Position Description Report

Vacancy Title: **Biodiversity Monitoring Officer (BMO)** Version: **1.00**

Location: **Vailima, Apia, Samoa**

Reports To: **Director, Environmental Monitoring and Governance**

Direct Reports:

Total Reports:

Organisation Information

The Secretariat of the Pacific Region Environment Programme (SPREP) is the regional organisation established by the Governments and Administrations of the Pacific charged with protecting and managing the environment and natural resources of the Pacific. The head office is based in Apia, Samoa with other SPREP offices in Fiji, the Republic of the Marshalls Islands, Solomon Islands and Vanuatu. SPREP has around 160 staff and has an annual budget of approximately USD51 million in 2026.

The establishment of SPREP in 1993 sends a clear signal to the global community of the deep commitment of Pacific Island Governments and Administrations for better management of the environment within the context of sustainable development. The strategic direction for SPREP is clearly set out in the 2017-2026 SPREP Strategic Plan. The Plan outlines the mandate, vision and programmes for the organisation, and places strong emphasis on effective delivery of services to SPREP Member countries and territories.

Objective

Assist Pacific Island parties to the Convention on Biological Diversity (CBD) to improve their existing systems and processes for the collection, analysis and management of biodiversity data to enable effective monitoring of implementation of the CBD Kunming-Montreal Global Biodiversity Framework (KMGBF).

Outcomes

Organisational Stakeholders

1. Assessing national monitoring systems

   - Assess existing institutional arrangements and capacity, gaps, needs and priorities for national monitoring systems to respond to the Convention on Biological Diversity CBD Kunming-Montreal Global Biodiversity Framework (KMGBF), building on the GEF early action support programme.
   - Align biodiversity monitoring processes that relate to climate monitoring, building synergies with national climate monitoring and reporting requirements under the UNFCCC.
   - Develop country-specific strategies for addressing capacity needs and improving existing national biodiversity monitoring systems and processes.

2. Capacity Building, enhanced technical support and knowledge sharing

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- Conduct national and regional technical trainings and capacity building activities for improved biodiversity monitoring and effective implementation the KMGBF.
- Facilitate national and regional dialogues and workshops to promote knowledge sharing and collaborative learning.
- Provide input to and assist the development and update of National State of Environment (SOE) and Regional State of Environment and Conservation (SOEC) report(s).
- Provide input to and assist the development and review of regional environmental indicators for the Pacific islands' region.
- Develop, adapt and translate technical support tools, training and guidance material for biodiversity monitoring and indicator development by national and regional partners.
- Facilitate SPREP and country participation in trainings and peer-to-peer exchanges to be conducted by UNEP-WCMC.
- Collaborate with global partners (eg - Biodiversity Indicators Partnership) to assist country priorities for improving biodiversity monitoring systems.
- Facilitate improved coordination of capacity building activities, in collaboration with national stakeholders and regional partners.
- Organise side events to showcase the project progress and milestones at key regional meetings and in meetings of the CBD, including COP, intersessional SBI meetings and/or at SBSTTA.

3. Project outcomes and sustainability

- Assess project outcomes and determine post-project sustainability actions
- Develop sustainability plans to guide ongoing national monitoring towards 2050.
- Document project experiences and outcomes to guide future improvements and practical applications.
- Facilitate dialogue with national stakeholders to present and discuss lessons learnt from the project.

4. Communications, engagement and coordination

- Compile and maintain a contact list of in-country stakeholders involved in NBSAP implementation and national biodiversity monitoring including regional partners support related in-country initiatives.
- Liaise closely with national biodiversity focal points on the gathering of relevant information on monitoring implementation of NBSAPs.
- Prepare and disseminate suitable awareness materials and products to highlight the value of having in place robust systems and processes for monitoring implementation of NBSAPs and the KMGBF.
- Prepare media releases to raise profile and milestones of the project, as needed.
- Liaise closely with regional partners, including the Pacific Islands Roundtable for Nature Conservation and Protected Areas (PIRT) and other relevant stakeholders on monitoring of the KMGBF.
- Work with all SPREP Technical Programmes to facilitate alignment with relevant MEA monitoring and reporting processes.
- Ensure alignment and linkages of KMGBF monitoring with the Noumea Convention, the Pacific Leaders' Blue Pacific 2050 strategy and with broader ocean governance work undertaken by SPREP and partners

5. Project engagement support

- As needed, prepare technical progress reports for all activities responsible for under the project
- Provide input to the preparation of annual work plans and budgets.
- Contribute to the preparation of project financial reports and ensure compliance with donor requirements.
- Prepare narrative progress reports on status of project implementation.
- Assist with monitoring and evaluation processes for the project, as required.
- Liaise with UNEP-WCMC on project administrative matters, as required.
- Coordinate and participate in periodic coordination meetings with UNEP WCMC, as required.

6. Information management support

- Provide input to strengthen SPREP's established environmental data network of systems including the Pacific Environment Portal (PEP) and national data portals.
- Work closely with and assist the SPREP environmental monitoring team and provide support for biodiversity data monitoring systems, ensuring effective cataloguing, analysis, and sharing of data.
- Implement standardized data collection protocols for monitoring biodiversity in selected PIC CBD parties.
- Identify opportunities for engaging with and leveraging the Biodiversity Indicators Partnership (BIP) to enhance existing Pacific mechanisms and tools hosted by SPREP
- Manage data systems to ensure quality control and compatibility with regional and global reporting frameworks.

Responsibilities - Key Competencies

Business	
Information Analysis	Make informed decisions by collecting and interpreting data and information
Customer	
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.
People	
Problem Solving	Develop practical solutions to a situation.
Self-Management	Manage your priorities and objectives efficiently and effectively
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.

Role Performance Measure

No performance measures found.

Qualifications

Qualification	Discipline	Notes
Preferred		
Bachelor Degree	Environment, Environmental Science, Geography, Biodiversity	Or relevant discipline

Work Knowledge and Experience

1. Minimum qualification of a Bachelor degree in Biodiversity Conservation, Environmental Science, Environmental Studies, Geography or relevant discipline

2. At least 5 years' relevant experience in biodiversity monitoring and reporting systems, and associated data collection and management, project support, preferably in the Pacific islands region.

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3. Demonstrated research, analytical and reporting skills including strong organisational, office management and problem-solving skills,with the ability to work with the ability to work independently, exercise sound judgement, diplomacy and tact, and maintain effective coordination and relationships with national counterparts and regional organisations.

4. Extensive knowledge and proven experience in the following is required: • Convention on Biological Diversity and other related biodiversity conventions • 30x30 conservation target • Kunming-Montreal Global Biodiversity Framework (GBF) and relevant targets • National Biodiversity Strategies and Action Plans (NBSAPs) • Framework for Nature Conservation and Protected Areas in the Pacific islands 2021-2025; • Noumea Convention (1986)

5. Demonstrated familiarity with regional environmental monitoring and reporting systems and processes, including: • National State of Environment (SoE) reporting, • Regional State of Environment and Conservation (SOEC) reporting • Pacific Regional Environmental Indicators for the Pacific island countries

6. Strong track record and experience in developing, coordinating and delivering capacity building programmes and stakeholder engagement processes, including provision of technical advisory support.

7. Excellent written and verbal communication skills including high level of presentation and inter- personal skills, collaboration with donors and partners with sound 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 environment.

Requirements

Language Proficiency

Fluency in English (written and verbal)

Interactions

Type	Interaction	Comments
Internal		
	SPREP Technical Programmes.	Reporting and providing technical advice
	Finance Department	Sharing Information
	Information Services..	
	Communications and Outreach Team..	Assistance and Support Meeting facilitations and discussions Coordination and collaboration
External		
	SPREP Members.	Providing technical and advisory assistance

Type	Interaction	Comments
	EG Programme collaborating partners and organisations.	Providing and receiving data/information
	BC Programme collaborating partners and organisations.	Sharing information Reporting and collaboration
	Suppliers and Vendors..	Training and capacity building

Attributes

No attributes found.

Required Statements

Environmental Governance Programme: A brief overview

The Environmental Governance (EG) Programme plays a lead role in assisting SPREP member countries to develop their capacity in environmental governance; policy development; and planning, monitoring, and reporting for sustainable environmental outcomes and to keep pace with socio-economic development.

This work includes strengthening and supporting political leadership on environmental issues in the region through policy instruments such as the Framework for a Pacific Oceanscape, and assisting Pacific leaders and delegations in their advocacy in international fora. The work of the EG Programme is guided by the SPREP mandate implemented through the SPREP Strategic Plan 2017–2026. The EG Programme responds directly to Strategic Plan Regional Goal 4 which is to help Pacific people and their environment benefit from a commitment to and the best practice of environmental governance. Given the cross-cutting nature of the EG Programme, it also provides support to SPREP's programmes on Climate Change Resilience, Island and Oceanic Ecosystems and Waste Management and Pollution Control.

The EG Programme works closely through several partnership initiatives including those with non-governmental organisations; multilateral, international and regional organisations; development partners and donors; academic institutions; and national governments.

The EG Programme assists national governments by providing an enabling environment to support the implementation of multilateral environmental agreements (MEAs), development of national policies and legislation, training and capacity building for environmental impact assessment, geographical information systems and spatial planning. This support includes responsibilities to develop regional standards for monitoring and reporting environmental change at both national and regional scales. EG supports advocacy and assists in developing communications strategies to promote good environmental governance in the Pacific islands' region.

Regional Goal 4, EG Programme will deliver services and support in these key areas:

1. Strengthen national sustainable development planning and implementation systems including through application of Environmental Impact Assessments, and spatial planning.

2. Improve national capacity for good environmental governance supported by technical assistance for the development of policy and legislation, and in support of the implementation of SPREP Member countries' regional and international commitments.
3. Strengthen environmental data collection, monitoring, and analysis and reporting on results, nationally and regionally.

UNEP-WCMC IKI Project on strengthening national biodiversity monitoring systems for enhanced implementation of the Kunming-Montreal Global Biodiversity Framework

This UNEP-WCMC IKI project will assess and enhance national capacities, tools and systems to monitor national implementation of the Kunming–Montreal Global Biodiversity Framework. National capacity for data gathering, management and use of relevant biodiversity datasets, indicators, and knowledge varies across Parties to the CBD and is a barrier to effective implementation of the GBF and achieving the 2050 Vision for of living in harmony with nature.

The intended impact of this initiative is to strengthen capacity of national institutions for monitoring biodiversity in selected countries and identify required resources to ensure sustainability of national monitoring systems. The initiative will engage with, build on, and contribute to existing national biodiversity monitoring systems and international support initiatives, and aim to mobilise additional resources to develop and maintain such systems.

The project outcome is: *By 2030, at least ten Parties to the CBD have increased capacity, tools and systems for monitoring national implementation of National Biodiversity Strategies and Action Plans that are aligned to the Kunming–Montreal Global Biodiversity Framework and associated package of decisions adopted at CBD COP15.*

Work Complexity

Most challenging duties typically undertaken:

- Assessing national monitoring and assessment systems and processes
- Ensuring identified post-project sustainability actions take place
- Understanding monitoring and reporting requirements
- Ensuring country focal points are kept engaged
- Identifying potential risks and issues and managing these early in an effective and efficient manner

Level of Delegation

The position holder:

- manages an operational budget
- can liaise with partners on behalf of SPREP
- can seek complementary funding opportunities for work programme activities

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

C. REMUNERATION PACKAGE – TERMS & CONDITIONS

Duty Station: Apia, Samoa.
Duration: Appointment is up to 30 September 2030. There is no expectation of renewal at the end of contract as this is a project-specific position.

Salary: Salary is denominated in International Monetary Fund Special Drawing Rights (SDRs).Remuneration for this post falls within Band 10 of SPREP's salary scale. Starting salary will be SDR30,237 per annum. Currently, the equivalent is SAT115,393 per annum. Upon confirmation of probation, salary will be adjusted to SDR34,016 which is equivalent to SAT129,817 per annum. All positions have been evaluated to reflect the level of responsibilities and level of experience and qualifications required.

Cost of living differential allowance (COLDA): A Cost-of-Living Differential Allowance of SDR 4,256 will be paid to the successful candidate. This is currently equivalent to SAT16,244. Cost-of-living differential allowance reflects the comparative cost of living difference between Suva and Apia. This allowance is reviewed periodically based on data determined by an independent reviewer.

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

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

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

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

Performance Development System.

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

FOR STAFF RECRUITED FROM OUTSIDE SAMOA, THE FOLLOWING APPLIES:

Relocation Expenses: SPREP will meet certain appointment and termination expenses for staff recruited from outside Samoa, including transport and accommodation enroute for the

appointee and accompanying dependant(s) between point of recruitment and Apia, and return, by the shortest and most economical route. This includes:

- economy class airfares
- reasonable cost of packing, insuring, shipping and transporting furniture, household and personal effects on a 20ft container
- up to 20 kilos of excess baggage each for the appointee and family.

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

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

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

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

FOR ALL INTERNATIONALLY RECRUITED STAFF, THE FOLLOWING APPLIES:

Education Allowance: Education expenses maybe reimbursed against actual receipts for dependent children, to cover up to 75% of the actual costs, as stipulated under SPREP's Education Allowance policy. Currently the allowance is up to a maximum of SAT15,600 per annum per dependent child, with an overall maximum of SAT46,800 per annum per family of 3 or more eligible children.

School Holiday Travel: One return economy class flight each year between the place of education (taken to be recognised home) and Apia by (i) each dependent child being educated outside Samoa or (ii) the staff member or spouse to visit the child, providing the journey is not made within the final 6 months of the contract.

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

Housing Assistance: Internationally recruited staff shall receive housing assistance of 75% of the typical rent payable in Samoa for expatriate executive furnished housing. The current rate is SAT 2,850 per month. This assistance shall be reviewed annually and adjusted on relative movement in the local rental market.

Security Assistance: Security-related expenses maybe reimbursed against actual receipts up to SAT2,400 per annum as stipulated under SPREP's Security Assistance policy.

Annual Leave: 25 working days a year (up to a maximum accumulation of 50 days).

Sick Leave: 30 working days a year (up to a maximum accumulation of 90 days).

Other Leave: Provisions also exist for maternity, compassionate, paternity, examination and special leave (without pay).

Duty Travel: SPREP meets travelling expenses at prescribed rates necessarily incurred by staff required to travel away from Apia on official business.

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Life and Accidental Death and Disability Insurance: All employees are covered by SPREP's 24 hour

Life and Accidental Death and Disability Insurance Policy.

Medical Benefits: All employees and their dependants are entitled to have all reasonable medical, dental and optical expenses met, under the terms and conditions of the existing SPREP Medical Insurance.

Superannuation: All employees are required to contribute to a recognised Superannuation Fund. An expatriate internationally recruited staff member has the option to participate in the local Superannuation Fund or nominate another recognised Fund for their superannuation. SPREP will pay the minimum legal requirement of basic salary to the Samoa National Provident Fund or another approved nominated Fund. For Samoa, this is currently 10%.

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

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

Definitions:

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

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

child who is:

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

'Expatriate' means an internationally recruited staff member, who is not a citizen or permanent resident

of Samoa, and who resides in Samoa only by virtue of employment with SPREP.

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

General: Appointment will be under the terms and conditions of SPREP's Staff Regulations, a copy of

which will be made available to the successful applicant

How To Apply

Please submit your application online via this link: https://jobs.hrmonise.com/details/4963/sprep/BMO

Contact for Enquiries

Contact Name: Shinae Sosene Feagai

Contact Email: shinaesf@sprep.org

Further Contact Information: (685) 21929 ext 233

Closing Date: 02 Oct 2026

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