Position Description Report

Vacancy Title: **Knowledge Management Officer - Local Recruitment (Samoan Nationals and Permanent Residents Only)**

Version: **1.00**

Location: **Vailima, Apia, Samoa**

Reports To:

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

The Knowledge Management Officer assists in the provision of quality library and knowledge management services, ensuring environmental information is accessible and effectively managed. The role focuses on maintaining collections, enhancing library systems, promoting knowledge management practices, supporting staff and stakeholders, and providing administrative support to the Knowledge Manager.

Outcomes

Organisational Stakeholders

1. Collection Maintenance

   - Acquire, classify, and catalogue environmental resources (print and electronic) using Library of Congress subject descriptors and the Dewey Decimal Classification (DDC) system into DBTextWorks.
   - Manage and maintain subscriptions to serials, newspapers, and e-journals to ensure access to up-to-date information.
   - Accurately shelve serials and monographs according to the DDC system, maintaining orderly and accessible collections.
   - Ensure displays are current, attractive, and accessible for staff and stakeholders.

2. Library System and Reference Services

   - Process inter-library loan requests using all available information networks to support information access.
   - Provide efficient user services, including inquiries and document delivery, ensuring prompt responses.
   - Maintain SPREP's Virtual Library, ensuring accurate and up-to-date information is available online.
   - Enter bibliographic records into the SPREP Repository database and conduct bibliographic checks and searches.
   - Recommend and implement improvements to integrate library systems with other SPREP information systems.

3. Knowledge Management

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- Advocate for and support knowledge management initiatives and best practices across the Secretariat.
- Upload SPREP knowledge products to the website and disseminate them to PEIN depository libraries.
- Process requests for information and ensure knowledge products are made accessible to stakeholders.
- Develop Cataloguing in Publication (CIP) data for new SPREP knowledge products.
- Maintain inventory of all SPREP knowledge products and ensure proper cataloguing and visibility.
- Provide support for administration of information management tools such as PMIS and Alfresco (EDRMS).

4. Promotion and Client Education

- Provide training and awareness for staff and stakeholders in the use of public access technologies and library resources.
- Coordinate corporate and programme displays at meetings, workshops, and events to promote SPREP knowledge products.
- Conduct library tours and staff inductions to raise awareness of information services.
- Promote SPREP's work via social media channels and publications.
- Compile and distribute the monthly "Give Me Library" bulletin to keep staff informed of new resources.

5. Administrative Support

- Maintain accurate library statistics for reporting and planning.
- Manage purchase orders, payment requests, and acquisition processes.
- Administer the use of knowledge products for displays, including banners and posters.
- Provide basic IT support to staff as required.
- Ensure smooth day-to-day operations of the library, including circulation, shelving, and resource management.

Responsibilities - Key Competencies

Business

Business Performance	Manage the performance of the organisation.
Change Management	Implement and manage changing situations resulting from a change in strategic/business.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Documentation	Communicate using formal business writing.
Communication	Exchange information through verbal communication

Customer

Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Quality Focus	Deliver quality.
Social and Cultural Awareness	Respond respectfully and effectively to people of different cultural and social backgrounds.

People

Facilitation	Assist the progress of work ensuring its timely and effective completion.
Problem Solving	Develop practical solutions to a situation.

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Learning	Develop the competencies of self and others to enhance performance.
Self-Management	Manage your priorities and objectives efficiently and effectively

Professional

Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Research	Apply formal research methodologies.
Technology Application	Apply technology.

Role Performance Measure

No performance measures found.

Qualifications

Qualification	Discipline	Notes
Preferred		
Bachelor Degree	Librarianship, Information & Communications Technology	Bachelor degree in Library, Information Management or relevant discipline.

Work Knowledge and Experience

At least 5–7 years of professional experience in library management, knowledge management, or information services, preferably within an international, regional, or intergovernmental organisation.

Demonstrated experience in cataloguing, classification systems (e.g., Library of Congress, DDC), and database management.

Proven knowledge of knowledge management systems, electronic document and records management systems (EDRMS), and virtual library platforms.

Strong understanding of information dissemination, reference services, and user support.

Experience in training, client education, and promotion of information services.

Familiarity with Pacific regional environmental issues and experience in supporting knowledge-sharing in a multicultural context would be an advantage.

Requirements

Regulatory Compliance Requirements

Excellent communication skills with high command of spoken and written English..
Demonstrated experience with media, publications, communications, and networking with diverse stakeholders.

Interactions

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Type	Interaction	Comments
Internal		
	Knowledge Manager (Supervisor)	Provides direction and oversight on knowledge management systems, library operations, and priorities.
	Records & Archives Officer and Assistant	Coordinates on information management, archiving, and document retrieval.
	Information Technology Team	Collaborates to maintain and improve digital systems, including EDRMS and the Virtual Library.
	Programme and Department Staff	Provides reference services, training, and advice to ensure access and use of information resources.

Attributes

Behavioural Styles

Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.
Reliable	Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.

Interpersonal Styles

Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Realistic	Shows concern for facts and reality, rejecting the impractical.
Team Oriented	Enjoys being with others as part of a group or team.

Thinking Styles

Disciplined/Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.
Well organised	Controls tasks in a well thought out and critical manner.

Required Statements

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Key Skills / Competencies

- Excellent skills in library systems, bibliographic databases, and digital information management.
- Strong organisational and administrative skills, with attention to detail.
- Effective communication and interpersonal skills, with ability to support and train diverse users.
- Good problem-solving and analytical skills, with ability to recommend improvements to information systems.
- Demonstrated ability to work independently and as part of a team in a multicultural environment.
- Commitment to SPREP's core values: **environmental leadership, integrity, service delivery, and valuing people**.

How To Apply

Please submit your application via the following link: https://app.hrmonise.com/job/4991/sprep/KMO

Contact for Enquiries

Contact Name: Shinae Sosene Feagai

Contact Email: shinaesf@sprep.org

Further Contact Information: --

Closing Date: 09 Oct 2026