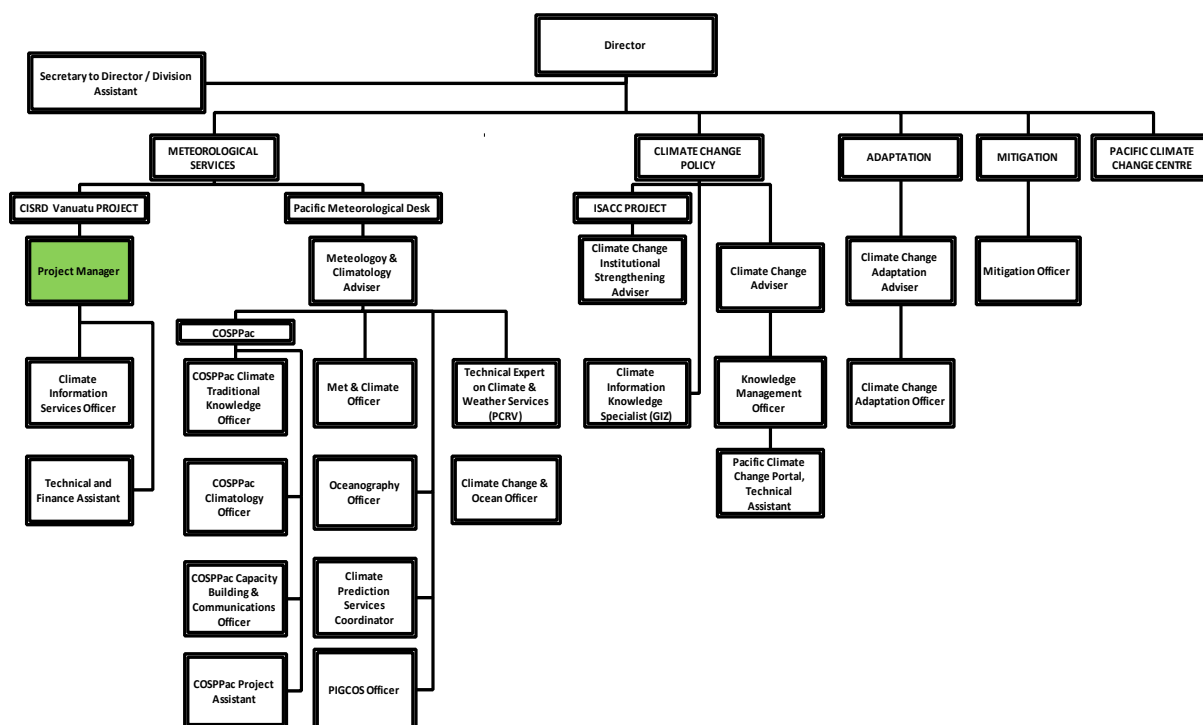
The Project Manager will also be required to manage the designated Delivery Partners, who will support in the delivery of the project activities, primarily the designated SPREP activities. Delivery Partners include the Commonwealth Science and Industrial Research Organisation (CSIRO); the Australian Bureau of Meteorology (BoM) and the Asia Pacific Economic Cooperation Climate Centre (APCC).

The project duration is 4.3 years from 2018 to 2021 with a USD 18 million budget. More information on the Project can be found in the Project Document – this can be downloaded from the SPREP website or upon direct request to email sprep_hr@sprep.org.

B. JOB DESCRIPTION

Job Title:	Project Manager – Vanuatu Climate Information Services for Resilient Development Project (PM, Van-CISRDP)
Programme:	Strategic Policy and Technical
Department:	Climate Change Resilience
Team:	Meteorological Services
Responsible To:	Director, Climate Change Resilience
Responsible For: (Total number of staff)	Two
Job Purpose:	<p>This job exists to:</p> <ul style="list-style-type: none"> Lead the Vanuatu Climate Information Services for Resilient Development Project and the project team to deliver and achieve project outcomes and results
Date:	December 2017

Organisation Context



Key Result Areas

The position of **Project Manager –CISRDP** addresses the following Key Result Areas:

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

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

Jobholder is accountable for	Jobholder is successful when
<p>1. Project leadership and management</p> <p>a) Provide leadership and management of the project and the project team;</p> <p>b) Develop and implement the Team’s Annual and quarterly Work Plan and Budget (AWP&B) to support the Programme and Department’s Annual Workplan including the planning and management of the team’s human and financial resources.</p> <p>c) Provide technical guidance and assistance to the team as well as quality control of their work;</p> <p>d) Lead and work with the staff of the Project team in the development, monitoring and assessment of Performance Development Plans as well as the necessary learning and development to support their work;</p> <p>e) Lead and provide oversight of the overall implementation of project activities in line with the approved project document,</p> <p>f) Manage successful implementation of the Project Agreement with VMGD including the provision of relevant support, guidance and technical assistance to the counterpart VMGD project team and ensuring reporting and other obligations of VMGD under the Agreement are met.</p> <p>g) Work with the SPREP Project Coordination Unit (PCU) to ensure reports to GCF are produced and submitted in a timely manner</p>	<ul style="list-style-type: none"> • The Project is being delivered effectively, on time and to a high quality standard according to the approved project documentation. • The SPREP Project team is a high performing team that delivers on its Annual Work Plan and Budget (AWP&B) objectives within the agreed timeframe and contributes to the overall achievement of the SPREP strategic priorities; • The Project team’s work is well integrated and contributes to SPREP programmes; • Staff Performance Development Plans are developed and assessed on time; • The VMGD is receiving the requisite guidance and support to ensure integrated, efficient and effective delivery of the project. • Joint divisional planning, delivery and monitoring and evaluation in close consultation with the Director of the Division • Fully accountable to corporate responsibilities including budget management, financial reporting, staffing issues and other general management requirements; • Reports are submitted and received within the agreed timeframe. • Relevant disbursement conditions have been addressed prior to scheduled disbursements. • PMIS is up to date.

<ul style="list-style-type: none"> h) Manage the relationship with key project stakeholders including the project Delivery Partners i) Coordinate with SPREP and other similar projects to ensure complementarity and to avoid duplication j) Manage the project through the SPREP Project Management Information System (PMIS) k) Coordinate the completion of technical GCF project disbursement conditions. 	
<p>2. Technical and policy advice, support and facilitation</p> <ul style="list-style-type: none"> a) Provide technical guidance, advice and decisions with regard to the delivery of the project activities and project management issues. b) Provide technical and policy advice on climate information services (CIS) and requirement for Vanuatu. c) Coordinate and implement project steering committee and national and community workshops related to the Project; d) Provide oversight and guidance to technical experts, consultants, and Delivery Partners delivering support services for the project to Vanuatu e) Facilitate liaison, partnership and networking between and among Vanuatu, regional organisations, key stakeholders and other individuals involved in project implementation. f) Produce relevant technical reports with the support and advice of the project team. 	<ul style="list-style-type: none"> • Well researched, relevant and timely technical and policy advice on CIS is provided to support delivery of the project • Technical challenges and opportunities are resolved effectively in a timely manner, including by working with other technical experts within SPREP and in partner organisations • National and community workshops are successfully implemented and documented. • Oversight and guidance provided to experts engaged in the projects • VMGD is provided with adequate level of technical and project management capacity support. • Technical reports are developed, published and submitted to SPREP on time.
<p>3. Communications and capacity building</p> <ul style="list-style-type: none"> a) Liaise closely with the VMGD project team and ensure timely and effective communications amongst all project stakeholders b) Provide technical advice and reports on CIS and information that support and promote the work of SPREP's programmes, the Pacific Islands Meteorological Strategy (PIMS) and the Climate Services Roadmap, Framework 	<ul style="list-style-type: none"> • Project progress, risks, and other aspects of the project are communicated effectively and in a timely manner to all project stakeholders, including within SPREP. • Communications products are developed to raise the profile of the project, regionally and globally. • The project is effectively represented at relevant national, regional and global fora. • Relevant advice on CIS and linkages to various national and regional strategies is provided

<p>for Resilient Development in the Pacific (FRDP) as well as national priorities;</p> <ul style="list-style-type: none"> c) Coordinate communication and information sharing on CIS d) Lead in coordinating and providing reporting to relevant donors and partners on the Project; e) Carry out capacity building in relevant areas essential for the successful implementation of the project. f) Assume overall responsibility for the widespread awareness on the CIS RDP and widespread dissemination of CIS RDP best practices and experiences as well as highlighting GCF's and SPREP's roles in the project. 	<ul style="list-style-type: none"> • Activities, lessons learnt, best practises are well documented and disseminated at the national, regional and global level • Relevant capacity building and training initiatives provided to strengthen SPREP and Member's positions and capabilities
<p>4. Monitoring, evaluation and reporting</p> <ul style="list-style-type: none"> a) Monitor the overall progress of the project including activity delivery, environmental and social risk and delivery of the gender action plan and taking appropriate remedial and other actions. b) Provide ongoing review and updates to the logical and results framework for consideration by the steering committee and approval by the GCF as necessary. c) Prepare progress and financial reports for submission to the GCF in collaboration with the SPREP PCU, as required by the Accreditation Master Agreement (AMA) and Funded Activity Agreement (FAA). d) Provide support and coordinate the submission of progress and financial reports from the VMGD to SPREP under the terms of the Executing Partner Agreement. e) Develop and support implementation of strategies for the collection of relevant field data against the project results and impact framework. f) Prepare technical and performance reports to the Project Steering Committee, the Senior Management Team and Donors, where necessary. g) Support application of the CIS Cost Benefit Framework through delivery of the project h) Consolidate lessons learned from the Van CIS RDP project for distribution via the 	<ul style="list-style-type: none"> • Progress and financial reports for the GCF are developed to a high standard and in a timely manner • VMGD is supported to provide necessary progress and financial reports to SPREP • Relevant and timely reports are provided to SPREP SMT and to members where necessary, and to regularly update the PMIS • Data and information from various sources, including field work is collected in a strategic and timely manner to support effective reporting and evaluation. • SPREP provides support for the application of the CIS Cost Benefit Analysis framework developed for the project • The project logical and results framework is up to date and approved by the steering committee and the GCF • Information and lessons learnt shared in the PCCP, the Vanuatu NAB portal the Pacific Met website,

<p>Pacific Climate Change Portal, Vanuatu National Advisory Board (NAB) Portal and the Pacific MetDesk website;</p>	
<p>5. Financial and project administrative management</p> <p>a) Provide overall management of the project budget, ensuring proper, transparent and accountable management of the project budget in accordance with relevant SPREP and donor requirements.</p> <p>b) Ensure proper processes are followed for all project expenditures</p> <p>c) Prepare financial reports as required by the donor in collaboration with the PCU and the SPREP finance team.</p> <p>d) Support VMGD to follow required financial management processes and submittal of financial reports.</p> <p>e) Coordinate an annual project audit in a timely manner, in coordination with the PCU and Finance team</p> <p>f) Identify and actively pursue secure funding opportunities and liaison with donors for the continuation and sustainability of project activities where necessary;</p> <p>g) Submit financial reports and other necessary documents to donor with the support of the SPREP Finance Team.</p> <p>h) Coordinate and manage all procurement requirements (e.g. contracts and consultancies in the project, including review of consultancy reports);</p>	<ul style="list-style-type: none"> • Financial reports are produced and submitted to donors in a timely manner. • Clean audit is obtained on an annual basis; • New funding opportunities are secured for sustainability of project activities; • New partnership for implementation with resources secured; • Procurement activities are well managed under the SPREP rules • VMGD is provided with support for the preparation of VMGD financial reports for submittal to SPREP.
<p>6. Networking, partnerships and collaboration</p> <p>a) Manage the partnership project delivery approach with the VMGD</p> <p>b) Work together with the VMGD project team, and other institutions in Vanuatu to ensure that the project has robust and active national reporting systems that is able to integrate CIS to day-to-day sector activities</p> <p>c) Manage the partnerships with the Project Delivery Partners, including to ensure timely and integrated delivery of activities and reports from the Delivery Partners.</p>	<ul style="list-style-type: none"> • SPREP and VMGD are working effectively as partners for the delivery of the Project. • SPREP and the Project Delivery Partners are working effectively. • Support and advice is provided to sectors on ensuring their systems enable them to make informed and effective decisions and CIS is integrated. • Improved awareness of project results and outcomes • Improved and strengthened regional networking, coordination and collaboration in achievement of the project's objectives

<p>d) Provide support to the government of Vanuatu to monitor, review, report and integrate weather and climate activities of the project to their contribution to their national sustainable development goals issues and challenges into their national sustainable relevant national regional and international negotiations, where necessary</p>	<ul style="list-style-type: none"> • Strong linkages are made to the contribution of the project to the national sustainable development goals
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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

<p>Most challenging duties typically undertaken:</p> <ul style="list-style-type: none"> • Provision of timely and accurate briefings and advice to Senior Management Team and Members • Ensuring project activities are implemented within the approved timeframe • Leading and managing a technically complex work area and providing timely guidance to the project team and technical experts • Coordination and collaboration with other regional agencies and stakeholders • Managing multiple duty travels of project team
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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"> • Government of Vanuatu, the Ministry of Climate Change Vanuatu Meteorological and Geo-hazards Department • VMGD Project Management Unit • National Climate Change Country Team (NCCCTs) • National Advisory Board (NAB) • Vanuatu Project Implementation Unit and Team 	<ul style="list-style-type: none"> • Advice and assistance • Consultations and collaboration • Negotiations, communications and reporting

<ul style="list-style-type: none"> • Project Delivery Partners (CSIRO, BoM, APCC) • Expert Consultancy Service providers • Green Climate Fund Donors / Partners • Regional / International organisations 	
<p>Internal</p> <ul style="list-style-type: none"> • Senior Management Team • Pacific Meteorological Desk Partnership Team • Project Coordination Unit • Finance Team • All staff 	<ul style="list-style-type: none"> • Leadership and management • Supervision and delegation • Advice and support • Collaboration and coordination

Level of Delegation

The position holder:

- Manages and has oversight of the Project budget;
- can authorise costs in the project budget
- carry out negotiations for the project on behalf of SPREP
- seek funding opportunities for work programme activities

Person Specification

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

Qualifications

Essential

1. Minimum qualifications of a Master degree in Meteorology, Geography, Informatics, Environmental Science or other relevant technical field OR a Bachelor degree in lieu, with applied relevant work experience in excess of the minimum required relevant work experience.

Knowledge / Experience

Essential

2. At least 7 years of extensive project management experience with an excellent project management track-record as well as technical assistance on projects related to climate or climate change, with at least 5 years in a role requiring a similar degree of versatility and responsibility, preferably within the Pacific islands region.

3. Extensive knowledge and experience of climate resilience, vulnerability reduction and/or climate change projects in preferably the Pacific islands region with excellent knowledge of emerging project-related climate change and disaster management issues and challenges facing Vanuatu and the Pacific region as well as excellent understanding and appreciation of environmental ethics, values and priorities
4. Excellent relationship management and experience that demonstrate a high level of professional and constructive engagement with a diverse range of stakeholders as well as an excellent understanding of key donor partners and funding institutions with proven fundraising experience
5. Excellent project management and demonstrated leadership experience including the development of funding proposals, design and delivery of integrated work programme activities, monitoring and evaluation of performance, resource management as well as a good understanding of synergies and inter-linkages across multilateral climate and climate change agreements
6. Excellent leadership and team management experience including high level advisory and analytical skills as well as leading and nurturing teams of diverse technical backgrounds and expertise in multicultural and multi-disciplinary environments
7. Excellent experience at strategic and high level communication, negotiation and reporting across diverse audiences, as well as extensive experience in capacity building, particularly in the Pacific setting with specific experience in Vanuatu as an advantage

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"> • Leadership and Advisory • Project management, reporting, development, monitoring and evaluation • Analytical and Environmental knowledge • Work programme planning, budgeting and implementation • Synergies and linkages with climate and climate change issues in the region
Advanced level	<ul style="list-style-type: none"> • Climate, climate change and disaster issues in the Pacific islands region • Emerging environmental issues and challenges • Data management • Hydro-meteorological hazards in the Pacific islands region • Multilateral environmental agreements and conventions
Working Knowledge	<ul style="list-style-type: none"> • General management principles

	<ul style="list-style-type: none"> • Awareness on the use of traditional knowledge on weather and climate • Environmental and social safeguards
Awareness	<ul style="list-style-type: none"> • Vanuatu National Sustainable Development Plan and national climate and climate change policies and frameworks • The Global Framework for Climate Services (GFCS) and relevant regional Frameworks • SPREP Strategic Plan 2017 - 2026 • SPREP Performance Implementation Plan • SPREP Work Programmes

Key Behaviours

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

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

All managers and supervisors are expected to uphold SPREP's established Leadership and Management Behaviours forming part of the Performance Development Plan.

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: Port Vila, Vanuatu. The successful candidate will have an orientation period at SPREP Headquarters in 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.

Salary: Salary is denominated in International Monetary Fund Special Drawing Rights (SDRs). Remuneration for this post falls within Band 11 of SPREP's salary scale. Starting salary will be in the range of SDR35,440 to SDR39,870. Currently, the equivalent in US Dollars is USD\$52,019 to USD\$58,521 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 SDR4,695 to SDR 5,068 will be paid to the successful candidate. The current equivalent in US Dollars is USD\$6,891 to USD\$7,439. Cost-of-living differential allowance reflects the comparative cost of living difference between Suva and Port Vila. 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\$2.60

Term: For staff recruited from outside Vanuatu, 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 VANUATU, THE FOLLOWING APPLIES:

Relocation Expenses: SPREP will meet certain appointment and termination expenses for staff recruited from outside Vanuatu, including transport and accommodation en-route for the appointee and accompanying dependant(s) between point of recruitment and Port Vila, 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 Port Vila. This is currently equivalent to USD\$1,615.

Temporary Accommodation and Assistance: On arrival in Port Vila, 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 Port Vila. This will include help in finding suitable rental accommodation.

Home Leave Travel: Return economy class airfares between Port Vila 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: Non-citizens of Vanuatu shall be exempted from customs duties and other such charges (except payment for services) in relation to importation of household and personal effects including a motor vehicle, intended for personal use, 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:

Privileges and Immunities: SPREP remuneration are exempted from all tax in Vanuatu.

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 USD\$6,000 per annum per dependent child, with an overall maximum of USD\$18,000 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 Port Vila by (i) each dependent child being educated outside Port Vila 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 Port Vila for expatriate executive furnished housing. The current rate is USD\$1,430 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 USD\$923 per annum as stipulated under SPREP's Security Assistance policy. This assistance shall be reviewed annually.

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 Port Vila 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 will receive a superannuation allowance of 7% of basic salary. For nationals of Vanuatu, SPREP will pay the legal minimum requirement to the Vanuatu 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 Vanuatu, and who resides in Vanuatu 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 Project Manager, Climate Information Services for Resilient Development Project (CISRDP)**” 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 Project Manager, Climate Information Services for Resilient Development Project (CISRDP)**”

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: jolynn@sprep.org

Closing date: Friday, 12th January 2018: Late applications will not be considered.

SPREP is an Equal Opportunity Employer